

RESOLUTION OF THE
INTERGOVERNMENTAL RELATIONS COMMITTEE
OF THE NAVAJO NATION COUNCIL

21ST NAVAJO NATION COUNCIL - Third Year, 2009

AN ACTION

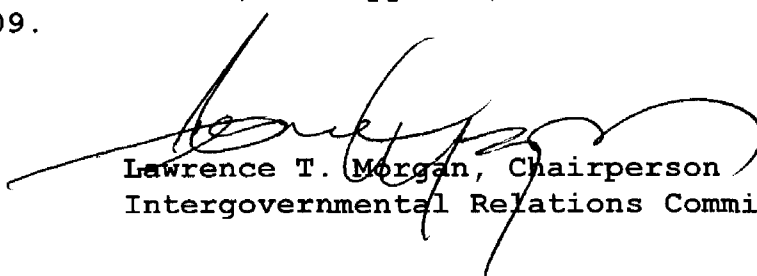
RELATING TO HUMAN SERVICES AND INTERGOVERNMENTAL RELATIONS;
APPROVING AND AUTHORIZING ACCEPTANCE OF A GRANT AWARD IN
THE AMOUNT OF \$252,000 FROM THE CORPORATION FOR NATIONAL
AND COMMUNITY SERVICE TO THE NAVAJO NATION - DEPARTMENT OF
NAVAJO VETERANS AFFAIRS

BE IT ENACTED:

1. The Navajo Nation hereby approves and authorizes acceptance of a grant award in the amount of \$252,000 from the Corporation for National and Community Service to the Navajo Nation - Department of Navajo Veterans Affairs, as set forth in the documents attached hereto as Exhibit A.
2. The President of the Navajo Nation is hereby authorized to sign and accept the grant award from the Corporation for National and Community Service, as authorized herein.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Intergovernmental Relations 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 10 in favor, 0 opposed, this 21st day of September, 2009.



Lawrence T. Morgan, Chairperson
Intergovernmental Relations Committee

Motion: Rex Lee Jim
Second: Larry Noble

ORIGINAL

§2522.245 How are living allowances disbursed?

A living allowance is not a wage and programs may not pay living allowances on an hourly basis. Programs must distribute the living allowance at regular intervals and in regular increments, and may increase living allowance payments only on the basis of increased living expenses such as food, housing, or transportation. Living allowance payments may only be made to a participant during the participant's term of service and must cease when the participant concludes the term of service. Programs may not provide a lump sum payment to a participant who completes the originally agreed-upon term of service in a shorter period of time. [73 FR 53752, Sept. 17, 2008].

Hope this helps.

Charndrea Leonard
Program Officer and Team Leader
AmeriCorps State & National
Corporation for National & Community Service
Santa Fe Federal Building
1114 Commerce Street, Suite 708
Dallas, TX 75242

phone - 214.767.0320
fax - 214.767.0356

Notice of Grant Award**Corporation for National and Community Service**

1201 New York Ave., NW

Washington, DC 20525

(202) 606-5000

AmeriCorps Indian Tribes**Grantee**

Navajo Nation

EIN: 860092335

Department of Navajo Veterans Affairs P O Box 430 Window Rock AZ 86515

Award Information

| | | | |
|----------------|-------------------|-----------------|--------------------------------|
| Agreement No.: | 08TNHAZ002 | Project Period: | 09/04/2008 - 09/03/2011 |
| Amendment No.: | 1 | Budget Period: | 09/04/2008 - 09/03/2011 |
| CFDA No.: | 94.006 | | |

Award Description

The purpose of this amendment is for the program to revise their budget and match amounts to adhere to the Navajo requirements.

Purpose

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.).

Funding Information

| Current Year | Previously Awarded This Year | This Award/ Amendment | Total Current Year |
|---|------------------------------|-----------------------|--------------------|
| Total Obligated by CNCS | \$252,000 | \$0 | \$252,000 |
| Grantee's Unobligated Balance (Carryover) | \$0 | \$0 | \$0 |
| Total Available | \$252,000 | \$0 | \$252,000 |

Cumulative Funding for Project Period

| | |
|----------------------------------|------------------|
| Total Awarded in Previous Years | \$0 |
| Total CNCS Funds Awarded to Date | \$252,000 |

Member Information

Member Education Awards as of this Amendment

| | W/Allowance | WO/Allowance |
|-----------------------------------|-------------|--------------|
| Full Time (1700 hours) | 20 | 0 |
| 1-Year Half Time (900 hours) | 0 | 0 |
| 2-Year Half Time (1st Year) | 0 | 0 |
| 2-Year Half Time (2nd Year) | 0 | 0 |
| Reduced Half Time (675 hours) | 0 | 0 |
| Quarter Time (450 hours) | 0 | 0 |
| Minimum Time (300 hours) | 0 | 0 |
| Member Service Years (MSY Awards) | 20 | |

Funding Source and Amount

Not applicable to this award.

Special Conditions

- Within 60 days of receipt of this award, the grantee shall hire a new program director, who will receive coaching and support from the Corporation and our training and technical assistance providers.

- The grantee shall not enroll members into the program until you receive notification from the Corporation that it is permissible to do so. Member enrollment will be contingent upon (1) the new program director's ability to demonstrate that policies and systems for effective program management are in place, (2) a thorough review of all member files associated with grant number 02ASTAZ013, and (3) the correction of all issues of non-compliance.

- Failure to complete this activity on the part of the program will result in the grant being placed on manual review and possible termination of the grant.

- Your 2008-2009 regulatory match is 24%. CNCS will monitor your statutory and regulatory match upon submission of your FFR.

Notice of Grant Award

1201 New York Ave., NW
Washington, DC 20525
(202) 606-5000

AmeriCorps Indian Tribes

Grantee

Navajo Nation
Department of Navajo Veterans Affairs P O Box 430 Window Rock AZ 86515

EIN: 860092335

Terms of Acceptance: By accepting funds under this grant, the Grantee agrees to comply with all terms and conditions of the grant that are on the Corporation's website at <https://egrants.cns.gov/provisions/ACProvisions2008.pdf>, all assurances and certifications made in the Grant application, and all applicable federal statutes, regulations and guidelines. The Grantee agrees to administer the funded Program in accordance with the approved Grant application and budget(s), supporting documents, and other representations made in support of the approved Grant application.

Corporation for National and Community Service:

 03/13/2009

Signature Date

Bonnie Janicki

Name (typed)

Senior Grants Officer

Title

Kelly Mitchell-Baynes, 202-606-6869

Grants Official

Charndrea Leonard, 214-880-7053

Program Official

3/13/2009, 4:30 PM, EST


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NOFA Information

- **NOFA:** AmeriCorps Indian Tribes FY 2008 (New)
- **Grant Application ID #:** 08TN095049
- **Grant ID #:** 08TNHAZ002
- **Due Date:** 01/08/2008
- **Summary:** These grant funds support new/recompete Tribal AmeriCorps programs.

View/Print your application

Please click on any of the following links to view/print a report.

- **Application for Federal Assistance:** [view/print report](#)
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- **Budget Narrative:** [view/print report](#)
- **Funding Summary Chart:** [view/print report](#)
- **Notice of Grant Award:** [view/print report](#)
- **Organization/People Report:** [view/print report](#)
- **Program Summary Chart:** [view/print report](#)

Grant Application Info

Grant Application ID:
08TN095049
Grant #: 08TNHAZ002

NOFA: AmeriCorps Indian Tribes
FY 2008 (New)

Type: Amendment
Status: Awarded
Submitted: 11/18/2008 11:48,
EST

Legal Applicant Info

Navajo Nation
Department of Navajo Veterans
Affairs
P O Box 430
Window Rock, AZ 86515

Applicant Info: view

- **Applicant/User:** John Wilson
- **Authorized Representative:** Wilson, John
- **Applying Type:** Amendment
- **Applying:** Directly to CNCS
- **Program:** Navajo Nation - Department of Veterans Affairs
- **Program Initiative:**
- **Program Director:** Benally, Ruth
- **Program URL:**

Application Info: view

- **Areas affected by the program:**
Arizona and New Mexico
- **Program Start and End Dates:** ~
- **Subject to Review by State Executive Order 12372 Process:** No
- **Delinquent on any federal debt?** No

Narratives: view

- **Executive Summary:** entered
- **Summary of Accomplishments and Outcomes:** entered

- Rationale and Approach: entered
- Member Outputs and Outcomes: entered
- Community Outputs and Outcomes: entered
- Organizational Capacity: entered
- Cost Effectiveness and Budget Adequacy: entered
- Evaluation Summary or Plan: entered
- Amendment Justification: entered
- Clarification Summary: not entered
- Continuation Changes: not entered

Documents: view**Budget Section 1 Subtotal: view**

| Total Amount | CNCS Share | Grantee Share |
|--------------|------------|---------------|
| \$118,825 | \$30,154 | \$88,671 |
| | 25% | 75% |

Budget Section 2 Subtotal: view

| Total Amount | CNCS Share | Grantee Share |
|--------------|------------|---------------|
| \$260,955 | \$209,246 | \$51,709 |
| | 80% | 20% |

Budget Section 3 Subtotal: view

| Total Amount | CNCS Share | Grantee Share |
|--------------|------------|---------------|
| \$33,392 | \$12,600 | \$20,792 |
| | 38% | 62% |

Budget Section 1 + 3 Totals:

| Total Amount | CNCS Share | Grantee Share |
|--------------|------------|---------------|
| \$152,217 | \$42,754 | \$109,463 |
| | 28% | 72% |

Budget Total:

| Total Amount | CNCS Share | Grantee Share |
|--------------|------------|---------------|
| \$413,172 | \$252,000 | \$161,172 |
| | 61% | 39% |

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08TN095049

Grant #: 08TNHAZ002

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FY 2008 (New)

Type: Amendment

Status: Awarded

Submitted: 11/18/2008 11:48,
EST**Legal Applicant Info**Navajo Nation
Department of Navajo Veterans
Affairs
P O Box 430
Window Rock, AZ 86515**Budget Section I. Program Operating Costs View Source of matching funds**

Please enter the necessary budget information for your project.

Personnel Expenses

| Position/Title | Qty | Annual Salary | % Time | Total Amount | CNCS Share | Grantee Share | edit | del |
|-------------------------------------|-----|------------------|-----------|-----------------|---------------|------------------|----------------------|-----|
| Program & Projects Specialist | 1 | \$26,990 | 100% | \$26,990 | \$12,000 | \$14,990 | view | |
| Department Manager II | 1 | \$47,773 | 10% | \$4,777 | \$0 | \$4,777 | view | |
| Veterans Service Officer | 1 | \$27,107 | 10% | \$2,711 | \$0 | \$2,711 | view | |
| Veteran Service Officer | 1 | \$22,697 | 10% | \$2,270 | \$0 | \$2,270 | view | |
| Veterans Service Officer | 1 | \$22,697 | 10% | \$2,270 | \$0 | \$2,270 | view | |
| Veteran Service Officer | 1 | \$22,697 | 10% | \$2,270 | \$0 | \$2,270 | view | |
| Veteran Service Officer | 1 | \$28,754 | 10% | \$2,875 | \$0 | \$2,875 | view | |
| Senior Office Specialist | 1 | \$22,730 | 10% | \$2,273 | \$0 | \$2,273 | view | |
| Senior Office Specialist | 1 | \$23,429 | 10% | \$2,343 | \$0 | \$2,343 | view | |
| Senior Office Specialist | 1 | \$22,081 | 10% | \$2,208 | \$0 | \$2,208 | view | |

| | | | | | | | |
|--------------------------------|-----------|------------------|-----|-----------------|-----------------|-----------------|----------------------|
| Senior Office Specialist | 1 | \$20,817 | 10% | \$2,082 | \$0 | \$2,082 | view |
| Administrative Service Officer | 1 | \$33,912 | 10% | \$3,391 | \$0 | \$3,391 | view |
| Administrative Service Officer | 1 | \$29,403 | 10% | \$2,940 | \$0 | \$2,940 | view |
| Senior Carpenters | 1 | \$24,760 | 10% | \$2,476 | \$0 | \$2,476 | view |
| Senior Carpenter | 1 | \$24,760 | 10% | \$2,476 | \$0 | \$2,476 | view |
| Senior Carpenter | 1 | \$24,760 | 10% | \$2,476 | \$0 | \$2,476 | view |
| Senior Carpenter | 1 | \$24,760 | 10% | \$2,476 | \$0 | \$2,476 | view |
| Subtotal | 17 | \$450,127 | | \$69,304 | \$12,000 | \$57,304 | |

Personnel Fringe Benefits

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share | edit | del |
|------------------------------------|----------------------------------|-----------------|----------------|-----------------|----------------------|---------------------|
| Fringe Benefits | FY09 Fringe Benefit at 33.19% | \$8,958 | \$3,983 | \$4,975 | view | |
| Fringe Benefits In-Kind DNVA Staff | \$42314 x 33.19% =\$14044 | \$14,044 | \$0 | \$14,044 | view | |
| Subtotal | | \$23,002 | \$3,983 | \$19,019 | | |

Staff Travel

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share | edit | del |
|-----------------|---|----------------|----------------|---------------|----------------------|---------------------|
| Staff Travel | \$1,500 for Air Travel, Per Diem, Meal, Lodging, POV mileage 2,561. | \$4,551 | \$4,551 | \$0 | view | |
| Subtotal | | \$4,551 | \$4,551 | \$0 | | |

Member Travel

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share | edit | del |
|-----------------|---|--------------|------------|---------------|----------------------|-----|
| Member Travel | Member travel to monthly meeting for AmeriCorps Program. Travel will cover the cost of their travel. \$3,000 @ \$150.00 per member=\$3000 | \$3,000 | \$3,000 | \$0 | view | |
| Subtotal | | \$3,000 | \$3,000 | \$0 | | |

Equipment

| Item/Purpose | Qty | Unit Cost | Total Amount | CNCS Share | Grantee Share | edit | del |
|-----------------|-----|-----------|--------------|------------|---------------|------|-----|
| Subtotal | | | | | | | |

Supplies

| Item | Calculation | Total Amount | CNCS Share | Grantee Share | edit | del |
|----------------------|--|--------------|------------|---------------|----------------------|-----|
| Office Supplies | 5 Agencies X \$400 = \$2000 for supplies for the AmeriCorps Program and member s. Grantee Share is \$5,500. \$100.00 per members. Supplies will include: Backpacks, planners, writing equipment, housing constructions tools, AmeriCorps supplies. | \$7,500 | \$2,000 | \$5,500 | view | |
| Uniforms for Members | 20 members x 200 = \$4,000 | \$4,000 | \$4,000 | \$0 | view | |
| Subtotal | | \$11,500 | \$6,000 | \$5,500 | | |

Contractual and Consultant Services

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share | edit | del |
|-----------------|-------------|------------|--------------|------------|---------------|------|-----|
| Subtotal | | | | | | | |

Staff Training

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share | edit | del |
|-----------------|----------------------------------|------------|--------------|------------|---------------|-------------|-----|
| Staff Training | Staff Training for registration. | \$100 | \$682 | \$582 | \$100 | view | |
| Subtotal | | \$100 | \$682 | \$582 | \$100 | | |

Member Training

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share | edit | del |
|-----------------|--------------------|------------|--------------|------------|---------------|-------------|-----|
| Member Training | 200 x 20 = \$4,000 | \$200 | \$4,000 | \$0 | \$4,000 | view | |
| Subtotal | | \$200 | \$4,000 | \$0 | \$4,000 | | |

Evaluation

| Purpose | Calculation | Daily Rate | Total Amount | CNCS Share | Grantee Share | edit | del |
|-----------------|--------------------|------------|--------------|------------|---------------|-------------|-----|
| Evaluation | Program evaluation | \$200 | \$200 | \$0 | \$200 | view | |
| Subtotal | | \$200 | \$200 | \$0 | \$200 | | |

Other Program Operating Costs

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share | edit | del |
|-----------------------------------|--|--------------|------------|---------------|-------------|-----|
| Travel to CNCS-Sponsored Meetings | | \$2,500 | \$0 | \$2,500 | view | |
| Insurance Premium | 12000 x .32/ \$100=\$38 CNS Share 14990 x .32/ \$100=\$48 Grantee | \$86 | \$38 | \$48 | view | |
| Subtotal | | \$2,586 | \$38 | \$2,548 | | |

Subtotal:

| | | |
|--------------|------------|---------------|
| Total Amount | CNCS Share | Grantee Share |
|--------------|------------|---------------|

\$118,825

\$30,154

\$88,671

25%

75%

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08TN095049

Grant #: 08TNHAZ002

NOFA: AmeriCorps Indian Tribes
FY 2008 (New)

Type: Amendment

Status: Awarded

Submitted: 11/18/2008 11:48,
EST**Legal Applicant Info**Navajo Nation
Department of Navajo Veterans
Affairs
P O Box 430
Window Rock, AZ 86515**Budget Section II. Member Costs View Source of matching funds**

Please enter the necessary budget information for your project.

Living Allowance

| Item | # Mbrs | Allowance Rate | # w/o Allow | Total Amount | CNCS Share | Grantee Share | edit | del |
|------------------------------|-----------|-------------------|-------------------|-----------------|---------------|------------------|----------------------|----------|
| Full Time (1700 hrs) | 20 | \$11,400 | 0 | \$228,000 | \$193,800 | \$34,200 | view | |
| 1-Year Half Time (900 hours) | | | | \$0 | \$0 | \$0 | view | |
| 2-Year Half Time (1st Year) | | | | \$0 | \$0 | \$0 | view | |
| 2-Year Half Time (2nd Year) | | | | \$0 | \$0 | \$0 | view | |
| Reduced Half Time (675 hrs) | | | | \$0 | \$0 | \$0 | view | |
| Quarter Time (450 hrs) | | | | \$0 | \$0 | \$0 | view | |
| Minimum Time (300 hrs) | | | | \$0 | \$0 | \$0 | view | |
| Subtotal | 20 | \$11,400 | 0 | \$228,000 | \$193,800 | \$34,200 | MSY | Cost/MSY |
| | | | | | | | 20 | \$12,600 |

Member Support Costs

| Purpose | Calculation | Total Amount | CNCS Share | Grantee Share | edit | del |
|------------------|-----------------|-----------------|---------------|------------------|----------------------|-----|
| FICA for Members | 7.65 | \$17,442 | \$14,826 | \$2,616 | view | |
| | 193800 x.32/ | | | | | |

| | | | | | |
|-----------------|------------|----------|----------|----------|----------------------|
| | \$100= | | | | |
| | \$620 | | | | |
| | CNCS | | | | |
| Worker's | 34200 | \$729 | \$620 | \$109 | view |
| Compensation | x.32/ | | | | |
| | \$100= | | | | |
| | \$109 | | | | |
| | Grantee | | | | |
| | 20 | | | | |
| Health Care | Members | \$14,784 | \$0 | \$14,784 | view |
| | x \$739.20 | | | | |
| | =14784 | | | | |
| Subtotal | | \$32,955 | \$15,446 | \$17,509 | |

Subtotal:

| | | |
|--------------|------------|---------------|
| Total Amount | CNCS Share | Grantee Share |
| \$260,955 | \$209,246 | \$51,709 |
| | 80% | 20% |

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Please enter the necessary budget information for your project.

Corporation Fixed Percentage

| Item | Calculation | Total Amount | CNCS Share | Grantee Share | edit | del |
|--------------------------|-------------|--------------|------------|---------------|----------------------|-----|
| Corporation Fixed Amount | | \$0 | \$0 | \$0 | view | |
| Subtotal | | \$0 | \$0 | \$0 | | |

Grant Application Info

Grant Application ID:

08TN095049

Grant #: 08TNHAZ002

NOFA: AmeriCorps Indian Tribes
FY 2008 (New)

Type: Amendment

Status: Awarded

Submitted: 11/18/2008 11:48,
EST**Legal Applicant Info**

Navajo Nation

Department of Navajo Veterans
Affairs

P O Box 430

Window Rock, AZ 86515

Federally Approved Indirect Cost Rate

| Cost Type | Cost Basis | Calculation | Rate | Rate Claimed | Total Amount | CNCS Share | Grantee Share | edit | del |
|-----------------|------------|---|------|--------------|--------------|------------|---------------|----------------------|-----|
| | | 252000 x 5% = \$12600 | | | | | | | |
| FIXED | D | CNCS 96260 x 5% = \$20792 Grantee | 5% | 5% | \$33,392 | \$12,600 | \$20,792 | view | |
| Subtotal | | | | | \$33,392 | \$12,600 | \$20,792 | | |

Subtotal:

| Total Amount | CNCS Share | Grantee Share |
|--------------|------------|---------------|
| \$33,392 | \$12,600 | \$20,792 |
| | 38% | 62% |

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Narratives

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Please enter the Executive Summary

The Navajo Nation covers a geographic area of 25,000 square miles and has approximately 298,197 up from 269,202 Navajos residing within the Four Corners of the States of Arizona, New Mexico and Utah, and encompasses 17.5 million acres, approximately equal to West Virginia. The Nation's land base is a third of all native land in the lower continental states. The Navajo population has an extremely low yearly per capita income, approximately \$4,106 per adult individual and less than \$12,000 per four-person family. This means that most Navajo families subsist below the US standard considered as poverty level. Approximately 59% of Navajo families residing in the Navajo Nation fit in this category. The Navajo Nation is established to work with the complex, multi-jurisdictional relationship with the federal government, its agencies, and the States of Arizona, New Mexico and Utah. The Navajo Nation has the largest number of Navajo Indian Veterans numbering over 16,000 who have served in the U.S. Armed Forces since World War I through Desert Storm, including peacetime. Hundreds more are presently serving in the United States and abroad in Afghanistan and Iraq. Most often, dilemmas facing veterans' families are multiple and complex. Navajo veterans and their families living on the Navajo Nation often have difficulty acquiring services because of language and cultural barriers they face when they interact with outside agencies. Families in this part of the country also have significant difficulty in obtaining basic services for their children with special health care needs because of the extreme living conditions including but not limited to sparse telephone service, the lack of running water and electricity, limited paved roads, isolation, inadequate housing, homelessness and other chronic handicap or disabling conditions. Traveling from home to town where there are few services located is difficult, and sometimes impossible, during winter and rainy months. For many families on the reservation the only access to a telephone they have is at the local Chapter House, similar to a community center, or a trading post. Native American veterans and their families started their journey through life with odds stacked against them with many unforeseen challenges or rendezvous. As seen by administrators, collaborators, and school personnel, there is a tremendous lack of people helping people or veterans helping veterans. There are a limited number of people who have dedicated their volunteer time to assist those in need of improving habitat for humanity and education services to help them improve their environment and academic skills. Problems facing veterans' and their families are multiple and complex. The focus of the program is to assist veterans and their families to improve their living environment and to have special training or workshops to maintain a healthy life style. The program will also focus on veterans' children: to have caring adults in their lives as parents, mentors, tutors, and coaches, safe places with structured activities in which to learn and grow, a healthy start and healthy future, an effective education that equips them with marketable skills, and an opportunity to give back to their communities through their own service. Mission Statement The Mission of the Department of Navajo Veterans Affairs is to ensure that all veterans, surviving spouses and dependents, including Gold Star Mothers, have the opportunity to access benefits and services they are entitled to from the tribal, state, private, and federal sources by advocating on their behalf. Navajo Veterans and their families, who are experiencing insufficient services

in the area of health and social needs, will be the targeted group to ensure that they are informed about VA benefits and are connected with the appropriate agencies and service delivery.

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Please enter the Summary of Accomplishments and Outcomes

B. Summary of Accomplishments and Impacts The Americorps members were assigned a specific task such that he/she has been gathering all the materials and information needed to fulfill the intent. The members have been working individually and/or with other members for home improvement projects. The Veteran Service Officer (VSO) and Program & Project Specialist have been making themselves available for any crisis or difficult situation. If the americorps member is having difficulty with a specific project, the Supervisor work closely with members until they feel comfortable with doing the project. Each assignment was summarized and submitted to the Program & Project Specialist for final approval before distribution. The members can distribute the gathered information for communication purposes and can interchange the information with other members that have other projects based on the relevancy of the shared information. Training was include with family service coordination, accessing health care, veterans benefits, SSI and Social Security Disability Income benefits, services availability from tribal and state welfare and other services, data collection, maintenance of client files, basic computer use and telephone etiquette. Members receive appropriate outreach and communication methods in networking with service providers, crisis intervention, and receive education on Persons and Individuals subject to the Disabilities Education Act. Expected training outcome for members include development of communication skills, organizational skills, increase in self-confidence, ownership in the community, a basic understanding of the services offered to outside veterans and human services agencies, integration/reintegration into the job market, and education possibilities. (1) Member training and support. (A) Plan for Member Training. All incoming AmeriCorps members will receive eight hours of orientation at the Navajo Veterans Hedquarters in Window Rock, Arizona. Each member will be assigned a Senior Carpenter member who will provide on-going training basic on individual skill level and work assignments. The average number of hours of training* Training provides assurance that all members were provided training on various topics and are giving the correct information to disseminate to their clients. This also increases their knowledge and self-confidence in work habits, professional skills and personal development. By the end of each member's contribution of (1700) full time hours to the program, each have reached 10 % of the Navajo veterans and their family members within their agencies and/or service area assigned. The total amount of 32 AmeriCorps Members participants in the program were full award with there Education Award for Scholarships. We received a total amount of \$712,992.00 that was allocated to the Navajo Nation Department of Navajo Veterans Affairs -- Strengthen the Alliance of Veterans & Their Families within the 3 year grant cycle. Volunteers are individual recruited or directly supervised by the Americorps members who participate in direct services projects that help the program achieve it community services objectives. The Americorps members where in various of projects which included in the Navajo Nation Veterans Memorial Park, Armed Force Day, Navajo Nation and Agency fairs on a yearly basis. The Americorps members also help renovated homes for veterans and families which included with the roofing, replacing sheets rocks, and working out in the yard for beautification for the family. AmeriCorp members also assisted with veterans plus their household by distributing and

discussing health related pamphlets, share information or traditional healing, arranging health care providers for regular visits to veterans, and doing house chores.

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Narratives

close

Please enter the Rationale and Approach

Rationale and Approach AmeriCorps will attempt to address some of the issues that affect family dysfunction: health education, minor home repairs, referrals, training skills, professional and personal development, recruiting community/veterans volunteers, community outreach, education and veteran's organizations. The service providers from the Indian Health Service (IHS) and Tribal Health Care to provide workshops and presentations, which will allow the participants to join in the discussion, will complete health education. Health education will cover the following topics: diabetes, HIV/AIDS prevention, substance abuse (alcohol and drug), CPR training, domestic violence, breast cervical cancer, treatment on PTSD, medical transportation and presentations by the Division of Social Services and DNVA on veterans benefits. The AmeriCorps members will distribute health-related pamphlets to veterans and their families to increase awareness on health issues. 90% of the veterans and their families will receive in-home care or house chores or health care provided during a weekly visit. They will also remind veterans of their medical or clinic appointments. AmeriCorps strengthens communities through community involvement and consultation. We believe that local involvement and input is vital to the development of quality service programs that sustain and build communities. This included extensive broad-based local input to design, implement, and evaluate projects. The specific goals of the SAVF- AmeriCorps are to: (1) improve the development and school readiness of veterans' children with special needs; (2) that all children will be able to read well and independently by their grade; (3) increase involvement of veteran families in the community; (4) educate individuals and providers on veterans' family issues and how they relate to the community; and traditional and cultural teaching will be taken into account to produce more effective learning process. With unemployment as epidemic as it is in Native American communities, the strengthening Alliance for Veteran and Families will embody the National Service movement spirit by providing Native American veterans, spouses and children to help veteran families. AmeriCorps members will be in communities and will have direct contact when they provide the services that are needed by the community. The SAVF members will compile information on tribal and state agencies, and other organizations in the Navajo Nation to develop a resource directory and an information bulletin board. Members and the organizations that after which they will provide the services will utilize the resource directory. This will enable tribal and state agencies and other organizations to participate in community activities. Through the bulletin board, SAVF and DNVA staff will recruit volunteers for events. Field Supervisor will be responsible for all volunteers for the event. AmeriCorps and Department of Navajo Veterans Affairs will be responsible for any support for the event. The event must have the interest of the veterans and families to provide community empowerment. The activities and time spent should reflect the goals and objectives of the Program. The Navajo Nation with state agencies will strengthen the program be able to continue the SAVF. The SAVF will collaborate with other national service programs in order to support the project by doing site review of their program to see what's working and not working for their projects. This will enhance our ability to improve our project with the AmeriCorps Program. By attending the national meeting, we will receive up to date information

for the staff and members. We have had enthusiastic discussions about the SAVF proposal with other veterans and community groups and look forward to their support and collaborative efforts. Organizations we plan on working with include the Department of Navajo Veterans Affairs, Department of Behavioral Health, Social Services Division, Family Reaching Harmony, Dine' Center for Substance Abuse Treatment and Indian Health Service Program. AmeriCorps members will provide hands-on service to civic, community, educational, faith-based organizations and tribal organizations. The Program will cultivate, strengthen, and expand partnerships with tribal and local government agencies through a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA). Desired Impact 1. Veterans will increase knowledge by 60% on health issues (Pre/Post Test). They will improve overall health by 30%. They will provide assistance to veterans and their families who received materials to improve their homes and living environment. 2. They will be aware of services that are being provided in the local community and be able to access these services. Proposed Activities Veterans and their families living in this area often have difficulty acquiring services because of language and cultural barriers they face when they interact with other agencies. Families in this part of the country also have significant barriers in obtaining basic services for their children with special health care needs because of the extreme living conditions. Most often problems facing veterans' families are multiple and complex. The unique cultural barriers faced by Native American families compound these problems. Studies also indicate that veteran families under stress have an increased incidence of divorce, alcohol or drug abuse, domestic violence, and minimum standard performances in school and family dysfunction. Members will provide the necessary information in these areas to meet the goals and objectives of "getting things done".

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Please enter the Member Outputs and Outcomes

Members Outputs and Outcomes: Seventeen (20) potential members will be recruited to serve in the "Strengthen the Alliance of Veterans & their Families" (SAVF) program. There will be twelve (20) full-time members with stipends. Members must have an interest in veterans and family issues; believe in family and community empowerment. Promptness and accountability are vitally important. The activities and time spent should relate to the goals and objectives of the Program. The members will attend biweekly group/individual and/ or regular staff meetings. Advance notification of any excused absences or inability to make the commitment is extremely important. AmeriCorps will build strong communities when it engages diverse members and staff in common service. Recruitment efforts will be conducted in conjunction with Department Navajo Veterans Affairs -- DNVA staff from among their existing potential client veterans and family members. We have found that veteran families are more likely to trust other veterans and veteran family members. People with disabilities will be given some consideration. Newspapers will be used to publish ads for recruitment describing the qualifications etc. AmeriCorps members in the program will receive training specific to their service activities as well as training on AmeriCorps and the ethics of service. Recruitment and Selection 1. Selection of AmeriCorps Members. * Veteran, Veteran's spouse or dependent of a Veteran. * 17 years old or older. * Be a high school Graduate or GED Certificate * Must be drug-free at the time of their appointment. SAVF AmeriCorps abides by Drug-Free Workplace policies. * Must have no criminal record or prove that existing records will not interfere with service duties. * Have access to dependable/reliable transportation. * Willing to help disabled Veterans and family members with special needs. * Willing and determined to provide service approximately 32-56 hours per week over 11 months with the goal of accumulating 900 or 1700 hours. * Be dependable, follow instruction, be punctual, reliable, trustworthy, and readily adjustable, demonstrate leadership skills, have ability to motivate others and be creative. * Willing to attend and/or continue education in college or vocational school. * Be fluent in Navajo traditional culture, philosophy and language. 2. How members will be recruited. * Members will be recruited through the Navajo Times newspaper. * Members will be recruited through the Gallup, Independent newspaper. * KTNN/KWRK/KGAK/KNDN radio station. * The Program & Project Specialist and Veteran Service Officer (VSO) in conjunction will conduct recruitment efforts with DNVA staff from among their existing potential client veterans and family members. The potential AmeriCorps members will be interviewed for positions within the AmeriCorps Program. * Program & Project Specialist is a Native American, age 40; with an AA Degree in Early Childhood Multi-Cultural and still in college seek a Bachelor in Business Administration and extensive back ground in working with other program as a program coordinator and/or program manager. Veteran Service Officers are all Native American, age 40 - 50, some college. Department Navajo Veterans Affairs Department Manager II, Native American, College and a degree in Business Management. Use a point system during the interview session. Ensure that the team members are aware of the AmeriCorps standards and policies when selecting potential members. Member Development 1. Member training and support (A) Positions Description for Members. There is on position description for

all Navajo Veterans AmeriCorps Members. Position: Service Provider for Navajo Nation Veterans and Families of Veterans. Activities to be performed and not limited to the following items. a. Perform minor home repair under the supervision of a Senior Carpenter b. Perform housekeeping services for elder veterans or family members. c. Perform property maintenance for veterans who maintain a subsistence lifestyle. d. Provide in home health services and health education for veterans. e. Provide support for community cultural events f. Provide fuel assistance for elder veterans. g. Assist with clean-up of the Veterans Memorial Park and Cemetery. The AmeriCorps Members will receive numerous opportunities for personal growth in the health field, social services, and construction through the extensive group and individual training provided during the members term of service. (B) Plan for Member Training. All incoming AmeriCorps member will receive eight hour of orientation at the Navajo Veterans Headquarters in Window Rock, Arizona. Each member will also receive additional eight hours at their individual sites on a monthly basis. Each AmeriCorps member will be assigned a Senior Carpenter mentor who will provide on-going training based on individual skill level and work assignments. The average number of hours of training for each AmeriCorps member is four hours per week. There are seven major training events for each AmeriCorps member which are detailed below. a. CPR training will be provided to AmeriCorps members by the Indian Health in Window Rock, Az. The Training will be provided during the first three months of the corps members service and specific date will be coordinated with Indian Health Service. b. First Aid Training will be provided to AmeriCorps members by the Indian Health Service in Window Rock, Az. The Training will be provided during the first three months of the members service and specific date will be coordinated with Indian Health Service. c. Defensive Driving. Each AmeriCorps member will receive four hours of defensive driving to be certified by the tribe and this will allow the members to drive tribal vehicles. The class will be taught at each site and will be completed during the first six months of the corps members service. d. Food Handlers Training. Each AmeriCorps member will also receive food handlers training and receive a food handlers training certificate. This will allow them to participate in community and cultural events. The training will be conducted at each site and will be completed during the first six months of the corps members service. e. Health Education Training. Every two months the corp member will receive four hours to eight hours of health education training. The topics include but not limited to diabetes prevention, HIV/AIDS prevention, substance abuse, domestic, and other health areas. The training is provided by different departments of the Navajo Nation and Indian Health Service. f. Culture Education. The corps members will receive one day of training from the Navajo Traditional Practitioners. The training will be conducted at Window Rock, Arizona. g. Job Readiness Training. During the last quarter of the corps members service job readiness training will be provided to assist member in preparing for careers after their term of service is completing college applications, and other areas to support the corps members. Existing SAVF, DNVA and other tribal program staff will conduct training for members. Training will include family service coordination, accessing health care, veterans benefits, SSI and Social Security Disability Income benefits, services available from tribal and state welfare and other services, data collection, maintenance of client files, basic computer use and telephone etiquette. Members will also receive appropriate out-reach and communication methods in networking with service providers, crisis intervention, and receive education on Persons and Individuals with Disabilities Education Act. The Indian Health Service/Community Health Representative will also provide CPR training and certification. The Department of Navajo Veterans Affairs and staff who are the host and service sponsors will be orientated on the AmeriCorps program, the Mission, Goals and Objective Statements as well as responsibilities of members at the beginning of the program and at their monthly staff meetings. Members will be assigned to agency sub-offices based on the area they are from to minimize excessive travel. C. Program/Project Management The Navajo Tribal Council established the Department of Navajo Veterans Affairs in 1971. Since its establishment, the Department has expanded to administer a variety of tribal, states; federal and private funded programs, for Navajo veterans and in some cases extended to families. These programs include Veterans loans; housing assistance, Veterans Helping Veterans AmeriCorps, VA direct home loan, financial assistance for burial, transportation, emergency/hardship, and traditional healing

ceremony; Veterans employment and training; professional counseling; VA benefits information and continuity of technical assistance. Over the years, the Department has administered on average over \$2.0 million annually in combined funds from all sources for multiple programs. The Navajo Nation's Division of Finance, Office of Management and Budget, and Contracts and Grants Office monitor and handle the financial management system for the entire Navajo Nation, including programs involving all internal and external funds. The Department also maintains its own internal accounting and ledger system. The Department of Navajo Veterans Affairs is professionally staffed with 17 dedicated and caring individuals, consisting of Department Manager II, Sr. Office Specialist, Administrative Service Officer, Loan Officer, Office Assistant, five (5) Agency Veteran Service Officers, and AmeriCorps Program & Project Specialist -SAVF Program. The program will cooperate in the evaluation and data collection activities of DNVA as required by the national office of AmeriCorps. The Department Manager II and the Program & Project Specialist will have responsibility for ensuring that each of the objectives is carried out in a timely manner, that appropriate documentation is maintained, and that the criteria used to measure the results and successes of the project are met. The NAVSFO/VFA has done on-site visits; however the progress reports will be submitted to the national Office of Corporation for National and Community Service. At the end of the Project, SAVF and DVNA will submit a final report for the Project period

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Please enter the Community Outputs and Outcomes

. Community Outputs and Outcomes AmeriCorps strengthens communities through community involvement and consultation. We believe that local involvement and input is vital to the development of quality service programs that sustain and build communities. This included extensive broad-based local input to design, implement, and evaluate projects. The specific goals of the SAVF-AmeriCorps are to: (1) improve the development and school readiness of veterans' children with special needs; (2) that all children will be able to read well and independently by their grade; (3) increase involvement of veteran families in the community; (4) educate individuals and providers on veterans' family issues and how they relate to the community. 1. SAVF will be serving Native American veterans and their families living within the boundaries of the Navajo Nation, extending into the states of Arizona, New Mexico and Utah. The Department of Navajo Veterans Affairs will be the central location of the SAVF office; which is based within the capital of the Navajo Nation, Window Rock, (Arizona) and is therefore in the heart of the Nation's government activities. AmeriCorps will provide services to two agencies during the first year and two other agencies each of the following years. Due to the supervision of members and the distance among the agencies we decided that two agencies would provide a more comprehensive supervision of members. 2. The AmeriCorps Program will develop a Memorandum of Understanding with the existing tribal program and Indian Health Service any outside agencies AmeriCorps will develop a Memorandum of Agreement to enhance and strengthen the community to provide services. Community Partnership 1. We have had enthusiastic discussions about the SAVF proposal with other veterans and community groups and look forward to their support and collaborative efforts. Organizations we plan on working with include the Department of Navajo Veterans Affairs, Department of Behavioral Health, Social Services Division, Family Reaching Harmony, Dine' Center for Substance Abuse Treatment and Indian Health Service Program. 2. AmeriCorps members will provide hands-on service to civic, community, educational, faith-based organizations and tribal organizations. 3. The Program will cultivate, strengthen, and expand partnerships with tribal and local government agencies through a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA). Mobilization of Community Resources including Volunteer 1. AmeriCorps members will be in communities and will have direct contact when they provide the services that are needed by the community. The SAVF members will compile information on tribal and state agencies, and other organizations in the Navajo Nation to develop a resource directory and an information bulletin board. Members and the organizations that after which they will provide the services will utilize the resource directory. This will enable tribal and state agencies and other organizations to participate in community activities. 2. Through the bulletin board, SAVF and DNVA staff will recruit volunteers for events. Field Supervisor will be responsible for all volunteers for the event. AmeriCorps and Department of Navajo Veterans Affairs will be responsible for any support for the event. The event must have the interest of the veterans and families to provide community empowerment. The activities and time spent should reflect the goals and objectives of the Program. 3. The Navajo Nation with state agencies will strengthen the program be able to continue the SAVF. 4. The SAVF will collaborate with

other national service programs in order to support the project by doing site review of their program to see what's working and not working for their projects. This will enhance our ability to improve our project with the AmeriCorps Program. By attending the national meeting, we will receive up to date information for the staff and members.

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Please enter the Organizational Capacity

D. Organizational Capacity Organizational Capacity and Sustainability The Strengthening Alliance of Veterans and their Families AmeriCorps Program are functions within the Department of Navajo Veteran Affairs, which is a Department under the Navajo Division of Human Resource. The AmeriCorps program has been in existence in the Navajo Nation since February 1997 at which time the Navajo Nation Council authorized the program. The program has a Department Manager II and Program & Project Specialist. The Navajo Nation funds the Department Manager II. Veterans AmeriCorps Program Organization Chart Department Manager II Program & Project Specialist* Western (Tuba City) Central (Chinle) Northern (Shiprock) Fort Defiance (Ft. Defiance) Eastern (Crownpoint) Year 2 of Project Year 1 of Project Year 3 of Project Year 1 of Project Year 2 of Project The nature of the organization is to recruit members to fulfill the objectives set in the areas of "getting things done", member development, and community strengthening. By the same token, AmeriCorps members will have objectives set with data forms to be used to obtain statistics and other pertinent information. The principal staff persons who will coordinate the activities of the AmeriCorps program have had extensive training and involvement with past and present AmeriCorps members. Their involvement includes at least two years with AmeriCorps members. The staff persons are familiar with the necessary documentation needed, types of relevant data to accompany the reporting system and statistics needed to graph results for further justification of the projects. The Department Manager II and Program Project Specialist have college degrees to supplement their qualifications for the task. Along with the educational experience, the principle staff has other expertise such as program management, supervisory skills, leadership skills, and report writing, etc. 1. Capacity to provide fiscal oversight. The Strengthening Alliances for Veterans and Families program will be administered by the Department of Veterans Affairs. The department has previously administered federally funded, state and private grants for 27 years. The Navajo Nation Office of Management and Budget and Office of Contracts and Grants will have fiscal oversight and will monitor of financial and other required systems utilized to administer the AmeriCorps grant. (Attachment: Organizational Chart) 2. Sound track record in the issue area(s) the project will address. With limited budget constraints, the program does not expect to hire additional staff. With the proposed program, the expertise in using available resources, data collection, statistic reports, and supervisory experience will be an important asset to the program. The principle staff will have the insight of available resources within the communities where the work sites will be situated. This will include, use of higher education available in the community, health outlets, various entities, and knowing community members. The organization as a whole has been recognized throughout the states while the staff has been involved in workshops or conferences. The principal staff persons have connections with other organizations if they need assistance in some areas of difficulty. These resources have been utilized by the Strengthening Alliance of Veterans and their Families AmeriCorps program for references, shared information, and other procedures that have helped in difficult situations. 3. Principal program staff. The staff person who will be responsible for the overall administration of the AmeriCorps Program is going to be the Program & Project Specialist.

He/she will donate 100% of his/her time to the Program. In addition to the Program & Project Specialist there will also be one to oversee the members of the SAVF Project. 4. Volunteer Recruitment, Management, and Recognition The plan for volunteer recruitment includes the following: a. The AmeriCorps member will be provided an event calendar for the year. Examples of the events included Navajo Code Talkers Day Veteran's Day Parade, etc. b. The members will be responsible for recruiting five volunteers for each major event. c. The members will also be responsible for training and supervising the volunteer based on the needs of the individual events. Supervision will also include documentation of volunteer hours d. The members will then plan the recognition of each of the five volunteers.

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Please enter the Cost Effectiveness and Budget Adequacy

D. Budget/Cost Effectiveness: Non-federal support and sustainability. The program cost per full-time member is \$10,600. The SAVF AmeriCorps Program will not hire any Part-time members. This is reasonable due to the seriously under-served nature of these families and the location of their homes in remote and /or rural areas resulting in the high cost of transportation. The Navajo Nation will provide a cash match of \$34,535.00 and additionally contribute in-kind services amounting to \$79,558.00, thus exceeding the match requirements. Most of all, SAVF will continue to develop coalitions that will help sustain this program in the future through support of tribal, county and state governments, community-based organizations, present and former AmeriCorps members, local citizens, veterans organization and family members. Budget that supports the program design. Department of Navajo Veterans Affairs has been operating the Veterans Helping Veterans (VHV) Program, now Strengthening Alliance for Veterans and Families since 1997. Although successful, many families have still not been reached, and SAVF will allow the program to reach not only under-served veterans families, but also other families who have children with special needs. Within the past three- (3) years, SAVF Program has reached and assisted 1,980 veterans, 990 spouses, and 2,970 children and youth. SAVF place a high priority on recruiting veterans' children with learning deficiencies and has built a successful relationship with more than 21 Navajo Nation school: (BIA boarding schools, public schools, community schools, parochial schools, 4-year community colleges and university branches). These schools have successfully activated, utilized and integrated the tools of technology into their vision for school-wide excellence. By placing an AmeriCorps Member who is a "self-starter" and possesses, background experience in mathematics, reading, Navajo language, Navajo culture and other technologies to serve as tutors and to seek to improve the educational achievements of veterans' children who lack academic opportunities necessary to ensure their future. These members also target veteran, spouses and youths with problems within their current existing homes and/or school environment. The members also collaborate and integrate very closely with their local service providers in focusing on seeking to provide new opportunities for academic and emotional growth. SAVF members have provided over 4,420 hours of education and training to local communities, veterans and their families, council delegates, chapter officials, staff, school administrators, school board members, parent and youth; at the same time striving to succeed in creating more active involvement of all sectors of the community in support of quality education and success for all veterans' children. The program has initiated and provided over 4,420 hours of training in community projects and workshops. If any member comes upon a problem, then they have the benefit of each other's area of expertise and skills. Throughout the year, AmeriCorps members have network, shared problems, solutions and successes. Cost-effectiveness: The Navajo Nation will provide a cash match \$34,535.00 and additional in-kind services valued at \$79,558.00, thus exceeding the match requirement. In addition, the AmeriCorps Program will continue to access other grants to supplement the Program.

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Please enter the Evaluation Summary or Plan

4. Plans for Evaluation. Strengthen the Alliance of Veterans & their Families - SAVF program will format forms to concentrate on the human needs, education, and health projects within the two communities identified for the overall projects. The Program & Project Specialist will have responsibility ensuring that each of the objectives are carried out in a timely manner, that appropriate documentation is maintained, and that the criteria used to measure the results and successes of the project are met. In the format will be data collection, phase of activity completed, parties involved, and statistics relevant to the project, strengths and weaknesses of the project, and recommendations on an alternate strategy, if needed. The forms will be reviewed twice monthly or as needed for proper continuity of the program. The program will submit monthly, quarterly, and annual reports to the Department of Navajo Veterans Affairs, the Division of Human Resources, and the Corporation for National Service. The program will have an internal evaluation to be performed by the principal staff persons before submittal of the reports. Each of the team leaders per work site will also be responsible for the reports to be in on time, with proper documentation, and justifiable statistics. Upon review of the monthly, quarterly, and annual reports, the program will make modifications as needed to be in compliance with the Corporation for National Service. This will include, time sheets, narrative reports, expenditure reports, mileage incurred by vehicles, telephone usage, and supplies along with materials used at the work sites. In accordance with the budget set for the program, the principal staff will adhere to the line items expenditures per category. If there are discrepancies, the responsible person will confer with the Program & Project Specialist and make adjustments or amendments. Supervisor for the AmeriCorps will be done at each site by the Veterans Service Officer, the AmeriCorps member will be stationed at five location throughout the reservation. five Veterans Service Officers will each provide ten percent of their time to the supervision of the corps members. There will be four corps members assigned to each site. At the end of year one, the program will review the objectives set for that fiscal year. The evaluation process will include the strengths of the objectives, how effective the procedures were in relation to what the resources offered and highlights of the project. Other issues to be included in the evaluation will include the weaknesses of the project, how it could be better approached, and what means or procedural improvements could be implemented to better the program.

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Please enter the Amendment Justification

Amendment Justification-Anything that is pertaining to tutoring activities should be disregarded. The SAVF will not be initiating the tutoring activities.

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THE NAVAJO NATION - FISCAL YEAR 2009 SUMMARY OF PROGRAM BUDGET

BUDGET FORM 1
Page 1 of 9

PART I. PROGRAM INFORMATION:

Business Unit No: _____ Prepared by: Yvonne J. Claude
 Program Title: Department of Navajo Veterans Affairs (DNVA)-
Strengthening Alliance of Veterans & Families (SAVF) Phone No.: 928/871-6958

PART II. FUNDING INFORMATION:

| (A) Funding Source(s): | (B) Funding Source's Fiscal Year: | (C) Amount: | (D) % of Total: |
|---|--------------------------------------|----------------|--------------------|
| Corporation for National & Community Services | 07/15/08 to 09/30/09 | \$ 252,000 ✓ | 60.99% |
| Cash Matching Funds | 07/15/08 to 09/30/09 | \$ 77,930 ✓ | 18.86% |
| In Kind Matching | 07/15/08 to 09/30/09 | \$ 83,242 ✓ | 20.15% |
| | | | - |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL: | | \$ 413,172 ✓ | 100% |

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

Resolution No. GSCMY-40-03 and HSCAP-19-03. A.To identify, assess and prioritize the special needs of Navajo veterans, dependents and survivors and Gold Star Mothers. B.To seek additional funds. C. The Department shall monitor and assess all veterans' benefit programs. D.To recommend overall policies and procedures to the NNC through respective committees. E.To seek the establishment of health care facilities. F.To monitor, advocate and promote employment and training. G.To seek the establishment and funding of Navajo Veteran's Housing Assistance Program. H.To determine, implement and provide services pursuant to NNC budget appropriations. I.To administer and manage the Veteran's Loan Program. J.To identify additional funds to improve the veterans' counseling. K.To consolidate the NN Housing Initiative through NAHASDA and local veterans organizations/chapters. L.To initiate consumer education for veterans that lacks good credit rating.

PART IV. ACKNOWLEDGEMENT:

I hereby acknowledge, to the best of my knowledge, that the information contained in this budget proposal is complete and accurate.


 SUBMITTED BY: Prg. Manager's Signature/Date

 7-14-09
 APPROVED BY: Branch/Div. Dir.'s Signature/Date

PART V. MATCHING FUNDS REQUIRED:

CONCURRED BY:

Contracting Officer's Signature/Date

Chen 7/14/09

**THE NAVAJO NATION - FISCAL YEAR 2009
PROGRAM PERFORMANCE CRITERIA**

**BUDGET FORM 2
Page 2 of 9**

PART I. PROGRAM INFORMATION:

Business Unit No.: _____

Program Name/Title: DNVA - Strengthening Alliance of Veterans & Families

PART II. PROGRAM PERFORMANCE CRITERIA:

| FY 2009 1st QTR | | FY 2009 2nd QTR | | FY 2009 3rd QTR | | FY 2009 4th QTR | |
|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|
| Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual |

1. Program Performance Area:

Recruit 20 Members for the Americorps Program.

Goal Statement:

Hire four (4) AmeriCorps Members at each of the 5 agencies.

| | | | | | | | |
|--|--|--|--|--|--|----|--|
| | | | | | | 20 | |
|--|--|--|--|--|--|----|--|

2. Program Performance Area:

Assist 75 Veterans with minor home renovations.

Goal Statement:

15 veterans will be assisted with minor home renovations at all 5 Agencies

| | | | | | | | |
|--|--|--|--|--|--|----|--|
| | | | | | | 75 | |
|--|--|--|--|--|--|----|--|

3. Program Performance Area:

Refer 10 veterans for services to other outside resources.

Goal Statement:

10 veterans will be referred to outside sources at each of the 5 Agencies.

| | | | | | | | |
|--|--|--|--|--|--|----|--|
| | | | | | | 50 | |
|--|--|--|--|--|--|----|--|

4. Program Performance Area:

Train all AmeriCorps Members on CPR, HIV/AIDS Prevention, Defensive Driving Course, etc.

Goal Statement:

All 20 AmeriCorps Members will attend trainings to upgrade their skills.

| | | | | | | | |
|--|--|--|--|--|--|----|--|
| | | | | | | 20 | |
|--|--|--|--|--|--|----|--|

5. Program Performance Area:

Programs & Projects Specialist will conduct site monitoring at each Agency Office.

Goal Statement:

Monitor to ensure compliance with goals and objectives on monthly basis per quarter

| | | | | | | | |
|--|--|--|--|--|--|----|--|
| | | | | | | 15 | |
|--|--|--|--|--|--|----|--|

THE NAVAJO NATION - FISCAL YEAR 2009
BRANCH/DIVISION
COMPARATIVE BUDGET SUMMARY

BUDGET FORM 3
Page 3 of 9

| PART I. PROGRAM INFORMATION: | | | | | | |
|---|------------------------------|--|---|---------------------------------------|----------------------------------|----------------------------|
| Program Name/Title: <u>DNVA - Strengthening Alliance of Veterans & Families</u> | | | | | Business Unit #: <u>NEW</u> | |
| PART II. | | | | | | |
| (A) | (B) | (C) | (D) | (E) | (F) | (G) |
| Rank (For Branch/Div. Use Only) | Major Object Code or BU # | Major Object Code Description or Program Title | Fund Type Code | FY 2008 NNC Approved GF Budget* | FY 2009 Proposed GF Budget | Difference (Col. F - E) |
| | 1000 | Revenues | 1 | - | - | - |
| | 2001 | Personnel Expenses | 1 | 635,270 | ✓ 61,388 | (573,882) |
| | 3000 | Travel Expenses | 1 | 19,566 | ✓ 30,000 | 10,434 |
| | 3500 | Meeting Expenses | 1 | - | - | - |
| | 4000 | Supplies | 1 | 13,228 | ✓ 127,838 | 114,610 |
| | 5000 | Lease & Rental | 1 | - | - | - |
| | 5500 | Communications & Utilities | 1 | 2,600 | - | (2,600) |
| | 6000 | Repairs & Maintenance | 1 | - | - | - |
| | 6500 | Contractual Services | 1 | 1,434 | - | (1,434) |
| | 7000 | Special Transactions | 1 | 3,920 | ✓ 20,174 | 16,254 |
| | 8000 | Assistance | 1 | - | - | - |
| | 9000 | Capital Outlay | 1 | 1,500 | - | (1,500) |
| | 9500 | Matching & Indirect Cost | 1 | 35,474 | ✓ 173,772 | 138,298 |
| TOTAL: | | | | 712,992 | ✓ 413,172 | (299,820) |
| PART III: POSITIONS/VEHICLES INFORMATION: | | | Total # of Positions Budgeted: | | 1 | 1 |
| | | | Total # of Permanently Assigned Vehicles: | | | |

*Column (E) funding should be the amount in accordance with NNC legislation, CS-31-07.

cdm 7/14/09

The Navajo Nation - Fiscal Year 2009

OMB Budget Form 4A
Page 4 of 9

Listing of Positions and Assignments by Business Unit

| SUB ACCT | POS NO | JOB TYPE | POSITION TITLE | EMP ID | WRKSITE CODE | FY 2008 ACTUAL G/S | SALARY | FY 2009 PROPOSED HOURS | BUDGET |
|-------------|-----------|-------------|--------------------------------|--------|-----------------|-----------------------|--------|---------------------------|----------|
| 1147 | 932637 | 1252 | Programs & Projects Specialist | Vacant | WIN | N63A | \$ - | 448 | \$ 7,267 |

**THE NAVAJO NATION - FISCAL YEAR 2009
DETAILED LINE ITEM BUDGET AND JUSTIFICATION**

**BUDGET FORM 5
Page 5 of 9**

PART I. PROGRAM INFORMATION:

Program Name/Title: DNVA - Strengthening Alliance of Veterans & Families

Business Unit No.: _____

PART II. DETAILED BUDGET:

| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) |
|-----------------------------|----------------------------|--|------------------------|---------------------------|------------------------------|--------------------------------|------------------|---------------------------------|---------------------------------|-------------------------------------|----------------------------------|
| Level of Detail (LOD) | DETAILED Object Code | Object Code Description/Justification | Fund Source Code | Central Office (WR) | Central Navajo/ Chinle | Eastern Navajo/ Crownpt. | Fort Defiance | Northern Navajo/ Shiprock | Western Navajo/ Tuba City | Total by DETAILED Object Code | Total by MAJOR Object Code |
| 4 | 2001 | PERSONNEL EXPENSES Employee salary and fringe benefits. | | | | | | | | | 61,388 |
| 6 | 2110 | REGULAR \$16.22 x 448 Hrs. = \$7,266.56 | 1 | ✓ 7,267 | | | | | | 7,267 | |
| 6 | 2310 | TEMPORARY 0506-Americorp Participant-N53A \$6.87 x 344 Hrs. = \$2,363.28 x 20 Members = \$47,265.60 | 1 | ✓ 47,266 | | | | | | 47,266 | |
| 5 | 2900 | FRINGE BENEFITS Permanent: \$ 7,267 x 33.19% = \$2,411.91 ✓ Temporary: \$ 47,265 x 9.40% = \$4,442.91 ✓ TOTAL: = \$6,854.82 ✓ | 1 | ✓ 6,855 | | | | | | 6,855 | |
| PAGE TOTAL: | | | | ✓ 61,388 | - | - | - | - | - | 61,388 | |

cbm 7/14/09

THE NAVAJO NATION - FISCAL YEAR 2009
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

BUDGET FORM 5
Page 6 of 9

| PART I. PROGRAM INFORMATION: Program Name/Title: <u>DNVA - Strengthening Alliance of Veterans & Families</u> Business Unit No.: _____ | | | | | | | | | | | |
|---|-----------------------------|--|-------------------------|----------------------------|-------------------------------|---------------------------------|----------------------|----------------------------------|----------------------------------|--------------------------------------|-----------------------------------|
| PART II. DETAILED BUDGET: | | | | | | | | | | | |
| (A) Level of Detail (LOD) | (B) DETAILED Object Code | (C) Object Code Description/Justification | (D) Fund Source Code | (E) Central Office (WR) | (F) Central Navajo/ Chinle | (G) Eastern Navajo/ Crownpt. | (H) Fort Defiance | (I) Northern Navajo/ Shiprock | (J) Western Navajo/ Tuba City | (K) Total by DETAILED Object Code | (L) Total by MAJOR Object Code |
| 4 | 3000 | TRAVEL EXPENSES Costs associated with field visits to project sites, meeting with clients, attend staff meetings, trainings, conferences, workshops and other program activities. | | | | | | | | | ✓ 30,000 |
| 6 | 3230 | PERSONAL TRAVEL 3240 Per Diem Meals 3250 Lodging 3260 POV Mileage | 1 | 30,000 | | | | | | 30,000 | |
| | | | PAGE TOTAL: | | 30,000 | - | - | - | - | 30,000 | |

chen 7/14/09

THE NAVAJO NATION - FISCAL YEAR 2009
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

BUDGET FORM 5
Page 7 of 9

| PART I. PROGRAM INFORMATION: Program Name/Title: <u>DNVA - Strengthening Alliance of Veterans & Families</u> Business Unit No.: _____ | | | | | | | | | | | |
|---|-----------------------------------|---|-------------------------------|----------------------------------|-------------------------------------|---------------------------------------|-------------------------|--|--|--|---|
| PART II. DETAILED BUDGET: | | | | | | | | | | | |
| (A) Level of Detail (LOD) | (B) DETAILED Object Code | (C) Object Code Description/Justification | (D) Fund Source Code | (E) Central Office (WR) | (F) Central Navajo/ Chinle | (G) Eastern Navajo/ Crownpt. | (H) Fort Defiance | (I) Northern Navajo/ Shiprock | (J) Western Navajo/ Tuba City | (K) Total by DETAILED Object Code | (L) Total by MAJOR Object Code |
| 4 | 4000 | SUPPLIES Costs associated with file folders, stationary, writing tools, printing materials, and other office accessories, postage, printing, photocopies, subscriptions, etc. Includes the uniforms for the AmeriCorp Participants. | | | | | | | | | ✓ 127,838 |
| 6 | 4410 | OPERATING SUPPLIES 4420 General Operating Supplies 4450 Postage, Courier, Shipping 4470 Uniforms 4530 Printing/Binding/Photocopying 4540 Books, Periodicals, Subscription | 1 | 127,838 | | | | | | 127,838 | |
| PAGE TOTAL: | | | | | | | | | | | 127,838 |

ndm 7/14/09

**THE NAVAJO NATION - FISCAL YEAR 2009
DETAILED LINE ITEM BUDGET AND JUSTIFICATION**

BUDGET FORM 5
Page 8 of 9

| PART I. PROGRAM INFORMATION: | | | | | | | | | | | |
|---|----------------------------|---|------------------------|---------------------------|------------------------------|--------------------------------|------------------|---------------------------------|---------------------------------|-------------------------------------|----------------------------------|
| Program Name/Title: <u>DNVA - Strengthening Alliance of Veterans & Families</u> | | | | | | | | | | Business Unit No.: _____ | |
| PART II. DETAILED BUDGET: | | | | | | | | | | | |
| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) |
| Level of Detail (LOD) | DETAILED Object Code | Object Code Description/Justification | Fund Source Code | Central Office (WR) | Central Navajo/ Chinle | Eastern Navajo/ Crownpt. | Fort Defiance | Northern Navajo/ Shiprock | Western Navajo/ Tuba City | Total by DETAILED Object Code | Total by MAJOR Object Code |
| 4 | 7000 | SPECIAL TRANSACTIONS Costs for seminars, workshops, conferences and conventions for the (20) Americorp Participants to enhance their skills, knowledge and techniques; and Worker's Compensation. | | | | | | | | | ✓ 20,174 |
| 6 | 7510 | TRAINING & PROFESSIONAL DUES 7520 Training/Registration Fees | 1 | 20,000 | | | | | | 20,000 | |
| 6 | 7710 | INSURANCE PREMIUMS 7765 Policy Payment \$ 7,267 x .32 / \$100 = \$ 23.25 \$47,265 x .32 / \$100 = \$151.24 TOTAL: \$174.49 | 1 | 174 | | | | | | 174 | |
| PAGE TOTAL: | | | | 20,174 | - | - | - | - | - | 20,174 | |

Chen 7/14/09

**THE NAVAJO NATION - FISCAL YEAR 2009
DETAILED LINE ITEM BUDGET AND JUSTIFICATION**

BUDGET FORM 5
Page 9 of 9

PART I. PROGRAM INFORMATION:

Program Name/Title: DNVA - Strengthening Alliance of Veterans & Families

Business Unit No.: _____

PART II. DETAILED BUDGET:

| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) |
|-----------------------------|----------------------------|--|------------------------|---------------------------|------------------------------|--------------------------------|------------------|---------------------------------|---------------------------------|-------------------------------------|----------------------------------|
| Level of Detail (LOD) | DETAILED Object Code | Object Code Description/Justification | Fund Source Code | Central Office (WR) | Central Navajo/ Chinle | Eastern Navajo/ Crownpt. | Fort Defiance | Northern Navajo/ Shiprock | Western Navajo/ Tuba City | Total by DETAILED Object Code | Total by MAJOR Object Code |
| 4 | 9500 | MATCHING AND INDIRECT COST Cost allowed by Corporation for National and Community Service. (CNCS). | | | | | | | | | ✓173,772 |
| 6 | 9510 | CASH MATCHING FUNDS 9520 Matching Funds | 1 | ✓ 77,930 | | | | | | 77,930 | |
| 6 | 9610 | IN-KIND MATCHING 9620 Internal In-Kind | 1 | ✓ 83,242 | | | | | | 83,242 | |
| 6 | 9710 | IDC 9720 Indirect Cost Charged \$252,000 x 5% = \$12,600 ✓ | 1 | ✓ 12,600 | | | | | | 12,600 | |
| PAGE TOTAL: | | | | 173,772 | - | - | - | - | - | 173,772 | |

chen 7/14/09



THE
NAVAJO
NATION
P.O. BOX 430

DEPARTMENT OF NAVAJO VETERANS AFFAIRS
• WINDOW ROCK, ARIZONA 86515 • (928)871-6413

RECEIVED

JUL 2 2009

DR. JOE SHIRLEY, JR.
President

BEN SHELLY
Vice President

MEMORANDUM

TO : ALL CONCERNED
FROM : Leo Chischilly
Leo Chischilly, Department Manager II
Department of Navajo Veterans Affairs
DATE : July 2, 2009
SUBJECT : DELEGATION OF AUTHORITY

Effective Monday, July 6, 2009 from 8:00 a.m. and ending Friday, July 17, 2009 and ending at 5:00 p.m.. This will serve as a delegation of authority for the following individual as Acting Department Manager II of Department of Navajo Veterans Affairs.

Richard K. Begay, Senior Planner

This delegation of authority will cover routine duties and priority items as well as attendance to meetings that may be called by the Division of Human Resources or other Departments. All other meeting and signatures requiring immediate administrative decisions should be brought to the Division of Human Resources Executive Director's attention. Your understanding and cooperation is appreciated.

ACKNOWLEDGEMENT:

Richard K. Begay
Richard K. Begay, Senior Planner
Department of Navajo Veterans Affairs

cc: Distribution
Office File

THE NAVAJO NATION - FISCAL YEAR 2009 SUMMARY OF PROGRAM BUDGET

BUDGET FORM 1
Page 1 of 5

PART I. PROGRAM INFORMATION:

| | |
|---|--|
| Business Unit No: <u>114012</u> | Prepared by: <u>John Wilson Jr., ASO</u> |
| Program Title: <u>Department of Navajo Veterans Affairs (DNVA) - Strengthening Alliance of Veterans & Families (SAVF)</u> | Phone No.: <u>928/729-4117</u> |

PART II. FUNDING INFORMATION:

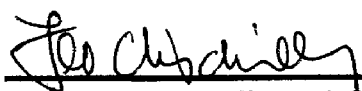
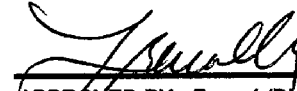
| (A) Funding Source(s): | (B) Funding Source's Fiscal Year: | (C) Amount: | (D) % of Total: |
|---|--------------------------------------|------------------|--------------------|
| Match Funds* | 10/01/08 to 09/30/09 | \$ 77,930 | 100% |
| *Corporation for National & Community Services (CNCS) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL: | | \$ 77,930 | 100% |

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

Resolution No. GSCMY-40-03 and HSCAP-19-03. A.)To identify, assess and prioritize the special needs of Navajo veterans, dependents and survivors and Gold Star Mothers. B.)To seek additional funds. C.)The Department shall monitor and assess all veterans' benefit programs. D.)To recommend overall policies and procedures to the NNC through respective committees. E.)To seek the establishment of health care facilities. F.)To monitor, advocate and promote employment and training. G.)To administer and manage the Veteran's Loan Program. H.)To identify additional funds to improve the veterans' counseling. Resolution No. CS-36-08. A.)Under the administration account no. 114012.9510. Cite CFDA94.006 G.1. Matching a. Operational Cost - #13 Matching Requirement. B.)Tribal Directors Manual Chapter 3 Administrative Cost D - Indirect cost rate.

PART IV. ACKNOWLEDGEMENT:

I hereby acknowledge, to the best of my knowledge, that the information contained in this budget proposal is complete and accurate.

| | |
|---|---|
|  <u>7/20/09</u> SUBMITTED BY: Prg. Manager's Signature/Date |  <u>7.20.2009</u> APPROVED BY: Branch/Div. Dir.'s Signature/Date |
|---|---|

PART V. MATCHING FUNDS REQUIRED:

CONCURRED BY:

Contracting Officer's Signature/Date

**THE NAVAJO NATION - FISCAL YEAR 2009
PROGRAM PERFORMANCE CRITERIA**

**BUDGET FORM 2
Page 2 of 5**

PART I. PROGRAM INFORMATION:

Business Unit No.: 114012

Program Name/Title: DNVA - Strengthening Alliance of Veterans & Families

PART II. PROGRAM PERFORMANCE CRITERIA:

| FY 2009 1st QTR | | FY 2009 2nd QTR | | FY 2009 3rd QTR | | FY 2009 4th QTR | |
|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|
| Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual |

1. Program Performance Area:

Recruit 20 members for the AmeriCorps Program.

Goal Statement:

Four (4) AmeriCorps Members for each agencies to be hired.

| | | | | | | | |
|---|--|----|--|---|--|---|--|
| 0 | | 20 | | 0 | | 0 | |
|---|--|----|--|---|--|---|--|

2. Program Performance Area:

Will assist 225 Veterans with minor home renovations.

Goal Statement:

All (5) agencies will assist 15 veterans with minor home renovations.

| | | | | | | | |
|---|--|----|--|----|--|----|--|
| 0 | | 75 | | 75 | | 75 | |
|---|--|----|--|----|--|----|--|

3. Program Performance Area:

Will refer 10 veterans with referral for services to other resources.

Goal Statement:

All (5) agencies will assist 10 veterans with referrals to other resources.

| | | | | | | | |
|---|--|----|--|----|--|-------|--|
| 0 | | 50 | | 50 | | \$ 50 | |
|---|--|----|--|----|--|-------|--|

4. Program Performance Area:

Train all AmeriCorps members on CPR, HIV/AIDS Prevention, Defensive Driving Course, etc.

Goal Statement:

All members will attend training through their Agency offices to upgrade their skills.

| | | | | | | | |
|---|--|---|--|---|--|---|--|
| 0 | | 5 | | 5 | | 5 | |
|---|--|---|--|---|--|---|--|

5. Program Performance Area:

Programs & Projects Specialist will conduct site monitoring at the agency offices.

Goal Statement:

Monitor to ensure compliance with goals and objectives on monthly basis of Agencies Veterans Offices.

| | | | | | | | |
|---|--|---|--|---|--|---|--|
| 5 | | 5 | | 5 | | 5 | |
|---|--|---|--|---|--|---|--|

**THE NAVAJO NATION - FISCAL YEAR 2009
BRANCH/DIVISION
COMPARATIVE BUDGET SUMMARY**

BUDGET FORM 3
Page 3 of 5

PART I. PROGRAM INFORMATION:

Program Name/Title: DNVA-Strengthening Alliance of Veterans & Families

Business Unit #: 114012

PART II.

| (A) | (B) | (C) | (D) | (E) | (F) | (G) |
|---------------------------------------|------------------------------|---|----------------------|---|--|----------------------------|
| Rank (For Branch/Div. Use Only) | Major Object Code or BU # | Major Object Code Description or Program Title | Fund Type Code | FY 2005 NNC Approved AmeriCorps Budget* | FY 2009 Proposed AmeriCorps Budget | Difference (Col. F - E) |
| | 1000 | Revenues | 6 | \$ - | \$ - | \$ - |
| | 2001 | Personnel Expenses | 6 | \$ - | \$ - | \$ - |
| | 3000 | Travel Expenses | 6 | \$ - | \$ - | \$ - |
| | 3500 | Meeting Expenses | 6 | \$ - | \$ - | \$ - |
| | 4000 | Supplies | 6 | \$ - | \$ - | \$ - |
| | 5000 | Lease & Rental | 6 | \$ - | \$ - | \$ - |
| | 5500 | Communications & Utilities | 6 | \$ - | \$ - | \$ - |
| | 6000 | Repairs & Maintenance | 6 | \$ - | \$ - | \$ - |
| | 6500 | Contractual Services | 6 | \$ - | \$ - | \$ - |
| | 7000 | Special Transactions | 6 | \$ - | \$ - | \$ - |
| | 8000 | Assistance | 6 | \$ - | \$ - | \$ - |
| | 9000 | Capital Outlay | 6 | \$ - | \$ - | \$ - |
| | 9500 | Matching & Indirect Cost *Three-Year Contract. | 6 | \$ - | \$ 77,930 | \$ 77,930 |
| | 9610 | In-Kind | 6 | \$ - | \$ - | \$ - |
| | 9710 | IDC | 6 | \$ - | \$ - | \$ - |
| TOTAL: | | | | \$ - | \$ 77,930 | \$ 77,930 |

PART III: POSITIONS/VEHICLES INFORMATION:

Total # of Positions Budgeted:

Total # of Permanently Assigned Vehicles:

*Column (E) funding should be the amount in accordance with NNC legislation, CS-31-07.

THE NAVAJO NATION - FISCAL YEAR 2009
LISTING OF POSITIONS

Part 1. Program information:

Program:

DNVA - Strengthening Alliance of Veterans & Families

Business Unit No.: 114012

[illegible]

BUDGET FORM 5
Page 5 of 5

[illegible]



DR. JOE SHIRLEY, JR.
President

BEN SHELLEY
Vice President

MEMORANDUM

TO: ALL CONCERNED

FROM:


Lawrence T. Oliver, Division Director
DIVISION OF HUMAN RESOURCES

DATE: July 20, 2009


SUBJECT: DELEGATION OF AUTHORITY

Please be advised Mr. Leonard Benally, Vital Statistics Manager, Navajo Office of Vital Records, Division of Human Resources is hereby delegated to act in the capacity of the Division Director for the Division of Human Resources (DHR). This delegation will commence at 8:00 am on Monday and ending on the same date at 5:00 pm.

Mr. Benally will be responsible for signing all routine documents. *EXCEPT any Budget Revision Requests and/or Requests for Budget Transfer..*

Your cooperation with Mr. Benally is expected and appreciated. Thank you.

ACKNOWLEDGEMENT:


Mr. Leonard Benally, Vital Statistics Manager
Navajo Office of Vital Records
DIVISION OF HUMAN RESOURCES

DISTRIBUTION

THE NAVAJO NATION - FISCAL YEAR 2009 SUMMARY OF PROGRAM BUDGET

BUDGET FORM 1
Page 1 of 9

PART I. PROGRAM INFORMATION:

Business Unit No: _____ Prepared by: John Wilson Jr., ASO
 Program Title: Department of Navajo Veterans Affairs (DNVA) -
Strengthening Alliance of Veterans & Families (SAVF) Phone No.: 928/729-4010

PART II. FUNDING INFORMATION:

| (A) Funding Source(s): | (B) Funding Source's Fiscal Year: | (C) Amount: | (D) % of Total: |
|------------------------------|--------------------------------------|------------------|--------------------|
| 114012-Central Office | 10/01/08 to 09/30/09 | \$ 37,763 | 45.37% |
| 114013-Chinle Agency | 10/01/08 to 09/30/09 | \$ 6,638 | 7.97% |
| 114014-Eastern Navajo Agency | 10/01/08 to 09/30/09 | \$ 9,442 | 11.34% |
| 114015-Ft. Defiance Agency | 10/01/08 to 09/30/09 | \$ 10,237 | 12.30% |
| 114016-Shiprock Agency | 10/01/08 to 09/30/09 | \$ 9,262 | 11.13% |
| 114017-Western Navajo Agency | 10/01/08 to 09/30/09 | \$ 9,900 | 11.89% |
| TOTAL: | | \$ 83,242 | 100% |

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

Resolution No. GSCMY-40-03 and HSCAP-19-03. A.) To identify, assess and prioritize the special needs of Navajo veterans, dependents and survivors and Gold Star Mothers. B.) To seek additional funds. C.) The Department shall monitor and assess all veterans' benefit programs. D.) To recommend overall policies and procedures to the NNC through respective committees. E.) To seek the establishment of health care facilities. F.) To monitor, advocate and promote employment and training. G.) To seek the establishment and funding of Navajo Veteran's Housing Assistance Program. H.) To determine, implement and provide services pursuant to NNC budget appropriations. I.) To administer and manage the Veteran's Loan Program. J.) To identify additional funds to improve the veterans' counseling. K.) To consolidate the NN Housing Initiative through NAHASDA and local veterans organizations/chapters. L.) To initiate consumer education for veterans that lacks good credit rating.

PART IV. ACKNOWLEDGEMENT:

I hereby acknowledge, to the best of my knowledge, that the information contained in this budget proposal is complete and accurate.

Leo Chuskey 6/5/09 [Signature] 6-5-09
 SUBMITTED BY: Prg. Manager's Signature/Date APPROVED BY: Branch/Div. Dir.'s Signature/Date

PART V. MATCHING FUNDS REQUIRED:

CONCURRED BY:

Contracting Officer's Signature/Date

**THE NAVAJO NATION - FISCAL YEAR 2009
PROGRAM PERFORMANCE CRITERIA**

**BUDGET FORM 2
Page 2 of 9**

PART I. PROGRAM INFORMATION:

Business Unit No.: _____

Program Name/Title: DNVA - Strengthening Alliance of Veterans & Families

PART II. PROGRAM PERFORMANCE CRITERIA:

| FY 2009 1st QTR | | FY 2009 2nd QTR | | FY 2009 3rd QTR | | FY 2009 4th QTR | |
|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|
| Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual |

1. Program Performance Area:

Recruit 20 members for the AmeriCorps Program.

Goal Statement:

Four (4) AmeriCorps Members for each agencies to be hired.

| | | | | | | | |
|----|--|---|--|---|--|---|--|
| 20 | | 0 | | 0 | | 0 | |
|----|--|---|--|---|--|---|--|

2. Program Performance Area:

Will assist 225 Veterans with minor home renovations.

Goal Statement:

All (5) agencies will assist 15 veterans with minor home renovation.

| | | | | | | | |
|----|--|----|--|----|--|---|--|
| 75 | | 75 | | 75 | | 0 | |
|----|--|----|--|----|--|---|--|

3. Program Performance Area:

Will refer 10 veterans with referral for services to other resources.

Goal Statement:

All (5) agencies will assist 10 veterans with referrals to other resources.

| | | | | | | | |
|----|--|----|--|----|--|---|--|
| 50 | | 50 | | 50 | | 0 | |
|----|--|----|--|----|--|---|--|

4. Program Performance Area:

Train all AmeriCorps members on CPR, HIV/AIDS Prevention, Defensive Driving Course, etc.

Goal Statement:

All members will attend training through their Agency offices to upgrade their skills.

| | | | | | | | |
|---|--|---|--|---|--|---|--|
| 5 | | 5 | | 5 | | 0 | |
|---|--|---|--|---|--|---|--|

5. Program Performance Area:

Programs & Projects Specialist will conduct site monitoring at the agency offices.

Goal Statement:

Monitor to ensure compliance with goals and objectives on monthly basis of Agencies Veterans Offices.

| | | | | | | | |
|---|--|---|--|---|--|---|--|
| 5 | | 5 | | 5 | | 5 | |
|---|--|---|--|---|--|---|--|

**THE NAVAJO NATION - FISCAL YEAR 2009
BRANCH/DIVISION
COMPARATIVE BUDGET SUMMARY**

**BUDGET FORM 3
Page 3 of 9**

| PART I. PROGRAM INFORMATION: | | | | | | |
|---|------------------------------|--|---|---|--|----------------------------|
| Program Name/Title: <u>DNVA-Strengthening Alliance of Veterans & Families</u> | | | | | Business Unit #: _____ | |
| PART II. | | | | | | |
| (A) | (B) | (C) | (D) | (E) | (F) | (G) |
| Rank (For Branch/Div. Use Only) | Major Object Code or BU # | Major Object Code Description or Program Title | Fund Type Code | FY 2005 NNC Approved AmeriCorps Budget* | FY 2009 Proposed AmeriCorps Budget | Difference (Col. F - E) |
| | 1000 | Revenues | 1 | \$ - | \$ - | \$ - |
| | 2001 | Personnel Expenses | 1 | \$ - | \$ ✓ 71,142 | \$ (71,142) |
| | 3000 | Travel Expenses | 1 | \$ - | \$ ✓ 2,500 | \$ (2,500) |
| | 3500 | Meeting Expenses | 1 | \$ - | \$ - | \$ - |
| | 4000 | Supplies | 1 | \$ - | \$ ✓ 5,500 | \$ (5,500) |
| | 5000 | Lease & Rental | 1 | \$ - | \$ - | \$ - |
| | 5500 | Communications & Utilities | 1 | \$ - | \$ - | \$ - |
| | 6000 | Repairs & Maintenance | 1 | \$ - | \$ - | \$ - |
| | 6500 | Contractual Services | 1 | \$ - | \$ ✓ 100 | \$ (100) |
| | 7000 | Special Transactions | 1 | \$ - | \$ ✓ 4,000 | \$ (4,000) |
| | 8000 | Assistance | 1 | \$ - | \$ - | \$ - |
| | 9000 | Capital Outlay | 1 | \$ - | \$ - | \$ - |
| | 9500 | Matching & Indirect Cost | 1 | \$ - | \$ - | \$ - |
| | 9610 | In-Kind | 1 | \$ - | \$ - | \$ - |
| | 9710 | IDC | 1 | \$ - | \$ - | \$ - |
| TOTAL: | | | | \$ - | \$ ✓ 83,242 | \$ (83,242) |
| PART III: POSITIONS/VEHICLES INFORMATION: | | | Total # of Positions Budgeted: | | | |
| | | | Total # of Permanently Assigned Vehicles: | | | |

*Column (E) funding should be the amount in accordance with NNC legislation, CS-31-07.

**THE NAVAJO NATION FISCAL YEAR 2009
DETAILED LINE ITEM BUDGET AND JUSTIFICATION**

**BUDGET FORM 5
Page 4 of 9**

PART I. PROGRAM INFORMATION:

Program Name/Title: DNVA - Strengthening Alliance of Veterans & Families

Business Unit No.: _____

PART II. DETAILED BUDGET:

| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) |
|-----------------------------|----------------------------|--|------------------------|---------------------------|------------------------------|--------------------------------|------------------|---------------------------------|---------------------------------|-------------------------------------|----------------------------------|
| Level of Detail (LOD) | DETAILED Object Code | Object Code Description/Justification | Fund Source Code | Central Office (WR) | Central Navajo/ Chinle | Eastern Navajo/ Crownpt. | Fort Defiance | Northern Navajo/ Shiprock | Western Navajo/ Tuba City | Total by DETAILED Object Code | Total by MAJOR Object Code |
| | | INTERNAL IN-KIND CONTRIBUTION (DNVA STAFF) | | | | | | | | | |
| | | 114012.1101-Department Manager II @ \$28.71/hr 1664 hrs @ 10% | | 4,777 | | | | | | | |
| | | 114012.1115-Administrative Services Officer @ \$20.38/hr 1664 hrs @ 10% | | 3,391 | | | | | | | |
| | | 114013.1106-Veterans Service Officer @ \$16.29 1664 hrs @ 10% | | | 2,711 | | | | | | |
| | | 114014.1105-Veterans Service Officer @ \$13.64/hr 1664 hrs @ 10% | | | | 2,270 | | | | | |
| | | 114015.1103-Veterans Service Officer @ \$13.64/hr 1664 hrs @ 10% | | | | | 2,270 | | | | |
| | | 114016.1107-Veterans Service Officer @ \$13.64/hr 1664 hrs @ 10% | | | | | | 2,270 | | | |
| | | 114017.1104-Veterans Service Officer @ \$17.28/hr 1664 hrs @ 10% | | | | | | | 2,875 | | |
| | | 114013.1111-Senior Office Specialist @ \$13.66/hr 1664 hrs @ 10% | | | 2,273 | | | | | | |
| | | 114014.1113-Senior Office Specialist @ \$14.08/hr 1664 hrs @ 10% | | | | 2,343 | | | | | |
| | | 114015.1112-Administrative Services Officer @ \$17.67/hr 1664 hrs @ 10% | | | | | 2,940 | | | | |
| | | 114016.1109-Senior Office Specialist @ \$13.27/hr 1664 hrs @ 10% | | | | | | 2,208 | | | |
| | | 114017.1110-Senior Office Specialist @ \$12.51/hr 1664 hrs @ 15% | | | | | | | 2,082 | | |
| | | 114014.1160-Senior Carpenter @ \$14.88/hr 1664 hrs @ 10% | | | | 2,476 | | | | | |
| | | 114015.1157-Senior Carpenter @ \$14.88/hr 1664 hrs @ 10% | | | | | 2,476 | | | | |
| PAGE TOTAL: | | | | 8,168 | 4,984 | 7,089 | 7,686 | 4,478 | 4,957 | - | \$37,361 |

cm 7/20/09

**THE NAVAJO NATION FISCAL YEAR 2009
DETAILED LINE ITEM BUDGET AND JUSTIFICATION**

BUDGET FC 15

Page 5 of 9

PART I. PROGRAM INFORMATION:

Program Name/Title: DNVA - Strengthening Alliance of Veterans & Families

Business Unit No.: _____

PART II. DETAILED BUDGET:

| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) |
|-----------------------------|----------------------------|---|------------------------|---------------------------|------------------------------|--------------------------------|------------------|---------------------------------|---------------------------------|-------------------------------------|----------------------------------|
| Level of Detail (LOD) | DETAILED Object Code | Object Code Description/Justification | Fund Source Code | Central Office (WR) | Central Navajo/ Chinle | Eastern Navajo/ Crownpt. | Fort Defiance | Northern Navajo/ Shiprock | Western Navajo/ Tuba City | Total by DETAILED Object Code | Total by MAJOR Object Code |
| | | (CONTINUED): | | | | | | | | | |
| | | 114016.1160-Senior Carpenter @ \$14.88/hr 1664 hrs @ 10% | | | | | | ✓ 2,476 | | | |
| | | 114017.1158-Senior Carpenter @ \$14.88/hr 1664 hrs @ 10% | | | | | | | ✓ 2,476 | | |
| | | TOTAL: \$42,314 | | | | | | | | | |
| PAGE TOTAL: | | | - | - | - | - | - | ✓ 2,476 | ✓ 2,476 | - | ✓ \$4,952 |

*com 3/23/09
cb 7/20/09*

**THE NAVAJO NATION FISCAL YEAR 2009
DETAILED LINE ITEM BUDGET AND JUSTIFICATION**

**BUDGET FORM 5
Page 7 of 9**

PART I. PROGRAM INFORMATION:

Program Name/Title: DNVA - Strengthening Alliance of Veterans & Families

Business Unit No.: _____

PART II. DETAILED BUDGET:

| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) |
|-----------------------------|----------------------------|---|------------------------|---------------------------|------------------------------|--------------------------------|------------------|---------------------------------|---------------------------------|-------------------------------------|----------------------------------|
| Level of Detail (LOD) | DETAILED Object Code | Object Code Description/Justification | Fund Source Code | Central Office (WR) | Central Navajo/ Chinle | Eastern Navajo/ Crownpt. | Fort Defiance | Northern Navajo/ Shiprock | Western Navajo/ Tuba City | Total by DETAILED Object Code | Total by MAJOR Object Code |
| 5 | 2900 | FRINGE BENEFITS \$42,314 x 33.19% = \$14,044 DNVA STAFF 114012.1101-Department Manager II 114012.1115-Administrative Service Officer 114015.1112-Administrative Services Officer 114013.1106-Veterans Service Officer 114014.1105-Veterans Service Officer 114015.1103-Veterans Service Officer 114016.1107-Veterans Service Officer 114017.1104-Veterans Service Officer 114013.1111-Senior Office Specialist 114014.1113-Senior Office Specialist 114016.1109-Senior Office Specialist 114017.1110-Senior Office Specialist 114014.1160-Senior Carpenter 114015.1157-Senior Carpenter 114016.1160-Senior Carpenter 114017.1158-Senior Carpenter | 1 | 1,586 1,125 | 900 | 753 | 976 753 | 753 | 954 691 822 | 14,044 | - |
| TOTAL: | | | | 2,711 | 1,654 | 2,353 | 2,551 | 2,308 | 2,467 | 14,044 | - |

cbm 7/20/09

**THE NAVAJO NATION FISCAL YEAR 2009
DETAILED LINE ITEM BUDGET AND JUSTIFICATION**

BUDGET FC 15

Page 6 of 9

PART I. PROGRAM INFORMATION:

Program Name/Title: DNVA - Strengthening Alliance of Veterans & Families

Business Unit No.: _____

PART II. DETAILED BUDGET:

| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) |
|-----------------------------|----------------------------|--|------------------------|---------------------------|------------------------------|--------------------------------|------------------|---------------------------------|---------------------------------|-------------------------------------|----------------------------------|
| Level of Detail (LOD) | DETAILED Object Code | Object Code Description/Justification | Fund Source Code | Central Office (WR) | Central Navajo/ Chinle | Eastern Navajo/ Crownpt. | Fort Defiance | Northern Navajo/ Shiprock | Western Navajo/ Tuba City | Total by DETAILED Object Code | Total by MAJOR Object Code |
| 5 | 2900 | FRINGE BENEFITS Health Benefits (Indian Health Services) \$739.20 x (20) Members = \$14,784 <i>OK</i> <i>? letter from IHS</i> <i>dated 1/13/09. chm</i> <i>7/20/09</i> | 1 | 14,784 | | | | | | 14,784 | |
| TOTAL: | | | | 14,784 | - | - | - | - | - | 14,784 | - |

chm 7/23/09

**THE NAVAJO NATION FISCAL YEAR 2009
DETAILED LINE ITEM BUDGET AND JUSTIFICATION**

BUDGET FC 15

Page 8 of 9

PART I. PROGRAM INFORMATION:

Program Name/Title: DNVA - Strengthening Alliance of Veterans & Families

Business Unit No.: _____

PART II. DETAILED BUDGET:

| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) |
|-----------------------------|----------------------------|---|------------------------|---------------------------|------------------------------|--------------------------------|------------------|---------------------------------|---------------------------------|-------------------------------------|----------------------------------|
| Level of Detail (LOD) | DETAILED Object Code | Object Code Description/Justification | Fund Source Code | Central Office (WR) | Central Navajo/ Chinle | Eastern Navajo/ Crownpt. | Fort Defiance | Northern Navajo/ Shiprock | Western Navajo/ Tuba City | Total by DETAILED Object Code | Total by MAJOR Object Code |
| 4 | 3000 | TRAVEL EXPENSES Costs associated with fieldvisits to project sites which consists of per diem meals, lodging and POV mileage. The purpose includes meetings with clientele, attend conferences, workshops, trainings, staff meetings and other program activities. | | | | | | | | | 2,500 |
| 6 | 3230 | PERSONAL TRAVEL 3240 Per Diem Meals 3250 Lodging 3260 POV Mileage | 1 | 2,500 | | | | | | 2,500 | |
| 4 | 4000 | SUPPLIES Costs associated with file folders, stationary, writing tools, printing materials and other office accessories, postage, printing, photocopies, subscription etc. Includes uniforms for AmeriCorps Members. | | | | | | | | | 5,500 |
| 6 | 4410 | OPERATING SUPPLIES 4420 General Operating Supplies/Grantee 4450 Postage, Courier, Shipping/Grantee 4470 Uniforms | 1 | 5,500 | | | | | | 5,500 | |
| PAGE TOTAL: | | | | 8,000 | - | - | - | - | - | 8,000 | \$8,000 |

**THE NAVAJO NATION FISCAL YEAR 2009
DETAILED LINE ITEM BUDGET AND JUSTIFICATION**

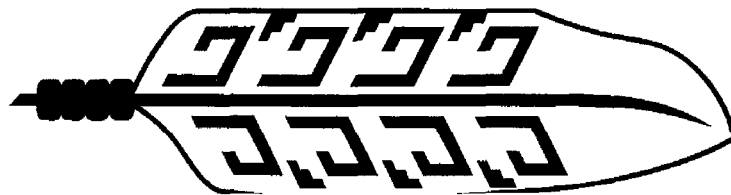
BUDGET FC 15

Page 9 of 9

| PART I. PROGRAM INFORMATION: | | | | | | | | | | | |
|--|----------------------------|---|------------------------|---------------------------|------------------------------|--------------------------------|------------------|---------------------------------|---------------------------------|-------------------------------------|----------------------------------|
| Program Name/Title: <u>DNVA - Strengthening Alliance of Veterans & Families</u> Business Unit No.: _____ | | | | | | | | | | | |
| PART II. DETAILED BUDGET: | | | | | | | | | | | |
| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) |
| Level of Detail (LOD) | DETAILED Object Code | Object Code Description/Justification | Fund Source Code | Central Office (WR) | Central Navajo/ Chinle | Eastern Navajo/ Crownpt. | Fort Defiance | Northern Navajo/ Shiprock | Western Navajo/ Tuba City | Total by DETAILED Object Code | Total by MAJOR Object Code |
| 4 | 6500 | CONTRACTUAL SERVICES Costs associated with audit of the AmeriCorps Program. | | | | | | | | | 4,100 |
| 6 | 6600 | AUDIT 6630-Fees | 1 | 100 | | | | | | 100 | |
| 4 | 7000 | SPECIAL TRANSACTIONS Costs associated with program and staff trainings. | | | | | | | | | |
| 6 | 7510 | TRAINING & PROFESSIONAL DUES 7520-Training/Registration Fees | 1 | 4,000 | | | | | | 4,000 | |
| PAGE TOTAL: | | | | 4,100 | - | - | - | - | - | 4,100 | \$4,100 |

CHAPTER 3 – TABLE OF CONTENTS

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CHAPTER 3

AMERICORPS PROGRAM REQUIREMENTS

A. INTRODUCTION

When a tribe accepts funds for an AmeriCorps program, the tribe is agreeing to comply with the requirements that are located in the following documents:

- The objectives and activities detailed in the tribe's AmeriCorps grant proposal submitted to the Corporation for National and Community Service and all modifications to the proposal that are approved by the Corporation.
- The approved budget for the AmeriCorps program, which includes the federal funds, tribal cash match, and tribal in-kind contributions.
- The AmeriCorps Provisions. The Corporation for National and Community Service issues AmeriCorps Special Provisions and General Provisions at the time of the grant award. The provisions incorporate regulations and Office of Management and Budget (OMB) circulars requiring adherence in the operation of programs.

The following sections of Chapter 3 will provide an overview of the AmeriCorps Regulations, Special and General Provisions, and the program and financial reporting requirements.

NOTES:

B. AmeriCorps Regulations Overview

This is only a summary. The tribe should review the complete regulations.

The governing regulations for the Corporation for National and Community Service AmeriCorps Program are located in 45 Code of Federal Regulations Chapter XXV. The regulations address the following subjects:

- Implementing Authority
- Freedom of Information and Privacy Act
- Service Learning Programs
- AmeriCorps Programs
- National Service Trust
- Innovative and Special Demonstration Programs
- Technical Assistance
- Uniform Administrative Requirements
- Senior Companion Program
- Foster Grandparent Program
- Retired and Senior Volunteer Program

For purposes of this manual, only the AmeriCorps program regulations will be covered. The AmeriCorps program regulations are located in Parts 2520 through 2524 of 45 CFR Chapter XXV.

NOTES:

Part 2520 – General Provisions: AmeriCorps Programs

The purpose of the AmeriCorps grant program is to provide financial assistance to support AmeriCorps programs that address education, public safety, and human or environmental needs through national and community service, and to provide AmeriCorps education awards to participants in such programs.

The service must either provide a direct benefit to the community where it is performed or involve the supervision of participants or volunteers whose service provides a direct benefit to the community where it is performed. The approved AmeriCorps activities must result in a specific identifiable service or improvement that otherwise would not be provided with existing funds or volunteers and that does not duplicate the routine functions of workers or displace paid employees. Programs must develop service opportunities that are appropriate to the skill levels of participants and that provide a demonstrable, identifiable benefit that is valued by the community.

Some activities are prohibited altogether. These will be covered under the grant evaluations.

PART 2521 – Eligible AmeriCorps Program Applicants and Types of Grant Awards Available

States (including Territories), subdivisions of States, Indian tribes, public or private nonprofit organizations (including labor organizations), and institutions of higher education are eligible to apply for AmeriCorps grants.

The corporation may make the following types of grants to eligible applicants:

NOTES:

- **Planning grants** - The purpose of a planning grant is to assist an applicant to complete the planning necessary to implement a sound concept that has already been developed.
- **Operational grants** - The purpose of an operational grant is to fund an organization that is ready to establish, operate, or expand an AmeriCorps program.
- **AmeriCorps Educational Awards Only** - The purpose of these awards is to provide AmeriCorps educational awards to programs that are not receiving or applying to the Corporation for program assistance but still meet the criteria for approved AmeriCorps positions and desire to provide an AmeriCorps educational award to participants serving in approved positions.
- **Replication Grants** - The Corporation may provide assistance for the replication of an existing national service program in another geographical location.
- **Training, technical assistance, and other special grants** - The purpose of these grants is to ensure broad access to the AmeriCorps program for all Americans, including those with disabilities, to support disaster relief efforts, to assist efforts to secure private support for programs through challenge grants, and to ensure program quality by supporting technical assistance and training programs.

In any fiscal year, the Corporation will award AmeriCorps program grants as follows:

NOTES:

Grants to State Applicants

One-third of the funds available under this part and a corresponding allotment of AmeriCorps educational awards will be distributed according to a population-based formula. At least one-third of funds available under this part and an appropriate number of AmeriCorps educational awards will be awarded to States on a competitive basis.

Grants to Applicants other than States

- 1.) One percent of available funds will be distributed to the U.S. Territories.
- 2.) One percent of available funds will be reserved for distribution to Indian tribes on a competitive basis.
- 3.) The Corporation will use any funds remaining under this part after the award of the grants to make direct competitive grants.
- 4.) The Corporation will determine on an annual basis the appropriate number of educational awards available to eligible applicants who have not applied for program assistance.
- 5.) The Corporation will make grants for training, technical assistance, and other special programs described in part 2524 of this chapter at the Corporation's discretion.
- 6.) Matching funds will be covered under the "provisions" section of the manual.

NOTES:

PART 2522 – AmeriCorps Participants, Programs, and Applicants

Subpart A – Minimum Requirements and Program Types

All AmeriCorps programs must:

- Address educational, public safety, human, or environmental needs, and provide a direct and demonstrable benefit that is valued by the community in which the service is performed;
- Perform projects that are designed, implemented, and evaluated with extensive and broad-based local input;
- Obtain the written concurrence of any local labor organization representing the project sponsor's employees who are engaged in the same or substantially similar work as that proposed for performance by AmeriCorps participants;
- Establish and provide outcome objectives, including a strategy for achieving these objectives, and these will serve as the bases for self-assessments and Corporation assessments of program progress;
- Strengthen communities and encourage mutual respect and cooperation among citizens of different races, ethnic identities, socioeconomic backgrounds, and educational levels, including men, women, and individuals with disabilities;
- Agree to recruit actively participants and staff from the communities in which projects are conducted;
- Establish minimum qualifications for eligibility to participate in the program and determine the projects in which individual participants will serve;
- Comply with any pre-service orientation or training period requirement established by the Corporation to assist in the selection of motivated participants;

NOTES:

- Provide reasonable accommodations based on the individual needs of a participant with a disability;
- Use service experiences to help participants achieve the skills and education needed for productive, active citizenship;
- Provide participants with the training skills and knowledge necessary to perform the tasks required in their respective projects;
- Provide support to participants who are completing a term of service and making the transition to other educational and career opportunities, as well as to participants who are school dropouts, in order to assist them to earn the equivalent of a high school diploma;
- Ensure that participants who serve in approved AmeriCorps positions receive the living allowance and other benefits;
- Describe the manner in which AmeriCorps participants will receive living allowances and other benefits;
- Describe the manner in which the AmeriCorps educational awards will be apportioned among individuals serving in the program;
- Agree to identify the program through the use of logos, common application materials, and other means;
- Agree to begin terms of service at such times as the Corporation may reasonably require and to comply with any restrictions the Corporation may establish;
- Comply with all evaluation procedures specified by the Corporation;
- In the case of a program receiving funding directly from the Corporation, meet and consult with the State Commission for the state in which the program operates; and
- Address any other requirements as specified by the Corporation.

Types of programs eligible to compete for AmeriCorps grants include the following:

- *Specialized skills program.* A service program that is targeted to address specific educational, public safety, human, or environmental needs.
- *Specialized service program.* A community service program designed to meet the needs of rural communities.

NOTES:

- *Community development program.* A community corps program that meets educational, public safety, human or environmental needs and promotes greater community unity.
- *Service capacity expansion program.* A program that provides specialized service learning training to individuals and then places them in service learning positions.
- *Campus-based program.* A campus-based program that is designed to provide substantial service in a community.
- *Intergenerational program.* A program that combines students, out-of-school youth and young adults, and older adults as participants in community services.
- *Individualized placement program.* A program for an individual participant that includes regular group activities, such as leadership training and special service projects.
- Such other AmeriCorps programs addressing educational, public safety, human, or environmental needs.

| |
|--|
| Subpart B – Participant Eligibility, Requirements, and Benefits |
|--|

ELIGIBILITY

An AmeriCorps Participant must:

- Be at least 17 years of age at the commencement of service;
- Be an out-of-school youth 16 years of age at the commencement of service and participating in a program described in 2522 110(b)(3) or (g);
- Have a high school diploma or its equivalent; and

| |
|----------------------|
| <p>NOTES:</p> |
|----------------------|

- Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant, and must agree to obtain a high school diploma or its equivalent prior to using the education award.
- Produce primary documentation of status as a U.S. citizen or national.

An approved AmeriCorps program will recruit and select AmeriCorps participants locally, and the selection criteria will vary widely among the different programs. AmeriCorps programs must select their participants in a fair and non-discriminatory manner.

The Corporation and each State Commission will establish a system to recruit individuals who desire to perform national service and to assist the placement of these individuals in approved AmeriCorps positions.

TERMS OF SERVICE

In order to be eligible for the education award, participants serving in approved AmeriCorps positions must complete a term of service as defined below:

- Full-time service. 1,700 hours of service during a period of not less than nine months and not more than one year.
- Part-time service. 900 hours of service during a period of not more than two years, or, if the individual is enrolled in an institution of higher education while performing all or a portion of the service, not more than three years.
- Reduced part-time term of service. The Corporation may reduce the number of hours of service required to receive an educational award for certain part-time participants serving in approved AmeriCorps positions.
- Summer programs. A summer program, in which less than 1,700 hours of service is performed, is considered a part-time program.

NOTES:

- Restriction on multiple terms. An AmeriCorps participant may receive only the benefits for the first two successfully completed terms of service.
- Eligibility for second term. A participant will be eligible to serve a second or additional term of service only if the individual has received satisfactory performance review(s).

An AmeriCorps program may release a participant from completing a term of service for compelling personal circumstances as demonstrated by the participant, or for cause. This will be covered in greater detail under the provisions.

The financial benefits received by an AmeriCorps participant could include:

- AmeriCorps educational awards
- Living allowance
- Childcare
- Health Care

Subpart C – Application Requirements

All eligible applicants seeking AmeriCorps program grants must describe the specific program(s) being proposed, including the type of program and how it meets the minimum program requirements, and must comply with any additional requirements as specified by the Corporation in the application package.

Subpart D – Selection of AmeriCorps Program

From among the eligible applicants that meet the minimum program requirements, the Corporation must select the best applicants to receive funding.

NOTES:

The basic selection criteria for AmeriCorps programs include:

- A. Program Impacts
 - 1.) Potential to achieve direct and demonstrable results
 - 2.) Ability to strengthen communities
 - 3.) Probability of promoting citizenship and increased educational opportunities for participants
- B. Program Criteria
 - 1.) Program Design
 - a. The innovative aspect of the AmeriCorps Program
 - b. The feasibility of replicating the program
 - c. The sustainability of the program
 - 2.) Organizational Capacity
 - a. Quality of the leadership of the AmeriCorps program
 - b. The past performance of the organization or program
 - c. The extent to which the program builds on existing programs

Subpart E – Evaluation Requirements

Every evaluation effort should serve to improve program quality, examine benefits of service, or fulfill legislative requirements. All grantees and subgrantees are required to perform internal evaluations that are ongoing efforts to assess performance and improve quality. Grantees and subgrantees may, but are not required to, arrange for independent evaluations, which are assessments of program effectiveness by individuals who are not directly involved in the administration of the program.

The Corporation will evaluate programs based on the following:

- The extent to which the program meets the established objective(s).

NOTES:

- The extent to which the program is cost-effective.
- Criteria determined and published by the Corporation

The complete AmeriCorps regulations are located on page 3-42.

C. AMERICORPS GRANT PROVISIONS OVERVIEW

This is only a summary. The tribe should review the complete Special Provisions in the grant award.

1. Purposes of the Grant

The general purposes of the AmeriCorps grant are “Getting Things Done” in communities, strengthening the ties that bind communities together, and developing the citizenship and work skills of AmeriCorps members. Activities funded through the grant must help engage community members in community-based service that provides a direct and demonstrable benefit that is valued by the community.

2. Affiliation With The AmeriCorps National Service Network

The tribe must identify the program as an AmeriCorps Program and the members eligible for a Corporation-approved post-service education award as AmeriCorps members. The Tribe must use the AmeriCorps name and logo on service gear and public materials. The Tribe is encouraged to provide the core AmeriCorps Service Gear Package for each member. The core service gear package includes:

- AmeriCorps T-shirt
- AmeriCorps sweat jacket
- AmeriCorps cap
- AmeriCorps lapel pin
- AmeriCorps patches

NOTES:

- AmeriCorps business/ID cards
- AmeriCorps decals

The tribe agrees to arrange for members to participate in AmeriCorps events and activities sponsored by the Corporation for National and Community Service.

3. Local and State Consultation

Community Consultation. The tribe must design, implement and evaluate the funded project with extensive and broad-based community involvement.

Labor Union Concurrence. Prior to placement of members, the tribe must consult with local labor organizations representing project sponsors' employees who are engaged in the same or similar work.

State Commission Consultation. The tribe is encouraged to coordinate activities with the State Commission in the state that the program operates.

4. Prohibited Program Activities

The AmeriCorps staff and members cannot participate in the following activities:

- Attempting to influence legislation;
- Organizing or participating in protests, petitions, boycotts, or strikes;
- Union organizing or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;
- Partisan political activities;
- Religious instruction;
- Providing a direct benefit to a for-profit entity, labor union, partisan political organization, religious organization, or a nonprofit that does not comply with the restrictions of a 501(c)(3);
- Voter registration; and

NOTES:

- Other activities as directed by the Corporation for National and Community Service.

5. Fund Raising

The AmeriCorps staff and members may not participate in or perform organized fund raising.

6. Eligibility, Recruitment and Selection

- The tribe may select as AmeriCorps members only individuals who are U.S. citizens, U.S. nationals, or lawful permanent residents, seventeen (17) years of age unless in a full-time youth program, who have a high school diploma or equivalency certificate, or who agree to obtain a high school diploma or its equivalent.
- The tribe will recruit program members from the community and can supplement local recruitment with the Corporation's national recruitment.
- The tribe is responsible for establishing the minimum qualifications for membership, selecting members who meet those requirements, and assigning members to appropriate projects. The tribe cannot discriminate in the selection of members.
- The programs and activities must be accessible to persons with disabilities.
- The tribe must enroll the number of full-time and part-time members agreed upon in its approved application.
- AmeriCorps members are not employees of the tribe or the federal government and cannot perform employees' duties or displace employees.
- Individuals under the age of eighteen (18) must provide written consent from a parent or legal guardian.
- The tribe shall conduct a criminal record check for members and employees who have substantial direct contact with children.
- An AmeriCorps member who is officially charged with a violent felony or with the sale/distribution of a controlled substance during a term of

NOTES:

service will have his/her service suspended without a living allowance and without receiving credit for hours missed.

7. Training, Supervision and Support

- The tribe must have member position descriptions that provide for direct and meaningful service activities.
- The tribe must have members sign contracts that, at a minimum, include the following:
 - 1) Number of service hours necessary to complete the term of service
 - 2) Acceptable conduct
 - 3) Prohibited activities
 - 4) Requirements under the Drug-Free Workplace Act
 - 5) Suspension and termination rules
 - 6) Specific circumstances under which a member may be released
 - 7) Position Description
 - 8) Grievance procedures
- The tribe must provide the members with the training, skills, knowledge and supervision necessary to perform the task.
- The tribe will use service experiences to help members achieve the skills and education for productive, active citizenship.
- No more than 20% of the members' time may be devoted to training or other non-direct service activities.
- Performance reviews for each member must be done at least at mid-term and end-of-term.
- The tribe must provide specific support services to members who are school dropouts and/or are making a transition to other education and career opportunities at the end of service.
- The tribe must encourage members to register and vote.
- The tribe must allow members to serve on a jury.
- The tribe must report serious injuries to the Corporation Program Officer.

NOTES:

- The tribe must accommodate members of the Armed Forces Reserves. Please read the specific provision if a member is in the Armed Forces Reserves.

8. Terms of Service

The allowable terms of service include the following:

- 1) *Full-Time*. 1700 hours during a period of not less than nine months or more than one year.
- 2) *Part-Time*. 900 hours during a period of not more than two years.
- 3) *Reduced Part-Time*. 300 and 900 hours over a time not to exceed one year.

The other areas addressed in this provision that impact a member's term of service include:

- 1) Service for a second term
- 2) Notice to the Corporation's National Service Trust
- 3) Notice to Childcare and Health Care Providers
- 4) Changing Member Status

9. Release From Participation

The tribe may release members from participation for compelling personal circumstances or for cause:

NOTES:

- *Compelling Personal Circumstances.* The compelling circumstance must be beyond the member's control. Depending upon the individual circumstances, if the member has served 255 hours or 15% of term, the member is eligible for a portion of the education award.
- *For Cause.* The tribe may release a member for cause according to the conditions of the Corporation and the member's contract.
- *Resumption of Service.* The provision details the circumstances under which a member may resume services.

10. Minor Disciplinary Actions

The tribe may temporarily suspend or impose a fine on a member for minor disciplinary reasons outlined in the conditions of the member contract.

11. Living Allowances, Other In-Service Benefits and Taxes

All full-time members must receive a living allowance between \$9,000 and \$18,000. The Corporation will fund only 85 percent of the *minimum* living allowance amount, or \$7,650 per full-time member. Programs that choose to provide a living allowance in excess of \$9,000 must provide all funds over \$7,650.

The tribe is not required to pay part-time members a living allowance. If the tribe does decide to pay part-time members a living allowance, the corporation will fund 85 percent of the requested amount up to the pro-rated amount required for full-time members.

The tribe can request a waiver of cash match for the 15 percent of the living allowance for which it is responsible.

Other considerations and requirements include:

NOTES:

- The living allowance must not be paid on an hourly basis. The amount should not fluctuate.
- The member may waive all or part of the living allowance payment and may revoke the waiver at any time.
- The tribe must have adequate liability insurance.
- The tribe is required to pay FICA taxes for any member receiving a living allowance.
- The tribe must withhold federal personal income taxes from member living allowances.
- The tribe cannot charge the cost of unemployment insurance taxes to the grant unless mandated by state law. This is based on a 1995 ruling that there is no employer-employee relationship.
- Worker's compensation in some form must be provided for members.
- The tribe must provide a health care policy. Minimum benefits of the policy are detailed in the provisions.
- The tribe must ensure that childcare is made available to full-time members who need such assistance in order to participate.
- AmeriCorps members who have served for at least 12 months and 1250 hours can take family and medical leave in accordance with the Family and Medical Leave Act.
- Work-study students may be enrolled as AmeriCorps members with approval by the Corporation.

12. Post-Service Education Awards

The tribe must certify to the National Service Trust that the member is eligible to receive the education benefit. The tribe must notify the National Service Trust (electronic submission via WBRS) when:

- The tribe enrolls a member for a term of service
- The member completes the term
- There is a change in the member's status during the term

NOTES:

A member may receive a post-service education award only for the first two terms of service.

13. Matching Requirements

The tribe must provide and account for the matching funds according to the approved application and budget. The Corporation requires, at a minimum, the following aggregate matches:

Member Support Costs: 15%

15% member support costs include living allowance, FICA, unemployment insurance (if mandated by state law), workers' compensation and health care. The match must be in cash with non-federal monies. P.L. 93-638 is considered non-federal and can be used to match member support costs.

The tribe can request a waiver of the cash match for member support costs if it does not have the resources to meet the match.

Program Operating Costs: 33%

Contributions including cash and third party in-kind can be used for the tribe's matching share for program operating costs if they meet the following criteria:

- They are verifiable using tribal financial records;
- They are not included as contributions for any other federally-assisted program;
- They are necessary and reasonable for accomplishment of program objectives; and
- They are allowable under the OMB A-87 cost principles.

Other Areas Addressed Under Matching Requirements:

1. *Cost Sharing.* A cash or in-kind matching contribution that exceeds the required minimum will be treated as cost sharing and should be reflected in the budget.

NOTES:

2. The value of direct community service performed by volunteers cannot be used to meet matching requirements.
3. Administrative costs that exceed 5% are allowable as matching funds but must comply with Clause 22 of the general provisions.
4. *Valuation.* The value of third-party and tribal contributions of services and property will be determined in accordance with OMB A-87 cost principles.

14. Member Records and Confidentiality

- *Record Keeping.* The tribe must maintain verifiable records that document each member's eligibility to serve, as well as completion of the program requirements.
- *No High School Diploma.* The tribe must keep records on any member who does not have a high school diploma and the written agreement to obtain a high school diploma.
- *Confidential Member Information.* The Tribe must maintain the confidentiality of information regarding individual members.

The member file will be covered in greater detail in Chapter Five of the manual.

15. Budget and Programmatic Changes

Prior written approval from the Corporation must be obtained before making any of the changes detailed below:

- Changes in the scope, objectives or goals of the program;
- Substantial changes in the level of participant supervision;
- Entering into sub-grants or contracts for program activities not identified in the approved application and grant;
- Reallocation of funds from the member support cost;
- Specific items of cost requiring approval under OMB Circular A-87; or
- Purchases of equipment over \$5,000

NOTES:

The Corporation's Grants Officers are the only officials who have the authority to alter or change the provisions or requirements of the grant. The Grants Officers will execute written amendments or changes to the grant, and the tribe should not assume approval has been granted until documentation from the Grants Office has been received.

16. Reporting Requirements

Financial Status and Progress Reports

The tribe is encouraged to use the Web Based Reporting System (WBRS) for both the financial and program reports. The specific reports will be covered in greater detail in the next section of this Chapter. The reports include the following:

- 1) Financial Status Reports
- 2) Progress Reports
- 3) Annual/Final Reports
- 4) Final Financial Status Reports

AmeriCorps Member-Related Forms

- 1) Enrollment Form
- 2) Change of Status Form
- 3) Exit/End/Offer-of-Service Forms

Accomplishment Surveys

Benefit Provider Documentation

17. Grant Period and Incremental Funding

NOTES:

The standard AmeriCorps grant is for a three-year project period with a first-year budget period. Funding for the second and third years is contingent upon satisfactory progress and the availability of funds.

18. Performance Measurement and Evaluation

- a. **Performance Measurement.** All grantees must establish, track, and evaluate performance measures for their programs.
- b. **Performance Measurement Requirements for Competitive versus Formula-type Programs.** Relates to State Commissions.
- c. **Changes to Negotiated Performance Measures.** Grantees must request approval from the Corporation prior to making a significant change to performance measures. A significant change may occur in the following types of circumstances:
 - Refining the performance measure based on experience so that goals become more realistic and manageable.
 - Replacing a measure related to one issue area with one related to an entirely different issue area.
 - Redefining the work performed by individuals under the grant
 - Eliminating an activity due to a failure to secure necessary matching funding
 - Redefining the measure with another
- d. **Independent Evaluations.** The tribe is encouraged to obtain an independent evaluation and must do so if provided for in the approved budget.
- e. **External Evaluation and Data Collection.** The tribe must cooperate with the Corporation and its evaluators in all monitoring and evaluation efforts. As part of this effort, the tribe must collect and submit certain

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member data, including the total number of members in the Program, and the number of members by race, ethnicity, gender, age, economic background, education level, disability classification and geographic region.

- f. **Accountability for Results.** Eligibility for future funding may be contingent upon compliance with these provisions as well as satisfactory performance.

19. Legislative and Regulatory Authority

The AmeriCorps grant is authorized by and subject to the National and Community Service Act of 1990, as amended.

20. Other Applicable Statutory and Administrative Provisions

The following circulars and their implementing regulations apply to states, Indian tribes, U.S. territories, and local governments:

- 45 C.F.R. 2541 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- OMB Circular A-87 Cost Principles for State and Local Governments.
- OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations
- The tribe must comply with all other applicable statutes, executive orders, regulations and policies governing the Program, the Grant Assurances and Certifications, and those cited in 45 C.F.R. Parts 2541 and 2543.

21. Responsibilities Under Grant Administration

Accountability.

The tribe has full fiscal and programmatic responsibility for managing all aspects of the grant, subject to the oversight of the Corporation.

NOTES:

Notice to Corporation.

The tribe will notify the appropriate Corporation's Program or Grants Officer immediately of any developments or delays that have a significant impact on funded activities.

Notice to the Corporation's Office of Inspector General.

The tribe will notify the Office of Inspector General immediately of losses of federal funds or goods/services supported with federal funds.

22. Financial Management Provisions

General.

The tribe must maintain financial management systems that include standard accounting practices, effective internal controls, a clear audit trail, and written cost allocation procedures.

- a. **Source Documentation.** The tribe must maintain adequate supporting documents for all expenditures (federal and non-federal) and in-kind contributions made under this Grant.
- b. **Time and Attendance Records.** The tribe must keep time and attendance records on all AmeriCorps members in order to document their eligibility for in-service and post-service benefits.
- c. **Audits.** A tribal organization that expends \$300,000 or more in total federal awards in a fiscal year is required to obtain a single audit for that year; the audit shall be conducted by an independent auditor in accordance with the Single Audit Act.
- d. **Consultant Services.** Payments to individuals for consultant services under this Grant shall not exceed \$443.00 per day.

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23. Administrative Costs

- a. **Definitions.** “Administrative costs” means general or centralized expenses of overall administration of an organization that receives Corporation funds and does not include particular program or project costs. For organizations that have an established indirect cost rate for federal awards, “administrative costs” means those costs that are included in the organization’s indirect cost rate.
- b. **Limitation by Statute.** Administrative costs cannot exceed 5% of total Corporation funds actually expended under this award.
- c. **Fixed 5%.** If approved on a case-by-case basis by the Corporation, the tribe may charge a fixed 5% of the total of the Corporation funds expended for administrative costs. In order to charge this fixed 5%, the tribe’s match for administrative costs may not exceed 10% of all direct cost expenditures. These rates may be used without supporting documentation and are in lieu of an indirect cost rate.
- d. **Indirect Cost Rates.**
 - i. If a tribe has an approved indirect cost rate, evidence of that rate will constitute documentation of the tribe’s administrative costs, including the 5% maximum payable by the Corporation and the tribal match of administrative costs.
 - ii. If a tribe wants to claim more than 10% match in administrative costs, it must have or obtain an approved indirect cost rate.
- e. **Consistency of Treatment.** To be allowable under an award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the organization.

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24. Equipment and Supplies Costs

Equipment and supplies will be handled in accordance with 45 C.F.R. 2541 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government.

25. Project Income

- a. **General.** Income earned as a direct result of the Program's activities during the award period will be retained by the tribe and used to finance the non-Corporation share of the Program.
- b. **Fees for Service.** When using assistance under this Grant, the tribe may not enter into a contract, or accept fees, for service performed by members when:
 - i. The service benefits a for-profit entity;
 - ii. The service falls within the other prohibited Program activities set forth in Clause 4 of these Grant Provisions; or
 - iii. The service violates the non-displacement Provisions of the Act set forth in Clause 31 of these Grant Provisions.

26. Payment Under the Grant

- a. **Advance Payments.** The tribe may receive advance payments of Grant funds, provided the tribe meets the financial management standards specified in OMB Circular A-102 and its implementing regulations (45 C.F.R. 2541).
- b. **Immediate Cash Flow Needs.** The amount of advance payments requested by the tribe must be based on actual and immediate cash needs in order to minimize federal cash on hand in accordance with policies established by the U.S. Department of the Treasury.

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- c. **Discontinuing Advance Payments.** If a tribe does not establish procedures to minimize the time elapsing between the receipt of the cash advance and its disbursement, the Corporation may, after providing due notice to the tribe, discontinue the advance payment method and allow payments in advance only by individual request and approval or by reimbursement.
- d. **Interest-Bearing Accounts.** The tribe must deposit advance funds received from the Corporation in federally insured, interest-bearing accounts. Tribes may keep up to \$100 of the earned interest per year to offset administrative expenses.

27. Retention of Records

The tribe must retain and make available all financial records, supporting documentation, statistical records, evaluation data, member information, and personnel records for three (3) years from the date of the submission of the final Financial Status Report (SF 269A). If an audit is started prior to the expiration of the three-year period, the records must be retained until the audit findings involving the records have been resolved and final action has been taken.

28. Site Visits

The Corporation reserves the right to make site visits to review and evaluate tribal records, accomplishments, organizational procedures, and financial control systems, to conduct interviews, and to provide technical assistance as necessary.

29. Liability and Safety Issues

- a. **Liability Insurance Coverage.** The tribe must have adequate liability insurance coverage for the organization, employees, and members,

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including coverage of members engaged in on- and off-site project activities.

- b. **Member Safety.** The tribe must institute safeguards as necessary and appropriate to ensure the safety of members. Members may not participate in projects that pose undue safety risks.

30. Drug-Free Workplace

- a. **Notice to Employees and Members.** The tribe must comply with the Drug-Free Workplace Act. The tribe must publish a statement notifying employees and members of the requirements of the Act.
- b. **Criminal Drug Convictions.** The tribe's employees and members must notify the tribe in writing of any criminal drug convictions for a violation occurring in the workplace or during the performance of project activities.
- c. **Drug-Free Awareness Program.** The tribe must establish a drug-free awareness program to inform employees and members about the dangers and consequences of drug use in the workplace.
- d. **Tribe Non-Compliance.** The tribe is subject to suspension, termination, or debarment proceedings for failure to comply with the Drug-Free Workplace Act.
- e. **Non-Discrimination and Confidentiality Laws.** In implementing the Drug-Free Workplace Act, the tribe must adhere to federal laws in its Grant assurances related to alcohol and substance abuse, non-discrimination and confidentiality.

31. Non-Discrimination

NOTES:

- a. **Assurances.** The tribe must assure that its program or activity will be conducted, and its facilities will be operated, in compliance with the applicable statutes set forth below, as well as with their implementing regulations.
- b. **Discrimination Prohibited.** A person, including a member, a service recipient, or Program staff, may not, on the grounds of race, color, national origin, sex, age, political affiliation, disability, or religion, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination, directly or through contractual or other arrangements, under any program or activity receiving federal financial assistance.
- c. **Public Notice of Nondiscrimination.** The tribe must notify members, service recipients, applicants, Program staff, and the public, including those with impaired vision or hearing, that it operates its program or its activity subject to the nondiscrimination requirements of the applicable statutes.
- d. **Records and Compliance Information.** The tribe must keep records and make available to the Corporation timely, complete and accurate compliance information to allow the Corporation to determine if the tribe is complying with the civil rights statutes and implementing regulations.
- e. **Obligation to Cooperate.** The tribe must cooperate with the Corporation so that the Corporation can ensure compliance with the civil rights statutes and implementing regulations.
- f. **Discrimination Complaints. Investigations and Compliance Reviews.** The Corporation may review the practices of the tribe to determine civil rights compliance.

NOTES:

- g. **Self-Evaluation Requirements.** The tribe must comply with (1) the self-evaluation requirements under section 504 of the Rehabilitation Act regarding accessibility for individuals with disabilities; (2) the self-evaluation requirements of the Age Discrimination Act of 1975; and (3) the self-evaluation requirements under Title IX of the Education Amendments of 1972 regarding discrimination based on sex.
- h. **Applicable Statutes.** In accordance with its assurances, the tribe must comply with all federal statutes relating to non-discrimination to the extent applicable.

32. Supplementation, Non-Duplication and Non-Displacement

- a. **Supplementation.** Grant funds may not be used to replace state or local public funds that had been used to support programs or projects of the type eligible to receive Corporation Grant funds.
- b. **Non-Duplication.** Grant funds may not be used to duplicate services that are available in the locality of a program or project.
- c. **Non-Displacement.**
 - i. Prohibition on Displacing an Employee or a Position.
 - ii. Prohibition on Selecting an Employee for Participation.
 - iii. Prohibition on Promotional Infringement.
 - iv. Prohibition on Displacing Employee Services, Duties or Activities.
 - v. Prohibition on Supplanting, Hiring or Infringing on Recall Rights.
- d. **Other Prohibitions.** A member in a program or project may not perform services of any:
 - i. Currently employed worker;
 - ii. Employee who recently resigned or was discharged;

NOTES:

- iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- iv. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
- v. Employee who is on strike or is being locked out.

33. Grievance Procedure

The tribe must establish and implement a process for filing and adjudicating grievances from members, labor organizations and other interested parties. There are a number of requirements, and the tribe should become familiar with and review the specific provision to insure that the tribe's grievance procedure complies with requirements.

34. Ownership and Sharing of Grant Products

- a. **Ownership.** Unless otherwise specified, the tribe owns and may copyright any work that is subject to copyright, including software designs, training manuals, curricula, videotapes, and other products produced under the Grant. However, the tribe may not sell any work that includes an AmeriCorps logo without prior written approval from the Corporation.
- b. **Corporation Use.** The Corporation retains royalty-free, non-exclusive, and irrevocable licenses to obtain, use, reproduce, publish, and/or disseminate products, including data, produced under the Grant and to authorize others to do so. The Corporation may distribute such products through a designated clearinghouse.

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- c. **Sharing Grant Products.** To the extent practical, the tribe agrees to make products produced under the Grant available at the cost of reproduction to others in the field.

35. Publication

- a. **Acknowledgment of Support.** Publications created by members may include an AmeriCorps logo if they are consistent with the purposes of the Grant. The tribe is responsible for assuring that the following acknowledgment and disclaimer appears in any external report or publication of material based upon work supported by this Grant.

"This material is based upon work supported by the Corporation for National and Community Service under AmeriCorps Grant No. _____. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, the Corporation or the AmeriCorps Program."

- b. **Materials Provided to Corporation.** The tribe is responsible for assuring that two copies of any such material are sent to the Corporation's Office of Public Affairs and Program Office.

36. Evaluation

- a. **Internal Evaluations.** The tribe must track progress toward achievement of its program objectives. The tribe must also monitor the quality of service activities, the satisfaction of both service recipients and members, and management effectiveness.
- b. **Independent Evaluations.** The tribe may obtain an independent evaluation if provided for in the approved budget.

NOTES:

- c. **External Evaluation and Data Collection.** The tribe must cooperate with the Corporation and its evaluators in all monitoring and evaluation efforts.

37. Suspension or Termination of Grant

- a. **Suspension of the Grant.** In an emergency situation, the Corporation may suspend a Grant for not more than 30 calendar days. Examples of such emergency situations may include, but are not limited to:
 - i. Serious risk to persons or property;
 - ii. Violations of federal, state, or local criminal statutes; and
 - iii. Material violation(s) of the Grant or contract that are sufficiently serious that they outweigh the general policy in favor of advance notice and opportunity to show cause.
- b. **Termination of the Grant.** Pursuant to 45 C.F.R. 2540.400, the Corporation may terminate payments under the grant, revoke the designated member positions, or recover Grant funds for failure to comply with applicable provisions of this Grant

38. Order of Precedence

Should there be any inconsistency among the Grant Award, the AmeriCorps Special Provisions, the General Provisions, and the approved Grant Application, the order of precedence that will prevail is (1) Grant Award, (2) the AmeriCorps Special Provisions, (3) the General Provisions, and (4) the approved Grant Application.

Corporation for National and Community Service Civil Rights Statement Regarding Volunteers, Service Participants and Other Beneficiaries.

The Corporation's Equal Opportunity Office attempts to resolve concerns about discrimination promptly and when possible use an informal conciliation process to do so. We encourage, but do not require, volunteers, service

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participants, and other beneficiaries to first bring concerns about discrimination to the director or appropriate personnel of the program or project. We likewise encourage directors of programs and projects to facilitate prompt resolution of these concerns.

The complete special and general provisions are located in Section F.

D. REPORTING REQUIREMENTS

1. Web-Based Reporting System

In 2000-2001, AmeriCorps programs began to use the Web-Based Reporting System (WBRS) to report electronically to the Corporation for National and Community Service. WBRS allows tribes to:

- Electronically enroll members, change their status, and remove members from programs
- Submit the progress reports to the Corporation
- Compile and submit financial status reports to the Corporation

The tribes will no longer use paper forms to meet the reporting requirements for the AmeriCorps grant. The advantages of using an electronic system for reporting are that:

- Data integrity is preserved since only one data set exists. All the users at the tribe always access the same set of forms, which eliminates the problem of different versions of forms being used. Also, the documents inherit information from one another, so there is automatic agreement of information on all forms.
- Information moves faster. Each individual with WBRS access who needs to see data on a submitted form will be able to access it immediately after it is submitted.

NOTES:

- Repetition of data entry is eliminated because the system inherits information as needed on different forms.
- Data re automatically validated.
- Calculations are performed automatically. The system will automatically perform calculations such as member hours and expenditures.

The Web-Based Reporting System can be accessed at <http://wbrs.net>.

2. Progress Reports

The information to be provided on the progress report includes the following:

- Tribal and grant information.
- Number of members who are full-time, number of members who are part-time and number of members who are two-year part-time.
- Number of member service hours for full-time members and the number of member service hours for part-time/other members. The hours are to be provided for the reporting period and the entire program year.
- Number of non-AmeriCorps volunteers and the volunteer hours for the reporting period, prior reporting period, and the entire year.
- Information about the service activities in which non-AmeriCorps member volunteers participated during the reporting period.
- Summary of progress towards accomplishing the annual objectives. The objectives are categorized as follows:

NOTES:

- a. Getting Things Done
 - b. Member Development
 - c. Community Strengthening
- Other accomplishments during the reporting period that do not relate to the specific objectives.
 - Any success stories from the reporting period.
 - Problems that were encountered during the reporting period, whether they have been resolved, and, if so, how they were resolved.
 - Significant program changes during the reporting period.

A copy of a progress report form is located on the following page.

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DRAFT

PART I - FACE SHEET

| | | | | | | | | | | | | | | | |
|--|----------------------------|--|--|------------|---------------|--------------|---------------|----------|---------|----------|---------|----------|---------|-------------------|---------|
| APPLICATION FOR FEDERAL ASSISTANCE | | 1. TYPE OF SUBMISSION: Non-Construction | | | | | | | | | | | | | |
| 2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): | 3. DATE RECEIVED BY STATE: | STATE APPLICATION IDENTIFIER: | | | | | | | | | | | | | |
| 2b. APPLICATION ID: 07TN075068 | 4. DATE RECEIVED: | | | | | | | | | | | | | | |
| 5. APPLICATION INFORMATION | | | | | | | | | | | | | | | |
| LEGAL NAME: Navajo Nation DUNS NUMBER: | | NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Ruth Benally TELEPHONE NUMBER: (928) 871-7702 FAX NUMBER: INTERNET E-MAIL ADDRESS: rbenally@nnooc.org | | | | | | | | | | | | | |
| ADDRESS (give street address, city, state and zip code): Department of Veterans Affairs Post Office Box 430 Window Rock AZ 86515 - 0430 | | | | | | | | | | | | | | | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): 860092335 | | 7. TYPE OF APPLICANT: 7a. Indian Tribe 7b. | | | | | | | | | | | | | |
| 8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> CONTINUATION <input type="checkbox"/> REVISION If Revision, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. Increase Award B. Decrease Award C. Increase Duration Decrease Duration | | | | | | | | | | | | | | | |
| | | 9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service | | | | | | | | | | | | | |
| 10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006 10b. TITLE: AmeriCorps*Indian Tribes | | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Strengthening Alliance of Veterans & Families | | | | | | | | | | | | | |
| 12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Arizona and New Mexico | | | | | | | | | | | | | | | |
| 13. PROPOSED PROJECT: START DATE: 08/01/07 END DATE: 07/31/08 | | 14. PERFORMANCE PERIOD: START DATE: END DATE: | | | | | | | | | | | | | |
| 15. ESTIMATED FUNDING: | | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="width: 80%;">\$ 252,000.00</td> </tr> <tr> <td>b. APPLICANT</td> <td>\$ 129,377.00</td> </tr> <tr> <td>c. STATE</td> <td>\$ 0.00</td> </tr> <tr> <td>d. LOCAL</td> <td>\$ 0.00</td> </tr> <tr> <td>e. OTHER</td> <td>\$ 0.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td>\$ 0.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$ 381,377.00</td> </tr> </table> | | | | a. FEDERAL | \$ 252,000.00 | b. APPLICANT | \$ 129,377.00 | c. STATE | \$ 0.00 | d. LOCAL | \$ 0.00 | e. OTHER | \$ 0.00 | f. PROGRAM INCOME | \$ 0.00 |
| a. FEDERAL | \$ 252,000.00 | | | | | | | | | | | | | | |
| b. APPLICANT | \$ 129,377.00 | | | | | | | | | | | | | | |
| c. STATE | \$ 0.00 | | | | | | | | | | | | | | |
| d. LOCAL | \$ 0.00 | | | | | | | | | | | | | | |
| e. OTHER | \$ 0.00 | | | | | | | | | | | | | | |
| f. PROGRAM INCOME | \$ 0.00 | | | | | | | | | | | | | | |
| g. TOTAL | \$ 381,377.00 | | | | | | | | | | | | | | |
| | | 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO | | | | | | | | | | | | | |
| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED. | | | | | | | | | | | | | | | |
| a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: | | b. TITLE: Program & Project Sp | | | | | | | | | | | | | |
| | | c. TELEPHONE NUMBER: (928) 871-6413 6276 | | | | | | | | | | | | | |
| | | d. DATE: 2-16-07 | | | | | | | | | | | | | |

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

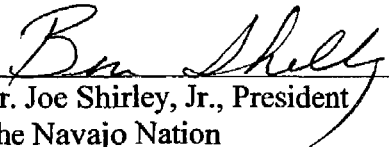
- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a and 276a-77), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related

activities supported by this award of assistance.

- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

*Nothing in this agreement shall be construed as a waiver of the Sovereign Immunity of the Navajo Nation.

*This agreement is contingent upon the appropriate/availability of funds.

 2-16-07

Dr. Joe Shirley, Jr., President
The Navajo Nation

CERTIFICATIONS**Certification - Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, *Participants' responsibilities*.

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
 - Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
 - Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;
- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

Certification - Drug-Free Workplace

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about-
- the dangers of drug abuse in the workplace,
 - the grantee's policy of maintaining a drug-free workplace.
 - any available drug counseling, rehabilitation, and employee assistance programs, and
 - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
- abide by the terms of the statement, and
 - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted-
- Taking appropriate personnel action against such an employee, up to and including termination; or
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such

purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).


Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Certification - Grant Review Process (State Commissions Only)

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990 as amended, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

 2-16-07

Dr. Joe Shirley, Jr., President
The Navajo Nation

Budget Narrative: Strengthening Alliance of Veterans & Families for Navajo Nation**Section I. Program Operating Costs****A. Personnel Expenses**

| Position/Title -Qty -Annual Salary -% Time | CNCS Share | Grantee Share | Total Amount |
|--|---------------|---------------|---------------|
| Program & Projects Specialist: - 1 person(s) at 61148 each x 100 % usage | 31,928 | 29,220 | 61,148 |
| CATEGORY Totals | 31,928 | 29,220 | 61,148 |

B. Personnel Fringe Benefits

| Purpose -Calculation -Fringe Amount | CNCS Share | Grantee Share | Total Amount |
|-------------------------------------|---------------|---------------|---------------|
| Fringe Benefits: 31.58 | 10,373 | 9,228 | 19,601 |
| CATEGORY Totals | 10,373 | 9,228 | 19,601 |

C. Travel**Staff Travel**

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|------------------------|------------|---------------|--------------|
| CATEGORY Totals | 0 | 0 | 0 |

Member Travel

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|------------------------|------------|---------------|--------------|
| CATEGORY Totals | 0 | 0 | 0 |

D. Equipment

| Item/Purpose -Qty -Unit Cost | CNCS Share | Grantee Share | Total Amount |
|------------------------------|------------|---------------|--------------|
| CATEGORY Totals | 0 | 0 | 0 |

E. Supplies

| Item -Calculation | CNCS Share | Grantee Share | Total Amount |
|------------------------|------------|---------------|--------------|
| Office Supplies: | 737 | 1,000 | 1,737 |
| CATEGORY Totals | 737 | 1,000 | 1,737 |

F. Contractual and Consultant Services

| Purpose -Calculation -Daily Rate | CNCS Share | Grantee Share | Total Amount |
|----------------------------------|------------|---------------|--------------|
| CATEGORY Totals | 0 | 0 | 0 |

G. Training**Staff Training**

| Purpose -Calculation -Daily Rate | CNCS Share | Grantee Share | Total Amount |
|----------------------------------|------------|---------------|--------------|
| CATEGORY Totals | 0 | 0 | 0 |

Member Training

| Purpose -Calculation -Daily Rate | CNCS Share | Grantee Share | Total Amount |
|----------------------------------|------------|---------------|--------------|
| CATEGORY Totals | 0 | 0 | 0 |

H. Evaluation

| Purpose -Calculation -Daily Rate | CNCS Share | Grantee Share | Total Amount |
|----------------------------------|------------|---------------|--------------|
| Evaluation: - Daily Rate of 100 | 0 | 500 | 500 |
| CATEGORY Totals | 0 | 500 | 500 |

I. Other Program Operating Costs

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|------------------------------------|------------|---------------|--------------|
| Travel to CNCS-Sponsored Meetings: | 0 | 0 | 0 |
| Travel to CNCS-Sponsored Meetings: | 1,000 | 1,000 | 2,000 |
| CATEGORY Totals | 1,000 | 1,000 | 2,000 |
| SECTION Totals | 44,038 | 40,948 | 84,986 |
| PERCENTAGE | 52% | 48% | |

Section II. Member Costs**A. Living Allowance**

| Item - # Mbrs -Allowance Rate -# w/o Allow | CNCS Share | Grantee Share | Total Amount |
|--|------------|---------------|--------------|
| Full Time (1700 hrs): 20 Member(s) at a rate of 10600 each | 180,200 | 31,800 | 212,000 |

| | | | |
|---|---------|--------|---------|
| Members W/O allowance 0 | | | |
| 1-Year Half Time (900 hours): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| 2-Year Half Time (1st Year): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| 2-Year Half Time (2nd Year): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| Quarter Time (450 hrs): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| Minimum Time (300 hrs): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| CATEGORY Totals | 180,200 | 31,800 | 212,000 |

B. Member Support Costs

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|----------------------------|------------|---------------|--------------|
| FICA for Members: 7.65 | 13,785 | 2,433 | 16,218 |
| Worker's Compensation: .32 | 577 | 102 | 679 |
| Health Care: | 0 | 14,784 | 14,784 |
| Uniforms for Members: | 800 | 200 | 1,000 |
| CATEGORY Totals | 15,162 | 17,519 | 32,681 |
| SECTION Totals | 195,362 | 49,319 | 244,681 |
| PERCENTAGE | 80% | 20% | |

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

| Item -Calculation | CNCS Share | Grantee Share | Total Amount |
|---------------------------|------------|---------------|--------------|
| Corporation Fixed Amount: | 0 | 0 | 0 |
| CATEGORY Totals | 0 | 0 | 0 |

B. Federally Approved Indirect Cost Rate

| Calculation -Rate Claimed -Rate -Cost Basis -Cost Type | CNCS Share | Grantee Share | Total Amount |
|--|------------|---------------|--------------|
| Fixed: Total Direct Costs: 39,110 with a rate of 21.6 and a rate claimed of 21.6 | 12,600 | 39,110 | 51,710 |

| | | | |
|------------------------|--------|--------|--------|
| CATEGORY Totals | 12,600 | 39,110 | 51,710 |
| SECTION Totals | 12,600 | 39,110 | 51,710 |
| PERCENTAGE | 24% | 76% | |

| | | | |
|----------------------|---------|---------|---------|
| BUDGET Totals | 252,000 | 129,377 | 381,377 |
| PERCENTAGE | 66% | 34% | |
| Total MSYs | 20.00 | | |
| Cost/MSY | 12,600 | | |

Source of Funds

| Section | Description |
|--|-----------------------------|
| Section I. Program Operating Costs | Navajo Nation General Funds |
| Section II. Member Costs | |
| Section III. Administrative/Indirect Costs | |

Program Officer is aware that the program was planning two full days of training on Life after AmeriCorps for members to complete in the month of February.

- Members feel that they would benefit from having a gas card or transportation to and from service sites, as well as a cell phone for the team leader, provided by the program since many projects require travel to very remote areas.

The program officer will review documentation submitted in response to this report and confirm in writing when the issues identified above have been satisfactorily resolved.

Prepared by Charndrea Leonard, Program Officer, February 14, 2006

February 16, 2007 1:17 PM

Strengthening Alliance of Veterans & Families

Navajo Nation

Application ID: 07TN075068

Budget Dates:

| | Total Amt | CNCS Share | Grantee Share |
|--|-----------|------------|---------------|
|--|-----------|------------|---------------|

Section I. Program Operating Costs

| | | | |
|------------------------------|--------|--------|--------|
| A. Personnel Expenses | 61,148 | 31,928 | 29,220 |
| B. Personnel Fringe Benefits | 19,601 | 10,373 | 9,228 |

C. Travel

Staff Travel
Member Travel

| | | | |
|-------|-----|-----|-----|
| Total | \$0 | \$0 | \$0 |
|-------|-----|-----|-----|

D. Equipment

E. Supplies

| | | | |
|--|-------|-----|-------|
| | 1,737 | 737 | 1,000 |
|--|-------|-----|-------|

F. Contractual and Consultant Services

G. Training

Staff Training
Member Training

| | | | |
|-------|-----|-----|-----|
| Total | \$0 | \$0 | \$0 |
|-------|-----|-----|-----|

H. Evaluation

| | | | |
|--|-----|---|-----|
| | 500 | 0 | 500 |
|--|-----|---|-----|

I. Other Program Operating Costs

Travel to CNCS-Sponsored Meetings

| | | | |
|--|-------|-------|-------|
| | 2,000 | 1,000 | 1,000 |
|--|-------|-------|-------|

| | | | |
|--|---|---|---|
| | 0 | 0 | 0 |
|--|---|---|---|

| | | | |
|-------|---------|---------|---------|
| Total | \$2,000 | \$1,000 | \$1,000 |
|-------|---------|---------|---------|

Section I. Subtotal

| | | | |
|--|----------|----------|----------|
| | \$84,986 | \$44,038 | \$40,948 |
|--|----------|----------|----------|

Section I Percentage

| | | |
|--|-----|-----|
| | 52% | 48% |
|--|-----|-----|

Section II. Member Costs

A. Living Allowance

| | | | |
|------------------------------|---------|---------|--------|
| Full Time (1700 hrs) | 212,000 | 180,200 | 31,800 |
| 1-Year Half Time (900 hours) | 0 | 0 | 0 |
| Reduced Half Time (675 hrs) | 0 | 0 | 0 |
| Quarter Time (450 hrs) | 0 | 0 | 0 |
| Minimum Time (300 hrs) | 0 | 0 | 0 |
| 2-Year Half Time (2nd Year) | 0 | 0 | 0 |
| 2-Year Half Time (1st Year) | 0 | 0 | 0 |

| | | | |
|-------|-----------|-----------|----------|
| Total | \$212,000 | \$180,200 | \$31,800 |
|-------|-----------|-----------|----------|

B. Member Support Costs

| | | | |
|-----------------------|--------|--------|--------|
| FICA for Members | 1,000 | 800 | 200 |
| Worker's Compensation | 16,218 | 13,785 | 2,433 |
| Health Care | 679 | 577 | 102 |
| | 14,784 | 0 | 14,784 |

| | | | |
|-------|----------|----------|----------|
| Total | \$32,681 | \$15,162 | \$17,519 |
|-------|----------|----------|----------|

Section II. Subtotal

| | | | |
|--|-----------|-----------|----------|
| | \$244,681 | \$195,362 | \$49,319 |
|--|-----------|-----------|----------|

Section II. Percentages

| | | |
|--|-----|-----|
| | 80% | 20% |
|--|-----|-----|

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

| | | | |
|--------------------------|---|---|---|
| Corporation Fixed Amount | 0 | 0 | 0 |
|--------------------------|---|---|---|

| | | | |
|-------|-----|-----|-----|
| Total | \$0 | \$0 | \$0 |
|-------|-----|-----|-----|

B. Federally Approved Indirect Cost Rate

| | | | |
|--|--------|--------|--------|
| | 51,710 | 12,600 | 39,110 |
|--|--------|--------|--------|

Section III. Subtotal

| | | | |
|--|----------|----------|----------|
| | \$51,710 | \$12,600 | \$39,110 |
|--|----------|----------|----------|

Section III Percentage

| | | |
|--|-----|-----|
| | 24% | 76% |
|--|-----|-----|

Section I + III. Funding Percentages

| | | |
|--|-----|-----|
| | 41% | 59% |
|--|-----|-----|

Budget Totals

| | | | |
|--|-----------|-----------|-----------|
| | \$381,377 | \$252,000 | \$129,377 |
|--|-----------|-----------|-----------|

Budget Total Percentage

| | | |
|--|-----|-----|
| | 66% | 34% |
|--|-----|-----|

Required Match

n/a

Of years Receiving CNCS Funds

n/a

February 16, 2007 1:17 PM

Strengthening Alliance of Veterans & Families
Navajo Nation

Total MSYs**20.00****Cost/MSY****\$12,600**

Budget Narrative: Strengthening Alliance of Veterans & Families for Navajo Nation**Section I. Program Operating Costs****A. Personnel Expenses**

| Position/Title -Qty -Annual Salary -% Time | CNCS Share | Grantee Share | Total Amount |
|--|------------|---------------|--------------|
| Program & Projects Specialist: - 1 person(s) at 61148 each x 100 % usage | 31,928 | 29,220 | 61,148 |
| CATEGORY Totals | 31,928 | 29,220 | 61,148 |

B. Personnel Fringe Benefits

| Purpose -Calculation -Fringe Amount | CNCS Share | Grantee Share | Total Amount |
|-------------------------------------|------------|---------------|--------------|
| Fringe Benefits: 31.58 | 10,373 | 9,228 | 19,601 |
| CATEGORY Totals | 10,373 | 9,228 | 19,601 |

C. Travel**Staff Travel**

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|------------------------|------------|---------------|--------------|
| CATEGORY Totals | 0 | 0 | 0 |

Member Travel

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|------------------------|------------|---------------|--------------|
| CATEGORY Totals | 0 | 0 | 0 |

D. Equipment

| Item/Purpose -Qty -Unit Cost | CNCS Share | Grantee Share | Total Amount |
|------------------------------|------------|---------------|--------------|
| CATEGORY Totals | 0 | 0 | 0 |

E. Supplies

| Item -Calculation | CNCS Share | Grantee Share | Total Amount |
|------------------------|------------|---------------|--------------|
| Office Supplies: | 737 | 1,000 | 1,737 |
| CATEGORY Totals | 737 | 1,000 | 1,737 |

F. Contractual and Consultant Services

| Purpose -Calculation -Daily Rate | CNCS Share | Grantee Share | Total Amount |
|----------------------------------|------------|---------------|--------------|
| CATEGORY Totals | 0 | 0 | 0 |

G. Training**Staff Training**

| Purpose -Calculation -Daily Rate | CNCS Share | Grantee Share | Total Amount |
|----------------------------------|------------|---------------|--------------|
| CATEGORY Totals | 0 | 0 | 0 |

Member Training

| Purpose -Calculation -Daily Rate | CNCS Share | Grantee Share | Total Amount |
|----------------------------------|------------|---------------|--------------|
| CATEGORY Totals | 0 | 0 | 0 |

H. Evaluation

| Purpose -Calculation -Daily Rate | CNCS Share | Grantee Share | Total Amount |
|----------------------------------|------------|---------------|--------------|
| Evaluation: - Daily Rate of 100 | 0 | 500 | 500 |
| CATEGORY Totals | 0 | 500 | 500 |

I. Other Program Operating Costs

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|------------------------------------|------------|---------------|--------------|
| Travel to CNCS-Sponsored Meetings: | 0 | 0 | 0 |
| Travel to CNCS-Sponsored Meetings: | 1,000 | 1,000 | 2,000 |
| CATEGORY Totals | 1,000 | 1,000 | 2,000 |
| SECTION Totals | 44,038 | 40,948 | 84,986 |
| PERCENTAGE | 52% | 48% | |

Section II. Member Costs**A. Living Allowance**

| Item - # Mbrs -Allowance Rate -# w/o Allow | CNCS Share | Grantee Share | Total Amount |
|--|------------|---------------|--------------|
| Full Time (1700 hrs): 20 Member(s) at a rate of 10600 each | 180,200 | 31,800 | 212,000 |

| | | | |
|---|---------|--------|---------|
| Members W/O allowance 0 | | | |
| 1-Year Half Time (900 hours): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| 2-Year Half Time (1st Year): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| 2-Year Half Time (2nd Year): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| Quarter Time (450 hrs): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| Minimum Time (300 hrs): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| CATEGORY Totals | 180,200 | 31,800 | 212,000 |

B. Member Support Costs

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|----------------------------|------------|---------------|--------------|
| FICA for Members: 7.65 | 13,785 | 2,433 | 16,218 |
| Worker's Compensation: .32 | 577 | 102 | 679 |
| Health Care: | 0 | 14,784 | 14,784 |
| Uniforms for Members: | 800 | 200 | 1,000 |
| CATEGORY Totals | 15,162 | 17,519 | 32,681 |
| SECTION Totals | 195,362 | 49,319 | 244,681 |
| PERCENTAGE | 80% | 20% | |

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

| Item -Calculation | CNCS Share | Grantee Share | Total Amount |
|---------------------------|------------|---------------|--------------|
| Corporation Fixed Amount: | 0 | 0 | 0 |
| CATEGORY Totals | 0 | 0 | 0 |

B. Federally Approved Indirect Cost Rate

| Calculation -Rate Claimed -Rate -Cost Basis -Cost Type | CNCS Share | Grantee Share | Total Amount |
|---|------------|---------------|--------------|
| Fixed: Total Direct Costs: 39,110with a rate of 21.6 and a rate claimed of 21.6 | 12,600 | 39,110 | 51,710 |

| | | | |
|------------------------|--------|--------|--------|
| CATEGORY Totals | 12,600 | 39,110 | 51,710 |
| SECTION Totals | 12,600 | 39,110 | 51,710 |
| PERCENTAGE | 24% | 76% | |

| | | | |
|----------------------|---------|---------|---------|
| BUDGET Totals | 252,000 | 129,377 | 381,377 |
| PERCENTAGE | 66% | 34% | |
| Total MSYs | 20.00 | | |
| Cost/MSY | 12,600 | | |

Source of Funds

| Section | Description |
|--|-----------------------------|
| Section I. Program Operating Costs | Navajo Nation General Funds |
| Section II. Member Costs | |
| Section III. Administrative/Indirect Costs | |