

# BLACK MESA (KITS'ILII) CHAPTER

P.O. Box 139 ~ Pinon, AZ 86510

(928) 676-0009

Community Service Coordinator: Albert Lee

## MEMORANDUM

To : Natasha Garcia, Accounts Maintenance Specialist  
General Accounting Section  
Office of the Controller

FROM : Albert Lee  
Albert Lee, CSC  
Black Mesa (Kits'ili) Chapter

DATE: September 16, 2014

SUBJECT: Fiscal Year 2015 Disbursement for Black Mesa Chapter

Attached is a Request for Direct Payment (RDP) for Black Mesa (Kits'ili) Chapter.  
Please disburse the 2015 Budget appropriations as follows:

	DESCRIPTION OF FUNDS	BUSINESS UNIT		FISCAL YEAR 2015 DISBURSEMENT REQUEST	
01	General Fund	108014	8715	\$	146,108.00
02	Special Revenue Fund - Internal	408008	8715	\$	18,286.00
03					
	TOTAL FUND DISBURSEMENT			\$	164,994.00

If you have any question, please call me at (928) 309-7056 or e-mail at bmesachapter@yahoo.com.

### CONCURRENCE

Peggy Sue Nez 9.29.14

Peggy Sue Nez, Senior Program & Project Specialist  
Local Governance Support Center- Chinle Navajo Agency

SEP 29 2014

cc: Leonard Chee, Division Director  
Division of Community Development  
Lisa Jyme, Budget Analyst  
Office of Management and Budgets  
Black Mesa (Kits'ili) Chapter  
File

Larry Biltah  
Chapter President

Caroline Bemore  
Chapter Vice-President

Martene Biltah  
Chapter Secretary/ Treasurer

Francis Honie  
Grazing Committee Member

Dwight Witherspoon  
Council Delegate

THE NAVAJO NATION  
REQUEST FOR DIRECT PAYMENT

September 22, 2014  
Date

TO: Accounts Payable Section, FINANCIAL SERVICES DEPARTMENT

Please Issue Voucher check(s) as described below.

1. \$ 164,994.00 Amount      Black Mesa (Kits'iiil) Chapter Payee Name      P.O. Box 189. Mailing Address      Pinon City      AZ State      86510 Zip Code

2. This request is for payment of Fiscal Year 2015 Chapter Budget

3. Charge account number(s) General Funds 108014-8715: \$ 146,708.00, 408008-8720: \$ 18,286.00

4. Process this: Regular Process XX Prepaid Processing by: (Time) ASAP (Date) ASAP Because SEP 29 2014

5. Supporting document attached: XX Yes No (If No, explain why) Disbursement Memo

6. Remittance advice(s) other document(s) marked "To be sent with checks attached":

7. Checks should be:  Mailed to payee:  Picked up by payee:  Picked up by (Name) Chinle LGSC.

8. Other information or comments.

Requested by (Signed) Albert Lee Name (Printed) Albert Lee Title Com. Serv. Coord. Tele: (928) 675-0009  
Approved by (Signed) Peggy S. Nez Name (Printed) Peggy S. Nez Title Senior Program And Project Specialist Tele (928) 674-2250

DO NOT WRITE BELOW THIS LINE - FOR FINANCIAL SERVICES DEPARTMENT

Funds available, approved by  Title \_\_\_\_\_ Date \_\_\_\_\_

Approved for payment as requested. \_\_\_\_\_  
Approved for payment with following exceptions \_\_\_\_\_  
Disapproved for payment because \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

THE NAVAJO NATION  
PROGRAM BUDGET SUMMARY

PART I. Business Unit No: 108014, 408008 Program Title: Black Mesa Chapter Division/Branch: Division of Community Development  
 Prepared By: Albert Lee Phone No.: (928)675-0009 Email Address:

PART II. FUNDING SOURCE (S):	Fiscal Year Term	Amount:	% of Total:
General Fund - Positions and Fringes	2015	81,142	30.6 %
General Fund - Stipend	2015	37,800	14.3 %
General Fund - 12.5M	2015	87,672	33.1 %
General Fund - Capital Outlay	2015	36,364	13.7 %
General Fund I	2015	3,772	1.4 %
Special Revenue	2015	18,286	6.9 %
<b>TOTAL:</b>		<b>265,036</b>	<b>100%</b>

PART III. BUDGET SUMMARY				(A)	(B)	(C)
	Fund Type Code	NNC Approved Original Budget	Proposed Budget	Difference (Column B-A)		
3000 Travel Expenses				0		
3500 Meeting Expenses				0		
4000 Supplies				0		
5000 Lease & Rental				0		
5500 Comm. & utilities				0		
6000 Repairs & Maintenance				0		
6500 Contractual Services				0		
7000 Special Transactions				0		
9000 Capital Outlay				0		
9300 Other Income and Expense				0		
9500 Matching Funds				0		
9500 Indirect Cost				0		
2001 Personnel Expenses	1		81,142	81,142		
8000 Assistance	1		165,608	165,608		
8000 Assistance	5		18,286	18,286		
<b>TOTAL:</b>			<b>265,036</b>	<b>265,036</b>		

PART IV. POSITIONS AND VEHICLES		(D)	(E)
Total # of Positions Budgeted:		2	2
Total # of Permanently Assigned Vehicles:		0	0

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

Albert Lee  
 Albert Lee

09/22/14

*[Signature]* 9/29/14

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

APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date



THE NAVAJO NATION  
PROGRAM PERFORMANCE CRITERIA

Program Name/Title: Black Mesa Chapter

PART I. PROGRAM INFORMATION:  
Business Unit No: 108014, 408008

PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:  
CAP-34-98 To direct the chapter administration and management control system, by promoting efficiency and accountability to the chapter membership, and to effectuate plans of action to improve the standard of living for the chapter membership.

NNOMB - BF2											
PART II. PROGRAM PERFORMANCE CRITERIA											
1 Program Performance Area: Attain Local Governance Act certification of the Five Management System (FMS) Goal Statement: To implement and practice all FMS policies and procedures; (5) per quarter											
1st QTR		2nd QTR		3rd QTR		4th QTR					
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
	5		5		5		5				
2 Program Performance Area: Assist Qualified Students with Educational Financial Assistance Goal Statement: To provide educational financial assistance to 26 students											
	13		13		0		0				0
3 Program Performance Area: Implement Pre/ Post Strategies of LGA-Certified Community Land Use Plans (CLUP) Goal Statement: To practice one (1) to two (2) sections of CLUP per quarter.											
	1		2		1		2				2
4 Program Performance Area: Employ 25 PEP community members Goal Statement: Employ 25 PEP who are community members											
	10		10		5		0				0
5 Program Performance Area: Assist 20 community members with \$500.00 for housing discretionary Goal Statement: Assist 20 community members with Housing discretionary; 20 1st and 2nd quarter.											
	10		10		0		0				0

FY 2015



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

Albert Lee Albert Lee 09/29/14

Program Manager's Printed Name and Signature/Date

[Signature] 9.29.14

Division Director/Branch Chief's Printed Name and Signature /Date

THE NAVAJO NATION

FY 2015

DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Black Mesa Chapter Business Unit No: 108014, 408008

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
	<b>General Fund</b>		81,142
2001	<b>General Fund - Positions and Fringes</b>		
2110	<i>Personnel Expenses</i>	56,451	
	Regular		
2900	Fringe Benefits	24,691	
8000	<b>General Fund - Stipend</b>	37,800	37,800
8705	<i>Assistance</i>		
	Chapter		
	8715: Grant: 8715: Grant: 8745-Planning and regular meetings \$500.00 x 3 x 2 x 12 = \$36,000.00 Agency meetings \$150.00 x 3 x 4 = \$1,800.00. [ \$37,800.00]		
8000	<b>General Fund - 12.5M</b>		87,672
8705	<i>Assistance</i>	87,672	
	Chapter		
	8715: Grant: 8715: 2320- 5 supervisors x \$9.00 x 160 hours = \$7,200.00 2320- 20 labors x \$8.58 x 160 hours = \$27,455.00. [ \$38,000.00] 8715: Grant: 8715: Grant: 4430-To purchase hay for the community members livestock. = \$16,872.00. [ \$16,872.00]		
	<b>TOTAL</b>	206,614	

THE NAVAJO NATION

FY 2015

DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Black Mesa Chapter

Business Unit No: 108014, 408008

PART II. DETAILED BUDGET:		(C)	(D)
(A)	(B)	Total by DETAILED Object Code	Total by MAJOR Object Code
Object Code (LOD 6)	Object Code Description and Justification		
	8715: Grant: 8715: Grant: 6722-Burial assistance for 10 community members with \$150.00 = \$1,500.00. [ \$1,500.00]		
	8715: Grant: 8715: Grant: 8060-Medical assistance for 20 community members with \$100.00 each. = \$2,000.00. [ \$2,000.00]		
	8715: Grant: 8715: Grant: 8520-Weatherization Assistance for 20 community members x \$500.00 = \$10,000.00. [ \$10,000.00]		
	8715: Grant: 8715: Grant: 8735- Assist 15 full time students with \$500.00 = \$7,500.00		
	8735: Assist 6 students with \$300.00 = \$1,800.00. [ \$9,300.00]		
	8715: Grant: 8715: Grant: 6356- Red Dog gravel for the community roads from Peabody coal company = \$10,000.00. [ \$10,000.00]		
	<b>General Fund – Capital Outlay</b>		
8000	<b>Assistance</b>	36,364	36,364
8705	<b>Chapter</b>		
	8715: Grant: Purchase Bull Dozer for the chapter = \$36,364.00. [ \$36,364.00]		
	<b>General Fund I</b>		
8000	<b>Assistance</b>		
8705	<b>Chapter</b>	3,772	3,772
	8715: Grant: 6204- POV mileage for Chapter administration . \$3,772.00. [ \$3,772.00]		

TOTAL	40,136
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THE NAVAJO NATION

FY 2015

DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Black Mesa Chapter

Business Unit No: 108014, 408008

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
8000	<b>Special Rev Fund - Internal</b>		
8705	<b>Land Claims</b>		
	<b>Assistance</b>		
	Chapter	15,922	15,922
	8715: Grant: 8715: Grant: 4130 General office supplies = \$2,000.00. [ \$2,000.00]		
	8715: Grant: 8715: Grant: 4460- Food for chapter dinners = \$1,000.00. [ \$1,000.00]		
	8715: Grant: 8715: Grant: 5620 Phone for chapter house usage. Paid on a monthly basis CellularOne in Pinon, AZ = \$1,000.00. [ \$1,000.00]		
	8715: Grant: 8715: Grant: 5720- Electricity for chapter house usage. Paid on a monthly basis to NTUA in Chinle, AZ. = \$1,250.00. [ \$1,250.00]		
	8715: Grant: 8715: Grant: 5740- Propane for heating/Cooking/hot water. Paid whenever the propane gets low. Paid to Ferrellgas in Chinle, \$9,422.00. [ \$9,422.00]		
	8715: Grant: 8715: Grant: 5760- Water for the chapter house. Paid on a monthly basis to NTUA in Chinle, AZ. = \$1,250.00. [ \$1,250.00]		
8000	<b>Scholarship</b>		
8705	<b>Assistance</b>		
	Chapter	2,364	2,364
	8715: Grant: 8715: Grant: 8735- Assist 4 college students with \$500.00 = \$2,000.00		
	8735: Assist 1 college student with \$364.00 = \$364.00. [ \$2,364.00]		

TOTAL	18,286	NNOMB - BF4
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THE NAVAJO NATION  
 LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WRKSITE CODE	FY 2014 ACTUAL		FY 2015 PROPOSED	
						G/S	SALARY	HOURS	BUDGET
1001	202762	3831	Community Services Coordinator	12559	02	62/A		2080	33,030
1002	230000	1524	Account Maintenance Specialist	315751	02	58/A		2080	23,421

# BLACK MESA (KITS'ILII) CHAPTER

P.O. Box 189 • Pimon, AZ 86510

(928) 675-0009

## RESOLUTION OF THE BLACK MESA (Kits'illi) CHAPTER

RESOLUTION NO. BLAC-14-09-131

### APPROVING AND ADOPTING THE FISCAL YEAR 2015 GENERAL FUNDS, LAND CLAIMS TRUST FUNDS AND SCHOLARSHIP FUNDS BUDGET IN THE AMOUNT OF \$265036.00

#### WHEREAS :

1. Pursuant to 26 N.N.C., Section 3 (A) the Black Mesa Chapter is a duly recognized certified chapter of the Navajo Nation Government, as listed at 11 N.N.C., part 1, section 10, and
2. Pursuant to 26 N.N.C., Section 1 (B) Black Mesa Chapter is vested with the authority to review all matters affecting the community and to make appropriate correction when necessary and make recommendation to the Navajo Nation and other local agencies for appropriate actions, and
3. The Fiscal Year 2015 General Funds, Land Claims Trust Funds, and Scholarship Funds will be used for chapter operation and activities to benefit community membership and
4. The Black Mesa Chapter approves the budgets (General Funds, Land Claims Trust Funds, and Scholarship Funds) in the best interest to the Community. Listed below:

General Fund	\$ 249,114.00
Special Rev Fund - Internal	\$ 15,922.00
Grand Total Amount	\$265,036.00

#### NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Black Mesa Chapter hereby approves and adopts the Fiscal Year 2015 General Funds, Land Claims Trust Funds, and Scholarship Funds Budgets in the amount of 265,036.00. Reference Exhibit 'A' - Resolution Number BLAC-14-09-131 and Exhibit 'B' - Navajo Nation Budget Forms 1 through 6 as attachments.

**RESOLUTION NO. BLAC-14-09-131**

**CERTIFICATION**

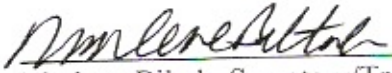
We hereby certify that the foregoing resolution was fully considered by the Black Mesa Chapter at a duly called meeting at Black Mesa, Arizona at which a quorum was present and that same was passed by a vote of 21 in favor, 00 opposed, and 02 abstained, on this 12<sup>th</sup> day of September, 2014.

Motioned by: Jimmy Yellowhair

Seconded by: Victoria Nez

  
\_\_\_\_\_  
Larry Biltah, President

  
\_\_\_\_\_  
Caroline Bemore, Vice President

  
\_\_\_\_\_  
Marlene Biltah, Secretary/Treasurer

\_\_\_\_\_  
Dwight Witherspoon, Council Delegate