SY 2021-2022 Reauthorization Training for P.L. 100-297 and P.L. 93-638
School Board and School Administrative Teams
Virtual ZOOM Training
Friday, October 15, 2021
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RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
of the 24th NAVAJO NATION COUNCIL - THIRD YEAR, 2021

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES; APPROVING
CLARIFICATION INSTRUCTIONS FOR GRANT APPLICATIONS UNDER THE
GRANT/CONTRACT CONVERSION/MAINTENANCE HANDBOOK

BE IT ENACTED:

SECTION ONE. AUTHORITY

A. The Health, Education and Human Services Committee is a
standing committee of the Navajo Nation Council. 2 N.N.C. §
400 (A).

B. The Health, Education and Human Services Committee has
oversight over the Division of Diné Education. 2 N.N.C. §
401 (C) (1). The committee is authorized "to delegate
responsibilities and authorities as appropriate to the
Divisions, Chapters and appropriate entities for the
efficiency and streamlining of government processes provided
that the Committee first approves rules and regulations
governing such delegations and rescission of such
delegations." Id., at 401(B)(5).

SECTION TWO. FINDINGS

A. The Health, Education and Human Services Committee, by
resolution HEHSCMY-12-12, delegated to the Navajo Board of
Education the authority to "approve, sanction and authorize
applications, reapplications, reauthorizations and
amendments for Indian Self-Determination and Education
Assistance Act contracts [Public Law 93-638] or grants under
the Tribally Controlled Schools Act [Public Law 100-297] for
the operation of education programs, approval or denial of
authorization and reauthorization ..." Section 5, HEHSCMY-012-
12 (incorporated herein by this reference). By the same
action, the Navajo Nation Office of Monitoring, Evaluation
and Technical Assistance "[now] the Office of Dine
Accountability and Compliance (ODAC)". Was required to
ensure that all schools operating under Public Law 93-638 or
Public Law 100-297 comply with provisions of the
Grant/Contract Conversion/Maintenance Handbook as approved by
resolution ECF-12-01 (incorporated herein by this reference).
B. To ensure compliance with Public Law 93-638 and Public Law 100-297 and provisions within the Grant/Contract Conversion/Maintenance Handbook, and for purposes of clarification, it is necessary that instructions on the content of grant applications thereunder be approved.

C. The Navajo Nation Board of Education has approved the updates and revisions to the Grant/Contract Conversion/Maintenance Handbook. See Exhibit B, resolution NNBEFE-694-2021.”

SECTION THREE. APPROVAL OF CLARIFYING INSTRUCTIONS ON GRANT APPLICATION CONTENT

A. The Health, Education and Human Services Committee hereby approves clarifying instructions to grant application content provisions of the Grant/Contract Conversion/Maintenance Handbook, section 3. These instructions are attached hereto as Exhibit A.

B. All schools seeking contract or grant authorization or reauthorization under Public Law 93-638 and Public Law 100-297 shall comply with provisions of the Grant/Contract Conversion/Maintenance Handbook, including the clarifying instructions approved herein.”

CERTIFICATION

I, hereby, certify that the following resolution was duly considered by the Health, Education and Human Services Committee of the 24th Navajo Nation Council at a duly called meeting at Window Rock, (Navajo Nation) Arizona, at which quorum was present and that same was passed by a vote of 5 in favor, 0 opposed, on this 3rd day of March 2021.

[Signature]

Daniel E. Tso, Chairperson
Health, Education and Human Services Committee
Of the 24th Navajo Nation Council

Motion: Honorable Edison J. Wauneka
Second: Honorable Pernell Halona
Grant Application Content

A. Name, address and phone number of the school board submitting the application.

Note: Schools will need to submit the following on school letterhead:

- Name of school, school address, school website information, school phone and fax numbers
- For contact purposes, all School Board members’ names, addresses, emails and contact phone numbers should be included

B. Resolutions from the local school board and the chapter(s) within the schools’ authorized boundaries supporting the school board application.

Note:

- As a point of clarification, each School Board (aka: Grantee) must provide a recent resolution of intent to continue operation under Public Law 100-297 or Public Law 93-638 status. This resolution shall be effective for the duration of the School’s reauthorization, or for a minimum of one year.
- The Grantee must obtain and provide a recent, approved Chapter Resolution(s), from each Chapter that represents the school, which support the Grantee’s intent to continue operation under Public Law 100-297 or Public Law 93-638 status. These resolution(s) shall be effective for the duration of the School’s reauthorization, or for a minimum of one year. Such Resolutions must be included with every reauthorization application submission. The Grantee has the sole responsibility to obtain the Chapter resolutions as it is their responsibility to communicate with their stakeholders. Prior Chapter resolutions without beginning and end dates will not be accepted.
- Grantees who require Agency Council resolutions should follow the steps above, as applicable

C. Narrative explanation of the school board’s prior experience and knowledge in operating the school.

Note: Each School Board member must submit an updated narrative with every reauthorization application which includes information on all training(s) attended. Please do not include copies of certificate(s) and/or attendance sheet(s). Narratives submitted from prior reauthorization applications will not be accepted.
D. Information on the geographic and demographic factors in the affected areas.

Note: Please provide the following information:
- School history
- School Location
- Local resources available for your students
- List of current feeder schools
- Student demographics & number of students attending your school
- Economic services located near your school
- Education services available to your community and students

E. A narrative description identifying each of the programs to be offered by the school board and a description of an implementation plan for each program.

Note: Grantees must list all current programs to be offered with a description of how they will be implemented. A strong emphasis should be placed on academic programs, Navajo language and culture programs, parent involvement efforts, and enhanced support for student learning.

F. If not adopted, an affirmative statement that the Navajo Nation North Central Association (NN/NCA) Academic Standards will be adopted and that NN/NCA Certification will be acquired within one year.

Note: Grantees must submit a current copy of their COGNIA Certificate of Accreditation. The Navajo Nation North Central Association (NN/NCA) is now called “COGNIA Navajo Nation.”

G. Statement certified by the school board if applicable, that the Residential Standards will be in conformance with 25 CFR Part 36 Subpart H. School boards shall report to OIEP with respect to instances of non-compliance with space and privacy requirements due to inadequate facilities.

Note: Schools will need to submit the signed certification on school letterhead if applicable.
H. A specific point by point description of how the school board will handle the Requirements of:

1) Accounting and Management of equipment of the school and future equipment acquisitions.
   Note: Identify where this requirement is within the school's policies and procedures.

2) A bookkeeping and accounting procedure system.
   Note: Identify where this requirement is within the school's policies and procedures.

3) Recruitment and retention of adequately trained personnel.
   Note: Identify where this requirement is within the school's policies and procedures.

4) Personnel policies and procedures.
   Note: Schools must submit the current approved school board personnel policies/procedures and School Board By-Laws with date adopted.

5) Financial policies and procedures.
   Note: Schools must submit the current approved school board financial policies and procedures with date adopted.

6) Risk management programs (Insurance, including but not limited to, general liabilities, property protection, fire, vehicles, etc.).
   Note: Schools must provide all current insurance policies and manuals with coverage information.

7) Consolidated school reform plans (1114).
   Note: Schools must submit the following approved, finalized, and current plans for the upcoming school year during Reauthorization: Comprehensive Support and Improvement Plans; Needs Assessment and SMART Goals; the School Wide Budget; and its proposed continuous School Improvement Plan.

*Updated: Consolidated school reform plans are now referred to as Comprehensive Support and Improvement Plans (which must
include the Needs Assessment, SMART goals, Professional Development Plan, and the School Wide Budget)

8) Reporting Requirements (Single Agency Audit Act of 1984 as amended).

Note: Identify where this requirement is within the school’s policies and procedures that they will abide by the reporting requirements of the Single Agency Audit Act of 1984 as amended.

9) Implementation and enforcement of the Navajo Nation Ethics in Government Law (2 N.N.C. §6).

Note: Identify where this requirement is within the school’s policies and procedures.

I. Documentation of Incorporation with the Navajo Nation Corporation Commission.

Note: Schools must provide (1) a copy of the initial Certificate of Incorporation; and (2) a Certificate of Good Standing for two consecutive years to validate compliance with the Navajo Nation Business Regulatory Department.

J. A Scope of Work that addresses program implementation and compliance to be utilized as a foundation by an independent auditing firm that will be retained to conduct an annual audit which meets the requirements of the Single Agency Audit Act of 1984 as amended in 1996.

Note: Schools must submit their current and past two (2) years’ “Scope of Work” (also known as Engagement Letters) associated with each audit within their application.

According to the Grant/Contract Conversion/Maintenance Handbook: “All grantee/contractors will select a different certified auditing firm each time the grant/contract is reauthorized.” The Navajo Nation permits existing grant/contract schools to retain their auditing firm for no more than three (3) consecutive years and must select a different auditing firm thereafter.

K. Assurances that all employees will receive a background investigation and that the employees will meet the minimum standards for character and suitability required in 25 CFR Part 63.11. School board members, in compliance with Navajo Law (including Navajo Election Law) and Federal laws, will also receive criminal background investigations. The criminal background check will include federal, state, and tribal convictions or Nolo
Contendere pleas on child related convictions. No individuals convicted of any child related crimes may serve on the school board.

Note: School board members shall submit the signed certification on school letterhead.

L. Certification from each school board member that they have read and understand 25 USC 450d-Criminal Activities Involving Grants, Contracts, etc.; Penalties.

Note: School board members shall submit the signed certification on school letterhead.

M. Certification from each school board member that they understand that all funds received must be deposited into accounts that are insured by an agency or instrumentality of the United States.

Note: School board members shall submit the signed certification on school letterhead.

N. Certification from each school board member, the school chief administrative officer, and the fiscal & personnel manager that they have read and understand the Provisions of OMB Circular, A-87 particularly those sections that pertain to allowable and unallowable cost.

Note: School board members, including the school chief administrative officer, and the fiscal, and personnel manager shall submit the signed certification on school letterhead.

O. Certification from each school board member that they have read and understand the “Indian Child Protection and Family Violence Prevention Act of 1990” requiring child abuse reporting procedures plan and background investigation requirement procedures.

Note: School board members shall submit the signed certification on school letterhead.

P. Signed copy of a School Board Code of Ethics from each school board member.

Note: School board members shall submit the signed certification on school letterhead.
Q. Certification from each school board member that they have received training in the contents of these requirements.

Note: School board members shall submit the signed certification on school letterhead.
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
Special Meeting
March 03, 2021

Roll Call
Vote Tally Sheet

THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE OF THE NAVAJO NATION COUNCIL to whom has been assigned;

LEGISLATION NO. 0025-21

AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING INSTRUCTIONS FOR GRANT APPLICATIONS UNDER THE GRANT/CONTROL CONVERSION/MAINTENANCE HANDBOOK

Sponsor: Honorable Carl Roessel Slater
(Eligible for Committee Action March 02, 2021)

March 03, 2021 - Amendment One (1) Motion
Motion by: Honorable Edison J. Wauneka
Seconded by: Honorable Pernell Halona
Vote: 05 in favor 0 opposed; Chairperson Not Voting
Yea: Paul Begay, Jr.; Carl R. Slater; Pernell Halona; Charlaine Tso, Edison J. Wauneka;
Nays: none
Not Voting: Daniel E. Tso
Absent (excused):

March 03, 2021 - Main Motion
Motion by: Honorable Edison J. Wauneka
Seconded by: Honorable Pernell Halona
Vote: 05 in favor; 0 Opposed; Chairperson Not Voting
Yea: Paul Begay, Jr.; Carl R. Slater; Pernell Halona; Charlaine Tso; Edison J. Wauneka
Nays: none
Not Voting: Daniel E. Tso
Absent (excused):

Daniel E. Tso, Chairperson
Health, Education and Human Services Committee

Laureen Spencer, Legislative Advisor Pro Tem
Health, Education and Human Services Committee

Page 1 of 1
Department of Diné Education
Office of Diné Accountability & Compliance (ODAC)

Reauthorization Training for School Boards and School Administrative Teams
Friday, October 15, 2021 at 10am

Outline of Presentations:
• History of Navajo Nation’s Reauthorization
• Criteria to determine the number of years for Reauthorization
• Application Content: “A thru Q” (Reauthorization Application)
• Presentation from the following offices (New direction of presentation during the Reauthorization Meetings):
  • Office of Educational Research and Statistics (OERS)
  • Office of Standards, Curriculum, & Assessment Development (OSCAD)
  • COGNTA Navajo Nation
  • Office of Diné School Improvement (ODSI)
  • Navajo Nation Office of Background Investigation (NNOBI)
Beginning of P.L. 100-297 on the Navajo Nation

- Navajo Nation Legislation: ACMA-35-84
  - The Education Committee of the Navajo Tribal Council is authorized to develop policies and procedures to implement Tribal education law; and

- Navajo Nation Legislation: ACF 32-88
  - Education Committee of the Navajo Tribal Council has been directed to develop procedures for Tribal authorization of grants pursuant to the provisions of P.L. 100-297; and ...

- Navajo Nation Legislation: ECA-064-88
  - Grant Authorization procedures to be developed and presented for consideration in order to expedite their adoption prior to the beginning of fiscal year (August 25, 1988)
  - Reauthorization process started in 1988 with the passage of PL 100-297 Tribally Controlled Schools Act, which also amended PL 93-638, [reaffirmed in ECF-12-01]

Background on Authorization/Reauthorization

➢ Navajo Nation is the ONLY tribe in the United States with a "Reauthorization" process for Tribally Controlled (Grant) P.L. 100-297 and P.L. 93-638 Contract Schools
  - Grant schools protest that there "is no statutory basis for reauthorization..."
  - P.L. 100-297 doesn’t require "reauthorization;" however, the Navajo Nation Council made it a Navajo law.
Background on Authorization/Reauthorization

ECF-12-01:


- As more BIA Operated Schools converted, the NN Council became aware of the Navajo Nation's need to update procedures and practices in processing and approving Grant/Contract applications for school boards, as well as developing criteria to determine if approved Grant/Contract are being satisfactorily administered. The Authorization / Reauthorization process required Tribally Controlled Schools to go through a lengthy review / approval Tribal Review Process. (164 SAS)

CJY-37-05:

- Navajo Nation Council enacted the "Navajo Sovereignty in Education Act of 2005" to delegate the former "Education Committee" now the "Health, Education, Human, Services Committee" (HEHSC), as the Tribal Governing Body to authorize/reauthorize.

- Authorization/Reauthorization is an express authority of the former Education Committee, now HEHSC (2 N.N.C. § 484(B)(3); 2 N.N.C. § 400(B)(4)(b) [Enacted through CAP-10-11] as the "Tribal Governing Body."
NN Council Downsize to HEHSC

CAP 10-11:

❖ The Navajo Nation Council enacted the “2011 Amendments of Title 2 that reduced the number of delegates from 88 to 24 members.

❖ Under the reorganization of the standing committees of the Navajo Nation Council, the Health, Education Human, Services Committee (HEHSC) is a new standing committee and assigned to oversee matters relative to health, social services, education, general governmental services and human services.

Enactment of HEHSCMY-012-12

The HEHSC hereby delegates to the Navajo Nation Board of Education (NNBOE) the authority to approve P.L. 93-638 and P.L. 100-297 Contract Reauthorization Applications for a one, two or four year terms for the operation of education and education related programs and/or residential programs, and in accord with grant applications and BIE funded education and education related programs.

❖ Compromise was reached when the HEHSC, “delegated” their “Tribal Governing Body” reauthorization authority 2 N.N.C. § 400(B)(4), through 2 N.N.C. § 400(B)(5) with the enactment of HEHSCMY-012-12 on May 16, 2012.
Enactment of HEHSCMY-012-12

- The Department of Dine' Education is established, with authority to enforce all education laws on the Navajo Nation.

- The Superintendent of Schools within the Department of Diné Education is authorized to administer and manage to ensure quality education, accountability, and compliance with Navajo Nation legislative mandates, applicable federal rules, statues, and laws. This is administered by monitoring, evaluating, and providing technical assistance to Navajo Tribally Controlled Schools. While also providing technical assistance to Navajo BIE Operated Schools.

Enactment of HEHSCMY-012-12

- The Superintendent of Schools shall administratively review, process, and recommend reauthorization of the Grant/Contract school’s application to the NNBOE based on the criteria established by HEHSCMY-12-01 when school complies with all policies.

2 N.N.C § 1801 (B) ; 10 N.N.C§107 (A) ; 10 N.N.C§106(G) (3)
CJY-39-05 amended by GSCMY -19-07
HEHSCMY-012-12 Requirements

Re-Affirmed Resolution ECF-12-01 "Grant/Contract Conversion Maintenance Handbook"

❖ The HEHSC hereby requires the Navajo Nation’s Department of Diné Education: Office of Diné Accountability & Compliance to ensure that all schools express their option to convert to grant or contract status, and all schools currently operating under the authority of P.L.93-638 or P.L. 100-297 in order to maintain authorization from the Navajo Nation to operate their schools, to comply with the approved and applicable provisions of the Grant/Contract Conversion/ Maintenance Handbook as approved by resolution ECF-12-01

ODAC Reauthorization Training, March 5, 2021

HEHSCMY-012-12 Requirements

Re-Affirmed Resolution ECF-12-01 "Grant/Contract Conversion Maintenance Handbook"

❖ BIE Operated Schools conversion and existing grant/contract schools under the authority of PL 93-638, PL 100-297, and PL 95-561 are required to fully comply with the provision of ECF-12-01 to maintain their continued authorization from the Navajo Nation.

❖ The Office of Diné Accountability & Compliance (ODAC) is responsible for ensuring that schools comply with ECF-12-01
HEHSCMY-012-12 Requirements

❖ Pursuant to 10 N.N.C. Section 107 (A):
❖ The “Department of Diné Education” (DoDE) is the administrative agency within the Navajo Nation Government with the responsibility and authority for implementing and enforcing education laws of the Navajo Nation. In exercising its responsibilities, the Department shall work cooperatively with the local school governing boards."

HEHSCMY-012-12 Requirements

❖ When schools comply with all Navajo Nation policies, including ECF-12-01 (Grant/Contract Conversion Maintenance Handbook), the NNBOE was delegated with the authority to reauthorize schools based on 2 objective criteria:

❖ Condition of a Schools’ Finances and Audits
❖ Academic Performance

❖ Based on the Superintendent of School’s recommendation, the Navajo Nation Board of Education shall Reauthorize Grant/Contract Schools for:
❖ a) 1 year or less (months); b) 2 years; or c) 4 years.
HEHSCMY-012-12 Requirements

1. One or less year(s) reauthorization shall be granted where schools and/or residential programs have material weaknesses in their current financial audit reports, which includes, but is not limited to serious audit findings, failure to submit audits, etc.

2. Two-year reauthorization shall be granted to schools and/or residential programs that do not have material weaknesses in their current financial audit reports, but have not met academic proficiency based on the current existing academic assessment systems in place.

3. Four-year reauthorization shall be granted to schools and/or residential programs that do not have material weaknesses in their current financial audit reports and met academic proficiency based on the current existing academic assessment systems in place.

HEHSCMY-012-12 Requirements

What ODAC/DODE looks for in School Audits (KEY WORDS)

- **UNQUALIFIED** (No "Significant Deficiencies," "Material Weaknesses", and/or "Material Non-Compliance")
  
  Note: Schools qualify for 4 Years of Reauthorization

- **UNQUALIFIED** (May have "Significant Deficiencies," "Material Weaknesses", and/or "Material Non-Compliance")
  
  Note: Schools qualify for 1 Year of Reauthorization

- **QUALIFIED** ("Generally Indicates Significant Findings, Deficiencies, Etc." Audits typically contain "Significant Deficiencies," "Material Weaknesses", and/or "Material Non-Compliance")

  Note: Schools qualify for 1 Year or less of Reauthorization

- **ADVERSE/DISCLAIMER/QUALIFIED** (Generally, the Auditor Can't Make "Heads or Tails" on whether a School's finances are accurate or correct; Records may not be available; Audit typically has significant findings, evidence of fraud, etc.)

  Note: Schools qualify for 1 Year or less of Reauthorization

***Audit Deadline is March 31st of every year (Some extenuating circumstances may be considered (Weekend/Holidays) Time Stamp within the Federal Audit Clearinghouse. See [https://facweb.census.gov/uploadpdf.aspx](https://facweb.census.gov/uploadpdf.aspx)
Enactment of HEHSCMA-02-21

• Relating to Health, Education, and Human Services; Approving Clarification Instructions for the Grant Application under the Grant/Contract Conversion/Maintenance Handbook

• BE IT ENACTED:
  • SECTION ONE. AUTHORITY
  • SECTION TWO. FINDINGS
  • SECTION THREE. APPROVAL OF CLARIFYING INSTRUCTIONS ON GRANT APPLICATION CONTENT
    • The Health, Education and Human Services Committee hereby approves clarifying instructions to grant application content provisions of the Grant/Contract Conversion/Maintenance Handbook, section 3. These instructions are attached hereto as Exhibit A.
    • All schools seeking contractor grant authorization or reauthorization under Public Law 93-638 and public Law 100-297 shall comply with provisions of the Grant/Contract Conversation/Maintenance Handbook, including the clarifying instructions approved herein.
    • Resolution Approved by HEHSC of the 24th Navajo Nation Council at a duly called meeting at Window Rock, (Navajo Nation) Arizona, at which quorum was present and the same was passed by a vote of 5 in favor, 0 opposed, on this 3rd day of March 2021.

Purpose of Reauthorization Training

• This training is required to all NAVAJO P.L. 93-638 & P.L. 100-297 School Board Members (Grantee) per the requirements of the Grant/Contract Conversion Maintenance Handbook

• During School Reauthorization meetings with the Navajo Nation Board of Education (NNBOE), schools will provide the following information in their presentation:
  • Audit designation for years ending 2019, 2020 & 2021
  • Student High-Stake Assessments NO Short Cycle Assessments will be used
  • Navajo Language and Culture Implementation
  • School Improvement Initiatives (working with DODE/Office of Diné School Improvement)
  • Accreditation Status with COGNIA Navajo Nation
HEHSCMY-012-12 Requirements

GRANT / CONTRACT CONVERSION /MAINTENANCE HANDBOOK

1. OVERVIEW

The handbook is used to assist those bureau funded schools whose school boards are currently operating their schools under authority of P.L. 100-297 or P.L. 93-638 and Navajo Nation Law in meeting the minimum requirements to maintain authorization from the Navajo Nation to operated their schools.

HEHSCMY-012-12 Requirements

GRANT / CONTRACT CONVERSION /MAINTENANCE HANDBOOK

2. APPLICATION PROCESS

All applications should be submitted to the NN DODE no later than 5pm of the 3rd Monday of March of the current fiscal year. No Waivers will be authorized.

- The Federal Law (25 USC 2505 (e) requires the Office of Indian Education Program (OIEP) to receive approved applications in the Fiscal Year that comes before the school year the Grant is to start. Therefore, approved applications should be submitted to BIA/OIEP by July 1, but must be submitted no later than September 30.
Reauthorization Application Due Date:

- Monday, March 21, 2022 by 5pm
- Must be dropped off at the DoDE/ODAC Office, Window Rock, AZ
  - Preschedule your visit, email preferred, when arrived please call ODAC at 928-871-7466/7481
- Submit **ONLY ONE** copy of the Binder/Application
- You will receive a confirmation delivery sheet from ODAC

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HEHSCMY-012-12 Requirements

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**Schools will need to submit the following on school letterhead:**

- **Name of school**, **school address**, **school website information**, **school phone and fax numbers**

**For contact purposes, all School Board members’ names, addresses, emails and contact phone numbers should be included**
HEHSCMY-012-12 Requirements

3. APPLICATION CONTENT – A-Q

B. Resolutions from the local school board & and the chapter(s) within the schools’ authorized boundaries supporting the school board application.

As a point of clarification, each School Board (aka: Grantee) must provide a recent resolution of intent to continue operation under Public Law 100-297 or Public Law 93-638 status. This resolution shall be effective for the duration of the School’s reauthorization, or for a minimum of one year.

HEHSCMY-012-12 Requirements

3. APPLICATION CONTENT – A-Q

B. Resolutions (continued)

The Grantee must obtain and provide a recent, approved Chapter Resolution(s), from each Chapter that represents the school, which support the Grantee’s intent to continue operation under Public Law 100-297 or Public Law 93-638 status. These resolution(s) shall be effective for the duration of the School’s reauthorization, or for a minimum of one year. Such Resolutions must be included with every reauthorization application submission. The Grantee has the sole responsibility to obtain the Chapter resolutions as it is their responsibility to communicate with their stakeholders. Prior Chapter resolutions without beginning and end dates will not be accepted.
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#### 3. APPLICATION CONTENT – A-Q

#### B. Resolutions (continued)

Grantees who require Agency Council resolutions should follow the steps above, as applicable.

#### C. Narrative explanation of the school board’s prior experience and knowledge in operating the school.

Each School Board member must submit an updated narrative with every reauthorization application which includes information on all training(s) attended. Please do not include copies of certificate(s) and/or attendance sheet(s). Narratives submitted from prior reauthorization applications will not be accepted.
HEHSCMY-012-12 Requirements

GRANT / CONTRACT CONVERSION /MAINTENANCE HANDBOOK

3. APPLICATION CONTENT – A-Q

D. Information on the geographic and demographic factors in the affected areas

Please provide the following information:

- School history
- School Location
- Local resources available for your students
- List of current feeder schools
- Student demographics & number of students attending your school
- Economic services located near your school
- Education services available to your community and students

HEHSCMY-012-12 Requirements

GRANT / CONTRACT CONVERSION /MAINTENANCE HANDBOOK

3. APPLICATION CONTENT – A-Q

E. A narrative description identifying each of the programs to be offered by the school board and a description of an implementation plan for each program.

Grantees must list all current programs to be offered with a description of how they will be implemented. A strong emphasis should be placed on academic programs, Navajo language and culture programs, parent involvement efforts, and enhanced support for student learning.
HEHSCMY-012-12 Requirements

GRANT / CONTRACT CONVERSION /MAINTENANCE HANDBOOK

3. APPLICATION CONTENT — A-Q

F. If not adopted, an affirmative statement that the Navajo Nation North Central Association (NN/NCA) Academic Standards will be adopted, and that NN/NCA Certification will be acquired within one year.

Grantees must submit a current copy of their COGNIA Certificate of Accreditation. The Navajo Nation North Central Association (NN/NCA) is now called "COGNIA Navajo Nation."

HEHSCMY-012-12 Requirements

GRANT / CONTRACT CONVERSION /MAINTENANCE HANDBOOK

3. APPLICATION CONTENT — A-Q

G. Statement certified by the school board, if applicable, that the Residential Standards will be in conformance with 25 CFR Part 36, Subpart H. School boards shall report to OIEP with respect to instances of non-compliance with space and privacy requirements due to inadequate facilities.

Schools will need to submit the signed certification on school letterhead, if applicable.
HEHSCMY-012-12 Requirements

GRANT / CONTRACT CONVERSION / MAINTENANCE HANDBOOK

3. APPLICATION CONTENT – A-Q

H. A specific point-by-point description of how the school board will handle the Requirements of:

1. Accounting and Management of equipment of the school and future equipment acquisitions.

   Identify where this requirement is within the school’s policies and procedures.

2. A bookkeeping and accounting procedure system.

   Identify where this requirement is within the school’s policies and procedures.

3. Recruitment and retention of adequately trained personnel.

   Identify where this requirement is within the school’s policies and procedures.
HEHSCMY-012-12 Requirements

3. APPLICATION CONTENT - A-Q

H.

4. Personnel policies and procedures.
Schools must submit the current approved school board personnel policies/procedures and School Board By-Laws with date adopted.

5. Financial policies and procedures.
Schools must submit the current approved school board financial policies and procedures with date adopted.

ODAC Reauthorization Training, March 5, 2021

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HEHSCMY-012-12 Requirements

3. APPLICATION CONTENT - A-Q

H.

6. Risk management programs (insurance, including but not limited to general liabilities, property protection, fire, vehicles, etc.)
Schools must provide all current insurance policies and manuals with coverage information.

ODAC Reauthorization Training, March 5, 2021

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## HEHSCMY-012-12 Requirements

### H. Consolidated School Reform Plans (Section 1114).

Schools must submit the following approved, finalized, and current plans for the upcoming school year during Reauthorization:
- Comprehensive Support and Improvement Plans;
- Needs Assessment and SMART Goals;
- the School Wide Budget; and its proposed continuous School Improvement Plan.

*Updated: Consolidated school reform plans are now referred to as Comprehensive Support and Improvement Plans (which must include the Needs Assessment, SMART goals, Professional Development Plan, and the School Wide Budget).

---

### Consolidated School Reform Plan (Plan 1114)

The required documents for the BIE Consolidate Application are:

- **1. Comprehensive Needs Assessment with SMART Goals**
  - This document will help the school identify the school's needs. Once the needs are identified, they are turned into SMART goals which is used by the school to define the needs of the students and the overall instructional program.

- **2. School Wide Program Plans**
  - This document will have all the plans on how the school will accomplish their SMART goals.
Consolidated School Reform Plan (Plan 1114)

3. **Title Programs LEA Assurance**
   - This is the signature page for the Title programs - the signature from the school leader(s) is saying, the school will assure the government that all conditions of the Title programs will be implemented with quality and within the legal parameters.

4. **School Wide Budget**
   - This budget will be aligned with the SMART goals, school wide program plans and all legal program requirements.

*All these documents should be linked to one another.*

---

Examples from NATIVE STAR

3/8/2020

Bureau of Indian Education (BIE)

Bureau of Indian Education (BIE)

BIE Schoolwide Program Plan

FY20: School Year 2019-2020

Page 2 of 5

COMPONENT #1: NEEDS ASSESSMENT
INFORMATION TO SUPPORT YOUR COMPREHENSIVE NEEDS ASSESSMENT PLAN
Examples from NATIVE STAR

3/8/2020

Bureau of Indian Education

Bureau of Indian Education (BIE)

BIE Schoolwide Program Plan
FY20: School Year 2019-2020

Page 3 of 5

COMPONENT #2: SCHOOLWIDE REFORM STRATEGIES
INFORMATION TO SUPPORT SCHOOLWIDE REFORM STRATEGIES

Examples from NATIVE STAR

3/8/2020

Bureau of Indian Education

Bureau of Indian Education (BIE)

BIE Schoolwide Program Plan
FY20: School Year 2019-2020

Page 5 of 5

COMPONENT #4: COORDINATION AND INTEGRATION
INFORMATION TO SUPPORT YOUR COORDINATION AND INTEGRATION OF SERVICES
Examples from NATIVE STAR

1. In the block below, summarize how the school in partnership with stakeholders (including principals and other school leaders, teachers, and parents) will annually develop, implement, and evaluate a comprehensive support and improvement plan for the school to improve student outcomes [ESSA Section 1112(b)(3); ESSA Sec. 1114(b)(2)(B)(III); CFR 200.26(c)].

1. Summarize Team and Plan

HEHSCMY-012-12 Requirements

H. Reporting Requirements (Single Agency Audit Act of 1984, as amended).

Note: Identify where this requirement is within the school’s policies and procedures that they will abide by the reporting requirements of the Single Agency Audit Act of 1984 as amended.
HEHSCMY-012-12 Requirements

H.


Identify where this requirement is within the school’s policies and procedures.

HEHSCMY-012-12 Requirements

I. Documentation of Incorporation with the Navajo Nation Corporation Commission.

Schools must provide (1) a copy of the initial Certificate of Incorporation; and (2) a Certificate of Good Standing for two consecutive years to validate compliance with the Navajo Nation Business Regulatory Department.
Example of **Navajo Nation Certificate of Good Standing**

![Certificate of Good Standing](image)

Example of **Initial Navajo Nation Certificate of Incorporation**

![Certificate of Incorporation](image)
HEHSCMY-012-12 Requirements

GRANT / CONTRACT CONVERSION /MAINTENANCE HANDBOOK

3. APPLICATION CONTENT – A-Q

J. A Scope of Work that addresses program implementation and compliance to be utilized as a foundation by an independent auditing firm that will be retained to conduct an annual audit which meets the requirements of the Single Agency Audit Act of 1984, as amended in 1996.

Schools must submit their current and past two (2) years’ “Scope of Work” (also known as Engagement Letters) associated with each audit within their application.

According to the Grant/Contract Conversion/Maintenance Handbook: “All grantee/contractors will select a different certified auditing firm each time the grant/contract is reauthorized.” The Navajo Nation permits existing grant/contract schools to retain their auditing firm for no more than three (3) consecutive years and must select a different auditing firm thereafter.

HEHSCMY-012-12 Requirements

GRANT / CONTRACT CONVERSION /MAINTENANCE HANDBOOK

3. APPLICATION CONTENT – A-Q

K. Assurances that all employees will receive a background investigation and that the employees will meet the minimum standards for character and suitability required in 25 CFR Part 63.11. School board members, in compliance with Navajo Law (including Navajo Election Law) and Federal laws, will also receive criminal background investigations. The criminal background check will include federal, state, and tribal convictions or Nolo Contendere pleas on child related convictions. No individuals convicted of any child related crimes may serve on the school board.

School board members shall submit the signed certification on school letterhead.
HEHSCMY-012-12 Requirements

L. Certification from each school board member that they have read and understand 25 USC 450d – Criminal Activities Involving Grants, Contracts, etc, Penalties.

School board members shall submit the signed certification on school letterhead.

ODAC Reauthorization Training, March 5, 2021

HEHSCMY-012-12 Requirements

M. Certification from each school board member that they understand that all funds received must be deposited in accounts that are insured by an agency or instrumentality of the United States.

School board members shall submit the signed certification on school letterhead.

ODAC Reauthorization Training, March 5, 2021
N. Certification from each school board member, the school chief administrative officer, and the fiscal and personnel manager that they have read and understand the Provisions of the OMB Circular, A-87, particularly those sections that pertain to allowable and unallowable cost.

School board members, including the school chief administrative officer and the fiscal, and personnel manager shall submit the signed certification on school letterhead.

O. Certification from each school board member that they have read and understand the “Indian Child Protection and Family Violence Prevention Act of 1990” requiring child abuse reporting procedures plan and background investigation requirement procedures.

School board members shall submit the signed certification on school letterhead.
HEHSCMY-012-12 Requirements

GRANT / CONTRACT CONVERSION /MAINTENANCE HANDBOOK

3. APPLICATION CONTENT—A-Q

P. Signed copy of a School Board Code of Ethics from each school board member.

School board members shall submit the signed certification on school letterhead.

Q. Certification from each school board member that they have received training in the contents of these requirements.

School board members shall submit the signed certification on school letterhead.

DoDE: Office of Diné Accountability & Compliance (ODAC) Staff:

- Darrick Franklin, Education Program Manager
- Lavida Maestas, Senior Education Specialist
- Vacant, Senior Education Specialist
- Vacant, Senior Education Specialist
- Vacant, Senior Education Specialist (Special Education)
- Vacant, Principal Accountant (awaiting approval)
- Vacant, Office Specialist (changing to Administrative Assistant)
Questions/Comments
School Budget Timeline

Previous School Year (January to April): Analysis of last year’s spending is vital to developing a comprehensive budget to meet student academic needs and proven cost effectiveness for upcoming school year (Planning)

Based on the Grantee’s (Governing Board) vision and goals: Administrative teams develop detailed budget as related to the student academic data. Opportunities for board and school leadership to re-strategize, using proactive communication and collaborative techniques

July 1 (Fiscal Year Begins) School receives their “Funds Distribution Document” from Federal Government (80% Funding)

(School Level) Principal and academic teams enhance curriculum as related to their individual academic budget. Paraprofessional team enhance their goals align to their budget to assist in preparing students to learn (Healthy students learn)

All teams (Academic and Paraprofessional) submits their budgets (student focus) to Governing Board for approval

First Day of school begins (Implementation)

(Accountability and Monitoring) School inputs budget plans following the 6 points of school operations; Governance, Financial, support services, human resources, academics, and assessments. For example NASIS, Native Star, MAXIMO, and AdvancED (NCA) through partnerships with BIE/BIA and DoDE

Results: Reauthorization, Fiscal Award, Annual Reports, Student Proficiency, Systems Alignment for School Leadership and budget (End of School)

For October 15, 2021 Reauthorization Training
Aligning for “School Improvement Plan to your School Budget
“Focus on Students”
For up Coming School Year

Recommended Instruments to be used:

- School Improvement Plan (School Leadership Plan/Consolidated School Reform Plan--§1114)
- Funds Distribution Document from the BIE
- Other Information
  - (example: Last Year’s Plan)
### School Improvement Plan SY 2017-2018

**The aspect** | **The priorities** | **The vision** | **The how** | **The who**
--- | --- | --- | --- | ---
**LEADERSHIP AND MANAGEMENT** | Developing leaders | Establishing and maintaining leadership for excellence, providing necessary ongoing support and investment for high-quality educational services. | Support leadership in the professional development of teachers and leaders. | All District schools
--- | Future structures | Establishing and maintaining leadership for excellence, providing necessary ongoing support and investment for high-quality educational services. | Support leadership in the professional development of teachers and leaders. | All District schools
**TEACHING, LEARNING AND ASSESSMENT** | Innovative teaching | We are creating a diverse and inclusive learning environment for all students. | Develop a rigorous and inclusive curriculum that promotes critical thinking and problem-solving. | Teachers, principals, and staff
--- | Engagement | Establishing a culture of continuous improvement and excellence. | Engage students and families in the educational process and foster an environment of high expectations. | Teachers, principals, and staff
--- | Feedback | Establishing a culture of continuous improvement and excellence. | Provide meaningful feedback to students and families. | Teachers, principals, and staff
**OUTCOMES** | Basic writing | Establishing a culture of continuous improvement and excellence. | Promote writing skills and foster critical thinking. | Teachers, principals, and staff
--- | Critical thinking | Establishing a culture of continuous improvement and excellence. | Foster critical thinking skills. | Teachers, principals, and staff
--- | Conflict resolution | Establishing a culture of continuous improvement and excellence. | Promote conflict resolution skills and foster a positive school environment. | Teachers, principals, and staff
**PERSONAL, SOCIAL, DEVELOPMENT AND WELFARE** | Impressive behavior | Establishing a culture of continuous improvement and excellence. | Promote positive behavior and social skills. | Teachers, principals, and staff
--- | Healthy living | Establishing a culture of continuous improvement and excellence. | Promote healthy living habits. | Teachers, principals, and staff
**EARLY YEARS** | Parent Partnership | Establishing a culture of continuous improvement and excellence. | Promote parent involvement and support. | Teachers, principals, and staff
--- | Consistency across setting and curriculum | Establishing a culture of continuous improvement and excellence. | Ensure consistency across all settings and curricula. | Teachers, principals, and staff

*All school, middle and subject leaders have action plans that ensure the success of the School Improvement Plan.*

**DO MORE • BE MORE • WOOLMORE**
Developing your “PLAN”

- Plan consist of all employees
  - They work on the plan (ex. Special ED, Reading Program, Math Program, 21st Century, FACE, Transportation, Facilities, Food Services etc.)
Improving Writing in our School

Financial Planning and Accountability

"Financial Planning and Accountability"
Continues School Improvement Process

Present Plans to the School Board for Approval and/or Recommendations
Show Timeline
1. Does the school maintain a master grant file? Does it contain the following?
   - Copy of Public Law 100-297
   - Tribal Resolution that authorize the school to assume responsibilities for school operations.
   - Tribal Resolution authorizing the school to assume responsibilities for facilities management - Quarters Operations.
   - Tribal resolution authorizing the school to assume responsibilities for Construction Projects?
   - Original Grant document with ELO & Grantee signatures.
   - Original School Reauthorization Binder with Navajo Board of Education Approved Resolution indicating number of years reauthorized.

(y) (n) Copies of “funds distribution documents for all funds paid by the Bureau to the Grant.
(y) (n) Does the school have on file School Board adopted Personnel Policies and Procedures Manual?
(y) (n) Does the school have on file School Board adopted Financial Policies and Procedures Manual?
(y) (n) Does the school have on file School Board adopted Procurement Policies and Procedures Manual that is in compliance with OMB Circular A-110 & A-87?
(y) (n) Does the school have on file School Board adopted Property Management System Manual?
(y) (n) Does the school have on file an updated inventory of all personal property obtained since the school converted to Grant?
(y) (n) Has the school invested school grant funds in accordance with 25 USC 25-7-(b)(2)? Obligations or securities guaranteed or insured by an agency or instrumentality of the United States; or mutual (or other) funds registered with the Securities and Exchange Commission and which only invest in obligations of the United States or securities that are guaranteed or invested in the United States.
(y) (n) Did the school submit the required Annual Report for School Operations by September 30 of each year since the school converted to Grant status?
(y) (n) Has the school submitted the required Annual Audit conducted to the standards of

Updated 9/1/2016
the Single Audit Act, OMB Circular A-133?
(y) (n) Has the school completed background checks on all employees of the school as required by the Department of Interior, Bureau of Indian Affair’s Child Protection Handbook?
(y) (n) Does the school comply with the Child Abuse and Neglect reporting procedures?
(y) (n) Has the school submitted the required Annual Report for Facilities Management – O&M by December 31 of the fiscal year as required by the Special Conditions for Granting Facilities Management (O&M)
(Y) (N) Does the School Board follow the Navajo Nation Uniformed Stipend and Travel Policy?
(Y) (N) Does the School Board follow the Navajo Nation Ethics and Rules for Elected Officials that include School Board?

RATING:

(UA) Unacceptable (N) Needs Improvement (A) Acceptable (E) Exemplary

Strengths of the Component are:

Recommendation for improvement are:

Reviewed by: ___________________________ Date ___________________________
Navajo Nation Department of Diné Education
Office of Diné Accountability & Compliance (ODAC)
Administrative Review

Budget & Finance

School Name: ____________________________

1. Finance Manual
   - Does the School Board have an approved Finance Manual? (Y) (N)
   - When was it updated? (Y) (N)
   - Does the financial manual describe the financial system used? (Y) (N)

2. Staffing:
   - Does the School have a Business Manager? Accounts Payable? Payroll technician? Procurement Technician? (Y) (N)
   - Was the position description and performance elements covered with the business office staff by the Chief School Administrator (CSA)? (Y) (N)
   - Is there a separation of duties between staff on financial transaction? (Y) (N)

3. Budget Software
   - What Budget Software does the school use?
     o Cyma
     o Visions
     o MIP
     o Quick Book
     o Other: ____________________________

4. Files or Agreements:
   - Funds Distribution Documents (FDD) (Y) (N)
   - Grants Agreement Documents (Y) (N)
   - SF-425 Quarterly Reports (Y) (N)
   - Navajo Nation or State incorporation Annual Report (Y) (N)
   - Lease Agreement Documents (Y) (N)
   - Student organization activity funds documents (Y) (N)
   - School Budget reports (monthly reports) (Y) (N)
   - Bank statements on file for current and the past three school years? (Y) (N)
   - Contract files for:
     o NTUA Utilities (Y) (N)
     o Telephone (Y) (N)
     o Food Contract (USDA, Milk and Bread) (Y) (N)
   - Vendor Files (Y) (N)
   - Consultants (Y) (N)

9/2/2016
• Attorney Contract (Y) (N)
• Endowments (Y) (N)

5. Records / Documents:
Disbursements, is there a current log and maintained files for:
• Accounts payable list? (Y) (N)
• Requisitions? (Y) (N)
• Purchase orders? (Y) (N)
• Travel authorizations? (Y) (N)
• Credit card holder(s) purchases? (Y) (N)
• Journal entries on file containing receiving reports, PO’s and invoices? (Y) (N)
• Impress cash? (Y) (N)
• Bank statements for current and the past three school years? (Y) (N)
• Late payments list? (Y) (N)
• Procurement and obligation documents with appropriate signatures? (Y) (N)
• Payroll records (salary, stipends, state & federal taxes, retirement, medical benefit payments salary, stipends, state & federal taxes, retirement, medical benefit payments)? (Y) (N)

6. Budget, does it reflect that,
• School budget was developed with the involvement of staff members, supervisors and School Board members? (Y) (N)
• There a list/chart of accounts? (Y) (N)
• All reimbursement authority documents and amounts are in the budget? (Y) (N)
• All investment securities and amounts are in the budget? (Y) (N)
• All carry-over amounts are in the budget? (Y) (N)
• School board receives budget report on monthly basis?
• If any, endowment funds are received by the school. (Y) (N)
• All supplemental program funds are in the budget? (Y) (N)
• All cash receipts are in the budget? (Y) (N)
• USDA reimbursements are in the budget? (Y) (N)
• TSCGP is in the budget? (Y) (N)
• School Board has a separate budget based on the Navajo Nation School Board Stipend and Travel Policy? (Y) (N)

7. Reconciliation
• Is the budget reconciled on monthly basis? (Y) (N)
• General ledger reflect the chart of accounts? (Y) (N)
• Check register reflect the chart of accounts? (Y) (N)
• Does the School Board receive the monthly budget reconciliation report? (Y) (N)
• Are bank statements reconciled to the general ledger? (Y) (N)
• Are procurement documents reconciled? (Y) (N)
• Is the student organization activity funds records reconciled monthly? (Y) (N)
8. Audit, records and documents reflect that,
   - School bank is audited annually? (Y) (N)
   - Audit reports are current per the Single Audit Act? (Y) (N)
   - Prior year audit reports are on file? (Y) (N)
   - Material weaknesses have been corrected? (Y) (N)

Rating:

(A) Acceptable   (N) Needs Improvement   (UA) Unacceptable   (E) Exemplary

Strengths of the Component are:

Recommendation for improvement are:

Reviewed by: ___________________________ Date: ___________________________
Department of Diné Education  
Office of Diné Accountability & Compliance (ODAC)  
Administrative Review  

Budget & Finance

1. School Budget Contains:
   a. Monthly & annual summary of expenditures by program reports? (y) (n)
   b. Accounts payable (y) (n)
   c. General Ledger (y) (n)
   d. Payroll (y) (n)
   e. Procurement (y) (n)
   f. Journal Entries

2. Disbursements Files
   a. Requisitions files (y) (n)
   b. Purchase orders (y) (n)
   c. Travel Authorizations (y) (n)
   d. Credit Cards (y) (n)
   e. Do they have appropriate signatures? (y) (n)

3. Voucher packets submitted in timely manner and on file containing:
   a. Receiving reports (y) (n)
   b. Purchase Orders (y) (n)
   c. Invoices (y) (n)
   d. Voucher Packets (y) (n)

4. Reconciliation is made of the following:
   a. Chart of Accounts (y) (n)
   b. General Ledger (y) (n)
   c. Accounts Payable (y) (n)
   d. Bank Statements (y) (n)
   e. Procurement Documents (y) (n)
   f. Payroll (y) (n)
   g. Student Activity Funds (y) (n)
   h. Cash Receipts (y) (n)
   i. Check Registers (y) (n)
   j. Budget (monthly report to the Board) (y) (n)
   k. Other non-governmental funds (y) (n)
   l. Investments (y) (n)
   m. USDA reimbursements (y) (n)
   n. School Board Budget (y) (n)

5. Contract and Agreement documents
   a. Utilities Services (y) (n)
b. Food Service Contract (y) (n)
c. Laundry Service (if applicable) (y) (n)
d. Consultants Services (y) (n)
e. Office equipment repair Contract, (y) (n)
f. School attorney (y) (n)
g. Lease Agreements

6. Reports
   a. Audit is performed annually (y) (n)
   b. Material Weaknesses (y) (n)
   c. Significant Findings (y) (n)
   d. Corrective Action Plan (y) (n)
   e. Unallowable Cost (CAP) (y) (n)

7. Financial Reports
   a. Quarterly Reports (SF-425) (y) (n)
   b. Funds Distribution Documents (y) (n)
   c. Draw Downs (ASAP) (y) (n)
   d. Grant Agreement (y) (n)

8. Bank Statements
   a. Late Charges (y) (n)

9. Records
   a. Payroll Records (Contract, Salary, Stipends, State & Federal taxes, retirement, medical benefit payments) (y) (n)
   b. Insurances (Structural, Automobile, Liability, Life, Health, and Workmen Compensatory, other Assets. (y) (n)
   c. Finance Policies (y) (n)
   d. Personnel Policies (y) (n)
   e. Investments/Securities (y) (n)
   f. Finance Manual (y) (n)

RATING:

(UA) Inacceptable  (N) Needs Improvement  (A) Acceptable  (E) Exemplary

Strengths of the Components are:

Recommendation for Improvement are:

Reviewed by: __________________________  Date: __________________________
Annual Audit

(Y) (N) Does your School Board members know the audit requirements?

(Y) (N) Did your Business Office Staff receive training on Audit requirements?

(Y) (N) Did your School have the required Internal Audit? By who?

(Y) (N) Is your school External Audit up to date?

(Y) (N) Who is your School Auditor?

(Y) (N) Was your Auditor with your school for more than three years?

(Y) (N) Did your School Board approve the RFP for the Audit?

(Y) (N) Was it advertised? Where?

(Y) (N) Was the contract with your Auditor submitted on time to allow for the draft audit report to be sent back to the school by the end of January?

(Y) (N) Did the School receive a "confirmation letter" from the Auditor?

(Y) (N) Did the Auditors have an Entrance Conference with the School Board?

(Y) (N) Was your Business Office staff ready with the required documents for the auditor to examine?

(Y) (N) Did the Auditor have an Exit Conference with the Board?

(Y) (N) What was the auditor's opinion of your audit?

(Y) (N) Were there any finding(s) in the Financial Statement?

(Y) (N) Were corrective actions made within 6 months of the reported findings?

(Y) (N) Were there any finding(s) in the Federal Awards?

(Y) (N) Were corrective actions made within 6 months of the reported findings?
(Y) (N) Did the school submit the Audit Reports to:
- National Clearing House?
- Bureau of Indian Education?
- Department of Diné Education?
- Other pertinent funding agencies?

RATING:

(A) Acceptable  (NI) Needs Improvement  (UA) Unacceptable  (E) Exemplary

Strength of the Components are:

Recommendation for improvement are:

Reviewed by: ___________________________  Date: ___________________________
Navajo Nation Department of Diné Education (DoDE)
Office of Dine Accountability and Compliance (ODAC)
Administrative Review

Human Resources/Personnel Services

School: ________________________________

Staff Members

1. What is the total number of staff? ________________________________
   - Teachers: __________________________
   - Teacher Supervisors
   - Teacher Assistants: __________________
   - Reading Coach: ______________________
   - Math Coach: _________________________
   - Librarian: __________________________
   - Counselors: _________________________
   - School Nurse: _______________________
   - Principal: __________________________
   - Administrative Assistants: __________
   - Secretary: __________________________
   - Registrar/attendants clerk: ____________
   - Ass’t Principal: _____________________
   - Business Managers: _________________
   - Accountants: _______________________
   - Clerks i.e., Payroll, procurement, property, etc.: _______________
   - Personnel Officer/HR: _______________
   - Facilities Maintenance Workers...Boiler, electrical, general maintenance: ____________
   - Facilities Manager: _________________
   - Security Officers: _________________
   - Janitors: __________________________
   - Homeliving Specialist: ______________
   - Dormitory Manager: _________________
   - Homeliving Assistance: ______________
   - Social Worker/Counselor: ______________
   - Food Service Manager/Coordinator __________
- Cooks
- Food Service Workers
- USDA Clerk
- Transportation Coordinator
- Bus Drivers (full time)
- Bus Drivers (part time)

Certification and Licensures:

2. Are your teachers, counselors, librarian, and core teachers certified?
   Yes: ____________ No: ____________ Why not? __________________________________________________________________________
                                                                                       __________________________________________________________________________

3. Does your teacher assistants have AA degrees or have more than 30 required hours?
   Yes: ____________ No: ____________ Why not? __________________________________________________________________________
                                                                                       __________________________________________________________________________

4. Do all your staff members have a high school diploma or a GED?
   Yes: ____________ No: ____________ Why not? __________________________________________________________________________
                                                                                       __________________________________________________________________________

5. Do all your paraprofessional staff members have their required license or certificate i.e. (bus drivers-CDL, food service workers-food handlers permit, security officers - certificate and school nurse - certificate)?
   Yes: ____________ No: ____________ Why not? __________________________________________________________________________
                                                                                       __________________________________________________________________________

6. Does your Homeliving Specialist have a Masters Degree?
   NA: ____________ Yes: ____________ No: ____________ Why not? __________________________________________________________________________
                                                                                       __________________________________________________________________________

Updated 9/2/2016
7. Does your Dormitory Manager have an Associates of Arts Degree: NA
Yes: __________ No: __________ Why not? __________

8. Do all your Residential Assistants have their required 30 or more college credits or an Associates of Arts Degree? NA __________ Yes: __________
No: __________ Why not? __________

9. Does the Administrative Head have Administrative Certification? Yes _____ NO _____
Why not? __________

Official Personnel File (OPF)

10. Is there a position description on file for each position?
Yes: __________ No: __________ Why not? __________

11. Is there a Contract on file for each hired staff member?
Yes: __________ No: __________ Why not? __________

12. Do each employment contract have the required employee and Board President signature with an effective and ending date of an employment?
Yes: __________ No: __________ Why not? __________

13. Are all the required documents file together in each employees’ OPF Including?
   • Contract Yes __________ No: __________
   • Position Description Yes ________ No ________
   • If applicable Certificate of Indian Blood Yes ________ No ________ NA ________
   • High school Diploma or GED Certificate Yes ________ No ________
   • Valid Driver License Yes ________ No ________
   • State, Federal and Tribal Background Check documents: Yes ________ No ________
   • Finger Print Card Yes __________ No: __________
   • Teaching/Administrative Certificates Yes ________ No ________
   • College/University Transcript Yes ________ No ________
   • Training Certificates Yes ________ No ________
   • Annual Performance Appraisal Yes ________ No ________

Updated 9/2/2016
• Original application Yes ______ No ______
• Certified Copy attesting knowledge of the requirements of SCAN, Alcohol/Drugs and Corporal Punishment Yes ______ No ______
• Other personal confidential documents Yes ______ No ______

Background Check

14. All staff members are required background checks to include:
   a. Record/Reference Check from Former Employer (Definition: Record check for former employer(s) (verification for last 5/10 years). If applicable, record check of former military service. _____ Completed _____ Outstanding
   b. Reference Check from Former Supervisor (Definition: Interview former supervisors (last 5/10 years). _____ Completed _____ Outstanding
   c. Personal Reference Checks (3) (Definition: At least three (3) reference contacts. _____ Completed _____ Outstanding
   d. Local Law Enforcement Check (Definition: Law enforcement agency check (including tribal entities) for which the individual identifies as former residences or places of work (last 5/10 years). _____ Completed _____ Outstanding
   e. Tribal Clearance Completed Before Hire Date? _____ Completed _____ Outstanding
   f. State Repository Check (Definition: Checks for each state the individual identifies as former residences or places of work (last 5 years). _____Completed _____ Outstanding
   g. State Clearance Completed Before Hire Date? _____ Completed _____ Outstanding
   h. Federal Bureau of Investigation (FBI) Check (Definition: The FBI name and fingerprint check must be submitted on original fingerprint cards). _____ Completed _____ Outstanding
   i. Federal Clearance Completed Before Hire Date? _____ Completed _____ Outstanding
   j. Record Check of Former School (Definition: Verification of last degree and/or transcript) _____Completed _____Outstanding
k. Sexual Offender Repository Check (Definition: State sexual offender repository checks for which the individual identifies as former residences or places of work (last 5 years). _____ Completed _____ Outstanding

l. Adjudication of all investigated records with or without criminal records? _____ Completed _____ Outstanding

m. Verification of last diploma/Degree on official transcript(s)? _____ Completed _____ Outstanding

n. Motor vehicle records? _____ Completed _____ Outstanding

o. Are employee records secured appropriately? _____ Completed _____ Outstanding

p. Was investigation conducted properly within time frame prior to employment? _____ Completed _____ Outstanding

q. Were Background Clearances Reinvestigated with the last five years? _____ Completed _____ Outstanding

r. Has the Administrative Head received Adjudication training? _____ Yes _____ No

s. Has the Human Services Manager received Adjudication training? _____ Yes _____ No

t. List all the individuals who are trained/certified Adjudicator(s) and provide:

Personnel Policy Handbook

15. Do you have a personnel policy handbook? Yes _____ No _____

16. When was it updated and approved by the Board? __________________________

17. When was the organizational chart approved? __________________________

- Does it include all the personnel listed? Yes _____ No _____

18. When was the salary scale approved by the Board? __________________________

- Does it include all personnel listed? Yes _____ No _____

19. Is your Executive Director or the Chief School Administrators salary negotiated or is it included in the salary scale? Yes _____ No _____
Why? __________________________

Updated 9/2/2016
Consultants

20. Do you have consultants? Yes _______ No _______
21. Do you issue Contracts to the Consultants? Yes _______ No _______
22. Are all your Consultants obtained through RFP? Yes _______ No _______
   Why? _______________________________ Are the RFP filed in accordance with
   OMB Circular A-87? (Y) _____ (N) ______
23. Who does your consultant’s negotiations?

24. Who are your consultants and what is the amount of their contract?

Termination

25. How many past terminations have been adjudicated through the Navajo Nation Office
   of Labor Relations: _______________________________
   - How many have been paid out? ______________ Why? ______
   _______________________________
   - How many have been adjudicated in school’s favor? ______

26. What is the limit on your Liability Insurance: ______________________________
27. Who is your School Attorney? ______________________________
28. How much do you pay your School Attorney? ______________________________
29. Do you use the attorney for the following?
   - Attending regular meetings Yes _______ No _______
   - Attending special meetings Yes _______ No _______
   - Legal reviews of Policies and Procedures _________
     Letters _______ budget ______ Lobbying _______ legal representation _______
     Labor disputes _______ training _________

Updated 9/2/2016
(A) Acceptable    (N) Needs Improvement    (UA) Unacceptable

Strengths of the Component are:

Recommendation for improvement are:

Reviewed by: ___________________________ Date ____________________
Human Resources Narrative of an Administrative Review

Purpose of Human Resources Administrative Review: As part of meeting the requirements Federal laws, it is important for schools to have implemented the following criteria to ensure all functions of Human Resources are carefully followed as a part of school operations:

Staff Members:

The purpose of the taking an accurate account of staff at a school site is very valuable and needs to be assessed every year for the following reasons:

- Depending on the amount of students, the staff numbers should reflect this amount. Schools do not want to be too heavy. Without keeping track of the number of staff will usually result in difficult situations within the school and outside the school.
- Staff with special certifications need to be accounted for and aligned with students with special needs as written within their Individual Education Plan (IEP). This includes the need for schools to have services rendered by School Psychologist, School Counselor, school nurse, etc.

Certification and Licensures:

- The appropriate certification and Licensures need to be strictly followed in accordance to the laws pertaining to grade level, subject's area, and students with special needs.
- Classified/paraprofessional staff will need to have the appropriate licenses and/or college/university credit hours required to hold positions within their school as stated within the USC 25 CFR

Official Personnel File

- An accurate filing system will need to be assessed to insure all confidential files are kept in the appropriate place within the school.
- Appropriate signatures within certain documents will need to be in place to insure proper authorization channels have taken place.

Personnel Policy Handbook

- Each P.L. 100-297 and P.L. 93-638 School within the Navajo Nation are required (per Grant/Contract Conversion/Maintenance Handbook, ECF-12-01) to develop a Personnel Policy and Procedure to correspond to the needs of their school’s environment, culture, and operations to meet the needs of their students.

Consultants

- To insure all consultants are treated fairly, it is important that school hire consultant(s) following their personnel policy and procedures process.
• If a school uses a “Request for Proposal” (RFP’s) to obtain consultant(s), then RFP need to be filed in accordance with OMB Circular A-87.

Termination

• It is very important for schools to keep accurate records of all termination processes. A school’s “Liability Insurance” may require these types of records and the length of membership depends on the outcomes of such terminations.

• A school attorney is often used in this type of situation(s), and it is important to understand how they communicate and work with their respective school boards.

Outcome of a Human Resources Administrative Review:

• A report of a school’s STRENGTHS will be giving during an exit report. This report may be given to the School’s Administrative staff and the Governing Board if they are available.

• A report on “Recommendation for Improvement” will also be given during an exit report. Items missing from the “checklist” will be used in this report.
Navajo Nation Department of Diné Education
Office of Diné Accountability and Compliance (ODAC)
Administrative Review

Home Living Requirements Check List

School Name: ____________________________

(Y) (N) (NA) Does your residential program involve Co-Educational dormitories?

How many girls? ____________ How many boys? ____________

How many staff members? ____________

(Y) (N) (NA) Does your school operate a 5-day residential program?

(Y) (N) (NA) Does your school operate a 7-day residential program?

(Y) (N) (NA) Does your school use residential facilities during the summer?

(Y) (N) (NA) Are your residential sleeping rooms barracks style?

(Y) (N) (NA) Does your school have an adopted residential program organizational chart?

(Y) (N) (NA) Are your residential program positions fully occupied?

(Y) (NA) (N) Does the Homeliving Supervisor have a Bachelor's Degree?

(Y) (NA) (N) Does the Homeliving Manager have an Associate of Arts Degree?

(Y) (NA) (N) Does the Homeliving Program Staff have the required 32 semester hours or 48 quarter hours in child development, education, behavioral sciences or cultural studies?

(Y) (NA) (N) Does the dormitory have the minimum required (1) half-time Behavioral Health Professional (BHP) for every 50 students? (May use contract services/private/nonprofit volunteer service organizations and available at request of homeliving program. Support staff or teachers is used to meet behavioral health staffing requirements.

(Y) (NA) (N) Do the BHP staff spend at least 75% of their work hours with students in their Dormitories?

(Y) (NA) (N) How many hours do students out of the academic setting receive behavioral health services per from the BHP? (A minimum of 5 hours is required)

(Y) (NA) (N) If there is a contracted BHP to meet staffing requirements, is the agreement under MOU or other programs

(Y) (NA) (N) Do you have a licensed or certified school counselor or a social worker?

(Y) (NA) (N) Do you have a school nurse?

(Y) (NA) (N) Does the dormitory provide all annual and continuous professional training and development appropriate to the certification and licensing requirements.
(Y) (NA) (N) Is the following required annual training provided **before** the first day of student occupancy for the year?

(Y) (NA) (N) First Aid/Safety/Emergency Crisis Preparedness? Date: __________

(Y) (NA) (N) CPR—Automated External Defibrillator; Date: __________

(Y) (NA) (N) Student Checkout Policy; Date: __________

(Y) (NA) (N) Confidentiality (Health Information Privacy Act and the Family Education Right to Privacy Act); Date: __________

(Y) (NA) (N) Medication administration; Date: __________

(Y) (NA) (N) Student rights; Date: __________

(Y) (NA) (N) Child Abuse Reporting Requirements and Protection Procedures; Date __________

(Y) (NA) (N) Suicide Prevention; Date: __________

(Y) (NA) (N) De-escalation/Conflict Resolution; Date: __________

(Y) (NA) (N) Substance Abuse Issues; Date: __________

(Y) (NA) (N) Ethics; Date: __________

(Y) (NA) (N) Parenting Skills/Child Care; Date: __________

(Y) (NA) (N) Special Education and Working with Students with Disabilities; Date __________

(Y) (NA) (N) Student Supervision Skills; Date: __________

(Y) (NA) (N) Child Development (recognizes various stages of development in the student population); Date: __________

(Y) (NA) (N) Basic Counseling Skills; Date: __________

(Y) (NA) (N) Continuity of Operations Plan (COOP) Date: __________

*Staff Annual Training in **BLUE** are required **BEFORE** the first day of student occupancy*

Do you provide the following services (§36.90)

(Y) (NA) (N) Academic program? What type? __________

(Y) (NA) (N) Student Safety? What type? __________

(Y) (NA) (N) Recreational activities: What type? __________

(Y) (NA) (N) Health care services? What type? __________

Does you behavioral health program provide the following required services? (§36.91)

(Y) (NA) (N) Behavioral Health Screening/Assessment? By whom? __________

(Y) (NA) (N) Diagnosis? By whom? __________

(Y) (NA) (N) Treatment Plan?

(Y) (NA) (N) Treatment and Placement?

(Y) (NA) (N) Evaluation

(Y) (NA) (N) Record of services? (when applicable in coordination with the student’s individual Education Plan).

(Y) (NA) (N) Required written procedures for dealing with emergency behavioral health care issues?

(Y) (NA) (N) Has parents opt out of any non-emergency behavioral health services by submitting a written request?

(Y) (NA) (N) Are parents/guardians consulted before a child is prescribed behavioral health?

(Y) (NA) (N) Is medication prescribed to children in BHP program? How? __________

Does the homeliving program have the following required activities?

(Y) (NA) (N) One hour per day of scheduled, structured physical activity Monday through Thursday?

(Y) (NA) (N) Two hours of scheduled physical activities on the weekends for weekend students?

(Y) (NA) (N) One hour per day scheduled structured study four days per week for all students?

Updated 9/2/2016
(Y) (NA) (N) Additional study time for students who are failing any classes?
(Y) (NA) (N) Tutoring during study time?
(Y) (NA) (N) Native language or cultural activities?
(Y) (NA) (N) Wellness program that include character, health, wellness, and sex education?
(Y) (NA) (N) Does your student handbook contain all the provisions in §36.94?
(Y) (NA) (N) Is a current and updated copy of student rights and responsibilities provided to the
parents/guardians?
(Y) (NA) (N) Do you have an orientation for all students and parents on the handbook and student rights and
responsibilities? When?
(Y) (NA) (N) Do the students, school staff and parents/guardians confirm in writing that they have received a
copy of and understand the homeliving handbook?

Does your Student Handbook contain the following?
(Y) (NA) (N) Mission/Vision Statement?
(Y) (NA) (N) Discipline Policy?
(Y) (NA) (N) Parent/student Rights and Responsibilities?
(Y) (NA) (N) Confidentiality?
(Y) (NA) (N) Sexual Harassment Policy?
(Y) (NA) (N) Violence/Bullying Policy?
(Y) (NA) (N) Homeliving Policies and Procedures?
(Y) (NA) (N) Services Available?
(Y) (NA) (N) Personnel and Position Listing?
(Y) (NA) (N) Emergency Procedures and Contact Numbers?
(Y) (NA) (N) Bank Procedures?
(Y) (NA) (N) Transportation Policy?
(Y) (NA) (N) Check-Out Procedures?
(Y) (NA) (N) Dress Code?
(Y) (NA) (N) Drug/Alcohol Policy?
(Y) (NA) (N) Computer Usage Policy?
(Y) (NA) (N) Medication Administration Policy and Procedure?
(Y) (NA) (N) Isolation/Separation Policy?

Does the homeliving program meet all of the following standards?
(Y) (NA) (N) Are the restrooms, showers, and common areas cleaned daily?
(Y) (NA) (N) Are rooms cleaned daily; by whom?
(Y) (NA) (N) Are linens changed and cleaned weekly? Who is your Laundry Contractor?
(Y) (NA) (N) Do you provide the basic toiletries?
(Y) (NA) (N) Do you have washing machines and dryers? How many?
(Y) (NA) (N) Do students assist with the required daily and weekly cleaning? Why and why not?

Subject to agreements between the BIE and the Indian Health Service or between a tribally-operated homeliving program and the Indian Health Service or tribal health program, do you provide the following services?
(Y) (NA) (N) Basic medical? By whom?
(Y) (NA) (N) Dental? By whom?
(Y) (NA) (N) Vision? By whom?
(Y) (NA) (N) Other necessary health services?
(Y) (NA) (N) Do parents sign when they are not available for an emergency the homeliving supervisor or
designee will act in loco parentis during emergency?
(Y) (NA) (N) Does your homeliving program have an isolation room(s)?
(Y) (NA) (N) Do you have a separate room for students with contagious conditions?
(Y) (NA) (N) Does your isolation room(s) have a separate access to shower and restroom facilities?
(Y) (NA) (N) Do you have a policy on isolation room supervision? How often does your staff supervise?
sick students in isolation? hours ______ minutes ______
(Y) (NA) (N) Do you have an immunization policy as required by state, federal and tribal governments?

Does your homeliving program follow the minimum requirements for student attendance checks as follows?
(Y) (NA) (N) All students are physically accounted for four times daily?
(Y) (NA) (N) Each student count is least two hours apart?
(Y) (NA) (N) Do you have a student check log?
(Y) (NA) (N) Do you log student checks on an off-campus activity? How often? ______
(Y) (NA) (N) At night all student rooms should be physically checked at least once every hour
(Y) (NA) (N) Do you have a policy on unaccounted students?
(Y) (NA) (N) Do you have an established search procedures?
(Y) (NA) (N) Do you notify the school of a student from you homeliving program who is going to be
absent from school? When? ______
(Y) (NA) (N) Do you have an established supervision policy for students who have been separated for
emergency behavioral or health reasons? What is the frequency of supervision? ______
(Y) (NA) (N) Does your homeliving program have an access to Library resources such as books and
resource materials, including the school library and public library?
(Y) (NA) (N) Does your homeliving program have copy of each textbook used by the academic program?
(Y) (NA) (N) Does your homeliving program have access to a computer with Internet access to facilitate
homework and study?

Do you provide privacy for your dormitory students for storing personal effects as follows?
(Y) (NA) (N) At least one lockable closet?
(Y) (NA) (N) Dresser drawer or storage space.

Have you submitted the required annual accountability report within 45 days following the
end of the school year to:
(Y) (NA) (N) Local school board? When ______
(Y) (NA) (N) Tribal governing body (Department of Diné Education – ODAC
(Y) (NA) (N) BIE Line Officer: and
(Y) (NA) (N) Deputy Director of BIE

Does your Annual Accountability Report contain the following?
(Y) (NA) (N) Enrollment figures identified by the homeliving count period per ISEP regulations
(Y) (NA) (N) A brief description of programs offered (academics, recreational activities, student safety
and health care services)
(Y) (NA) (N) A statement of compliance with the requirements of 25 CFR Part 36
(Section 1122 of PL 107-110)
(Y) (NA) (N) Recommendations to improve the homeliving program including identification of issues and needs.

Acceptable (N) Needs Improvement (UA) Unacceptable

Strengths of the component are:

Recommendations for Improvement are:

Reviewed by: __________________________ Date: ___________________
Navajo Nation Division of Human Resources

Office of Background Investigations

March 5, 2021

New Location
(East Wing of the Staff Development & Training Complex)
MISSION STATEMENT

To conduct professional background investigation and adjudication services to determine an individual’s suitability for employment on the Navajo Nation

VISION STATEMENT

To provide a one-stop background check service for all Navajo Nation employees who occupy a sensitive position and for those individuals that require such services.

Naalnischí naalkaah bił hazq́
STATUTORY AUTHORIZATION

PLAN OF OPERATION: RESOLUTION HEHSCMA-04-14

The Navajo Nation Office of Background Investigations is aligned directly under the Division of Human Resources as a separate and independent department to eliminate any potential political influences and manipulations of sensitive background investigation matters and material.

To conduct background investigations and adjudication for individuals that require such services on request, including program recipients, positions and appointments under schools, enterprises, board, tribal programs, non-profit organizations, contractors, etc.

OBI conducts Background Investigations pursuant to the Public Laws and Federal Regulations.

1. P.L. 101-630 Indian Child Protection and Family Violence Prevention Act
2. CFR 25 Part 63 – Indian Child Protection and Family Violence Prevention
REQUIREMENTS

Mandates:
- FBI reports - National and state criminal searches by National Credit Reporting (NCR) third party channeler
- Local search-Navajo Nation Information Management Section (IMS)

Additional searches:
- County searches
- Sex Offender searches at the National and state levels
- Motor Vehicle Records
- Social Security
- NN Rules & Ethics
- Dept. of Personnel Management (DPM)

REQUIRED DOCUMENTS

- Election Form for School Board
- Tribal Criminal History Report (TCHR)
- Valid State Driver’s License
- Social Security Card
- Original State Motor Vehicle Report (39 months)
- Security Packet:
  - Personal Information & Request for TCHR
  - Background check release form
FEES
Money Orders

$31.50
• Payable to the Navajo Nation
• OBI's document fee

$15.90
• Tribal Criminal History Report, 10 year report or from age 18 to present.
• Information Management Section (IMS) Fee
• OBI has their form requesting for Tribal Criminal History Report.

$23.95
• Payment for FBI criminal history report which we receive within 24 hours or less.
• OBI is working on acquiring a credit card terminal in lieu of money orders.

OUR PROCESS

Intake
• Digital Fingerprint Live Scan (electronic submission)

Investigation
• Obtain criminal histories, court dispositions, and other negative information.

Adjudication
• Review Investigation, suitability assessment, and due process.
• Issue favorable or unfavorable Determination Notice.
TURNAROUND TIME

Average of 2 days with no negative findings.

Goal of 10 business days.

NEW PROCEDURES FOR INTAKE

• 1 customer at a time in the building during intake; must wear face mask
• Scheduled appointments only
• Required documents on website www.obi.Navajo-nsn.gov are fillable forms and should be emailed to: obi.document@Navajo-nsn.gov
  – Personal Information & Request for TCHR form
  – Background Check Release Form
  – Social Security card and valid driver’s license (front/back)
INTAKE SCHEDULE

• Monday – Thursday 8:00 a.m. to 4:00 p.m.
• Friday 8:00 a.m. to 3:00 p.m.

(Closed during lunch)

CONFIDENTIALITY

• All information is protected by the Navajo Nation Privacy and Access to Information Act.
• Case files are stored in a secured file cabinet in a locked room.
• OBI does not provide copies of documents once they are submitted.
CONTACT INFORMATION

Physical Address:
(East Wing of Training Center)
Navajo Nation Building 2740
Morgan Blvd.

Mailing Address:
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Window Rock, AZ 86515

Phone: (928) 810-8589
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www.obi.navajo-nsn.gov

OBI STAFF

• Jolene Etsitty, HR Adjudicator/Delegated Supervisor
• Danista Golden, Senior Office Specialist
• Marlene Jones, HR Background Check Technician
• Amanda Stevens, HR Background Check Technician
• Lavina Leonard, HR Records Clerk
• Ivene Bahe, HR Records Clerk
ANY QUESTIONS?

Thank you

Ahéhee'