



The Navajo Nation


DR. JOE SHIRLEY, JR.
President

BEN SHELLY
Vice President

October 8, 2009

MEMORANDUM

TO : Recipient Programs
AMERICAN RECOVERY & REINVESTMENT ACT (ARRA) Funding
Navajo Nation

FROM : 
Cordell Shortey, Contracting Officer
Contracts and Grants Section / OMB

SUBJECT : **REPORTING REQUIREMENTS on ARRA FUNDING**

Please be reminded that all programs that have been awarded ARRA funds are required to **file the 1512 report** by October 10, 2009, subject to "Section 1512 Guidance". Attached is a list of the awards that have been entered into the Nation's Financial Management Information System (FMIS). It is likely that other awards have not yet been entered into FMIS because they still are in various stages of processing and implementation. All recipient's of ARRA awards must submit the 1512 report, even if there were no or minimal activity.

Pursuant to the instructions on ARRA funding notice issued by respective federal departments, the reports must be filed electronically through the website provided. The importance of the report being accurate and filed by the due date cannot be overemphasized. To ensure the requirements are satisfactorily met, we urge you to review the reporting requirements of the agreement to make sure your report is in compliance.

It should be clearly understood that the filing of this report is the recipient programs' responsibility. OMB or Office of the Controller (OOC) does not have primary authority to do this. However, personnel from OMB/OOC are available to review your report for propriety prior to submission.

For our records, provide us with a copy of all ARRA reports filed. Your understanding and immediate response to this memo is requested.

DISTRIBUTION

xc: Chrono / File
Mark Grant, Controller, OOC
Laura J-Nez, Accounting Manager, OOC

OMB - Contracts and Grants Section
 Listing on ARRA Funding Stated for NN and Status
 as of October 6, 2009

A	B	C	D	E	F	G	H	I	J	K	L	M
No.	Date Rcv'd - OMB	SAS No.	Program	Division	C&G Analyst	Amount	Application	BU No.	Co No.	Contract No.	Grant Term Date	Status
1	3/26/09	CHID-WAP-09-002	Weatherization Assistance	DCD	Cindy	906,815		K090413	3554	DE-EE0000168	4/1/09 - 3/31/10	10% of Total Grant \$9,068,150 million
2	6/26/09	23025	Navajo Housing Services-Admin	DCD	Cindy	600,000	X					DENIED BY HUD
3	8/31/09	DCD-09-019	Alamo Chapter	DCD	Cindy	330,000	X					At Funding Source (Senior Center)
4	8/31/09	DCD-09-021	Becenti Chapter	DCD	Cindy	390,000	X					At Funding Source (Bathroom Addition)
5	8/31/09	DCD-09-024	Coyote Canyon Chapter	DCD	Cindy	400,000	X					At Funding Source (Sewer Systems Project)
6	8/31/09	DCD-09-022	Crownpoint Youth Facility	DCD	Cindy	400,000	X					At Funding Source (Youth Facility)
7	8/31/09	DCD-09-016	Mariano Lake Chapter	DCD	Cindy	400,000	X					At Funding Source (Headstart Modular Building)
8	8/31/09	DCD-09-015	Mariano Lake Chapter	DCD	Cindy	400,000	X					At Funding Source (Electrical Line Project)
9	8/31/09	DCD-09-018	Dine College		Cindy	400,000	X					At Funding Source (Library)
10	8/31/09	DCD-09-013	Fire & Rescue	DCD	Cindy	398,111	X					At Funding Source (Addition to existing SH Fire Station)
11	8/31/09	DCD-09-014	Economic Development	DCD	Cindy	400,000	X					At Funding Source (Shiprock Hotel)
12	8/31/09	DCD-09-023	Social Services	DCD	Cindy	150,000	X					At Funding Source (SH Youth Home)
13	8/31/09	DCD-09-012	Toadlena Chapter	DCD	Cindy	200,000	X					At Funding Source (Toadlena Senior Center)
14	8/31/09	DCD-09-029	Toadlena Chapter	DCD	Cindy	400,000	X					At Funding Source (Veterans Memorial Park)
15	8/31/09	DCD-09-028	White Rock Chapter	DCD	Cindy	400,000	X					At Funding Source (Waterline Extension)
16	9/24/09	CHID-HIP-09-10	Housing Improvement Program	DCD	Rachael	2,355,000	X			CTN00T780B8	award date-9/30/10	pending BIA execution submitted 8/28/09
17					DCD Total	8,529,926						
18												
19	5/21/09	18358	Navajo Transit System	DGS	Leroy	1,400,180	X				2/17/09 - 9/30/10	At DOJ for Review (Rtn'd to Prog 5/22/09)
20	7/1/09	21900	Navajo Transit System	DGS	Leroy	767,500	X				Executed - 1/31/10	Rtn'd to Prog 7/7/09 for correction on Budget
21					DGS Total	2,167,680						
22												
23	6/18/09	3167	Early Childhood Development	DODE	Agnes	2,057,668					7/1/09 - 9/30/10	Emailed Prog 7/7/09 on submittal of Budgets
24					DODE Total	2,057,668						
25												
26	6/17/09	14	Block Grants & Spec Projects	DSS	Johnny	1,825,255						SAS Review
27					DSS Total	1,825,255						
28												
29	5/1/09	26	NAAA - Aging Nutrition Serv DHHS	NDOH	LeVerne	16,610		K090595	3562	0906AZT6RR	4/2/09 - 9/30/10	SH & T/C SC
30	6/9/09	10	NAAA - Medicare Part D (Title VI)	NDOH	LeVerne	1,000		K090594	3517	0906AZMIPP	6/1/09 - 5/31/10	
31	6/26/09	31	NAAA - AZ DES	NDOH	LeVerne	80,938		K092045	3556	DES071034-001	3/18/09 - 9/30/10	
32	8/26/09	31	NAAA - AZ DES Title III	NDOH	LeVerne	26,980		K102023	3556	DES071034-001	7/1/09 - 6/30/10	
33	8/25/09	672	Food Distribution	NDOH	LeVerne	147,687		K090114	3580	AZ440NA4	3/1/09 - 9/30/10	Pending Legislative Approval
34					NDOH Total	273,215						
TOTAL						\$ 14,853,744						

Above information was obtained from receptionist - OMB and inquired all C&G staff on 10/6/09.

**** Note:** According to Mgrant, Atrujillo informed him NN is receiving \$289 million, another \$260 million in application process and expected to receive \$1 billion overall.

1512 RECIPIENT REPORT COMPLETION GUIDE

Reporting Information

Award Type – Grant.

Award Number - enter the grant number as stated on the grant award, i.e., AB-17XXX-08-55-A-X(X)

Final Report – Enter **N** for No, unless all ARRA funds have been expended in which case enter **Y** for final report, and there will be no further quarterly reports.

Award Recipient Information

Recipient DUNS Number – enter the 9 digit DUNS number under which you registered to submit the 1512 report. This should be the same number stated on the AB-17XXX-08-55 grant award.

Recipient Account Number – (optional box) you can enter your internal account number.

Recipient Congressional District - Enter the two digit number for the Congressional District (CD) in which you are located. This can be found on the most recent SF 424a that was submitted to DOL for funding. If your organization operates in more than one CD, use the CD for your organization's headquarters. If you are not sure of your Congressional District here are two links you can access to locate your District. The Melissadata site requires account registration (free) and does allow you search by Zip Code:

<http://nationalatlas.gov/printable/congress.html>

<http://w5.melissadata.com/maps/index.htm>

Award Information

Funding Agency Code - 1630

Awarding Agency Code - 1630

Award Date – 02/17/2009

Amount of Award – enter XXXXX.00 and the cell will enter the dollar sign and comma.

CFDS Number – 17.265

Program Source (TAS) – 16-0184

Sub Account Number for Program Source (TAS) – Enter 5N0

Total Number of Sub awards to Individuals – enter the number of subawards to individuals, if none enter 0.

Total Amount of Sub awards to Individuals - enter the amount of subawards to individuals, if none enter 0.

Total Number of Payments to Vendors less than \$25,000/award – enter the number of payments made to all vendors using ARRA funds. Vendors are entities to which payments were made for good and services received. If none, enter 0.

Total Amount of Payments to Vendors less than \$25,000/award – enter the amount of payments to all vendors, paid with ARRA funds. If none, enter 0.

Total Number of Sub awards less than \$25,000/award – enter the number of subawards, if none, enter 0.

Total Amount of Sub awards less than \$25,000/award – enter the total amount paid, if none, enter 0.

Award Description – The following general description is an example of what can be entered in this cell:
“To provide summer youth employment opportunities, work readiness skills training and year-round services to Indian and Native American youth under Section 166 of the Workforce Investment Act.”

Project Information

Project Name or Project/Program Title – e.g., *Hopi Tribal Council, Office of Career Training and Development*

Project Status – Select one of the following from the drop down list: *Not Started, 50% completed, Completed 50% or more, Fully Completed.*

Total Federal Amount ARRA Funds Received/Invoiced – State the amount of ARRA funds received. If not known, check with your fiscal director to obtain the cumulative amount of funds drawn as of the end of the report quarter.

Number of Jobs – Youth that are provided employment and employment opportunities during the summer period May 1 – September 30 are not reported in this cell. However, youth that are provided employment and employment opportunities from October 1 – April 30, including youth who may have started employment during the summer months and continued beyond September 30th will be reported as jobs created (refer to TEGL 1-09, Change 1 dated 09/21/09). Grantees will need to calculate the **FTE (Full Time Equivalency)** of youth that are employed beyond the summer months in this cell. Again refer to **TEGL 1-09, Change 1 for the equivalency formula.**

Description of Jobs Created – If “0” was reported in the “Number of Jobs” cell, it is recommended the following text be entered - “All employment and employment opportunities for the QE 09/30/09 were for the summer period and are not counted as jobs created.”

Quarterly Activities/Project Description – The same description stated above for Award Description can be used in this cell: “To provide summer youth employment opportunities, work readiness skills training and year-round services to Indian and Native American youth under Section 166 of the Workforce Investment Act.”

Activity Code (North American Industry Classification System-NAICS or National Taxonomy of Exempt Entities (NTEE)-NPC) – It is recommend the following NTEE-NPC be used for this element - **J02.10 - Youth Job Training & Employment.** This code need only be entered once to represent all positions funded.

Total Amount of ARRA Expenditures – enter the cumulative amount of ARRA funds expended as of the end of the reporting quarter.

Total Federal ARRA Infrastructure Expenditures – We have been advised that Infrastructure refers “bricks and mortar” type of jobs. If your organization did not fund such positions enter 0, and N/A for the seven (7) elements that follow.

Infrastructure Contact Name – N/A

Infrastructure Contact Email – N/A

Infrastructure Contact Phone – N/A

Infrastructure Contact Phone Ext – N/A

Infrastructure Contact Street Address 1 – N/A

Infrastructure Contact Street Address 2 – N/A

Infrastructure Contact Street Address 3 – N/A

Infrastructure City – Leave Blank - N/A

Infrastructure State – Leave Blank

Infrastructure Zip Code+4 – must enter plus 4 for the Zip Code – Leave Blank

Infrastructure Purpose and Rationale – N/A

Primary Place of Performance

Street Address 1 – enter your organizations physical address

Street Address 2 – you can enter a P.O. Box address 2.

City –

State – enter state abbreviation, i.e., AZ

Zip Code+4 – you must enter the plus 4 for the Zip Code, i.e., 860390123 (no hyphens)

Congressional District – Refer to the guidance provided above.

Country – enter US

Recipient Highly Compensated Officer

For this section grantees will need to speak with their Contracts Office or Finance Director to determine if the organization met the conditions for entering salary data for your five highest compensated officer. This information should be available from the organization's preceding fiscal year audit.

Recipient Indication of Reporting Applicability – If the following conditions apply, enter Yes and complete all data cells. If the conditions are not met, enter No and leave all cells blank.

- i. If in the preceding fiscal the recipient received –
 - A. 80 percent of more of annual gross revenues from Federal contracts (and subcontracts), loans, grants (subgrants) and cooperative agreements; and
 - B. \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (subgrants) and cooperative agreements; and
- ii The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities and Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

Officer Name

Officer Compensation

Recipient Report Instructions

Version: 1.3

Instructions:

You are submitting a report for a Grant or Loan award.

Instruction	Required Worksheets
If you are a Prime Recipient who is submitting a report or reports on behalf of your Sub Recipient, you must fill out these worksheets (see the tabs at the bottom of the screen):	Prime Recipient
	Sub Recipients
	Vendors (optional)
If you are a Prime Recipient who is not submitting a report or reports on behalf of your Sub Recipient, you must fill out these worksheets (see the tabs at the bottom of the screen):	Prime Recipient
	Vendors (optional)
If you are a Sub Recipient who is submitting a report, you must fill out these worksheets (see the tabs at the bottom of the screen): NOTE: For Sub Recipient reporting for self, the DUNS numbers populated in the "Sub Recipient DUNS Number" field on the "Sub Recipients" tab must all be the same regardless of the Sub Award Numbers.	
	Sub Recipients
	Vendors (optional)

Note: If entering Sub Recipients and/or Vendors in your report, you must enter one Sub Recipient Award or Vendor per numbered row. Do not leave a blank row between entries.

Notes	
Potential Question	Answer
Not all of my text is showing up when I enter values a narrative field. For example, when entering text for the Project Description field.	This is a limitation of Excel. Although each cell holds up to 32,767 characters, Excel only displays 1,024 characters in the cell itself. To view all of the text you've entered for a given field, click on the cell in question and the text will display in the formula bar at the top of the screen.
When I try to select a value from a drop-down menu, the text is too small to read. How to I make it bigger?	Check to make sure you're viewing the workbook at 100% zoom. If your zoom is set to less than 100%, this can cause the text in the drop-down menus to appear very small.
I don't know which CFDA to use.	Go to http://www.cfd.gov for the complete list of Catalog for Federal Domestic Assistance (CFDA) values.
I'm not sure what each of the data elements mean.	You can either click on each cell for instructional text or reference the Data Model document published on Recovery.gov
I have more than 400 Sub Recipients or Vendors to add, but the spreadsheet looks like it is limited to 400.	You can continue to add additional Sub Recipients and Vendors beyond the #400 line provided for you, however the special formatting and data validations which are provided for the first 400 Sub Recipients or Vendor entries will not be present. This is done to keep the file size of the template from growing excessively large. Data validation will be performed once your report is uploaded on FederalReporting.gov .