

BID NO. 18-10-1946LE

Release Date October 31, 2018

**THE NAVAJO NATION
DIVISION OF SOCIAL SERVICES
STRENGTHENING FAMILIES PROGRAM**

**REQUEST FOR PROPOSALS
FY 2019 Domestic/Family Violence Shelter and Supportive Services**

RFP Guidelines and Requirements

Table of Contents

BACKGROUND	2
ELIGIBILITY REQUIREMENTS	2
AWARD AMOUNTS	2
SCOPE OF SERVICES	3
DEFINITIONS	4
MINIMUM STANDARDS.....	5
TERM OF CONTRACT	6
PROPOSAL REQUIREMENTS	6
FUNDING AWARDED UNDER THIS RFP	8
SUBMISSION OF PROPOSALS	9
DISQUALIFICATIONS OF PROPOSALS	9
EVALUATION CRITERIA	10
AWARD OF CONTRACT AND RESERVATION OF RIGHTS	11
SCHEDULE OF EVENTS	12
RFP INFORMATION	12
COURTESY CHECKLIST	13
ATTACHMENTS	
A - Budget and Narrative	14
B - Budget Summary	16
C - Budget Narrative Instructions	17
D - “Near” Communities	18
E – Navajo Debarment and Suspension	19
F – W-9	20

REQUEST FOR PROPOSALS FY 2019

Domestic/Family Violence Shelter and Supportive Services

STRENGTHENING FAMILIES PROGRAM DIVISION OF SOCIAL SERVICES

I. BACKGROUND:

The Navajo Nation Division of Social Services' Strengthening Families Program (herein after called, "the Nation"), pursuant to the Navajo Nation Business Preference Act, 5 NNC § 205, et seq., and the Navajo Nation Procurement Code, 12 NNC § 301-371, as amended by CAU-68-01, is requesting for proposals from qualified shelter providers and programs to work in collaboration with the Nation and its representatives and other identified service delivery organizations to provide emergency overnight/day and temporary shelter (see Section V for definition) and related support services for victims and their dependents of family violence, domestic violence and dating violence within the Navajo Nation. The Navajo Nation is committed to providing services to its tribal members and non-tribal members living or visiting within the Nation's boundaries who are experiencing domestic, family or dating violence, by funding qualified programs located on or near the Navajo Nation through available funding from federal contracts and grants.

In order to expand and provide additional crisis shelter and related support services to residents or visitors of the Navajo Nation, the Nation is seeking proposals from qualified non-profit, certified organizations to provide victims and their dependents 24/7 crisis shelter services and supportive services on the Navajo Nation and in near reservation communities (for a listing, please see Attachment D). Supportive services include operations of a 24/7 shelter facility, 24/7 hour crisis intervention, individual/group counseling, transportation, referral to appropriate services and providing an accessible 24/7 crisis hotline.

II. ELIGIBILITY REQUIREMENTS

Category 1: Certified non-profit organizations, Section 501 (c)(3) of the IRS Code, that are physically located within the jurisdictional boundaries of the Navajo Nation or in an area considered near the Navajo Nation (accordance to Bureau of Indian Affairs service area definition under 25 CFR Part 20.100, see Attachment D).

Category 2: Certified non-profit organizations, Section 501 (c)(3) of the IRS Code, physically located outside of the jurisdictional boundaries of the Navajo Nation and not considered "near".

Additional Requirements:

- Only one proposal can be submitted per organization.
- The Nation will utilize federal funding to fund contracts under this RFP and comply with requirements of 2 CFR Part 200 and 45 CFR Part 75 on awarding contacts.

III. AWARD AMOUNTS:

	Category 1	Category 2
Award Ceiling	\$300,000.00	\$20,000.00
Award Floor	\$1,000.00	\$1,000.00

IV. SCOPE OF SERVICES:

The Applicant will work in collaboration with the Nation and its representatives to provide trauma informed and culturally relevant services:

1. Overnight, day and temporary shelter services for victims of domestic violence, family and dating violence and their dependents living or visiting on the Navajo Nation.
2. Provide supportive services related to providing 24/7 shelter services including:
 - a. Crisis intervention,
 - b. Safety planning,
 - c. Transportation, and
 - d. Shelter operations.
3. Other supportive services includes:
 - a. 24 hour basic crisis intervention,
 - b. Individual and group counseling,
 - c. Referrals to community based services
 - d. Advocacy and case management services,
 - e. Transportation and
4. Provide 24/7 crisis hotline

This RFP is limited to the services stated above. An applicant may elect to provide all or some of the services stated above and must be clearly described in the applicant's proposal.

Work to be provided by the applicant include:

- Providing all personnel, space, equipment, and supplies necessary to perform the service required to operate a 24/7 shelter facility and program for supportive services of individual/group counseling, referrals to community based services, and transportation and 24 hour crisis intervention.
- Providing equal services to victims of domestic violence, family and dating violence regardless of age, gender, ethnicity, marital status, sexual orientation, including whether an individual may be married to a person of the opposite or same sex and all those protected by law.
 - Applicant must specify if victims with dependents who are male age 13 to 17 years old for shelter services, if not, explain.
- Providing an accessible crisis/hotline phone number for victims who are in need of immediate assistance and safety.
- Providing equal services to individuals with disabilities in compliance with the Navajo Nation Vocational Rehabilitation and Opportunities for the Handicap Act of 1984.
- Following the Confidentiality and Non-discrimination requirements of 45 CFR Part 1370.4 and 1370.5 found on the Federal Register, Vol. 81, No. 212, Wednesday November 2, 2016, Page 76471.
- Participating with the Nation and other service providers in addressing the immediate need for shelter and supportive services of victims and their dependents on the Navajo Nation.
- Providing services in a culturally appropriate manner.

- Have the ability to invoice the Nation for services provided with supporting documents, i.e., receipts of payment, payroll/timesheets of personnel paid, etc. and any other documents, as requested by the Nation.

V. DEFINITIONS: Please use the following definitions in reference to services to be provided under this RFP.

1. **Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence also includes but is not limited to the physical, sexual, psychological, or emotional violence within a dating relationship, including stalking. It can happen in person or electronically, and may involve financial abuse or other forms of manipulation which may occur between a current or former dating partner regardless of actual or perceived sexual orientation or gender identity.
2. **Domestic Violence** means a felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. This definition is not intended to be interpreted more restrictively than FVPSA and VAWA but rather to be inclusive of other, more expansive definitions. The definition applies to individuals and relationships regardless of actual or perceived sexual orientation or gender identity.
3. **Family Violence** means any act or threatened act of violence, including any forceful detention of an individual, that results or threatens to result in physical injury and is committed by a person against another individual, to or with whom such person is related by blood or marriage, or is or was otherwise legally related, or is or was lawfully residing. In 1984, when FVPSA was first named and authorized, the term “family violence” was commonly used as synonymous with “domestic violence” (violence between intimate partners). However, currently “family violence” is often used more broadly to encompass the diverse forms of violence that occur within families, including child maltreatment, domestic violence and elder abuse. For clarity and in keeping with the historical FVPSA “family violence” interpretation, the term will continue to be used more narrowly and as interchangeable with “domestic violence.”
4. **Personally Identifying Information or Personal Information (PII)** means any individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including: a first and last name; a home or other physical address; contact information (including a postal, e-mail or internet protocol address, or telephone or facsimile number); a social security number, driver’s license number, passport number, or student identification number; and any other

information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

5. **Shelter** means the provision of temporary refuge in conjunction with supportive services in compliance with applicable state or tribal law or regulations governing the provision, on a regular basis, of shelter, safe homes, meals, and supportive services to victims of family violence, domestic violence, or dating violence, and their dependents. State and tribal law governing the provision of shelter and supportive services on a regular basis is interpreted by ACF to mean, for example, the laws and regulations applicable to zoning, fire safety, and other regular safety, and operational requirements, including state, tribal, or local regulatory standards for certifying domestic violence advocates who work in shelter. This definition also includes emergency shelter and immediate shelter, which may include housing provision, rental subsidies, temporary refuge, or lodging in properties that could be individual units for families and individuals (such as apartments) in multiple locations around a local jurisdiction, tribe/reservation, or state; such properties are not required to be owned, operated, or leased by the program. Temporary refuge includes a residential service, including shelter and off-site services such as hotel or motel vouchers or individual dwellings, which is not transitional or permanent housing, but must also provide comprehensive supportive services. The mere act of making a referral to shelter or housing shall not itself be considered provision of shelter. Should other jurisdictional laws conflict with this definition of temporary refuge, the definition which provides more expansive housing accessibility governs.
6. **Supportive services** means services for adult and youth victims of family violence, domestic violence, or dating violence, and their dependents that are designed to meet the needs of such victims and their dependents for short-term, transitional, or long-term safety and recovery. Supportive services include, but are not limited to: direct and/or referral-based advocacy on behalf of victims and their dependents, counseling, case management, employment services, referrals, transportation services, legal advocacy or assistance, child care services, health, behavioral health and preventive health services, culturally and linguistically appropriate services, and other services that assist victims or their dependents in recovering from the effects of the violence. To the extent not already described in this definition, supportive services also include but are not limited to other services identified in FVPSA at 42 U.S.C. § 10408(b)(1)(A)-(H). Supportive services may be directly provided by grantees and/or by providing advocacy or referrals to assist victims in accessing such services.

VI. MINIMUM STANDARDS

The following are minimum standards in which each organization must have already established in their service processes;

1. Maintain all necessary licenses, leases and permits for the operation of the Applicant's programs and shelter, i.e., Health & Safety Occupancy/Operation Permit, Lease agreement, etc.
2. Established policies, procedures and protocols to maintain individual case records.
3. Established policies, procedures and protocols regarding the operation of the program and shelter/residential facilities.

4. Established policies and protocols for maintaining the safety and protecting the confidentiality of victims and their dependents and the confidentiality of records of any individual provided services, see **45 CFR Part 1370.4 for more detailed requirements.**
5. Established policies, procedures and protocols for non-discriminatory practices. Including but not limited to gender, gender identity, religious practices, sexual orientation and disability, see **45 CFR Part 1370.5 for more detailed requirements.**

VII. TERM OF CONTRACT

All contracts awarded in response to this RFP will be from October 01, 2018 to September 30, 2019. Allocation of awards will be based on availability of funds.

VIII. PROPOSAL REQUIREMENTS

Proposal Format: Each proposal shall be typed and submitted on 8 ½” x 11” white paper, 3 hole punched, not stapled and inserted in a binder. **Font size shall be 12-point type and in Time New Roman font and double line space for narrative sections C, D, E, F, and H.** All pages shall be numbered and printed one-sided. Margins shall be no less than 1” around the perimeter of each page and each section separated by tabs. A proposal may not exceed thirty (30) pages in length, including coversheet and budget narratives. Do not include additional information beyond what is requested by this RFP, i.e. brochures, flyers, etc.

Each proposal must be completed in the following order:

- A. Letter of Interest (Cover Page)** – This section must identify the RFP name and include the organizations authorized officials’ name, address, phone contact information, and email address whom is authorized to enter into a legal agreement with the Navajo Nation. Also, include the organizations DUNS number and Employer Identification Number.
- B. Table of Contents** - This section must reference the order of the proposal sections and provide page numbers.
- C. Program Service Area** – Provide a description of the service area and population to be served. Include specific Navajo communities and chapters. An illustrative map may be included and attached (this will count toward the 30-pages page limit).
- D. Scope of Work** – This section shall provide a description of the activities and services to be provided according to the scope of services under Section IV of this RFP. Provide a narrative clearly describing how the organization will provide each services to victims of family violence, domestic violence and dating violence and their dependents on the Navajo Nation. Also, include how the applicant will reach out or provide services to victims and dependents whom are on the Navajo Nation. Include all key personnel position and their job duties and responsibilities in providing each service identified. Please state each numbered service than provide your narrative.
- E. Coordination and Collaborations** – This section shall include how the applicant works in coordination and in collaboration with other domestic/family/dating violence programs. Specify program names, location, and a description of the activities. List all similar or related service providers located within a 100 mile radius of the applicant.

- F. Organizational Capabilities** – Provide information on the applicant’s organization and partners (if applicable) on the organization’s capabilities of accomplishing the scope of work. Identify all staff and position with the amount of time to be devoted to the services listed. Include the professional qualifications of each staff to be assigned to accomplish the scope of work. List other resources, including total number of employees, number and location of offices, number and types of equipment available to support the scope of work.
- G. Current Organizational Chart** – Provide an up to date organizational structure that includes names and titles for each identifiable position within the organization. Must be signed and dated by an approving authorized official.
- H. Experience** – Describe the applicant’s experience relevant to the Scope of Services requested by this RFP. List and describe any relevant work performed.
- I. Budget and Budget Narrative Description**– This section should include a proposed budget clearly identifying how the funds will be utilized for the term period 10/01/18 – 09/30/19. The budget request must not be more than the stated award ceiling in Section III. A required budget form is attached as ATTACHMENT A & B and instructions is attached as ATTACHMENT C. The Budget description should be a narrative describing how the categorical costs are derived. Please refer to 45 CFR Part 75 for any questioned allowability of cost. All cost should be reasonable, necessary and based on the applicant’s accomplishment of the scope of work.

Funds shall not be used for the following:

- Cost of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.
- Expenditures for construction or construction related activities
- Purchase of real property
- As direct payment to any victim or their dependents.

J. Sustainability Plan – This section should include how the applicant will plan to continue providing services should future funding not be available under this RFP. Provide a narrative describing the applicant’s plan on continuing their scope of work, if funds become unavailable by the Nation, in the future. Providing an explanation on the dependency of funding from the Nation is not an acceptable response.

K. Other documents needed to be submitted in response to the RFP.

1. A signed Navajo Nation Debarment and Suspension form (Attachment E)
2. A signed W-9 Form (Attachment F)
3. Board Authorization Letter to apply for this RFP.
4. Proof of Non-Profit status (must be current, not older than 2 years). (<https://www.irs.gov/charities-non-profits/exempt-organizations-select-check> is the recommended website to use).
5. Copy of Health & Safety Occupancy and Operations permit from the State, County or Navajo Nation Department of Health.
6. Proof of current liability insurance.
7. Copy of Financial Audit Report for Year 2017

8. A current and active registration of the federal System for Award Management (SAM) for your organization. Must be less than one month old.
9. List of Current Board of Directors, position, number of years served and area of expertise.
10. Minutes from the last Board of Director's Meeting (must be within the last six months).
11. Copy of Certification by Navajo Business Regulatory Office (If applicable).

IX. FUNDING AWARDED UNDER THIS RFP

Awards made under this RFP will be made with federal funds. All applicable federal laws, regulations and rules governing awarded contracts will apply. All award funding are subject to federal and Navajo Nation appropriations. In addition, all applicable Navajo Nation laws, rules and regulations for organizations operating on the Navajo Nation will apply.

Awards issued under this RFP are subject to 45 CFR Part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. Funded applicants are responsible for ensuring that their activities comply with all applicable Federal rules and regulations.

The following is an example of several applicable Navajo and National Policies governing funding awards; this is not an exhaustive list;

Debarment and Suspension. All awarded applicants must not be debarred or suspended by either the federal government or Navajo Nation government.

Requirements for Drug-Free Workplace. The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving federal funding (directly or by subaward) agree to maintain a drug-free workplace. By submitting an application in response to this RFP, the Authorizing Official agrees that their organization will provide a drug-free workplace and will comply with the requirement to notify the Nation if an employee is convicted of violating a criminal drug statute. Penalties may be imposed for failure to comply with these requirements.

Pro-Children Act. The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded (directly or by subaward) children's services are provided. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services, to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds (received directly or through subaward). The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Penalties may be imposed for failure to comply with the provisions of the law.

Prohibiting Harassment. All Awarded applicants must establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression),

religion, and national origin and will put such policies in place within 12 months. All Awarded applicants should ensure that all staff members are trained to prevent and respond to harassment or bullying in all forms during the award period.

Navajo Preference in Employment Act, 15 N.N.C. § 601 et seq.

Navajo Nation Business Preference Law, 5 N.N.C. § 201 et seq.

X. SUBMISSION OF PROPOSALS

All proposals must be received no later than 5:00 p.m. MDT on November 14, 2018. The date and time received will be recorded on each proposal. Proposals received after the deadline will not be considered for review and will be returned.

One complete original proposal must be submitted in a sealed packet (taped, bind packaged, no rubber bands), labeled “FY 2019 SHELTER AND SUPPORTIVE SERVICES PROPOSAL” with a **written returned address identifying the applicant’s name, applicant’s certification number and Priority Ranking under the Navajo Nation Business Opportunity Act and “BID NO. 18-10-1946LE”**

BY MAIL:

Strengthening Families Program - Division of Social Services
ATTN: FY 2019 SHELTER AND SUPPORTIVE SERVICES PROPOSAL
P.O. Box 4590 Window Rock, AZ 86515

Applicants who choose mail delivery should consider sending their proposals with a delivery confirmation option.

BY HAND DELIVERY:

Division of Social Services, Administration Building 2, Strengthening Families Program -
Division of Social Services Window Rock, AZ 86515

Faxed or e-mailed RFP packets are unacceptable and will not be considered for review. The content of any proposal will not be disclosed, 2 NNC §85(A)(11). No substitute documents for the forms provided in this application shall be accepted and will be considered incomplete and not considered for review. No photocopying will be completed on behalf of applicant, at any time.

All proposals become the property of the Nation upon receipt and will not be returned. Any information deemed to be confidential by applicant should be clearly noted on the page(s) where confidential information is contained; however, the Nation cannot guarantee that it will not be compelled to disclose all or part of any public record under the Navajo Privacy Act, since information deemed to be confidential by applicant may not be considered confidential under Navajo law.

XI. DISQUALIFICATION OF PROPOSALS:

Prior to a proposal moving onto the evaluation stage, all proposals will be screened for compliance to the instructions and rules of this RFP. Any proposal failing to follow instructions in this RFP

will be disqualified and removed from consideration, this includes: submitting more than one proposal; having a budget request exceeding the estimated award ceiling; not following the proposal requirements and/or failing to submit required documents.

XII. EVALUATION CRITERIA:

The Nation will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. A proposal opening will be conducted in Window Rock, Arizona with the evaluation team, a representative from the Navajo Business Regulatory Office and a representative from the Office of the Controller – Purchasing Department.

Evaluation Team:

The Nation will select an evaluation team. The evaluation team will be responsible for reviewing and scoring proposals to determine whether or not the proposals meet the needs and request of the Nation according to this RFP.

Evaluation of Proposals:

The evaluation of proposals will be performed by an evaluation team and based on availability of funds. Proposal that do not score 70 points or above will not be considered for funding. Funding received through the Nation are to be used strictly for activities listed in the RFP and applicants proposal.

Past Performance:

If an applicant has been a prior recipient of funding from the Nation, an evaluation on past performance will be factored into the overall score of the proposal. Past performance factors may include compliance with previous contracts with the Nation.

The Nation reserves the right to conduct reference checks with other or prior funders to help evaluate the applicant’s past performance and compliance on grants and/or contracts.

New Applicants:

If an applicant has never been a recipient of funding from the Nation, a reference check with prior funders will be conducted in order to evaluate the applicants past performance on previous grants and/or contracts.

Evaluation Criteria:

A. Letter of Interest (Cover Page)	3 points
B. Table of Contents	3 points
C. Program Service Area	8 points
D. Scope of Work	18 points
E. Coordination and Collaboration	14 points
F. Organizational Capabilities	12 points
G. Organization Chart	12 points
H. Experience	10 points
I. Budget and Budget Narrative	14 points
J. Sustainability Plan	6 points

The evaluation team may select all, some or none of the applicants for interviews. If the Nation elects to conduct interviews, applicants may be interviewed and re-scored based upon these same criteria, or other criteria to be determined by the evaluation team. The Nation may also request additional information from applicants at any time prior to final approval of a selected applicant(s). Final approval of a selected applicant or applicants is subject to the action of the Navajo Nation.

Limitation of Funds:

Due to the large volume of funding requests and the amount of available funding, the Nation may not be able to fund all proposals.

XIII. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

- A. This RFP does not commit the Nation to enter into a Contract, award any services related to this RFP, nor does it obligate the Nation to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.
- B. The Nation reserves the right to award one, more than one or no contract(s) in response to this RFP.
- C. The Professional Services Contract, if awarded, will be awarded to the Applicant(s) whose Proposal(s) are deemed most advantageous to the Nation, as determined by the selection committee, upon approval of the Navajo Nation.
- D. The Nation may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of the Nation. However, final selection of an applicant is subject to Navajo Nation approval.
- E. The Nation reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. The Nation also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.
- F. Contract documents are not binding until approved by the Navajo Nation (2 NNC §164) and signed by the Nation. In the event the parties cannot negotiate and execute a contract within a certain time, the Nation reserves the right to terminate negotiations with the selected Applicant and commence negotiations with another or other Applicants.
- G. Successful Applicant(s) must be able to formally invoice the Nation for services rendered.
- H. Conflicts of Interest. Selected Applicant will be required to warrant and certify that, its officers, employees and agents are neither officials nor employees of the Navajo Nation.
- I. Successful Applicant(s) must submit to a Risk Assessment pursuant to 45 CFR §75.352 Prior to receiving an award or funding.

Protest of Award:

The decision of the Nation will be final; no appeals or request for appeals will be accepted.

XIV. SCHEDULE OF EVENTS:

Following is a list of projected dates/times (excluding Due Date) with respect to this RFP:

RFP Issue Date	October 31, 2018
Proposals Due	November 14, 2018 at 5:00pm MDT
Proposal Opening	November 16, 2018
Review and Evaluation Period	November 19-20, 2018
Notification Period	November 26-28, 2018
Negotiation and Contract Development	November 28-30, 2018

XV. RFP INFORMATION:

For information regarding this RFP or to request for a RFP Guideline please refer questions to:

Lucy Laughter-Begay, Program Manager

Division of Social Services – Strengthening Families Program

PHONE: 928-871-7629

FAX: 928-871-6830

EMAIL: llaughterbegay@navajo-nsn.gov (use the subject line “FY 2019 RFP Question”)

COURTESY CHECK LIST

- Cover Page
- Table of Content
- Narrative Sections
- Organizational Chart
- Use of Required Budget Narrative FORM- Attachment A (will be available in fill in version or excel on the www.nndss.navajo-nsn.gov after October 31, 2018.
- Use of Required Budget Summary FORM- Attachment B (will be available in fill in version or excel on the www.nndss.navajo-nsn.gov after October 31, 2018.
- Board Authorization Letter
- Signed Navajo Nation Debarment and Suspension Form – Attachment E
- Signed W-9 – Attachment F
- Proof of 501 (c) (3) Non-Profit Status
- Copy of active registration on SAM.gov
- List of Current Board of Directors
- Financial Audit Report for Year 2017
- Minutes from last Board of Director’s Meeting (must be less than six months old)
- Proof of current liability insurance

BUDGET AND NARRATIVE

**ATTACHMENT A
REQUIRED FORM**

Applicant's Name: _____

PERSONNEL – For staff positions supported in whole or in part of the Project. List each position by title and name of employee, if available. Show the annual salary and amount of time to be devoted to the project. Compensation paid for employees engaged in project activities must be consistent with that paid for similar work within the applicant's organization, including overtime pay.

NAME/POSITION/ANNUALSALARY	COMPUTATION	COST
John Doe, Project Director , \$49,920.00	24.00/hour X 1040 hours	12,480

Justification Narrative:

Provide a description of what each position budgeted will contribute to the project. Provide any other justification on how cost was derived.

TOTAL PERSONNEL

FRINGE BENEFITS – Fringe Benefits should be based on actual known costs or an established formula. FB are only for personnel listed above on the percentage of time devoted to the project.

ITEM	COMPUTATION	COST
FICA @ X.XX%		
Unemployment & Workers Compensation @ X%		
TOTAL FRINGE @ XX%		

TRAVEL – Itemized travel expenses of project personnel by purpose (i.e. staff to training, transportation costs, cost for paying gas, vehicle repairs for Program owned vehicles, is to be reported in this section)

PURPOSE OF TRAVEL	LOCATION	ITEM	COMPUTATION	COST
Attend Mandatory Contractor's Orientation	TBD	Hotel/lodging Meal	83/night X 3 Nights 46/day X 3 Days	\$387.00

Justification Narrative:

Provide a justification for each travel cost by explaining how it is relevant to the project.

TOTAL TRAVEL

EQUIPMENT – List all equipment to be purchased. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment cost should be listed in the "Contractual" category.

ITEM	COMPUTATION	COST

Justification Narrative: <i>Provide an explanation of how the equipment is necessary for the success of the project. Attach a narrative or organizational policy on the procurement method to be used.</i>		
TOTAL EQUIPMENT		
SUPPLIES – <i>List items by type (office supplies, postage, copying paper, etc. Generally supplies include materials that are expendable or consumed during the course of the project</i>		
SUPPLY ITEM	COMPUTATION	COST
Justification Narrative: <i>Provide an explanation of how the supplies are necessary for the success of the project.</i>		
TOTAL SUPPLIES		
CONTRACTUAL – <i>List all contracts or services to be procured. For each consultant enter the name, services to be provided, fee/rate and estimated time to be spent on the project. Consultation fees beyond \$450 per day may require additional justification and prior approval by the Nation.</i>		
NAME OF CONSULTANT	SERVICES TO BE PROVIDED	COMPUTATION
TOTAL CONTRACTUAL		
OTHER COSTS – <i>list items (e.g. rent, printing, telephone, security services, etc) by major type and basis for computation (i.e. rent you would need to provide cost per square footage and months of rent)</i>		
ITEM DESCRIPTION	COMPUTATION	COST
Justification Narrative: <i>Provide an explanation of why cost is necessary for the success of the project.</i>		
TOTAL OTHER		
GRANT TOTAL		

Budget Summary

**ATTACHMENT B
REQUIRED FORM**

Indicate the total amount of funds requested.

BUDGET CATEGORY	AMOUNT
PERSONNEL	\$
FRINGE BENEFITS	\$
TRAVEL	\$
EQUIPMENT	\$
SUPPLIES	\$
CONTRACTUAL	\$
OTHERS	\$
TOTAL AMOUNT OF REQUEST	\$

Narrative Instructions

PERSONNEL – For staff positions supported in whole or in part of the Project. List each position by title and name of employee, if available. Show the annual salary and amount of time to be devoted to the project. Compensation paid for employees engaged in project activities must be consistent with that paid for similar work within the applicant’s organization, including overtime pay.

FRINGE BENEFITS – Fringe Benefits should be based on actual known costs or an established formula. FB are only for personnel listed above on the percentage of time devoted to the project.

TRAVEL – Itemized travel expenses of project **personnel** by purpose (i.e. staff transportation costs of participants, attending multi-disciplinary team meetings regarding clients, etc. Travel expenses regarding prevention/outreach activities is not an allowable expense. Vehicle repairs for Program owned vehicles and cost for paying gas/fuel, is to be reported in “Other Cost” section)

EQUIPMENT – List all equipment to be purchased. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment cost should be listed in the “Rental & Lease” category.

SUPPLIES – List items by type (general office supplies, postage, copying paper, pens, staples, janitorial supplies, etc. Generally supplies include materials that are expendable or consumed during the course of the project

UTILITIES AND COMMUNICATIONS – List all names of companies/ supplier for utilities and communication services to be purchased. Generally utilities include services for electricity, telephone, internet, cell phones, wifi, that are expendable or consumed during the course of the project

CONTRACTUAL – List all contracts or services to be procured. For each consultant enter the name, services to be provided, fee/rate and estimated time to be spent on the project. Consultation fees beyond \$450 per day may require additional justification and prior approval by the Nation.

RENTAL AND LEASES – List all lease and rent for office space, shelter facility, including temporary rentals of storage facilities, equipment such as copier machines, computers, etc. For all rental and lease you would need to provide cost per square footage and number months of rent)

PARTICIPANTS COSTS– this section is for all costs for project participants, i.e. bus passes, safe hotel/ motel stays, participant’s meal vouchers or payment of meals, personal hygiene items, etc. **No funds/cash are to be given directly to participants including checks to be cashed.** List all items by major type and basis for computation.

OTHER COSTS– list items (e.g. shelter food, printing, professional membership fees, building repairs and maintenance, security services, program vehicle repairs and maintenance, fuel/gas for program vehicles, etc) by major type and basis for computation.

“Near Reservation” Designated Communities

ATTACHMENT D

ARIZONA

1. Winslow
2. Holbrook
3. Flagstaff
4. Wupatki
5. Marble Canyon
6. Page
7. Joseph city
8. Grand Canyon
9. Gray Mountain
10. Sanders
11. Chambers
12. Navajo
13. Sun Valley

NEW MEXICO

1. Farmington
2. Gallup
3. Milan
4. Grants
5. Bloomfield
6. Aztec
7. Kirtland
8. Magdalena
9. Cuba
10. Waterflow
11. Gamerco
12. Fort Wingate
13. Mentmore
14. Thoreau
15. Prewitt

UTAH

1. Blanding
2. Bluff City

**NAVAJO NATION CERTIFICATION
Regarding Debarment and Suspension**

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.
2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.
3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).
4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

Name & Signature of Applicant

Type or Print Name

Signature

Date

Contracts and Grants Section, OMB P.O. Box 646, Window Rock, AZ 86515 (928) 871-6470, Fax 871-6567

ATTACHMENT F

Go to <https://www.irs.gov/pub/irs-pdf/fw9.pdf> to download a current W-9 form. Send only the first page.

