



THE NAVAJO NATION

RUSSELL BEGAYE  
JONATHAN NEZ

MEMORANDUM

To: Carl Smith, Division Director  
Ramona Antone Nez, Acting Executive Director

From: Laura Johnson, Manager *Laura*  
Office of the Controller

Date: March 1, 2017

Subject: Timelines for New Mexico Capital Projects.

The Office of the Controller (OOC) provides Divisions, Departments and Programs guidance and instructions in order to streamline spending efforts and reporting these accomplishments in the Final Invoices for cost reimbursement to the Navajo Nation for grants soon expiring this year.

For this reason it is incumbent upon your office to ensure a proper, complete, accurate and timely close out of all program activities and related financial transactions to that the Office of the Controller can expedite its final financial reports on or before the IGA ending dates. We seek your personal assurance, through intervention and coordination with your staff, that the Office of the Controller, Contract Accounting Section will receive complete cooperation and assistance from all pertinent staff members to make assertive efforts to meet the reporting requirements of the funding agency within the time allowed.

Given recent decline in overall grant funding, concerns on non-spending, back log of last minute request for payments, and reversion of funding, we must implement a deadline schedule to ensure funds are spent prior to the grant ending date. Attached you will find a listing of all Business Units identified as expiring within the coming months along with due dates identified. See attachments.

Division, Departments and Programs are encouraged to evaluate their budget status weekly to make certain active spending of approximately \$1.6 million is on-going. To assist in these efforts, OOC will work with Divisions, Departments and Programs to ensure financial documents are processed in a timely manner.

Your full attention and cooperation in meeting the timeline schedule is appreciated. If you have any questions, please contact the assigned Accountant. Thank you for your cooperation and patience.

CONCURRENCE:

*Pearline Kirk*  
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Pearline Kirk, Controller  
Office of the Controller

Attachments: Listing of Business Units Expiring with timeline schedules

New Mexico Capital Projects  
Timeline Schedule

ACCT #	CO #	GRANT NUMBER	PROGRAM	Assigned Accountant	Grant End Date	Budget Modification/Revisions	PAF's Not to Exceed	Back Pay Requests	Purchase Requisitions and Approved 3 <sup>rd</sup> Party Contracts	Purchase Orders	Vendor Invoices due to Purchasing	RDP's, Purchase Requisitions, Receiving Records, TA's due to Accounts Payable	Checks Issued	Post Edit Code "N" placed on Business Units	Source Documents (Final Quarterly Reports, Copies of Checks, Invoices, PAF's, etc.)	Final Invoice due to Funding Agency	
K143028	4149	609-14-0001 TF12	Lake Valley Water Line	CPMD	Ruth Benally	3/10/2017	3/3/2017	n/a	n/a	3/3/2017	3/3/2017	3/3/2017	3/7/2017	3/10/2017	3/3/2017	3/10/2017	
K143029	4150	609-14-0001 TF13	Ramah Waste Water System	CPMD	Ruth Benally	3/10/2017	3/3/2017	n/a	n/a	3/3/2017	3/3/2017	3/3/2017	3/7/2017	3/7/2017	3/10/2017	3/3/2017	3/10/2017
K143030	4151	609-14-0001 TF14	Ramah Waterline Exp	CPMD	Ruth Benally	3/10/2017	3/3/2017	n/a	n/a	3/3/2017	3/3/2017	3/3/2017	3/7/2017	3/7/2017	3/10/2017	3/3/2017	3/10/2017
K143035	4160	609-14-0001 TF11	Counselor Water System	CPMD	Ruth Benally	3/31/2017	3/3/2017	n/a	n/a	3/3/2017	3/3/2017	3/3/2017	3/7/2017	3/7/2017	3/10/2017	3/3/2017	3/31/2017
K143031	4137	609-14-0001-TF10	Gallup Waste Water	CPMD	Ruth Benally	4/7/2017	3/3/2017	n/a	n/a	3/6/2017	3/8/2017	3/13/2017	3/14/2017	3/16/2017	4/7/2017	4/3/2017	4/7/2017
K143032	4156	609-14-0001-TF15	Red Valley Transfer Station	CPMD	Ruth Benally	4/7/2017	3/3/2017	n/a	n/a	3/6/2017	3/8/2017	3/13/2017	3/14/2017	3/16/2017	4/7/2017	4/3/2017	4/7/2017
K143037	4162	609-14-0001 TF17	Beacon Bistil Lateral	CPMD	Ruth Benally	4/7/2017	3/3/2017	n/a	n/a	3/6/2017	3/8/2017	3/13/2017	3/14/2017	3/16/2017	4/7/2017	4/3/2017	4/7/2017
K143039	4164	609-14-001TF18	To'hajilee EMS Building	CPMD	Ruth Benally	4/8/2017	3/3/2017	n/a	n/a	3/6/2017	3/8/2017	3/13/2017	3/14/2017	3/16/2017	4/7/2017	4/3/2017	4/8/2017
K143040	4167	609-14-0001-TF16	Shiprock Wastewater	CPMD	Ruth Benally	4/24/2017	3/3/2017	n/a	n/a	3/6/2017	3/8/2017	3/13/2017	3/14/2017	3/16/2017	4/7/2017	4/3/2017	4/24/2017
K133050	4066	609-13-1533	Baahaali Powerline Extension	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K133059	4078	609-13-1534	Baca Prewitt Powerline	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K133056	4075	609-13-1535	Iyanbito Chapter Parking Lot	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K133057	4076	609-13-1538	Tse'iiahi Headstart Building	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K133052	4068	609-13-1541	Rock Springs Veterans Facility	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K133058	4077	609-13-1543	White Rock Chapter Renvation	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K133053	4072	609-13-1549	Lake Valley BR Addition	CPMD	Ruth Benally	6/30/2017	5/31/2017	6/16/2017	6/30/2017	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K133055	4074	609-13-1551	Shiprock Fencing Irrigation	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K153052	4311	609-15-1136	Tohatchi Powerline Extension	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K153044	4303	609-15-1137	Tohatchi Recreational Facility	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K133068	4212	13-1471-STB	Tohatchi Red Willow Farm	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K133069	4215	13-1438-STB	Ramah Mtn View Waterline	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K13351	4067	609-13-1548	Gaadiiahi Demolish Senior Ctr	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K133065	4133	609-13-1562	Torreon Star Lake WL	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K133063	4131	609-13-1550	Nageezi Bathroom Addition	CPMD	Ruth Benally	6/30/2017	5/31/2017	6/16/2017	6/30/2017	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K133070	4250	13-1505-STB	Alamo Chapter Water System	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K163007	4227	13-1861	Pinedale Road Improvement	CPMD	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K143018	4091	2013-1176	Church Rock Sr. Ctr.	NAAA	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K163042	4334	A15-1150	Sanostee Sr Ctr	NAAA	Ruth Benally	6/30/2017	5/31/2017	n/a	n/a	5/12/2017	5/22/2017	5/31/2017	6/2/2017	6/8/2017	6/30/2017	6/26/2017	6/30/2017
K153035	4259	609-15-0001-TF28	Little Water Power Line Ext.	CPMD	Ruth Benally	9/30/2017	8/31/2017	n/a	n/a	8/11/2017	8/18/2017	8/28/2017	8/31/2017	9/5/2017	9/30/2017	9/22/2017	9/30/2017