



UNITED STATES GOVERNMENT
OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION

Christopher J. Bavasi
Executive Director

November 14, 2018

Office of Management and Budget
725 17th St NW, Rm 8223
Washington DC 20503

Dear OMB,

The mission of the Office of Navajo and Hopi Indian Relocation is to provide quality services to eligible households and other impacted by the Relocation Act, in such a way that our clients have the opportunity to re-establish their lives in a positive and productive manner.

The Office is organized as a separate agency reporting directly to the President of the United States. This makes the Office part of the Executive Branch, with oversight being provided by both the Office of Management and Budget and various Congressional committees.

Our goal has always been to assure that all relocation activities that are conducted by the Office are consistent with the intent of Congress and the Executive Branch, as expressed in the Navajo-Hopi Settlement Act (PL93-531) and the Navajo and Hopi Indian Relocation Amendments Acts (PL96-305). Our program includes eligibility determination, necessary family counseling assistance, payment of incentive bonuses, acquisition of decent, safe, and sanitary replacement housing, disposal of abandoned property, and various other activities necessarily associated with relocation of the affected families. As of 9/30/18, out of 7,182 applications, the Office has certified 3,839 families for relocation benefits and denied 3,343 others. Of those certified, we have moved 3,699, closed cases on 129 families that for various reasons could not move, and have currently 11 certified families left to move, with 5 of these having houses already under construction. At this time, all appeals have been heard by our Hearing Officer.

Over the years, some of the denied applicants have taken their cases to the US District Court for the District of Arizona after completing the administrative appeal process, and some of these have had their denials reversed. When this has happened, the Office has had to determine if the District Court's decision requires changes in our standards or procedures for evaluating Applications. There are currently 8 appeals involving denied applicants at the US District Court, 5 appeals at the Court of Appeals for the 9th Circuit, 1 case that is currently being settled, and 2 cases that have been sent back to ONHIR for determination by the Executive Director.

In FY2018, our agency had both qualitative and quantitative goals:

Qualitative Goals:

a) There will be a constant application of equal opportunity to all staff, and

managers or team leaders will be informed of their EEO/AA responsibilities. During FY2018, there were no EEOC complaints. The Office has established a Policy on Reasonable Accommodation, to assure full access to equal employment opportunity. All staff members received EEO Anti-Harrassment training, Computer Security Awareness training, as well as training on Ethics for Federal Employees. In addition, all justifiable requests for employee job training were approved.

b) There will be no violations of the Anti-Deficiency Act. There were no such violations during FY2018.

c) The mission of the agency will be executed using sound business practices, considering the interest of the general public as well as the clients of the agency. Several examples of managerial efficiency during FY2018 are: there were sufficient resources used in FY2018 to continue the relocation program without delays; management was able to reduce some administrative expenses to be able to reach the goal for client moves; the program staff is required to measure client satisfaction by regular and recurring client contact, and there were no formal complaints received from clients or other outsiders during this period.

Quantitative Goals:

The Office will move 10 families. During FY2018, the Office signed 8 relocation contracts, which brings the total to be moved in FY2019 to 6 clients. There were 3 new certifications in FY2018. An additional client had their case removed from the closed status (which are cases that have been closed because of various circumstances that would not allow them to move) and purchased a home off-reservation,

In accordance with the Federal Managers' Financial Integrity Act (FMFIA), the Office has established a system of managerial and financial internal controls. The Office can provide reasonable assurance that its internal control over the effectiveness and efficiency of operations and compliance with applicable laws and regulations as of September 30, 2018 was operating effectively. The contents of the reports attached, therefore, may be relied upon by staff as well as external viewers. As the need arises, improvements are made in both managerial and financial controls.

Sincerely,

Christopher J. Bavasi
Executive Director

OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION

ANNUAL PERFORMANCE REPORT

For the Fiscal Year 2018

GOALS:

1. Performance Goals and Indicators - The specific performance goal to be attained in FY2018 by the Office is to move 10 clients that are already certified consistent with PL93-531 and the Navajo and Hopi Indian Relocation Amendments Acts, PL96-305.

2. Resources Needed to Meet Goals - To move 10 clients, the Office will use the Relocation Program staff to counsel clients, to secure homesites on the Navajo reservation, to dispose of abandoned property on the former Joint Use Area, and to acquire replacement housing either through new construction or purchase of resale homes, on or off reservation.

The New Lands staff will provide services, such as fence-building, water-line and windmill maintenance, biological counseling in range and herd management, and other personal services to relocatees in the New Lands area.

The remaining Administrative staff will provide support to these two programs in the areas of Contracting, Information Systems, Policies & Personnel, and Finance.

To accomplish all these various duties, the Office will have an FTE of 28 for FY2018 allocated by OMB. Funds to carry out the required work will come from an appropriation of approximately \$15,431,000, as well as carryover funds from FY2017.

3. Verification and Validation of the Plan - The means used to verify and validate the actual performance of the Office will, first and foremost, be a tally of the actual cases closed during the fiscal year, as well as a scrutiny of the list of clients awaiting relocation.

RESULTS:

For FY2018, the Office received an appropriation of \$15,431,000 from Congress, and had \$7,091,061 in carryover funds from FY2017 available. The Office signed 8 relocation contracts during FY2018, and there were 2 new certifications. The Office has only 6 clients left to move in FY2019.

AREAS FOR IMPROVEMENT:

Clients who are relocating to the Navajo Reservation must have a homesite lease from the Navajo Nation approved by the Bureau of Indian Affairs (BIA) for the area where they plan to move, move into a Navajo Housing Authority subdivision, or move into an available lot in a subdivision built by the Office. Without a current homesite lease, a client could also move off reservation. These restrictions on where someone may move could be a problem for some

clients. Since, however, there are only 6 left to move, the Office may be able to be creative in finding solutions to individual problems.

To speed up our entire housing processes, our housing specialists have been instructed by the Executive Director to help their clients in any way they can in order to facilitate client moves. This may involve anything from helping the clients obtain necessary documentation to transporting them to appointments with various Navajo Nation departments.

MANAGEMENT DISCUSSION AND ANALYSIS

The mission of the Office of Navajo and Hopi Indian Relocation is to provide quality services to eligible households and others impacted by the Relocation Act, in such a way that our clients have the opportunity to re-establish their lives in a positive and productive manner.

The Office is organized as a separate agency reporting directly to the President of the United States. This makes the Office part of the Executive Branch, with oversight being provided by both the Office of Management and Budget and various Congressional committees.

Our goal has always been to assure that all relocation activities that are conducted by the Office are consistent with the intent of Congress and the Executive Branch, as expressed in the Navajo-Hopi Settlement Act, PL93-531, and the Navajo and Hopi Indian Relocation Amendments Acts, PL96-305. Our program includes eligibility determination, necessary family counseling assistance, acquisition of decent, safe, and sanitary replacement housing, disposal of abandoned property, and various other activities necessarily associated with relocation of the affected families. As of 9/30/18, out of 3,839 families certified for relocation benefits, only 6 clients remain to sign contracts.

Over the years, some denied applicants have taken their cases to the U.S. District Court for the District of Arizona after completing the internal administrative appeal process, and some of these have had their denials reversed. When this has happened, the Office has had to determine if the District Court's decision would require changes in our standards or procedures for evaluating Applications. There have been no decisions by the U.S. District Court in FY2018 that would require changes in our business procedures. There are currently 8 cases that are at the Department of Justice that should be decided during FY2019, 5 appeals at the Court of Appeals for the 9th Circuit, 1 case that is currently being settled, and 2 cases that have been sent back to ONHIR for determination by the Executive Director.

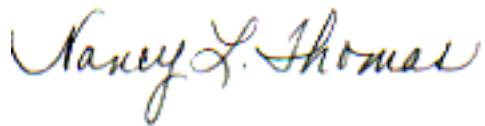
During FY2018, our financial statements show that there have been no major changes in types or amounts of assets, liabilities, costs, obligations, and outlays. While the statements have been prepared from the books and records of the Office in accordance with GAAP for Federal entities and formats prescribed by OMB, the statements are in addition to the financial reports used to monitor and control budgetary resources, which are prepared from the same books and records.

CFO Letter

The Office of Navajo and Hopi Indian Relocation has had a financial audit every year starting in FY1995, per requirements of the Federal Managers' Financial Integrity Act. The Office has always received a clean opinion, with no material weaknesses or significant deficiencies. We have not yet had the audit for FY2018.

One special area that OMB has asked all agencies for reassurance on is that appropriate policies and controls are in place to mitigate the risk of fraud and inappropriate charge card practices. The Office has only 28 employees currently, so examining all travel and purchase card statements closely is a monthly practice performed by the CFO and the Contracting Officer. Any improper purchase is dealt with immediately. The volume of purchases on these cards was about \$120,000 in FY2018, which is well below the \$10 million reporting requirement.

As any other problems arise, the small size of the Office makes it somewhat easy to find solutions that are both efficient and practical, while still maintaining good internal controls.

A handwritten signature in blue ink that reads "Nancy L. Thomas". The signature is written in a cursive, flowing style.

Nancy L. Thomas

11/14/2018

OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION

FINANCIAL STATEMENTS FOR FY2018 AND 2017

MANAGEMENT DISCUSSION AND ANALYSIS

The mission of the Office of Navajo and Hopi Indian Relocation (“the Office”) is to provide quality services to eligible households and others impacted by the Relocation Act, in such a way that our clients have the opportunity to continue their lives in a positive and productive manner.

The Office is organized as a separate agency reporting directly to the President of the United States. This makes the Office part of the Executive Branch, with oversight being provided by both the Office of Management and Budget and various Congressional committees.

Our goal is to assure that all relocation activities that are conducted by the Office are consistent with the intent of Congress and the Executive Branch as expressed in the Navajo-Hopi Settlement Act (PL93-531), and the Navajo and Hopi Indian Relocation Amendments Acts. Our program includes eligibility determination, necessary family counseling assistance, payment of incentive bonuses, acquisition of decent, safe, and sanitary replacement housing, disposal of abandoned property, and various other activities necessarily associated with relocation of the affected families. As of September 30, 2018, out of 7,182 applications, the Office has certified 3,839 families for relocation benefits and denied 3,343 others. Of those certified, we have moved 3,699, closed cases on 129 families that for various reasons could not move, and have currently 11 certified families left to move, with 5 of these having houses already under construction. At this time, all appeals have been heard by our Hearing Officer.

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In FY2018, our agency had both qualitative and quantitative goals:

Qualitative Goals

- a. *There will be a constant application of equal opportunity to all staff, and managers and team leaders will be informed of their EEO/AA responsibilities:* During FY2018, there were no EEOC complaints. All staff members received EEO Anti-Harassment Training, Computer Security Awareness training, as well as training on Ethics for Federal Employees. In addition, all justifiable requests for employee job training were approved.
- b. *There will be no violations of the Anti-Deficiency Act:* There were no such violations during FY2018.

- c. *The mission of the agency will be executed using sound business practices, considering the interests of the general public as well as the clients of the agency:* Several examples of managerial efficiency during FY2018 are: there were sufficient resources used in FY2018 to continue the relocation program without delays; management was able to reduce some administrative expenses and still be able to effectively run our housing program; the program staff is required to measure client satisfaction by regular and recurring client contact, and there were no formal complaints received from clients or other outsiders during this period.

Quantitative Goals

The Office will move 10 families. During FY2018, the Office signed 8 relocation contracts, which brings the total to be moved in FY2019 to six clients. There were three new certifications in FY2018. An additional client had their case removed from the closed status (which are cases that have been closed because of various circumstances that would not allow them to move) and purchased a home off-reservation.

The principal financial statements have been prepared to report the financial position and results of operations of the Office of Navajo and Hopi Indian Relocation, pursuant to the requirements of 31 U.S.C. 3515 (b). While the statements have been prepared from the books and records of the Office in accordance with GAAP for Federal entities and formats prescribed by OMB, the statements are in addition to the financial reports used to monitor and control budgetary resources, which are prepared from the same books and records. The Office has an established system of managerial and financial internal controls. These controls are in compliance with the requirements established by the Treasury and the Office of Management and Budget.

Christopher J. Bavasi
Executive Director

OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION

BALANCE SHEET
(Unaudited)

As of September 30, 2018 and 2017

| | <u>FY2018</u> | <u>FY2017</u> |
|---|-------------------|------------------|
| ASSETS | | |
| Entity Assets: | | |
| Intragovernmental | | |
| Fund Balance with Treasury | 16,592,317 | 9,895,978 |
| Governmental | | |
| Cash & Other Monetary Assets | | |
| Inventory & Related Property, Net | 2,000 | 2,000 |
| General Property Plant & Equipment, net (Note 3) | 20,931 | 51,050 |
| Total Assets | <u>16,615,248</u> | <u>9,949,028</u> |
| LIABILITIES | | |
| Liabilities Covered by Budgetary Resources: | | |
| Governmental Liabilities: | | |
| Other Governmental Liabilities (Note 4) | 600,560 | 580,583 |
| Total Liabilities | <u>600,560</u> | <u>580,583</u> |
| NET POSITION | | |
| Unexpended Appropriations (Note 5) | 16,325,111 | 9,623,497 |
| Cumulative Results of Operations | -310,423 | -255,052 |
| Total Net Position | <u>16,014,688</u> | <u>9,368,445</u> |
| Total Liabilities & Net Position | <u>16,615,248</u> | <u>9,949,028</u> |

OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION

STATEMENT OF CHANGES IN NET POSITION
(Unaudited)

For The Years Ended September 30, 2018 and 2017

| | <u>FY2018</u> | <u>FY2017</u> |
|--|--------------------------|-------------------------|
| Net position, beginning of period | 9,368,445 | 5,490,366 |
| Financing sources | | |
| Appropriations used | 7,939,163 | 8,968,652 |
| Transfer of Appropriations to DOI | | 200,000 |
| Net results of operations | <u>17,307,608</u> | <u>14,659,018</u> |
| Change in unexpended appropriations (decrease) | 7,560,223 | 6,440,978 |
| Total Financing Sources | <u>24,867,831</u> | <u>21,099,996</u> |
| Net cost of operations | -8,853,143 | -11,731,551 |
| Net position, end of period | <u><u>16,014,688</u></u> | <u><u>9,368,445</u></u> |

OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION

STATEMENT OF NET COST
(Unaudited)

For The Years Ended September 30, 2018 and 2017

| | <u>FY2018</u> | <u>FY2017</u> |
|--|-------------------------|--------------------------|
| Obligations and Nonbudgetary Resources | | |
| Obligations incurred: | | |
| Personnel compensation | 2,520,388 | 2,686,282 |
| Personnel benefits | 729,650 | 761,633 |
| Travel & transportation/Persons | 112,420 | 114,523 |
| Transportation/Things | 1,500 | 420 |
| Rents, utilities, communications | 452,897 | 490,594 |
| Printing & reproduction | 801 | 1,021 |
| Services & contracts | 501,205 | 503,299 |
| Supplies & materials | 82,371 | 75,681 |
| Equipment | 0 | 1,155 |
| Total Operations | <u>4,401,232</u> | <u>4,634,608</u> |
| Relocation operations costs | 1,240,825 | 2,907,558 |
| Bonuses | 0 | 4,000 |
| Discretionary funds | <u>2,297,106</u> | <u>1,422,486</u> |
| Total Obligations | <u>7,939,163</u> | <u>8,968,652</u> |
| Additional pension & insurance costs not yet obl | <u>364,217</u> | <u>285,605</u> |
| | <u>8,303,380</u> | <u>9,254,257</u> |
| Imputed financing from administrative agency | -364,217 | -285,605 |
| Transfer of appropriation to DOI-OIG | | 200,000 |
| Resources That Do Not Fund Net Cost of Operations: | | |
| Change in amount of undelivered orders (increase) | 853,090 | 2,423,649 |
| Costs That Do Not Require Resources: | | |
| Loss on Disposal of Assets | | |
| Depreciation | 30,118 | 33,963 |
| Financing Sources Yet To Be Provided: | | |
| Change in unused annual leave | 30,772 | 105,287 |
| Net Cost of Operations | <u><u>8,853,143</u></u> | <u><u>11,731,551</u></u> |

OFFICE OF NAVAJO AND HOPI INDIAN RELOCATION

STATEMENT OF BUDGETARY RESOURCES
(Unaudited)

For The Years Ended September 30, 2018 and 2017

| | <u>FY2018</u> | <u>FY2017</u> |
|--|-------------------|-------------------|
| Budgetary Resources: | | |
| Budget authority | 15,431,000 | 15,431,000 |
| Appropriation transfers | | -200,000 |
| Fund balance, beginning of year | 9,895,978 | 5,885,079 |
| Rescissions - Regular | 0 | 0 |
| Rescissions - Sequester | 0 | 0 |
| Undelivered orders, beginning of year | -2,532,436 | -4,991,465 |
| A/P & other liabilities, beginning of year | -272,481 | -243,531 |
| Total Budgetary Resources | <u>22,522,061</u> | <u>15,881,083</u> |
| Status of Budgetary Resources: | | |
| Unobligated balance, end of year | 14,651,284 | 7,091,061 |
| Undelivered orders, end of year | 1,673,827 | 2,532,436 |
| Undelivered orders, beginning of year | -2,532,436 | -4,991,465 |
| A/P & other liabilities, end of year | 267,206 | 272,481 |
| A/P & other liabilities, beginning of year | -272,481 | -243,531 |
| Outlays for year | 8,734,661 | 11,220,101 |
| Total Status of Budgetary Resources | <u>22,522,061</u> | <u>15,881,083</u> |
| Outlays: | | |
| Fund expenditures | 8,723,866 | 11,214,826 |
| Accrued payroll, beginning of year | 128,593 | 133,868 |
| Accrued payroll, end of year | -117,798 | -128,593 |
| Total Outlays | <u>8,734,661</u> | <u>11,220,101</u> |

Office of Navajo and Hopi Indian Relocation

NOTES TO FINANCIAL STATEMENTS

Years ended September 30, 2018 and 2017

Note 1 – Summary of Significant Accounting Policies

A summary of the significant accounting policies consistently applied in the preparation of the accompanying financial statements follows.

Reporting Entity

The Office of Navajo and Hopi Indian Relocation (ONHIR) was established pursuant to 25 USC 640d-11 in 1974 as a part of the Executive Branch of the federal government. ONHIR was tasked with developing a relocation plan to relocate members of the Navajo Nation residing within the area partitioned to The Hopi Tribe, and members of The Hopi Tribe residing within the area partitioned to the Navajo Nation, and to carry out the directed relocation as promptly and fairly as possible, with a minimum of hardship and discomfort to the relocatee. In order to accomplish its mission, ONHIR was allowed to acquire 400,000 acres of land to be held in trust for the Navajo Nation.

The financial statements of ONHIR have been prepared in conformity with U.S. generally accepted accounting principles as applied to federal government departments and agencies. The Federal Accounting Standards Advisory Board (FASAB) is the accepted standard setting body establishing governmental accounting and financial reporting principles. The more significant of ONHIR's accounting policies are described below.

Recognition of Financing Sources

The entire fund balance with Treasury derives from appropriated funds. This balance is reported under entity assets as ONHIR has full access to these funds and has the authority to decide how these funds are used.

Property and Equipment

Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated useful lives based upon federal government fixed asset schedules ranging between two and eight years on a straight-line basis. Maintenance and repairs are charged to operations when obligated. Betterments and renewals are capitalized. The capitalization threshold for ONHIR is \$1,000. These assets are available for unrestricted use.

As a branch of the federal government, upon completion of the objectives of ONHIR, all property and equipment will remain the property of the United States government.

Retirement Plans

Employees hired by ONHIR prior to January 1, 1984, participate in the Civil Service Retirement System (CSRS), to which ONHIR makes contributions of seven percent (7%) of employee gross wages. ONHIR does

Note 1 – Summary of Significant Accounting Policies - Continued

not report CSRS assets or accumulated plan benefits, as these reporting requirements are the responsibility of the US Office of Personnel Management.

Employees hired by ONHIR subsequent to January 1, 1984, participate in the Federal Employees Retirement System (FERS). FERS went into effect on January 1, 1984, pursuant to Public Law 99-335. One feature of FERS is that it offers a savings plan whereby ONHIR automatically contributes one percent (1%) of gross wages and matches any employee's contributions up to an additional four percent (4%).

Note 2 – Accounting Estimates

Preparation of financial statements in conformity with US generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Note 3 – General Property and Equipment

General property and equipment as shown on ONHIR's financial statements consists of the following for the years ended September 30, 2018 and 2017:

| escription | Beginning Cost | Additions | Disposals | Ending Cost | Accumulated Depreciation | Net Book Value |
|-----------------------------------|-------------------|--------------|---------------|------------------|-----------------------------|-------------------|
| September 30, 2018 | | | | | | |
| Office furniture and equipment | 359,480 | 0 | 38,982 | 320,498 | 316,048 | 4,450 |
| Heavy equipment | 828,042 | 0 | 14,761 | 813,281 | 796,800 | 16,481 |
| | <u>1,187,522</u> | <u>0</u> | <u>53,743</u> | <u>1,133,779</u> | <u>1,112,848</u> | <u>20,931</u> |
| | | | | | | |
| Office furniture and equipment | 362,562 | 1,155 | 4,237 | 359,480 | 346,297 | 13,183 |
| Heavy equipment | 833,821 | 0 | 5,779 | 828,042 | 790,176 | 37,866 |
| | <u>1,196,383</u> | <u>1,155</u> | <u>10,016</u> | <u>1,187,522</u> | <u>1,136,473</u> | <u>51,049</u> |

Note 4 – Other Governmental Liabilities

Other liabilities are covered by budgetary resources and are made up of the following at September 30, 2018 and 2017:

| Description | 2018 | 2017 |
|-----------------|----------------|----------------|
| Accrued payroll | 117,798 | 128,593 |
| Accrued leave | <u>482,762</u> | <u>451,990</u> |
| | <u>600,560</u> | <u>580,583</u> |

Note 5 – Unexpended Appropriations

Unexpended appropriations at September 30, 2018 and 2017, are comprised of the following:

| Description | 2018 | 2017 |
|----------------------------|-------------------|------------------|
| Unobligated appropriations | 14,651,284 | 7,091,061 |
| Undelivered orders | 1,673,827 | 2,532,436 |
| | <u>16,325,111</u> | <u>9,623,497</u> |

Note 6 – Padres Mesa Demonstration Ranch Operations

In FY2009, ONHIR established the Padres Mesa Demonstration Ranch in the New Lands area. The ranch, which encompasses approximately 64,000 acres, was established to teach relocatees methods to maximize income from cattle-raising operations and conduct such activities as good stewards of the land. An ONHIR employee, who was hired for his ranching skills, manages the ranch operations and the activities of contract cowboys. In FY2018, ONHIR obligated \$288,174, and had cattle sales of \$292,150. In FY2017, ONHIR obligated \$219,647, and had cattle sales of \$234,826.

Note 7 – Operating Leases

ONHIR leases a building for its administrative offices under an operating lease expiring May 31, 2020, with an option to renew year-to-year thereafter. The base rent is subject to an annual increase based on the Consumer Price Index adjustment. The lease agreement is cancellable by ONHIR for lack of appropriations. For the years ended September 30, 2018 and 2017, the lease obligation for this building plus utilities was \$339,414 and \$333,787, respectively. During fiscal year 2018 and 2017, ONHIR subleased a portion of the building to Indian Health Services for \$22,000.

Future minimum lease commitments under the building lease are as follows:

| Year ending September 30, | |
|------------------------------|----------------|
| 2019 | 318,983 |
| 2020 | <u>212,655</u> |
| | <u>531,658</u> |

ONHIR also leases vehicles on a month-to-month basis from the General Services Administration. ONHIR obligated \$103,309 and \$105,769 on vehicle leases for the years ended September 30, 2018 and 2017, respectively. The vehicles can be returned or exchanged as needed by ONHIR.

Note 8 – Pension and Other Retirement Benefits

ONHIR has adopted the Statement of Federal Financial Accounting Standards Number 5 (SFFAS-5) “Accounting for Liabilities of the Federal Government” which requires ONHIR to recognize the cost of pensions and other retirement benefits during the employees’ active years of service.

Funding Policy

Federal Employees Retirement System (FERS)

The law requires that FERS be fully funded so that the amounts contributed by and for FERS-covered employees are sufficient to cover the projected cost of providing a basic pension benefit to the employees when they retire. For “regular” FERS employees, the actuarially determined cost factor for 2018 and 2017 was 16.2 and 14.7 percent, respectively, of employees’ basic pay.

Plan contributions for the years ended September 30, 2018 and 2017 are as follows:

| Description | 2018 | 2017 |
|-------------------------------|---------|---------|
| Plan contributions recognized | 303,329 | 275,788 |
| Required contribution | 251,397 | 264,944 |
| Contributions (Excess) | 51,932 | 10,844 |

Civil Service Retirement System (CSRS)

Employees covered under the CSRS plan and their employers each contribute 7 percent of employee’s basic pay for CSRS coverage. The combined 14 percent of basic pay contributed by and for these “regular” CSRS-covered employees is less than the amount calculated to be sufficient to pay for the projected CSRS benefit. Accordingly, the “regular” CSRS employee actuarially determined cost factor for 2018 is 37.4 percent of employees’ basic pay. ONHIR’s contributions to CSRS for the year ended September 30, 2018, were \$45,294, which is 18 percent of the total required contributions of \$247,044.

ONHIR’s contribution to CSRS for the year ended September 30, 2017, was \$49,393, which is 27 percent of the total required contributions of \$182,985.

Other Retirement Benefits

The Office of Personnel Management (OPM) administers the post-retirement benefits for federal employees which includes the Federal Employees Health Benefits Program (FEHB) and the Federal Employees Group Life Insurance Program (FGLI). SFFAS-5 requires ONHIR to recognize an expense for its share of cost of providing health benefits and life insurance for its employees after they retire. This expense is called the Employer’s Other Retirement Benefits (ORB) Expense. For the year ended September 30, 2018, the ORB cost factor was \$7,151 per employee enrolled in the FEHB program and 0.02 percent of employees’ basic pay for the FGLI program. For the year ended September 30, 2018, the average number of employees enrolled by ONHIR in the ORB was 24 employees. For the years ended September 30, 2018 and 2017, the cost recognized by ONHIR per SFFAS-5 for these costs was \$170,621 and \$141,170, respectively. Total cost of retirement benefits is as follows:

Note 8 – Pension and Other Retirements Benefits - Continued

| | 2018 | 2017 |
|---|-----------|-----------|
| Pension | 490,287 | 458,772 |
| Other Benefits | 170,621 | 141,170 |
| | 660,908 | 599,942 |
| Payment by ONHIR | (296,691) | (314,337) |
| Additional cost not yet obligated by ONHIR | 364,217 | 285,605 |

The liability for these costs is recognized by OPM on their financial statements, thus creating a funding source to ONHIR for these expenses.