

**RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
OF THE NAVAJO NATION COUNCIL**

22nd NAVAJO NATION COUNCIL – SECOND YEAR, 2012

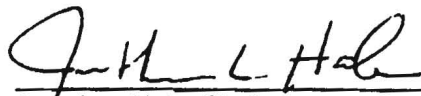
**AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES: APPROVING
THE AMENDMENT OF THE DEPARTMENT OF NAVAJO VETERANS AFFAIRS POLICIES
AND PROCEDURES FOR FINANCIAL ASSISTANCE FROM THE NAVAJO NATION TRUST
FUND**

BE IT ENACTED:

1. The Navajo Nation finds that the Navajo Nation approved six Navajo Nation Department of Veterans Affairs Financial Assistance Policies and Procedures for Navajo Veterans Affairs by Resolution HSCAU-10-10 including the Financial Assistance from the Navajo Nation Trust Fund.
2. The Navajo Nation hereby approves the amendment of the Department of Navajo Veterans Affairs Policies and Procedures for Financial Assistance from the Navajo Nation Trust Fund attached as Exhibit A.
3. The Navajo Nation shall implement the amended Department of Navajo Veterans Affairs Policies and Procedures for Financial Assistance from the Navajo Nation Trust Fund until such time as it is amended by resolution.

CERTIFICATION

I hereby certify that the foregoing Resolution was duly considered by the Health, Education and Human Services Committee of the Navajo Nation Council at a duly called meeting at Fort Defiance, Navajo Nation (Arizona), at which a quorum was present and the same was passed by a vote of 4 in favor, 0 opposed and 0 abstained, this 8th day of February, 2012.


Jonathan Hale, Chairperson
Health, Education and Human Services
Committee

Motion: Honorable Walter Phelps
Second: Honorable Charles Damon

Policies and Procedures
Financial Assistance from the Navajo Nation Veterans Trust Fund
Department of Navajo Veterans Affairs
Division of Human Resources

I. Authorities

Pursuant to its Plan of Operation, the Department of Navajo Veterans Affairs, (hereinafter "DNVA") may provide financial assistance funded by the Navajo Nation Veterans Trust Fund (hereinafter "Veterans Trust Fund").

Pursuant to 12 N.N.C. § 1176(B), DNVA may provide assistance to individual Navajo veterans or other eligible individuals, see Section IV, and grants to Chapter Veterans Organizations (hereinafter "CVO") from the Veterans Trust Fund based on a formula as may be designated by DNVA.

All financial assistance and grants from the Veterans Trust Fund are contingent on the availability of funds.

II. Background

The Navajo Nation Council established the Veterans Trust Fund pursuant to Resolution CJY-46-98 with an initial appropriation of \$6.0 million. The intention was that the fund income/interest would be available for expenditure beginning October 1, 2003 or Fiscal Year 2004. The Navajo Nation Council approved the initial appropriation from the Veterans Trust Fund in September 2003.

Resolution CN-55-06 amended the Veterans Trust Fund by authorizing an annual transfer of 4% of all projected revenues of the Navajo Nation to the Veterans Trust Fund. 12 N.N.C. § 1176(C) provides that 95% of the 4% shall be used for veterans services and programs and 5% shall be used for administering the Veterans Trust Fund.

III. Purpose

The Veterans Trust Fund will provide funds for veterans programs, projects, services and activities which include but are not limited to program/project development, community/economic development, housing, training and employment opportunities, leveraging or matching funds for exemplary projects, protection and advocacy services, benefits-related services, education and scholarship, and survivor's benefits for surviving spouses of deceased veterans.

IV. Eligibility Criteria

Assistance will be provided, upon approval, for a Navajo veteran, a surviving spouse of a deceased Navajo veteran or a Gold Star mother. Grants will be approved for CVOs in accordance with each CVO's Veterans Trust Fund budget. Navajo veterans or other eligible individuals and CVOs must meet the following eligibility criteria:

- A. Must be a Navajo veteran whose character of discharge is other than dishonorable and must submit a copy of a DD-214 or Discharge Certificate.
- B. Must be an enrolled member of the Navajo Nation and be registered to vote in his/her Navajo chapter.
- C. Is a surviving spouse of a Navajo veteran and must submit a copy of the Navajo veteran's death certificate and a DD-214.
- D. Is a Gold Star mother and must submit a copy of a U.S. Department of Defense official notification that her son or daughter was killed in action or a death certificate.
- E. Is a duly organized CVO with duly elected or appointed CVO officers.
- F. DNVA employees who are Navajo veterans are not eligible to receive assistance from the Veterans Trust Fund. (Any DNVA employee who is a Navajo veteran may request assistance from the Navajo Nation Employee Assistance Program or other appropriate programs.)

V. Allowable Expenditures

The following specific types of needs, services and activities may be approved for assistance or grants. Assistance goes to individuals and grants are for CVOs.

- A. Assistance for Navajo veterans, surviving spouses or Gold Star Mothers:
 - 1. Emergency assistance for food, vehicle fuel and utilities to cover costs for one month not to exceed \$300 (three hundred dollars) per assistance. This assistance is limited to two times per fiscal year per individual requesting such assistance.
 - 2. Emergency assistance for heating costs including firewood, pellets, coal, and propane not to exceed \$300 (three hundred dollars) per assistance. This assistance is limited to two times per fiscal year per individual requesting such assistance.

3. Home improvement costs for items such as lumber, windows, doors, insulation, paint, brushes, rollers, nails, doorknobs, septic tank clean-out, and chimney pipes not to exceed \$700 (seven hundred dollars). This assistance is limited to one time per fiscal year per individual requesting such assistance.

B. Assistance for Navajo veterans only:

1. Vehicle fuel costs, meals and lodging directly related to traveling to veterans hospitals for treatments and appointments but not to exceed \$150 (one hundred fifty dollars) in a fiscal year. See Section VI(F) relating to when an expedited procedure may be used.
2. Educational expenses limited to items such as books, course fees, and supplies not to exceed \$250 (two hundred fifty dollars) per fiscal year.
3. Travel expenses not to exceed \$75 (seventy five dollars) for individual Navajo veterans to attend workshops and conferences up to the amount allocated in the annual CVO budget.

C. Grants for CVOs only:

1. One time purchase or replacement cost of a United States flag or a Navajo Nation flag or a state flag (Arizona, New Mexico or Utah as appropriate) with a post and base.
2. Award plaques and certificates
3. Office supplies for a CVO
4. Food, paper ware, table cloths, decorations, and other similar items used for CVO meetings and holiday dinners.
5. Stipends up to \$75 (seventy five dollars) per meeting may be paid to each officer of a CVO for no more than 12 veterans meetings per fiscal year. The maximum number of officers to be compensated is three per CVO.
6. Travel expenses not to exceed \$150 (one hundred fifty dollars) per event for each CVO officer who attends workshops, conferences, and Agency meetings up to the amount allocated in the annual CVO budget.

7. Stipends up to \$200 (two hundred dollars) to assist a CVO upon its request to carry out welcome home activities and Memorial Day and Veterans Day activities contingent on the availability of funds.
8. Fuel costs to transport Navajo veterans in 501-C3 sponsored vans for medical appointments at veterans hospitals contingent on availability of funds.

VI. Procedures

- A. The Central DNVA Office shall allocate the annual Veterans Trust Fund appropriations in accordance with DNVA's formula such that each CVO shall be allocated a certain sum for its Veterans Trust Fund budget for the fiscal year.
- B. Each CVO shall develop and prepare a Veterans Trust Fund budget using Navajo Nation Budget Form 4 and based on its allocation for that fiscal year. This budget shall be duly approved by the CVO in a regularly scheduled meeting. The budget can include only the items listed in Section V. Agency DNVA Offices may assist CVOs in preparing the annual CVO budget.
- C. Each CVO shall forward its Veterans Trust Fund budget to the respective Agency DNVA Office and to the Central DNVA Office on or before October 15 of each fiscal year.
- D. No requests for assistance or grants shall be approved until the CVO's Veterans Trust Fund budget has been received by the respective Agency DNVA Office and the Central DNVA Office.
- E. Requests for assistance or a grant shall be processed according to the following:
 1. A Navajo veteran, a surviving spouse or a Gold Star mother must make his/her request in person or in writing for assistance in a regularly scheduled CVO meeting at his/her chapter. A CVO, through an officer, must make its request for assistance in a regularly scheduled CVO meeting at its respective chapter.
 2. The CVO may take action on the request for assistance or a grant.
 3. If the request is approved by the CVO, the individual or CVO requesting assistance or a grant shall prepare an assistance or grant packet that includes the sign-in sheet, the meeting agenda, the written minutes of the CVO meeting at which the assistance or grant was approved and any receipts, bill statements, invoices or other relevant documentation.

4. The individual or CVO requesting assistance or a grant shall forward the completed assistance or grant packet to the respective DNVA Agency Office and will complete the Financial Assistance Request form (Attachment A).
 5. The Agency Veterans Service Officer (hereinafter "VSO") will review and approve the assistance or grant, complete a Request for Direct Payment ("RDP") and forward the RDP, copies of the Financial Assistance Request form and the assistance or grant packet to Accounts Payable.
 6. The Agency DNVA personnel will send the assistance payment or grant to the individual or the CVO requesting assistance or grant or a vender, as appropriate.
- F. In the event that a Navajo veteran receives notice of a medical appointment for a date before the next regularly scheduled meeting and this notice is received in between CVO meetings, the Navajo veteran may use the following expedited procedure:
1. The Navajo veteran shall submit his/her medical appointment notification to his/her CVO Commander, or designee, and verbally request assistance for travel to his/her medical appointment.
 2. The CVO Commander shall immediately submit the request to the Agency VSO for prompt approval, and the VSO shall immediately forward the RDP to Accounts Payable with a "demand payment" memorandum.
 3. Central DNVA personnel shall immediately notify the VSO when the check is received.
 4. At the next regularly scheduled CVO meeting, the CVO Commander shall obtain ratification of any expedited approvals that were given since the last regularly scheduled CVO meeting.
- G. The Navajo Nation Procurement Policy shall be used where applicable and appropriate.

VII. Amendments

These Policies and Procedures may be amended upon the recommendation of DNVA, duly processed through the SAS review process, and upon review and approval of the Health, Education and Human Services Committee of the Navajo Nation Council.