LEGISLATIVE SUMMARY SHEET

Tracking No. 0177-21

DATE: August 25, 2021

TITLE OF RESOLUTION: AN ACTION RELATING TO THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING AND ADOPTING THE AMENDED NAVAJO NATION VETERANS ADMINISTRATION HOUSING PROGRAM POLICY, NNVA VETERANS HOUSING PROGRAM— HOUSING ACTION PLAN, AND THE NNVA HOME IMPORVEMENT PROGRAM POLICY

PURPOSE: This resolution, if adopted, will amend the Navajo Nation Veterans Administration housing program policy, NNVA Veterans Housing Program- Housing Action Plan, and the NNVA Home Improvement Program Policy to include Tribal General Welfare Exclusion Act, and related IRS compliance provisions, along with other clarification within the policies.

This written summary does not address recommended amendments as may be provided by the standing committees. The Office of Legislative Counsel requests each Council Delegate to review each proposed resolution in detail.

5-DAY BILL OLD PERIOD: VSRedraft
Website Pos ing Time/Date: Aug. 26, 2021 9:24 pm
Posting End ate: August 30, 2021
Eligible for tion: August 31, 2021

PROPOSED STANDING COMMITTEE RESOLUTION

24th NAVAJO NATION COUNCIL – Third Year, 2021

INTRODUCED BY

(Primary Sponsor)

TRACKING NO. 0177-21

AN ACTION

RELATING TO THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING AND ADOPTING THE AMENDED NAVAJO NATION VETERANS ADMINISTRATION HOUSING PROGRAM POLICY, NNVA VETERANS HOUSING PROGRAM—HOUSING ACTION PLAN, AND THE NNVA HOME IMPORVEMENT PROGRAM POLICY

BE IT ENACTED:

SECTION ONE. AUTHORITIES

A. The Health, Education, and Human Services Committee is a standing committee of the Navajo Nation Council. 2 N.N.C. § 400(A). Among other powers, the Committee shall review and recommend resolutions relating to social services, health, environmental health, education, veterans and veterans services, employment and labor. 2 N.N.C. § 401(B)(6).

B. The Health, Education, and Human Services Committee is to promulgate regulations, promote accountability to policies, and provide legislative oversight on matters involving health, social service, education, general governmental services and human services. 2 N.N.C. § 400(C)(1).

C. The Health, Education, and Human Services Committee has legislative oversight and will have final approval of the respective plans of operation over the Navajo Nation

Veterans Administration and the Navajo Nation Veterans Advisory Council. 2 N.N.C. § 1035 and CJY-55-18.

SECTION TWO. FINDINGS

A. The Navajo Nation Veterans Administration and the Navajo Nation Veterans Advisory Council were established within the Executive Branch, 2 N.N.C. §§ 1031 *et. al.*, in the best interest of the Navajo Nation Veterans to ensure quality services are provided to the Navajo Veterans pursuant to CJA-3-16.

B. The Health, Education and Human Services Committee has legislative oversight and will have final approval of the respective plans of operation over the Navajo Nation Veterans Administration and the Navajo Nation Veterans Advisory Council pursuant to 2 N.N.C. § 1035 and CJY-55-18.

C. The Navajo Nation Veterans Administration (NNVA) established a plan of operation through HEHSCAU-12-16 which was amended by HEHSCN-16-20. NNVA' objectives provide administrative oversight and coordination for needed services and programs for Navajo Veterans in areas such as housing, education, healthcare.... and other related Veterans' benefits or programs. NNVA Plan of Ops, Sec. II (A). Furthermore, NNVA's purpose includes recommending overall policies and legislations regarding Navajo Veterans to the Navajo Nation Council Committees that are consistent with applicable Navajo Nation laws and policies. NNVA Plan of Ops, Sec. III (E). In addition, the NNVA shall establish and fund the Veterans' Housing programs... for Navajo Veterans... NNVA Plan of Ops, Sec. III (H). Attached as **Exhibit E.**

D. The Health, Education and Human Services Committee established the original Navajo Nation Veterans Housing Program Policies and Procedures and the Housing Action Plan by HEHSCF-03-18. The HEHSCF-03-18 Housing Program Policies and Procedures were rescinded by HEHSCAP-04-21 attached as **Exhibit A**, which also adopted the Navajo Nation Veterans Housing Program Policy attached as **Exhibit B**, NNVA Veterans Housing Program—Housing Action Plan attached as **Exhibit C**, and the NNVA Home Improvement Program Policy attached as **Exhibit D**.

E. The Navajo Nation Veterans Housing Program Policy **Exhibit B** is hereby amended by **Exhibit 1**. The amendments are formatted as underline-strikeout.

F. The NNVA Veterans Housing Program—Housing Action Plan **Exhibit C** is hereby amended by **Exhibit 2**. The amendments are formatted as underline-strikeout.

G. the NNVA Home Improvement Program Policy **Exhibit D** is hereby amended by **Exhibit 3**. The amendments are formatted as underline-strikeout.

H. The amendments provided are to ensure that homes provided to the Navajo Veterans under the Navajo Nation Veterans Housing Program shall be in compliant with the Tribal General Welfare Exclusion Act, and related IRS guidance. Also, the amendments provide clarification throughout the housing policies.

I. It is in the best interest of the Navajo Nation to approve and adopt the **Exhibit 1, Exhibit 2, and Exhibit 3** amendments to Navajo Nation Veterans Housing Program Policy, Housing Action Plan, and Home Improvement Program Policy.

SECTION THREE. APPROVING NAVAJO NATION VETERANS ADMINISTRATION HOUSING PROGRAM POLICY, NNVA VETERANS HOUSING PROGRAM—HOUSING ACTION PLAN, AND THE NNVA HOME IMPORVEMENT PROGRAM POLICY

The Health, Education and Human Services Committee hereby approves and adopts the amendments attached as **Exhibit 1, Exhibit 2, and Exhibit 3** to Navajo Nation Veterans Housing Program Policy, Housing Action Plan, and Home Improvement Program Policy.

SECTION FOUR. EFFECTIVE DATE

This Act shall become effective upon its approval pursuant to 2 N.N.C. § 221(B).

SECTION FIVE. SAVINGS CLAUSE

If any provision of this Action is determined invalid by the Supreme Court of the Navajo Nation, or by any District Court of the Navajo Nation without appeal to the Navajo Nation Supreme Court, the portions of this Action not determined invalid shall remain as the law of the Navajo Nation.

EXHIBIT 1

THE NAVAJO NATION VETERANS ADMINISTRATION

NAVAJO NATION VETERANS HOUSING PROGRAM POLICY

August, 2021

EXHIBIT 1

TABLE OF CONTENTS

SECTION I	INTRODUCTION	3
SECTION II	DEFINITIONS	4
SECTION III	SCREENING FACTORS	6
SECTION IV	ADMISSION ELIGIBILITY REQUIREMENTS	7
SECTION V	APPLICATION PROCEDURES	7
SECTION VI	HOMESITE LEASE REQUIREMENTS	8
SECTION VII	SELECTION OF NAVAJO VETERAN HOUSING PROGRAM APPLICANTS	8
SECTION VIII	VETERAN HOUSING PROGRAM PRE-CONSTRUCTION AGREEMENT	11
SECTION IX	FINAL ACCEPTANCE	12

EXHIBIT 1

SECTION I.

INTRODUCTION

A. **POLICY STATEMENT.** It is the policy of the Navajo Nation Veterans Administration (hereafter referred to as the NNVA) to provide every eligible Navajo Nation Veteran an opportunity to apply for housing assistance under the Navajo Veterans Housing Program with the intent of providing safe, decent, and sanitary housing services.

B. **PURPOSE.** The purpose of the Navajo Nation Veterans Housing Program (NNVHP) is to identify, assess and prioritize the housing needs of Navajo Veterans. The NNVA shall monitor, advocate, promote, and administer NNVA efforts towards housing needs of Navajo Veterans. The NNVHP is to provide and assist with the construction of homes, consistent with applicable industry standards, for Navajo Veterans. Such consideration of homes shall be for qualified Navajo Veterans. These homes are built and provided to the veteran with the intent and understanding that these homes shall remain the property of the qualified veteran.

C. **POSTING OF POLICIES.** A copy of these policies shall be prominently posted in every local NNVA office and shall be provided to all veterans and the general public upon request.

D. ~~**AMENDMENTS**~~**/WAIVERS.** Upon determination of good cause, the Program Manager may waive any provisions of these policies, which will not impede Federal or Tribal statutory requirements. To be consistent with the requirements of the Tribal General Welfare Exclusion Act and applicable Navajo law, the NNVA Executive Director's waiver authority shall not be used to favor members of the governing body of the Nation or other Navajo Nation elected officials. Requests for ~~an amendment or~~ waiver shall be in writing and clearly indicate the provision of the policies requesting to be waived and shall be supported by documentation of the pertinent facts and grounds. All requests must be submitted to the NNVA Central Administration office for resolution.

E. **TRIBAL GENERAL WELFARE EXCLUSION ACT.** This Program Policy is adopted consistent with the requirements of the Tribal General Welfare Exclusion Act, P.L. 128 Stat. 1883 ("TGWEA"), and related IRS guidance. Consistent with the TGWEA, need is deemed presumed for tribally enrolled members of the Navajo Nation for housing purposes, including veterans eligible for assistance under this policy. Homes provided under this Program shall not be "lavish and extravagant" pursuant to the TGWEA. The size of the home shall be reasonable and appropriate for the size of the family to reside therein. The size, features, and finishes of the home being provided, shall be comparable in nature to homes constructed pursuant to the Navajo Nation's other housing programs funded through NAHASDA or other HUD programs. This Program is available to all Navajo Veterans who satisfy the Eligibility Criteria. The Applicant Screening Listing and Ranking System shall not discriminate in favor of members of the governing body of the Nation or other Navajo Nation elected officials. The housing benefits under this Program shall not be considered compensation for a Veteran's or family member's time and labor under any Sweat Equity component of this Program.

SECTION II.

EXHIBIT 1

DEFINITIONS

A. **BUSINESS DAYS.** Working days from Monday through Friday, 8 am to 5 pm.

B. **CALENDAR DAYS.** Calendar days are any day of the week including weekends.

C. **CRITICAL HOUSING NEEDS.** As determined based on results of the Eligibility Criteria & Preference Rating Sheet.

D. **DEPENDANT.** A member of the household (excluding foster children), other than the Family Head or Spouse, who is under twenty-five (25) years of age, a person with disabilities or handicapped person, or is a full-time student. Certification by qualified or certified governmental or educational institution is required for disabilities and student status.

E. **DISABLED VETERAN.** An individual who has served on active duty in the Armed Forces, was honorably discharged, and has a service-connected disability or a disability that was aggravated during active duty, or is receiving compensation, disability retirement benefits, or pension because of a service-connected disability.

F. **DISPLACED VETERAN.** A Veteran that is relocated on a permanent basis due to unforeseen events, cultural displacement, or natural disasters.

G. **ELIGIBILITY CRITERIA**. Navajo Veterans who have been deemed by the Program to meet the definition of "Homeless Veteran," and who possess an honorable discharge, and a valid homesite lease or equivalent, shall be considered eligible to apply for a home under this program. Veterans who already own a home, unless it meets the definition of Substandard Housing, and Veterans who have obtained prior housing assistance from the Veterans Housing Program or any other governmental housing agency for a new home shall not be eligible to apply.

H. **ELDERLY PERSON**. A person who is sixty-two (62) years of age and older.

I. **FAMILY.** Shall mean: a. Legally married couple with or without children; b. Single or widowed parent with children; c. Single person with guardianship or custody of children or is in the process of securing legal custody of children under the age of 18 years verified by supporting documents.

J. **GRANTEE.** A Veteran who is selected to be a recipient for housing assistance from the Navajo Nation Veterans Housing Program.

K. **HEAD OF HOUSEHOLD.** The Veteran is the main adult family member who is held responsible and accountable for the family.

L. **HOME or HOME CONSTRUCTION.** A residential dwelling, permanently located due to custom on-site construction, modular, or mobile with access to power, water, and sewer.

M. **HOMELESS VETERAN.** A Veteran who lives in Substandard Housing or a Veteran who is unable to maintain a steady residence due to an inability to obtain and maintain steady employment and have limited income.

N. **HOUSING SELECTION COMMITTEE.** The Housing Selection Committee will consist of the Program Supervisor and Housing Specialists.

O. **HOUSING SPECIALIST.** As defined by Navajo Nation Department of Personnel Management.

EXHIBIT 1

P. **MILITARY SERVICE OF THE UNITED STATES.** The armed forces of the U.S. Government consisting of the Army, Navy, Air Force, Marine Corps, and Coast Guard. Such service does not include the Merchant Marines, Red Cross, IHS or any other organization not part of the United States Department of Defense.

Q. **MOBILE HOME.** A residential unit able to be moved from one location to another, either by towing or self-propulsion.

R. **MODULAR HOME.** A residential unit consisting of parts of a completed home constructed in a location other than the permanent residential location.

S. **NAVAJO NATION VETERANS ADMINISTRATION LOCAL OFFICES.** The five (5) Agency offices of the NNVA are:

- Chinle
- Eastern
- Ft. Defiance
- Shiprock
- Western

T. **NNVHP.** Navajo Nation Veterans Housing Program.

U. **NAVAJO.** A person who is an enrolled member of the Navajo Nation and whose name appears on the Certificate of Indian Blood (CIB) or Navajo Nation ID card issued by the Navajo Nation.

V. **PREFERENCE RATING**. Rating given to an application based on points awarded for various criteria as verified through supporting documentation provided by the applicant to ensure that the Veterans most in need of housing have an equal opportunity to be placed near the front of the waiting list.

W. **SPOUSE.** The legal domestic partner of the Navajo Veteran.

X. **STICK-BUILT HOME.** A residential structure built on location, un-moveable.

Y. **SUBSTANDARD HOUSING**. Housing which meets any of the following criteria: (i) the home lacks essential utilities, including but not limited to water, sewer or electricity; (ii) the home fails to meet generally applicable building code standards for similar housing stock constructed in the region; (iii) the home fails to meet the recommended federal size standards for the number of individuals residing in the home; or (iv) the home requires significant repairs that are in excess of fifty percent (50%) of the value of the home.

Z. **VETERAN.** A person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable. This definition explains that any individual that completed a term of service not less than 180 days for any branch of the armed forces classifies as a veteran as long as they were not dishonorably discharged.

AA. **VSO.** Veteran Services Officer

BB. **WIDOW or WIDOWER.** A surviving spouse who was legally and validly married to and lived with a Veteran continuously from the date of marriage to the date of the Veteran's death, other than when the Veteran was away from home for an Armed Forces tour of duty, or if the couple temporarily separated but reconciled, and the surviving spouse ~~and~~ is not remarried.

EXHIBIT 1

SECTION III.

SCREENING FACTORS

A. Applicant Screening Listing and Ranking System. In order to ensure that the NNVHP services veterans with the most critical housing needs, a screening and ranking system has been established. The screening and ranking system shall not discriminate in favor of Navajo Nation employees, elected officials, or members of the governing body of the Nation. The cumulative total of points determines the applicant's position on the waiting list. Ties are broken by the chronological order of application (date in which the application was received).

Qualification criteria are summarized below. When a veteran completes the application form, they will be asked a series of questions that determine their qualifications relative to the selection criteria. It is very important that veterans (demonstrate understanding of) read and understand the entire application before submitting their screening packet. The local agency office will be available to answer any questions the applicant may have.

Once on the waiting list a veteran may be called in to update their application once a year. Failure to update the application as requested may result in the Veteran being removed from the waiting list. During the update process the information on the application will be verified.

An Eligibility Criteria & Preference Rating Sheet shall be applied to the Navajo Nation Veterans Housing Program.

B. Ranking System. The Ranking System shall prioritize applications based on points calculated from supporting documentation provided by the applicant. Each document will have a point value assigned, and such point values may either be fixed, or adjustable based on criteria. Each applicant shall receive a final rating score that totals all of the points awarded based on the supporting documentation. This final score shall be the sole determining factor of the applicant's position on the waiting list. The waiting list shall be adjusted annually to accept new applications, and award additional points to existing applicants based on adjustable point criteria, and any other changes the veteran may have with their supporting documentation. Annually, an applicant's position may move up or down the waiting list based on point values assigned to additional applications received by the program at the beginning of a new assessment period. This system is designed make the process fair and equitable and to prevent outside influence from or advantage to members of the governing body of the Nation or other elected officials.

EXHIBIT 1

SECTION IV.

ADMISSION ELEGIBILITY REQUIREMENTS

A. **Application for Eligibility and Selection**. The NNVA shall accept applications for all eligible Navajo Veterans provided that:

1. **PREVIOUS HOUSING ASSISTANCE**. Applicants must not have obtained prior housing assistance from the NNVA NNVHP or any other governmental housing agency (including the Navajo Housing Authority) for the procurement or construction of a new house. Applicants must disclose any applications pending or resolved with other governmental housing agencies within the past 15 years.
2. **PRIMARY RESIDENCE**. Applicants shall certify that they do not own another home, or that their existing home meets the definition of Substandard Housing, and that they meet the definition of a Homeless Veteran. If the Veteran owns another home that meets the definition of Substandard Housing, the Veteran shall be required to sell or transfer the existing home prior to receiving the new home from the Program. Applicants shall agree to reside at the newly procured or constructed home as their primary residence, and ~~i.e.~~ shall not ~~be considered~~ use the home as a rental or investment property or a seasonal or secondary home.
3. **HOME RESALE**. The applicant shall agree that the home shall not be sold or transferred without prior written consent from the Program Manager. In the event of the Qualified Veterans death, the home will transfer in accordance with the veterans last will and testament or a court decision.

B. The Program Manager alone, shall not make decisions regarding screening, selection, awarding, and home ownership within the Navajo Nation Veterans Housing Program without first consulting the Housing Selection Committee.

EXHIBIT 1

SECTION V.

APPLICATION PROCEDURES

A. NNVA NNVHP applications will be received and maintained by each local NNVA office through the Agency Housing Specialist. The Housing Specialists will meet with individual veterans to discuss the family's housing situation and housing assistance request. Housing assistance will be explained to the veteran and the required procedures for acquiring assistance. Other available housing assistance programs will also be explained to each applicant and appropriate referrals will be made.

B. NNVHP eligibility determinations shall be made using the Eligibility Criteria and Preference Rating sheet. The selection criteria are structured to ensure that the program assist the neediest veteran first. The NNVA Housing Specialists shall review and complete the Eligibility Criteria and Preference Rating sheet ensuring to remove personnel identifying information from the accompanying score sheet. The Eligibility Criteria and Preference Rating sheet will be included as part of the applicants' application and supporting documents package. The Eligibility Criteria shall also include a local Veterans Organization supporting resolution.

C. **VERIFICATION OF INFORMATION**

1. Verification. All housing needs and information provided by the applicant as part of the application process shall be verified by the NNVA.
    a. An on-site visit will be made by the Program Supervisor, Senior Housing Specialist or Housing Specialist.
    b. During the on-site visit, documentation supporting family structure and composition will be verified in person.
    c. The NNVA will require successful submission of all required documentation prior to placing a Veteran on the waiting list.

D. **CERTIFICATION OF APPLICATIONS**. Completed applications shall be certified by the Housing Program Supervisor. A letter will be mailed to the applicant notifying them if they have met the official requirements for completion of the application. This is not an approval of the application, simply an acknowledgement that the Veteran has submitted all required documentation and the application is being processed.

SECTION VI.

HOMESITE/RESIDENTIAL SITE LEASE REQUIREMENTS

A. Veteran applicants who desire to have a home built or procured under the NNVHP shall be required to obtain a valid homesite lease or residential site lease. The NNVA provides no oversight on this process. A valid and completed copy of a lease will be required from the applicant as part of the process.

EXHIBIT 1

SECTION VII.

SELECTION OF NAVAJO VETERAN HOUSING PROGRAM APPLICANTS

A. **SELECTION OF NAVAJO VETERAN FOR HOUSING**
The Housing Selection Committee shall select potential grantees for the NNVHP projects, to be added to the waiting list, according to the Eligibility Criteria and Preference Rating sheet. The Housing Selection Committee shall select potential grantees for the NNVHP projects from the local Veterans Organization supporting resolution. The list shall be updated by the NNVA monthly.

B. **NOTIFICATION TO ELEGIBLE APPLICANTS**

1. Once an applicant has been interviewed and has completed and submitted all of their necessary documents, their application packet will be evaluated. Those applicants who are found to be eligible will be notified in writing within fifteen (15) days of the determination. The eligible applicant will then be placed on the waiting list.
2. At this time, the applicant will be permitted to state, in writing, their housing preference of either a) modular home, or b) stick-built home.
3. A valid and complete homesite lease must be provided to the local NNVA agency office at this time.
4. If the applicant has failed to obtain a lease, or chooses not to obtain a lease, they will not be placed on the waiting list.
5. ~~Based on the family size in the initial application, the determination of a studio, two (2), three (3), four (4) or five (5) bedroom house will be made by the Housing Selection Committee~~. The Housing Selection Committee shall make a determination about the reasonable and appropriate size of the home to be provided based upon the number of family members listed in the initial application, and the Program's verification of Applicant's family size. The Housing Selection Committee shall use the following table as a guide for what is presumptively reasonable. The Committee may deviate from the table to accommodate special needs and circumstances, such as the need for a person with a disability to have additional space for equipment and mobility.

# Occupants	# Bedrooms	Maximum Square Footage
Up to 4	2	1,200
Up to 6	3-4	2,500
7 or More	4-5	3,000

6. The NNVA shall establish individual folders on applicants placed on the waiting list. The NNVA shall maintain and secure all records of eligible applicants at the NNVA Agency Offices.

C. **NOTIFICATION OF INELIGIBLITY & APPEAL PROCESS**

EXHIBIT 1

1. Each applicant determined to be ineligible will be promptly notified in writing by the NNVA. The notice shall state the reason(s) for the applicant's ineligibility and will explain his/her right to request a meeting with the NNVA, within thirty (30) days from the date of receipt of the notice. The applicant shall be given an opportunity at the meeting to appeal by:
    a. Responding to the NNVA's reasons for determining his/her ineligibility, and;
    b. Providing any other evidence of his/her eligibility, including any evidence that may overcome any discrepancies in his/her application.
2. Upon review of all information presented at the meeting, the NNVA shall make a determination on whether or not the applicant is now eligible.
3. The NNVA shall inform the applicant of his/her determination within five (5) days of the meeting.
4. The decision shall be final.
    a. Applicants declared ineligible will have their information kept in the NNVA's inactive files for one (1) year from the date of initial application.
    b. After the one year, the applicant may reapply.

D. **VETERANS WAITING LIST**. The NNVA shall maintain a waiting list of applicants that have been determined to be eligible for assistance from the NNVHP. The list shall be separated by those applicants who wish to a) have a modular home provided, or b) have a stick-built home. Eligible applicants will be placed on the respective waiting list according to: 1) listing and ranking score; and 2) time and date of the initial application so long as such application is updated annually by the applicant based on the date of the initial application.

1. Applicants on the respective waiting list shall have at least the following information on file:

    - Name and address of applicant(s) and household members
    - Social Security Numbers of all household members
    - Census Numbers of all household members (if applicable)
    - Family composition
    - Completed Homesite Lease
    - DD-214 with Honorable Discharge (case by case for other discharge types other than Dishonorable.)

2. Each applicant on file will be notified in writing to update their application annually. At that time the NNVA will reaffirm the applicant's eligibility and need for housing. Annually, the veteran will sign an affirmation acknowledging that

the home being awarded will remain with the Navajo veteran in the event of divorce/dissolution of the family unit.

3. Applicants who fail to update their application annually either by mail or in person will lose their place on the waiting list and their file will automatically become inactive after 6 months. Upon re-application, they shall be considered new applicants.

4. Any applicant on the waiting list who wishes to be removed from the Veterans waiting list shall submit a Notice in writing to the NNVA.

E. **NOTIFICATION OF SELECTED APPLICANTS.** The NNVA shall notify each applicant selected for Veteran Housing which shall include the following:

1. The applicant has been selected for Veteran Housing.
2. The number of bedrooms the home will have.
3. The location of the home.
4. The NNVA shall require the applicant to participate in all homeownership orientation and education activities.

SECTION VIII.

NAVAJO NATION VETERAN HOUSING PROGRAM PRE-CONSTRUCTION AGREEMENT (NNVHPPCA)

A. The Agreement (hereinafter referred to as NNVHPPCA) is an agreement prior to the beginning of the construction, which will encompass the rights and responsibilities of the NNVA and the grantee.

1. The grantee will sign the respective NNVHPPCA for the family. The Program Supervisor or the Housing Specialist will sign on behalf of the NNVA.
2. The NNVHPPCA shall be executed in duplicate originals. The grantee shall receive one original document and the other shall be retained in the Veteran's file.
3. Prior to start of housing construction or procurement a grantee may voluntarily relinquish his/her rights to the Veteran Housing Program home. Such relinquishment must be made by signing a waiver of rights under the NNVHP. The NNVA shall then amend the waiting list to remove the Veteran relinquishing

the home. The home shall be offered to the next qualified Veteran on the appropriate waiting list.

4. In the event of a grantees death, after the start of construction but prior to completion of the construction of the home, the construction will continue to completion and the home will be given to the legal spouse. If the grantee is unmarried, the home shall pass to the individual(s) awarded the house and homesite lease through a Navajo Nation probate court order.

5. In the event of any domestic issues that may arise, the NNVA shall not intervene. The Veterans place on the waiting list will be held until the issue has been remedied by the Navajo Nation courts.

SECTION IX.

FINAL ACCEPTANCE

Upon acceptance of the home from the Contractor by the NNVA, a Certificate of Occupancy will be issued by the NNVA, and then the NNVA shall give the key to the new homeowner. The Housing Program Supervisor, Housing Specialist and Contractor of Record will be required to conduct a 90-day final inspection and correct any deficiencies.

AMENDMENTS

This policy may be amended periodically with approval by the Health, Education, and Human Services Committee upon recommendations of the Navajo Nation Veterans Advisory Council

EXHIBIT 2

Navajo Nation Veterans Administration

Veterans Housing Program

Housing Action Plan

Section 1. Findings

CJY-55-18, An Act Relating to the Establishment of the Navajo Housing Program within the Navajo Veterans Administration, sought to provide "services to Navajo Nation veterans [including] housing programs. It was deemed "necessary that a housing program be created within the Navajo Nation Veterans Administration."

CJA-03-16 states that it is the responsibility of the Navajo Nation Veterans Administration to effectively and efficiently provide services, including, but not limited to a Veterans Housing Program. To that end, the Navajo Nation Veterans Administration is charged with the management of and is responsible for the day-to-day operations involved with the implementation of the Navajo Nation Veterans Administration Veterans Housing Program.

BFAU-24-17 found that due to inadequate management of the program and improper oversight of the work being performed in the past, houses that were constructed under years 1 & 2 failed to meet the needs of the veterans who were to occupy them.

CS-48-13 found that it was in the best interest of the Navajo Nation and the Navajo people to amend the Navajo Nation Veterans Trust Fund in order to provide equal distribution of the annual comprehensive budgeted amount between the Navajo Nation Veterans Trust Fund and the Navajo Nation Veterans Administration to provide for veterans' housing for each of the five (5) agencies. The five (5) agencies were to receive an equal share of that amount for the construction of up to fifteen (15) homes equitably in each of their respective agencies using all possible assistance program funds that such veterans may qualify for to construct as many homes as possible and provide minor home renovations and repairs for Navajo Veterans.

Section 2. Purpose

The purpose of the Navajo Nation Veterans Housing Program (NNVHP) is to identify, assess and prioritize the housing needs of Navajo Veterans. The NNVA shall monitor, advocate, promote, and administer NNVA efforts towards housing needs of Navajo Veterans. The NNVHP is to provide and assist with the construction of homes, consistent with applicable industry standards, for Navajo Veterans. Such consideration of homes shall be for qualified Navajo Veterans. These homes are built and provided to the veteran with the intent and understanding that these homes shall remain the property of the qualified veteran.

Section 3. Objectives

The objectives of the Veterans Housing Program are to: 1) Reduce the high number of homeless veterans; 2) Reduce the high amount of substandard and dilapidated veteran housing; 3) Reduce the high amount of overcrowded housing conditions; 4) Create pride in home ownership for the veteran recipient and their family; 5) Create jobs for veterans through home construction and renovation thereby reducing the unemployment rate among veterans.

EXHIBIT 2

Section 4. Authority

The Veterans Housing Program (VHP), through the Program Manager, is authorized to prioritize the construction of housing based on an approved application screening process, without regard to applicant geographical location, so long as that location remains within the boundaries of the Navajo Nation.

The VHP, through the Program Manager, is additionally authorized to prioritize the renovations and/or improvements to veterans housing based on an approved application screening process.

The Program Manager is further authorized to provide program funds in the form of grants to eligible veteran applicants wishing to obtain down payment assistance for the purchase of a new home.

Section 5. Program Personnel

The VHP shall be administered by the Program Manager. The NNVA shall retain staff suitably trained to perform specified duties under the VHP. Such positions deemed necessary to properly administer, implement, and execute the program shall be funded using program funds. Such positions shall be annotated in the NNVA Plan of Operations. A Program Supervisor 1 position shall be responsible for the daily operations of the program, managing personnel necessary to administer the program, and coordinating with Navajo Nation Divisions, Departments, Programs, and Entities to help ensure the success of the VHP. This position shall be assisted by one (1) Senior Housing Specialist and five (5) Housing Specialists, with one located at each agency office. The Housing Specialists shall be responsible for assisting Veterans within their agency in applying for housing assistance by providing education on the policies and procedures and assist the Veteran with the completion of application packets. Other positions shall be retained as appropriate to perform specialized duties and responsibilities under this program. The NNVA shall document efforts taken to provide veteran preference in employment for these positions.

Section 6. Eligibility Criteria

Navajo veterans who are determined to ~~be~~ meet the definition of "H~~h~~omeless Veteran," and who possess an honorable discharge, and a valid homesite lease, or equivalent shall be considered eligible to apply under the guidelines and approved policies for this program. Veterans who already own a home and veterans who have obtained prior housing assistance from the Veterans Housing Program or any other governmental housing agency for a new home shall not be eligible to apply. Supporting documentation shall be provided upon request by the NNVA. Those documents may include, but not be limited to: DD-214 or discharge certificate, valid homesite lease (or equivalent), VA disability rating (or other disability rating documents), and family composition paperwork (birth certificates, marriage license), CIB.

Section 7. Audit Findings & Corrections

1. NNVA was unable to show exactly how money was spent on material for homes under year one of the program because of poor supporting documentation.
    a. Moving forward, all work on homes under the VHP, as well as homes qualifying for major or minor improvements, repairs, or renovations will be performed by licensed contractors. Contract documents will be maintained by the Program Supervisor.

EXHIBIT 2

Payments for completed work will be recorded by the Program Supervisor and OOC Contract Accounting and Accounts Payable.

2. Employee application files were incomplete and qualified employees were not hired.
    a. NNVA staff are required to have a personnel file located in the Central Office, managed and maintained by the office staff. Moving forward with the program, qualified contractors will be responsible for recruiting and training veteran candidates, and providing documentation detailing their efforts and results towards that end.
3. Contrary to the intent of the VHP, non-veterans were hired.
    a. The Navajo Nation, the Veterans Administration, and qualified contractors can and will advertise open positions with veteran preference. If those positions do not offer proper incentives such as competitive wages, training, and benefits, then the positions are not appealing to veterans. Additionally, if the veterans are suffering from medical conditions, those conditions could prohibit them from being able to perform the demanding tasks involved with the construction of a home. Therefore, it is not reasonable for the program to assume, nor require, that all open positions be filled by veterans.
4. The VHP did not have supporting documentation showing that only eligible veterans were assisted through the program, and in some cases, people that were not eligible received a home.
    a. Moving forward, under the new guidelines of the VHP Housing Action Plan and the Housing Policies, all candidates currently awaiting approval will be required to be rescreened prior to having a home awarded. Future applicants will be able to apply and be screened using these same guidelines. The focus of the program was, and always will be, to provide new homes to ***homeless*** veterans, and to provide renovations and repairs to qualified veteran applicants.
5. The VHP exposes itself to liability because post-award requirements were not adhered to after veterans were selected.
    a. The VHP will be a collaborative process that involves the program staff, the veteran, and the contractor. It will be the responsibility of the program staff to ensure accurate and complete records are maintained in a centralized location. The veteran will be required to read or demonstrate understanding of the requirements to become eligible to receive and maintain the home. The contractor will be required to provide warranty documentation on the home and any appliances contained within. The contractor will be additionally required to adhere to established building codes and inspection schedules as required during the construction process. The home will remain the property of the contactor until such time as the home is complete and a final inspection is performed. Keys will not be provided to the veteran until all utilities are connected to the home.
6. With over $6.4 million spent on the VHP in the first three years, veterans were still dissatisfied with the VHP.
    a. A variety of factors contributed to poor quality of the final product. Legislation governing the program severely restricted the cost per home for materials and labor, and prohibited spending on infrastructure. Moving forward, the program will work jointly with NTUA, IHS, NHA, and DCD to ensure that infrastructure projects will be able

to keep pace with the construction of homes under the VHP. There is also a collaborative effort producing a new home design that will ensure that all new homes will be built to ADA standards and not require modification in the future. Veterans will be afforded an opportunity to select a built-in-place home with this design or be placed on a separate waiting list for a modular home from a licensed housing manufacturer.

7. Completed veteran homes were not in livable and safe condition.
    a. Within the building industry, the definition of a completed home is one that is in a safe and livable condition. Moving forward, all homes will be required to obtain a certificate of occupancy prior to being presented to the veteran. Warranty documentation will be in order, and the NNVA will conduct a post construction inspection to verify that the home is complete.
8. Insufficient project communication and tracking led to increased costs, construction delays and dissatisfied veterans.
    a. Project tracking will become a joint event between the contractor and the VHP staff. Bi-weekly (every two weeks) meetings will be conducted to provide updates on site conditions, project status (including costs), and hiring/training updates.

Section 8. Home Construction Standards

The International Building Code (IBC), established by the International Code Council (ICC) shall be used as the minimum standards to which **all** projects are designed and built, to include the Americans with Disabilities Act (ADA). Building inspections shall be performed by third-party organizations authorized to perform such inspections by competent authority. The home cannot be lavish or extravagant under the circumstances, as related to size, features, and finishes.

Section 9. Contracting Standards

The NNVA will no longer perform "self-build" for these homes under this program. All work under this program including new construction, major, and minor repairs and renovations will be awarded to Navajo-owned, licensed contracting firms from the states of Arizona, New Mexico, and Utah who are registered with Navajo Nation Business Regulatory Department in accordance with the Procurement Policies and Procedures of the Navajo Nation. The NNVA is authorized to enter into purchase agreements with premanufactured home builders and other vendors in order to fulfill program obligations. All contracts shall abide by the Navajo Nation contracting laws and policies.

Section 10. Accounting Procedures

Accounting, expenditure and cash control procedures will be jointly managed by the VHP staff and OOC General Accounting. Monthly reconciliations will be performed to ensure that field conditions match accounting records to ensure the program is receiving that which it is paying for.

Section 11. Program Implementation

The NNVA is hereby instructed to adhere to the following program steps, only as pertains to the Veterans Housing Program, in order to ensure that the program is properly established and meets the secondary objectives of advocating for veterans in employment and business.

1) The NNVA is to submit proposed changes to the Navajo Nation Council on any legislation regarding the Veterans Housing Program, when such existing legislation is unnecessarily vague

or inaccurate as to the proper implementation of the program, and the generally accepted construction industry definitions of the terms "house'" "home," or "dwelling."

2) The NNVA is to contract out all work associated with the Veterans Housing Program. This includes all design, inspection, maintenance, repair, renovation, and new construction contracts. This will ensure that any and all work performed on the program homes will be done by licensed professionals. All RFPs will specify priority consideration to Navajo and Veteran-Owned businesses registered with Navajo Business Regulatory Department.
3) All RFPs will specify that the established building codes in the states of Arizona, New Mexico, and Utah will be uniformly applied to all NNVA projects. This standard will be held until such time as the Navajo Nation is able to adopt a uniform building code consisting of regulations from the International Building Code Standards, as applicable to the land and weather conditions found within the boundaries of the Navajo Nation.
4) The NNVA will properly advertise any vacant positions within the Veterans Housing Program consistent with the policies governing employment as set forth by the Department of Personnel Management. Veteran preference is required for these positions. The NNVA must make best effort to hire qualified veteran candidates. All records must be maintained documenting the efforts the NNVA undertook to advertise any vacant positions.

Section 12. Rescinding

All other resolutions or portions thereof, inconsistent with this document are hereby rescinded.

Section 13. Amendments

This Housing Action Plan may be amended as required and all amendments shall be approved by the Health, Education, and Human Services Committee as recommended by the Navajo Nation Veterans Advisory Council.

EXHIBIT 3

THE NAVAJO NATION VETERANS ADMINISTRATION

NAVAJO NATION VETERANS

HOME IMPROVEMENT PROGRAM POLICY

August, 2021

EXHIBIT 3

TABLE OF CONTENTS

SECTION I	INTRODUCTION	3
SECTION II	DEFINITIONS	4
SECTION III	SCREENING FACTORS	6
SECTION IV	ADMISSION ELIGIBILITY REQUIREMENTS	6
SECTION V	APPLICATION PROCEDURES	7
SECTION VI	SELECTION OF NAVAJO VETERAN HOUSING PROGRAM APPLICANTS	8
SECTION VII	HOME IMPROVEMENT PROGRAM PRE CONSTRUCTION AGREEMENT	10
SECTION VIII	FINAL ACCEPTANCE	10

EXHIBIT 3

SECTION I.

INTRODUCTION

A. POLICY STATEMENT. It is the policy of the Navajo Nation Veterans Administration (hereafter referred to as the NNVA) to provide every eligible Navajo Nation Veteran, Gold Star Mother, or Surviving Spouse, an opportunity to apply for home improvement assistance under the Navajo Nation Veterans Home Improvement Program with the intent of improving current living conditions of residences owned by the qualifying applicant.

B. PURPOSE. The purpose of the Navajo Nation Veterans Home Improvement Program (NNVHIP) is to identify, assess and prioritize the home improvement needs of Navajo Veterans, Gold Star Mothers, or Surviving Spouses. The NNVA shall monitor, advocate, promote, and administer NNVA efforts towards home improvement needs of qualified applicants. The NNVHIP is to provide and assist with the maintenance and repair of homes, consistent with applicable industry standards, for qualified applicants.

C. POSTING OF POLICIES. A copy of these policies shall be prominently posted in every local NNVA office and shall be provided to all veterans and the general public upon request.

D. ~~AMENDMENTS~~/WAIVERS. Upon determination of good cause, the NNVA Housing Selection Committee, after consultation with the NN Veterans Housing Administrator, may waive any provisions of these policies, which will not impede Federal or Tribal statutory requirements. To be consistent with the requirements of the Tribal General Welfare Exclusion Act and applicable Navajo law, the Selection Committee's waiver authority shall not be used to favor members of the governing body of the Nation or other Navajo Nation elected officials. Requests for ~~an amendment or~~ waiver shall be in writing and clearly indicate the provision of the policies requesting to be waived and shall be supported by documentation of the pertinent facts and grounds. All requests must be submitted to the NNVA Central Administration office for resolution.

E. TRIBAL GENERAL WELFARE EXCLUSION ACT. This Program Policy is adopted consistent with the requirements of the Tribal General Welfare Exclusion Act, P.L. 128 Stat. 1883 ("TGWEA"), and related IRS guidance. Consistent with the TGWEA, need is deemed presumed for tribally enrolled members of the Navajo Nation for housing purposes, including veterans eligible for assistance under this policy. Home improvement assistance provided under this Program shall not be "lavish and extravagant" pursuant to the TGWEA. The features and finishes of the home improvement assistance being provided, shall be comparable in nature to homes constructed and home improvement assistance provided pursuant to the Navajo Nation's other housing programs funded through NAHASDA or other HUD programs. This Program is available to all Navajo Veterans, Gold Star Mothers and Surviving Spouses of Navajo Veterans who satisfy the Eligibility Criteria. The Applicant Screening Listing and Ranking System shall not discriminate in favor of members of the governing body of the Nation or other Navajo Nation elected officials. The home improvement benefits provided under this Program

shall not be considered compensation for a Veteran's or family member's time and labor under any Sweat Equity component of this Program.

SECTION II.

DEFINITIONS

A. **ABUSE.** The home deemed to have damage inflicted intentionally, or found to have damages caused by illegal activities.
B. **BUSINESS DAYS.** Working days from Monday through Friday, 8 am to 5 pm.
C. **CALENDAR DAYS.** Calendar days are any day of the week including weekends.
D. **DISABLED VETERAN.** An individual who has served on active duty in the Armed Forces, was honorably discharged, and has a service-connected disability or a disability that was aggravated during active duty, or is receiving compensation, disability retirement benefits, or pension because of a service-connected disability.
E. **ELDERLY PERSON**. A person who is sixty-two (62) years of age and older.
F. **ELIGIBILITY CRITERIA**. Navajo Veterans and Gold Star Mothers and Surviving Spouses of Navajo Veterans who own a home that is their primary residence which is in need of repairs or renovations to address substandard conditions impacting the health and safety of residents, and who possess an honorable discharge (if applicable), and a valid homesite lease or equivalent, shall be considered eligible to apply for home improvement assistance under this program. Individuals who have obtained prior housing assistance from the Veterans Home Improvement Program, Veterans Housing Program, or any other governmental housing agency within the past five (5) years shall not be eligible to apply.
G. **FAILURE TO MAINTAIN.** Failure by the occupant to clean, repair, or replace consumable parts as required for continued safe, healthy, and efficient operation of a home or appliance.
H. **FAMILY.** Shall mean: a. Legally married couple with or without children; b. Single or widowed parent with children; c. Single person with guardianship or custody of children or is in the process of securing legal custody of children under the age of 18 years verified by supporting documents.
I. **GRANTEE.** A Veteran who is selected to be a recipient for housing improvement assistance from the Navajo Nation Veterans Housing Program.
J. **HEAD OF HOUSEHOLD.** The Veteran is the main adult family member who is held responsible and accountable for the family.
K. **HOME.** A residential dwelling, permanently located due to custom on-site construction, modular, or mobile with access to power, water, and sewer based on the needs of the occupant.

EXHIBIT 3

L. **HOUSING SELECTION COMMITTEE.** The Project Selection Committee, or Selection Committee, will consist of the Program Supervisor and Housing Specialists administering the Veteran Housing Program, and the Housing Improvement Program.

M. **HOUSING SPECIALIST.** As defined by Navajo Nation Department of Personnel Management.

N. **MILITARY SERVICE OF THE UNITED STATES.** The armed forces of the U.S. Government consisting of the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard. Such service does not include the Merchant Marines, Red Cross, IHS or any other organization not part of the United States Department of Defense.

O. **MOBILE HOME.** A residential unit able to be moved from one location to another, either by towing or self-propulsion.

P. **MODULAR HOME.** A residential unit consisting of parts of a completed home constructed in a location other than the permanent residential location.

Q. **NAVAJO NATION VETERANS ADMINISTRATION LOCAL OFFICES.** The five (5) Agency offices of the NNVA are:

- Chinle
- Eastern
- Ft. Defiance
- Shiprock
- Western

R. **NNVHP.** Navajo Nation Veterans Housing Program.

S. **NNVHIP.** Navajo Nation Veteran Housing Improvement Program.

T. **NAVAJO.** A person who is an enrolled member of the Navajo Nation and whose name appears on the Certificate of Indian Blood (CIB) or Navajo Nation ID card issued by the Navajo Nation.

U. **NEGLECT.** The state of fact of being uncared for as demonstrated by the occupants lack of effort to care for the home.

V. **NORMAL WEAR & TEAR.** The deterioration of material and equipment through the proper use over a predetermined time and expected life expectancy.

W. **SPOUSE.** The legal domestic partner of the Navajo Veteran.

X. **STICK-BUILT HOME.** A residential structure built on location, un-moveable.

Y. **VETERAN.** A person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable. This definition explains that any individual that completed a term of service not less than 180 days for any branch of the armed forces classifies as a veteran as long as they were not dishonorably discharged.

Z. **WIDOW or WIDOWER.** A surviving spouse who was legally and validly married to and lived with a Veteran continuously from the date of marriage to the date of the Veteran's death is not remarried.

EXHIBIT 3

SECTION III.

SCREENING FACTORS

A. Applicant Screening ~~Listing and Ranking~~ System. The Program will screen applications in a timely manner after they are submitted to determine that the applicants satisfy Eligibility Criteria and that the applications are complete and contain necessary documentation. In order to ensure that the NNVHIP services ~~veterans~~ eligible individuals needing assistance with home repairs and minor renovations, applicants ~~will~~ may be processed in the order in which they are received. Waiting lists within each agency will be generated and made available to the veteran population to be informed on their status. A local Veterans Organization resolution supporting the applicant's request for assistance is required. The screening system shall not discriminate in favor of Navajo Nation employees, elected officials, or members of the governing body of the Nation.

Qualification criteria are summarized below. When a veteran completes the application form, they will be asked a series of questions that determine their qualifications relative to the selection criteria. It is very important that veterans read and understand (demonstrate understanding of) the entire application before submitting their screening packet. The local agency office will be available to answer any questions the applicant may have.

Once on the waiting list a veteran will be called in to update their application annually. Failure to update the application within the first quarter of the fiscal year will result in the Veteran being removed from the waiting list. During the update process the information on the application will be verified.

B. Ranking System. The applications which have been deemed by the Program to satisfy Eligibility Criteria and to be complete will be ranked in the order in which they were received. This ranking system is designed make the process fair and equitable and to prevent outside influence from or advantage to members of the governing body of the Nation or other elected officials.

SECTION IV.

ADMISSION ELIGIBILITY REQUIREMENTS

A. **Application for Eligibility and Selection**. The NNVA shall accept applications for all eligible Navajo Veterans and Gold Star Mothers and Surviving Spouses of Navajo Veterans who are deemed to satisfy the Eligibility Criteria provided that:

EXHIBIT 3

1. **PREVIOUS HOUSING ASSISTANCE**. Applicants must not have obtained prior housing improvement assistance from the NNVHIP within the past 5 years.
2. **PRIMARY RESIDENCE**. Applicants shall affirm that work to be performed is on their primary residence, and ~~i.e.~~ shall not ~~be considered~~ use the home as a rental or investment property or a seasonal or secondary home.
3. **Vandalism**. The applicant shall not be held responsible for third party vandalism to the applicants home. Any and all damages shall be covered by this program. The applicant, prior to approval for repairs, shall obtain and provide a copy of a police report.
4. Normal wear and tear is covered under this program as needed and in accordance with these guidelines. Items identified under "failure to maintain" will only be replaced once, and the occupant will sign acknowledgement that they have received training/education on how to perform user-level maintenance.
5. Homes falling under the category of burn-out will be covered under this program. It will be at the discretion of the NNVA if the home will be repaired or replaced, and will be subject to the availability of funds within the program. If the home is replaced, it will also be at the discretion of the NNVA if the burn-out will be removed.

B. The Program Manager, alone, shall not make decisions regarding screening, and selection within the Navajo Nation Veterans Housing Improvement Program without first consulting the Selection Committee.

SECTION V.

APPLICATION PROCEDURES

A. NNVA NNVHIP applications will be received and maintained by each local NNVA office through the respective agency Housing Specialist. The Housing Specialists will meet with individual veterans to discuss the family's housing situation and housing improvement assistance request. Housing improvement assistance will be explained to the veteran and the required procedures for acquiring assistance. Other available housing assistance programs will also be explained to each applicant and appropriate referrals will be made.

B. NNVHIP eligibility determinations shall be made using the Eligibility Criteria sheet. The eligibility criteria are structured to assist applicants on a first come, first served basis. The Navajo veteran must submit a local Veterans Organization supporting resolution. The Housing Specialists shall review and complete the Eligibility Criteria sheet ensuring that the forms are completely filled out. A local Veterans Organization supporting

resolution will also be required._The Eligibility Criteria sheet will be added to the veterans permanent file that is maintained at the agency office.

C. **VERIFICATION OF INFORMATION**

1. Verification. All housing improvement needs and information provided by the applicant as part of the application process shall be verified by the NNVA.
   a. An on-site visit will be made by the Program Supervisor, Senior Housing Specialist or Housing Specialist.
   b. During the on-site visit, documentation supporting family structure and composition will be verified in person.
   c. The NNVA will require successful submission of all required documentation prior to placing a Veteran on the waiting list.

D. **CERTIFICATION OF APPLICATIONS**. Completed applications shall be certified by the Housing Program Supervisor. A letter will be mailed to the applicant notifying them if they have met the official requirements for completion of the application. This is not an approval of the application, simply an acknowledgement that the Veteran has submitted all required documentation and the application is being processed.

SECTION VI.

SELECTION OF NAVAJO VETERAN HOUSING IMPROVEMENT PROGRAM APPLICANTS

A. **SELECTION OF NAVAJO VETERAN FOR HOUSING IMPROVEMENT**

The Selection Committee shall select potential grantees for the NNVHIP projects, to be added to the waiting list, according to the Eligibility Criteria sheet which will include a local Veterans Organization supporting resolution. The list shall be updated by the NNVA monthly.

B. **NOTIFICATION TO ELIGIBLE APPLICANTS**

1. Once an applicant has been interviewed and completed submitting their documents, their application packet will be evaluated. Those applicants who are found to be eligible will be notified in writing within fifteen (15) days of the determination. The eligible applicant will then be placed on the waiting list.
2. If the applicant does not have a homesite lease, or equivalent, they will not be placed on the waiting list.
3. The NNVA shall establish individual folders on applicants placed on the waiting list. The NNVA shall maintain and secure all records of eligible applicants at the NNVA Agency Offices.

C. **NOTIFICATION OF INELIGIBLITY & APPEAL PROCESS**

1. Each applicant determined to be ineligible will be promptly notified in writing by the NNVA. The notice shall state the reason(s) for the applicant's ineligibility and will explain his/her right to request a meeting with the NNVA within thirty (30) days from the date of receipt of the notice. The applicant shall be given an opportunity at the meeting to appeal by:

a. Responding to the NNVA's reasons for determining his/her ineligibility, and;
b. Providing any other evidence of his/her eligibility, including any evidence that may overcome any discrepancies in his/her application.

2. Upon review of all information presented at the meeting, the NNVA shall make a determination on whether or not the applicant is now eligible.
3. The NNVA shall inform the applicant of his/her determination within five (5) days of the meeting.
4. The decision shall be final.
   a. Applicants declared ineligible will have their information kept in the NNVA's inactive files for one (1) year from the date of initial application.
   b. After the one year, the applicant may reapply.

D. **VETERANS WAITING LIST**. The NNVA shall maintain a waiting list of applicants that have been determined to be eligible for assistance from the NNVHIP. Eligible applicants will be placed on the respective waiting list according to time and date of the initial application so long as such application is updated annually as required by the applicant based on the date of the initial application.

1. Applicants on the waiting list shall have at least the following information on file:

- Name and address of applicant(s) and household members
- Census Numbers of all household members (if applicable)
- Family composition
- Completed Homesite Lease (or equivalent)
- DD-214 with Honorable Discharge (case by case for other discharge types other than Dishonorable.)
- Local Veterans Organization supporting resolution.

2. Each applicant on file will be notified in writing to update their application annually, by the end of the first quarter of the fiscal year. At that time the NNVA will reaffirm the applicant's eligibility and need for housing improvement.
3. Applicants who fail to update their application either by mail or in person will lose their place on the waiting list and their file will automatically become inactive after 6 months. Upon re-application, they shall be considered new applicants.
4. Any applicant on the waiting list who wishes to be removed from the Veterans waiting list shall submit a notice in writing to the NNVA.

E. **NOTIFICATION OF SELECTED APPLICANTS.** The NNVA shall notify each applicant selected for Veteran Housing Improvement which shall include the following:

EXHIBIT 3

1. The applicant has been selected for Veteran Housing Improvement.
2. A complete description of the improvements to be made.
3. The location of the home.
4. The NNVA shall require the applicant to participate in all home maintenance orientation and education activities.

SECTION VII.

HOME IMPROVEMENT PROGRAM PRE-CONSTRUCTION AGREEMENT (NNVHIPPCA)

A. The Agreement (hereinafter referred to as NNVHIPPCA) is an agreement prior to the beginning of the improvements, which will encompass the rights and responsibilities of the NNVA and the grantee.

1. The grantee will sign the respective NNVHIPPCA for the family. The Program Supervisor or the Housing Specialist will sign on behalf of the NNVA.
2. The NNVHIPPCA shall be executed in duplicate originals. The grantee shall receive one original document and the other shall be retained in the Veteran's file.

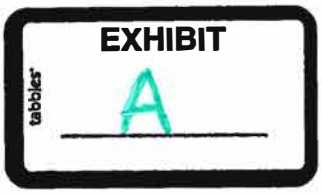
SECTION VIII.

FINAL ACCEPTANCE

Upon completion of the improvements, the work will be verified jointly by the applicant, and the Housing Specialist, ensuring the work performs met the terms of the approved application, and that the Contractor left the project clean and in a safe condition. The Housing Program Supervisor, Housing Specialist and Contractor of Record will conduct a 90-day follow-up and correct any deficiencies.

AMENDMENTS

This policy may be amended periodically with approval by the Health, Education, and Human Services Committee upon recommendation of the Navajo Nation Veterans Advisory Council.



HEHSCAP-04-21

RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
of the 24th NAVAJO NATION COUNCIL - Third Year, 2021

AN ACTION

RELATING TO THE RESOURCE AND DEVELOPMENT AND HEALTH EDUCATION AND HUMAN SERVICES COMMITTEES; AMENDING HEHSCF-03-18; APPROVING THE NAVAJO NATION VETERANS HOUSING POLICY, AS AMENDED, THE HOUSING ACTION PLAN, AS AMENDED, AND THE HOME IMPROVEMENT PROGRAM POLICY

BE IT ENACTED:

SECTION ONE. AUTHORITIES

A. The Resources and Development Committee is a standing committee of the Navajo Nation Council. 2 N.N.C. §500. One purpose of the Committee is to "establish policies and legislation appropriate to the housing needs of the Navajo Nation and its People." 2 N.N.C. §500(C).

B. The Health, Education and Human Services Committee is a standing committee of the Navajo Nation Council, 2 N.N.C. §400, and exercises oversight authority over veterans services, among other duties and responsibilities. 2 N.N.C. § 400(C)(6).

C. The Health, Education and Human Services Committee has the authority to "establish Navajo Nation policy, promulgate rules and regulations governing health, social services, human services and general government services of the Navajo Nation and its tribal organizations, entities, and enterprises." 2 N.N.C. §401(B)(1).

SECTION TWO. FINDINGS

A. The Navajo Nation Veterans Administration and the Navajo Nation Veterans Advisory Council were established by the Navajo Nation Council pursuant to CJA-3-16. The Veterans Administration and the Veterans Advisory Council are programs within the Navajo Nation Office of the President and Vice President. 2 N.N.C. § 1031.

B. Resolution No. CJY-55-18 established the Navajo Veterans Housing Program within the Navajo Nation Veterans Administration at 2 N.N.C § 1033 as follows:

§ 1033. Navajo Housing Program

A. There is hereby established a Navajo Veterans Housing Program within the Navajo Veterans Administration.

B. The Navajo Veterans Housing Program shall be administered by the Navajo Veterans Administration. The Veterans Housing Program shall be supervised by a Program Manager hired by the Director of the Navajo Veterans Administration pursuant to the Navajo Nation Personnel Policies and Procedures Manual. Personnel of the Veterans Housing Program shall include a Housing Specialist at each agency of the Navajo Nation.

C. Duties and Responsibilities of the Navajo Veterans Housing Program shall include administering the Navajo Nation Veterans Administrations Housing Program Policies and Procedures. The Veterans Administration Housing Program Policies and Procedure shall be approved by the Health, Education and Human Services Committee, upon recommendation of the Navajo Nation Veterans Advisory Council.

C. Resolution No. HEHSCF-03-18, attached as **Exhibit 1**, adopted and approved the Navajo Nation Veterans Housing Policies and Procedures and Housing Action Plan.

D. The Navajo Nation Veterans Administration has recommended that the Veterans Housing Policies and Procedures, and Housing Action Plan through HEHSCF-03-18 be deleted as set forth in **Exhibit 2** and be amended and replaced with the Veterans Housing Policies and Procedures as set forth in **Exhibit 3** and the Housing Action Plan as set forth in **Exhibit 4**.

E. The Navajo Nation Veterans Administration has also recommended that the Navajo Nation Veterans Home Improvement Program Policy, as set forth in **Exhibit 5**, be enacted to better serve Navajo veterans.

SECTION THREE. APPROVING NAVAJO NATION VETERANS HOUSING PROGRAM POLICIES AND PROCEDURES, HOUSING ACTION PLAN AND HOME IMPROVEMENT PROGRAM POLICY

A. The Navajo Nation hereby deletes and amends the Navajo Nation Veterans Housing Program Policies and Procedures approved by HEHSCF-03-18 as set forth in **Exhibit 2;** and approves and adopts the Navajo Nation Veterans Housing Program Policy as set forth in **Exhibit 3.**

B. The Navajo Nation hereby deletes and amends the Navajo Nation Veterans Housing Action Plan approved by HEHSCF-03-18 as set forth in **Exhibit 2;** and approves and adopts the Navajo Nation Veterans Housing Action Plan as set forth in **Exhibit 4**.

C. The Navajo Nation hereby approves and enacts the Navajo Nation Veterans Home Improvement Program Policy as set forth in **Exhibit 5**.

SECTION FOUR. SAVING CLAUSE

Should any provision of these policies and procedures approved herein be determined invalid by the Navajo Nation Supreme Court, or the District Courts of the Navajo Nation without appeal to the Navajo Nation Supreme Court, those portions of the policies and procedures not determined invalid shall remain valid and effective.

CERTIFICATION

I, hereby, certify that the following resolution was duly considered by the Health, Education and Human Services Committee of the 24th Navajo Nation Council at a duly called meeting at Window Rock, (Navajo Nation) Arizona, at which quorum was present and that same was passed by a vote of 5 in favor, 0 opposed, on this 8th day of April 2021.

Daniel E. Tso, Chairperson
Health, Education and Human Services Committee
Of the 24th Navajo Nation Council

Motion: Honorable Edison J. Wauneka
Second: Honorable Paul Begay, Jr.

HEHSCF-03-18

EXHIBIT 1

RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
23rd NAVAJO NATION COUNCIL -- Fourth Year, 2018

AN ACTION

RELATING TO RESOURCES AND DEVELOPMENT AND HEALTH, EDUCATION AND HUMAN SERVICES; APPROVING NAVAJO NATION VETERANS HOUSING POLICIES AND PROCEDURES

BE IT ENACTED:

SECTION ONE. AUTHORITIES

A. The Resources and Development Committee is a standing committee of the Navajo Nation Council. 2 N.N.C §500. A purpose of the committee is to "establish policies and legislation appropriate to the housing needs of the Navajo Nation and its People." 2 N.N.C. §500(C).

B. The Health, Education and Human Services Committee is a standing committee of the Navajo Nation Council. 2 N.N.C. §400. Pursuant to 2 N.N.C. §400(C)(6), it exercises oversight authority over veterans services, among other duties and responsibilities.

C. The Health, Education and Human Services Committee has the authority to "establish Navajo Nation policy, promulgate rules and regulations governing health, social services, human services and general government services of the Navajo Nation and its tribal organizations, entities, and enterprises." 2 N.N.C. §401(B)(1).

SECTION TWO. FINDINGS

A. The Navajo Nation Veterans Administration and the Navajo Nation Veterans Advisory Council were established by the Navajo Nation Council pursuant to CJA-3-16. The Veterans Administration and the Veterans Advisory Council are programs within the Navajo Nation Office of the President and Vice President. 2 N.N.C. §1031.

B. Services to Navajo Nation veterans include housing programs. It is necessary that Policies and Procedures be established and approved for housing for Navajo veterans.

SECTION THREE. APPROVING NAVAJO NATION VETERANS HOUSING PROGRAM POLICIES AND PROCEDURES

The Navajo Nation hereby approves the Navajo Nation Veterans Housing Program Policies and Procedures, attached hereto as **Exhibit "A."**

SECTION FOUR. SAVING CLAUSE

Should any provision of these policies and procedures approved herein be determined invalid by the Navajo Nation Supreme Court, or the District Courts of the Navajo Nation without appeal to the Navajo Nation Supreme Court, those portions of the policies and procedures not determined invalid shall remain valid and effective.

CERTIFICATION

I, hereby, certify that the following resolution was duly considered by the Health, Education and Human Services Committee of the 23rd Navajo Nation Council at a duly called meeting at Window Rock, (Navajo Nation) Arizona, at which a quorum was present and that same was passed by a vote of 3 in favor, 0 opposed, 1 abstained this 12th day of February, 2018.

Norman M. Begay, Vice-Chairperson
Health, Education and Human Services Committee

Motion: Honorable Nelson BeGaye
Second: Honorable Nathaniel Brown

Amendment One: Exhibit "A", Page 3, overstrike: ~~The NNVAHP allows up to fifteen (15) homes per agency to be constructed annually for eligible Navajo Veterans.~~; And at Exhibit "A" Page 4, Insert: G. TO INCLUDE PASSED APPROVED VETERANS HOMES NEVER BUILT PROVIDED THEY HAVE DOCUMENTATION.

Amendment One Motion: Honorable Jonathan L. Hale
Second: Honorable Nathaniel Brown
Vote: 2 in favor; 1 opposed; 1 abstain (VCNV)



Navajo Nation
Veterans Administration
Housing Program
Policies and Procedures

Prepared by:
THE NAVAJO NATION
Veterans Administration
Office of the President & Vice President
2767 Morgan Boulevard
Window Rock, Arizona 86515
Phone: (928) 871-6958
Facsimile: (928) 871-7288
www.dnva.navajo-nsn.gov

THE NAVAJO NATION VETERANS ADMINISTRATION
HOUSING PROGRAM
POLICIES & PROCEDURES

TABLE OF CONTENTS

Section		Page No.
I.	INTRODUCTION	3
II.	DEFINITIONS	3
III.	ELIGIBILITY REQUIREMENTS	4
IV.	APPLICATION PROCEDURES	5
V.	CERTIFICATION OF APPLICATIONS	5
VI.	SELECTION PROCEDURES	5
VII.	NAVAJO NATION VETERANS ADMINISTRATION HOUSING PROGRAM AGREEMENT (NNVAHPA)	6
VIII.	NNVAHP GRANTEE RESPONSIBILITIES	7
APPENDIX A - SECTION 1 PRIORITY SELECTION POINTS SYSTEM		9

SECTION I. INTRODUCTION

A. POLICY STATEMENT. It is the policy of the Navajo Nation Veterans Administration Housing Program ("NNVAHP") to provide an opportunity to apply for housing assistance to every eligible Navajo Veteran for all available NNVAHP housing programs with the purpose of providing safe and quality housing.

B. PURPOSE. The purpose of the NNVAHP is to provide housing opportunities for honorably discharged Navajo Veterans.. ~~The NNVAHP allows up to fifteen (15) homes per agency to be constructed annually for eligible Navajo Veterans~~ The NNVAHP affords veterans with the opportunity to obtain access to safe and quality housing.

SECTION II. DEFINITIONS

A. DISABLED VETERAN. A veteran who is deemed physically or mentally impaired, injured, or incapacitated.

C. ELDERLY PERSON. A veteran who is sixty (60) years of age and older.

D. GRANTEE. A veteran recipient of the NNVAHP funds.

E. HOMELESS. A veteran who lacks a permanent residence.

F. LOW INCOME / POVERTY. A veteran whose Annual Income does not exceed those poverty guidelines published by the U.S. Department of Health and Human Services in the Federal Register.

G. NNVAHP WAITING LIST. The official listing of completed files for eligible veterans.

H. VETERAN. A veteran is a person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable.

SECTION III. ELIGIBILITY REQUIREMENTS

The NNVAHP shall accept applications from all Navajo Veterans to determine eligibility.

A. NAVAJO. Applicants who is enrolled member of the Navajo Nation and whose name appears on the Certificate of Indian Blood (CIB) issued by the Navajo Nation pursuant to 1 N.N.C. 701 et. seq.

B. **HONORABLY DISCHARGED VETERAN.** Applicants must demonstrate through a DD FORM 214 honorably discharged.

C. **PREVIOUS HOUSING ASSISTANCE**. Applicants that have received a home by participating in a homeownership program from the Navajo Housing Authority, Navajo Nation Veteran's Administration (NNVA) or any other governmental housing agency shall be deemed ineligible. Applicants must disclose any applications currently pending before any governmental agency, and any applications submitted for home ownership to governmental agencies within the last twenty (20) years. Failure to disclosure such information may result in ineligibility. This section shall not apply to housing renovations or improvements.

D. **AGE REQUIREMENT**. Applicants must be eighteen (18) years of age or older.

E. **PRIMARY RESIDENCE**. Applicants must agree to use the NNVAHP home as their primary residence.

F. **VALID HOME SITE LEASE OR ALLOTMENT RESIDENTIAL LEASE.** Applicants must have a valid Home Site Lease or Allotment Residential Lease in his or her name at the time of selection. Additional requirements may include, but may not be limited to:

1. Biological Compliance;
2. Environmental Evaluation;
3. Cultural Resources Evaluation Compliance Form and Archaeology Inventory Completion;
4. Certified Legal Survey.

G. TO INCLUDE PASSED APPROVED VETERANS HOMES NEVER BUILT PROVIDED THEY HAVE DOCUMENTATION.

SECTION IV. APPLICATION PROCEDURES

A. NNVA shall notify every applicant that their application shall expire in one (1) year and shall provide a written notice of acknowledgement to the Applicant upon receipt of the application with the expiration date.

B. NNVAHP housing applications will be received and maintained by the Navajo Nation Veterans Administration.

C. NNVAHP Housing Assistance determination shall be made using the eligibility criteria and the priority section points system. NNVAHP shall review and score each applicant using the "priority selection points system." The "priority selection points system" score sheet shall then be included as part of the applicant's file.

D. **VERIFICATION OF INFORMATION.** All housing need and information provided by the applicant are subject to verification by the NNVAHP. Certification of the NNVAHP is sufficient to allow the NNVAHP to verify family composition, eligibility and housing need.

1. An on-site visit will be made by the NNVAHP to validate the housing need, interview applicant to discuss the family's housing assessment, verify

physical home/homeless situation and review housing assistance needs and request.

SECTION V. VENDORS

A. The NNVAHP shall be authorized to contract with homes builders and other vendors to fulfill program obligations pursuant to Navajo Nation laws including but not limited to the Navajo Nation Procurement Act 12 N.N.C. §§ 301 et seq. and its respective regulations.

SECTION VI. CERTIFICATION OF COMPLETE APPLICATION.

A. Completed applications shall be certified "Complete" by the NNVAHP. A hard copy of the complete file will be provided to the applicant. A certified letter will be mailed to the applicant verifying they have met the official requirement for a "Complete" application, and shall be a candidate for assistance pending, verification of all information and availability of funding.

SECTION VII. SELECTION PROCEDURES

A. **SELECTION OF VETERANS FOR HOMEOWNERSHIP.** The NNVAHP shall objectively select and provide housing assistance to those applicants deemed eligible based on eligibility criteria and the "priority selection points system." Grantees shall then be placed, in priority and chronological order of their award determination date, on the official "Veterans Waiting List."

B. **EXISTING APPLICATIONS.** Each existing application shall be reassessed for compliance with these policies.

C. **PRIORITY SELECTION POINTS SYSTEM.** Applications for housing assistance shall be scored based on the following point system:

1. Disabled	30
2. Homeless	30
3. Low Income	20
4. Elderly	10
5. Dilapidated Housing	10

D. **VETERANS WAITING LIST.** The NNVAHP shall maintain Navajo Veteran Housing Program waiting list containing the names of those applicants that have been determined eligible for the NNVAHP Housing Program. Applicants placed on the Veterans Waiting List are those deemed eligible for the NNVAHP Housing Program based on initial eligibility criteria, the Selection Priority Points System, and the time and date of their initial application, so long as such application was updated annually.

1. Applicants placed on the Veterans Waiting List shall be deemed "active" for a period of one (1) year.
2. Each applicant on the Veterans Waiting list shall be notified in writing to update his or her application annually, reaffirming the applicant's eligibility and continued need for housing.
3. Any applicant on the waiting list who wishes to be removed from the Veterans waiting list shall submit a Notice in writing to the NNVAHP.
4. Any applicant, who while placed on the Veterans Waiting List, has received a home from another program or any other means must notify the NNVAHP immediately. The recipient of a home from another program shall disqualify the applicant/grantee from receiving housing assistance pursuant to this policy.
5. The NNVAHP shall implement a tracking system for monitoring each Applicant that will assist in notifying the Applicant regarding status and one year expiration date.

E. NOTIFICATION TO ELIGIBLE APPLICANTS. Once an applicant is determined eligible, NNVAHP will notify the applicant in writing within fifteen (15) days of his or her eligibility, and placed on the Veteran Waiting List.

1. The NNVAHP shall develop a digital tracking system for the purpose of transparency, equity, and oversight.
2. The NNVAHP shall establish individual files on applicants placed on the Veteran's Waiting List.
3. Applicants must renew their application annually. Renewal of applications may be done by mail or in person.
4. Applicants will be interviewed within forty-five (45) days after their notification. Grantees will select from housing options, that may include modular or stick building homes and a housing assessment will be conducted for family composition.
5. The NNVAHP shall maintain and secure all records of eligible Grantees in a central location at the NNVA Agency Offices. All records shall be maintained pursuant to the Navajo Nation Privacy and Access to Information Act, 2 N.N.C. §§ 81 *et seq.*
6. The NNVAHP shall require the applicant to participate in all homeownership orientation and education activities.

NOTIFICATION TO INELIGIBLE APPLICANTS. Applicants determined to be ineligible, but not selected as a Grantee, will be promptly notified in writing by the NNVA. The notice shall state the reason(s) for denial. A denial will not preclude the applicant from reapplying.

SECTION VII. NAVAJO NATION VETERANS ADMINISTRATION HOUSING PROGRAM AGREEMENT ("NNVAHPA")

A. NAVAJO NATION VETERANS ADMINISTRATION HOUSING PROGRAM GRANT ("NNVAHP"). The Grant (NNVAHP Grant) is an agreement that describes the

rights and responsibilities of the NNVAHP and the Grantee. This Agreement shall be made prior to the beginning of the construction or delivery of the home.

1. The Grantee will sign the respective NNVAHPA. The NNVA Executive Director shall sign in concurrence.
2. The NNVAHP Grant shall be executed with the original retained by the NNVA and the Grantee shall receive an executed copy.
3. Prior to start of housing construction a Grantee may voluntarily relinquish his/her rights to the Veteran Housing Assistance home. Such relinquishment must be made by signing a waiver of rights under the NNVAHPA. The NNVAHP shall then amend the waiting list to remove the Veteran relinquishing the home. The home shall be offered to the next qualified Veteran on the Veteran Home Waiting List.
4. In the event of the death of a Grantee during the construction of a home, the construction will continue to completion. Any disputes arising may be raised with the Judicial system.

SECTION VIII. NNVAHP GRANTEE RESPONSIBILITIES

A. **NNVAHP GRANTEE RESPONSIBILTIES.** In accordance with the NNVAHPA, the Grantee agrees to the following obligations:
   1. Maintenance of the NNVAHP Home. The Grantee shall be responsible for the maintenance of the NNVAHP Home, including all repairs, replacement, appraisals, and insurance. The NNVAHP shall not be obligated to pay for or provide any maintenance and repairs to the home subject to Subsection B below.
   2. Utility Payments. The Grantee shall pay for the cost of his or her utilities to the home and maintain such utilities. NNVAHP shall not be obligated to pay for utilities provided to the home.

B. **FINAL ACCEPTANCE.** Upon acceptance of the home for occupancy, NNVAHP shall award the NNVAHP home recipient with the key to their new home and notify the recipient of all warranty requirements. The Senior Carpenter is required to monitor the home for ninety (90) days, as part of his or her final inspection, and correct any deficiencies identified during the ninety (90) day monitoring period. The Grantee shall provide written notice to NNVAHP within the first ninety (90) days of any potential deficiencies.

SECTION

Any determination made by a program may be appealed to the Executive Director of the NNVA. Any appeal shall be made within a year of the application date. If beyond the year, the applicant must reapply.

APPENDIX A

SECTION 1
PRIORITY SELECTION POINTS SYSTEM

Name: _____ **Agency**_____

Chapter: _____ **Home Site Lease COMPLETED? Yes** _____ **No** _____

1. Disabled	30 Points	
3. Homeless	30 Points	
5. Low Income	20 Points	
6. Elderly	10 Points	
7. Dilapidated Housing	10 Points	
Maximum Cumulative Total	100 Points	

TOTAL POINTS _____

PREPARED BY:_____ **TITLE:** _____

DATE: _____

VERIFIED BY: _____ **TITLE:** _____

DATE: _____

CERTIFIED BY: _____ **TITLE:** _____

DATE: _____

THE NAVAJO NATION
Veterans Administration
Office of the President & Vice-President
2767 Morgan Boulevard
Window Rock, Arizona 86515
Phone: (928) 871-6958
Facsimile: (928) 871-7288
www.dnva.navajo-nsn.gov

THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

Housing Action Plan
Navajo Nation Veteran Administration
FY 2018 Veteran's Housing Project
January 1, 2018

A. INTRODUCTION:

This Housing Action Plan ("HAP") outlines an approach and proposed activities to complete up to seventy-five homes (75) annually. The new home construction project consisting of up to fifteen (15) homes per agency a total of 75 homes. Projects may be incomplete and inherited from the prior year. These projects will be assessed and implemented into year two starting January 1, 2018 through September 30, 2019. On site visits is necessary to determine course of action and closing out the projects. The Plan will address:

1. Construction of up to fifteen (15) new homes in each agency annually
2. The homes shall be either two or three bedroom homes
3. Determine number of homes in each Agency
4. Provide minor renovation and repairs.

B. PROJECT SUMMARY:

The HAP sets goals and objectives to establish and determine how all the tasks will be accomplished. The HAP would provide for a coordinated approach to complete the construction of up to seventy-five new homes annually within the five agencies. The seventy-five homes consisting of up to fifteen homes (15) per agency are located within the Navajo Nation: Eastern, Central, Fort Defiance, Northern and Western. The HAP shall authorize a contract with homes builders and other vendors to fulfill program obligations pursuant to Navajo Nation laws including but not limited to the Navajo Nation Procurement Act 12 N.N.C. §§ 301 et seq. and its respective regulations.

C. GOALS AND OBJECTIVES: FY 2017

Goal: To complete up to seventy-five NNVA homes annually, up to fifteen homes per Agency

Objective 1. Hire Personnel
Objective 2. Recurring Budget
Objective 3. Lease Tribal Vehicles
Objective 4. Conduct Orientation
●bjective 5. Construction Implementation
Objective 6. Monitoring, Reporting, and Close-Out

POST OFFICE BOX 7440 / WINDOW ROCK, AZ 86515 / PH: (928) 871-7000 / FAX: (928) 871 4025

D. HOUSING ACTION PLAN OVERVIEW

The HAP outlines the approach and steps necessary to complete the goals and objectives.

1. **Project Approach:**

   The management approach for the project consists of three main tools 1) structured organization; 2) A system of project control to track progress and budget; and 3) key managers vested with authority, responsibility and resources.

   - The Organizational Structure – The organizational structure will be a component of the HAP. The organizational chart identifies roles and responsibilities for efficient day to day operations.
   - Program Controls - will define the roles, responsibilities, schedule, cost, and deliverables; in addition, construction phases and quality control. A cost schedule, which include deliverables, is managed via our project control; systems by support and service personnel who will track the program.
   - Key Management – shall be the Executive Director, Housing Specialist, Construction Supervisor shall have full authority, responsibility, and accountability to manage, monitor, budget the HAP, in accordance to year two strategic management plan in consultation with the VSOs and Senior Carpenter.

Monthly on-site reviews will be conducted to monitor the effort and review interim deliverables. The Housing Specialist will develop progress reports to the Key Management and Veterans Advisory Council. Onsite meetings with the Key Management will be conducted on a schedule produced by the Housing Specialist.

E. TASKS TO BE PERFORMED:

OBJECTIVE #1 - HIRE PERSONNEL

Plan of Action – Initiate the process for hiring personnel

1. Advertise all vacant positions in consultation with Navajo Nation Department of Personnel Management:
   a. Formulate Interview Questionnaires;
   b. Select an Interview team; and
   c. Conduct Interviews and make selections.
2. Assess budget for additional or reclassified positions by January 31, 2018.
3. Obtain budget approval by Navajo Nation Council and the President .

OBJECTIVE #2 – Revise Budget

1. Additional personnel
2. Upgrade and Repair of existing equipment and Acquisition of new equipment
3. Leasing Tribal Vehicles and fuel
4. Office supplies
5. Safety Equipment
6. Training and Certification
7. Office Buildings

OBJECTIVE #3 LEASE TRIBAL VEHICLES

1. Start administrative process to lease tribal or GSA vehicles must obtain insurance and other necessary documentation.
2. Have personnel to obtain Navajo Nation Driver's Permit

OBJECTIVE #4 – CONDUCT ORIENTATION

Plan of Action – Conduct an orientation for hired personnel on the HAP, the implementation process and construction schedule.

1. Conduct Orientation by February 20, 2018
    - Prepare Agenda
    - Close-out phase one projects
    - Strategic Management Plan with Timelines
    - Revisit Scope of Work
    - Construction Schedule
    - Inspection Sheet & Process
    - Monitoring Policy
        - Daily Progress Report
        - Reporting

OBJECTIVE #5 – FY 2017 NEW CONSTRUCTION IMPLENEMTATION

Plan of Action - Implement minor renovation and repairs of up to 10 homes and new construction up to 75 homes annually. This plan shall incorporate the eligibility criteria; documentation required to satisfy the eligibility criteria, standard building codes, and shall comply Navajo Nation Procurement Act 12 N.N.C. §§ 301 et seq. and its respective regulations and accounting, expenditure and cash control procedures within the Navajo Veterans Administration Housing Program Policies and Procedures.

1. Construction to start by February, 2018.
2. Construction implementation will be in accordance to construction schedule and Scope of Work with timelines for each home.
3. Implement bi-weekly coordination meeting with construction teams on arising issues with recommendations to resolve immediately to continue a efficient operation, thereafter, initiate monthly meetings.
4. Construction phase two will start effective from July, 2018 to September, 2019 (20 months)

OBJECTIVES #6 – MONITORING AND CLOSE OUT

Plan of Action – Conduct onsite monitoring and reporting in accordance to Monitoring policy

1. Executive Director will provide status report on the Veterans Waiting List to the Veteran's Advisory Council and Office of the President and Vice President, on a monthly basis.

2. Revisit the Monitoring Policy and monitoring reporting format with the Housing Specialist by April, 2018
3. Revisit the Home certification process and key turnover.
4. Housing Specialist will prepare monthly monitoring reports to the Key Management and Veteran's Advisory Council in accordance to Monitoring Policy.
5. Monthly reports will be complied into quarterly reports and into a final report as a close out. All reports will be submitted to the Executive Director and Veteran's Advisory Council.
6. The reports will consist of:
    a. Project results;
    b. Homes completed;
    c. Number of homes inspected with signed inspection reports;
    d. Other documentation as provided in the HAP;
    e. Reports and other deliverables will be provided; and
    f. Projects Costs and impacted budget review.
7. A close-out meeting will be coordinated with the Project Team to develop a close out project on the following:
    a. Conduct inventory of all equipment and supplies purchased Property Management;
    b. Lay-off personnel (PAF issuance);
    c. Lease vehicles return;
    d. Driver's permit returns;
    e. Develop an RFP for independent financial audit of project;
    f. Auditors to complete independent financial audit of project;
8. Close-out will be completed by September 28, 2019





Navajo Nation Veterans Administration Housing Program Policies and Procedures

Prepared by:
THE NAVAJO NATION
Veterans Administration
Office of the President & Vice President
2767 Morgan Boulevard
Window Rock, Arizona 86515
Phone: (928) 871-6958
Facsimile: (928) 871-7288
www.dnva.n-ava-jo-nsn .gov

THE NAVAJO NATION VETERANS ADMINISTRATION
HOUSING PROGRAM
POLICIES & PROCEDURES

TABLE OF CONTENTS

Section	Page No.
I. INTRODUCTION	3
II. DEFINITIONS	3
III. ELIGIBILITY REQUIREMENTS	4
IV. APPLICATION PROCEDURES	5
V. CERTIFICATION OF APPLICATIONS	5
VI. SELECTION PROCEDURES	5
VII. NAVAJO NATION VETERANS ADMINISTRATION HOUSING PROGRAM AGREEMENT (NNVAHPA)	6
VIII. NNVAHP GRANTEE RESPONSIBILITIES	7
APPENDIX A – SECTION 1 PRIORITY SELECTION POINTS SYSTEM	9

SECTION I. INTRODUCTION

A. **POLICY STATEMENT.** It is the policy of the Navajo Nation Veterans Administration Housing Program ("NNVAHP") to provide an opportunity to apply for housing assistance to every eligible Navajo Veteran for all available NNVAHP housing programs with the purpose of providing safe and quality housing.

B. **PURPOSE.** The purpose of the NNVAHP is to provide housing opportunities for honorably discharged Navajo Veterans. The NNVAHP allows up to fifteen (15) homes per agency to be constructed annually for eligible Navajo Veterans The NNVAHP affords veterans with the opportunity to obtain access to safe and quality housing.

SECTION II. DEFINITIONS

A. **DISABLED VETERAN.** A veteran who is deemed physically or mentally impaired, injured, or incapacitated.

C. **ELDERLY PERSON.** A veteran who is sixty (60) years of age and older.

D. **GRANTEE.** A veteran recipient of the NNVAHP funds.

E. **HOMELESS.** A veteran who lacks a permanent residence.

F. **LOW INCOME/ POVERTY.** A veteran whose Annual Income does not exceed those poverty guidelines published by the U.S. Department of Health and Human Services in the Federal Register.

G. **NNV AHP WAITING LIST.** The official listing of completed files for eligible veterans.

H. **VETERAN.** A veteran is a person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable.

SECTION III. ELIGIBILITY REQUIREMENTS

The NNVAHP shall accept applications from all Navajo Veterans to determine eligibility.

A. **NAVAJO.** Applicants who is enrolled member of the Navajo Nation and whose name appears on the Certificate of Indian Blood (CIB) issued by the Navajo Nation pursuant to 1 N.N.C. 701 et. seq.

B. HONORABLY DISCHARGED VETERAN. Applicants must demonstrate through a DD FORM 214 honorably discharged.

C. PREVIOUS HOUSING ASSISTANCE. Applicants that have received a home by participating in a homeownership program from the Navajo Housing Authority, Navajo Nation Veteran's Administration (NNVA) or any other governmental housing agency shall be deemed ineligible. Applicants must disclose any applications currently pending before any governmental agency, and any applications submitted for home ownership to governmental agencies within the last twenty (20) years. Failure to disclosure such information may result in ineligibility. This section shall not apply to housing renovations or improvements.

D. AGE REQUIREMENT. Applicants must be eighteen (18) years of age or older.

E. PRIMARY RESIDENCE. Applicants must agree to use the NNVAHP home as their primary residence.

F. VALID HOME SITE LEASE OR ALLOTMENT RESIDENTIAL LEASE. Applicants must have a valid Home Site Lease or Allotment Residential Lease in his or her name at the time of selection. Additional requirements may include, but may not be limited to:

1. Biological Compliance;
2. Environmental Evaluation;
3. Cultural Resources Evaluation Compliance Form and Archaeology Inventory Completion;
4. Certified Legal Survey.

G. TO INCLUDE PASSED APPROVED VETERANS HOMES NEVER BUILT PROVIDED THEY HAVE DOCUMENTATION.

SECTION IV. APPLICATION PROCEDURES

A. NNVA shall notify every applicant that their application shall expire in one (1) year and shall provide a written notice of acknowledgement to the Applicant upon receipt of the application with the expiration date.

B. NNVAHP housing applications will be received and maintained by the Navajo Nation Veterans Administration.

C. NNVAHP Housing Assistance determination shall be made using the eligibility criteria and the priority section points system. NNVAHP shall review and score each applicant using the "priority selection points system." The "priority selection points system" score sheet shall then be included as part of the applicant's file.

D. **VERIFICATION OF INFORMATION.** All housing need and information provided by the applicant are subject to verification by the NNVAHP. Certification of the NNVAHP is sufficient to allow the NNVAHP to verify family composition, eligibility and housing need.

1. An on-site visit will be made by the NNVAHP to validate the housing need, interview applicant to discuss the family's housing assessment, verify

physical home/homeless situation and review housing assistance needs and request.

SECTION V. VENDORS

A. The NNVAHP shall be authorized to contract with homes builders and other vendors to fulfill program obligations pursuant to Navajo Nation laws including but not limited to the Navajo Nation Procurement Act 12 N.N.C. §§ 301 et seq. and its respective regulations.

SECTION VI. CERTIFICATION OF COMPLETE APPLICATION.

A. Completed applications shall be certified "Complete" by the NNVAHP. A hard copy of the complete file will be provided to the applicant. A certified letter will be mailed to the applicant verifying they have met the official requirement for a "Complete" application, and shall be a candidate for assistance pending, verification of all information and availability of funding.

SECTION VII. SELECTION PROCEDURES

A. **SELECTION OF VETERANS FOR HOMEOWNERSHIP.** The NNVAHP shall objectively select and provide housing assistance to those applicants deemed eligible based on eligibility criteria and the "priority selection points system." Grantees shall then be placed, in priority and chronological order of their award determination date, on the official "Veterans Waiting List."

B. **EXISTING APPLICATIONS.** Each existing application shall be reassessed for compliance with these policies.

C. **PRIORITY SELECTION POINTS SYSTEM.** Applications for housing assistance shall be scored based on the following point system:

1. Disabled	30
2. Homeless	30
3. Low Income	20
4. Elderly	10
5. Dilapidated Housing	10

D. **VETERANS WAITING LIST.** The NNVAHP shall maintain Navajo Veteran Housing Program waiting list containing the names of those applicants that have been determined eligible for the NNVAHP Housing Program. Applicants placed on the Veterans Waiting List are those deemed eligible for the NNVAHP Housing Program based on initial eligibility criteria, the Selection Priority Points System, and the time and date of their initial application, so long as such application was updated annually.

1. Applicants placed on the Veterans Waiting List shall be deemed "active" for a period of one (1) year.
2. Each applicant on the Veterans Waiting list shall be notified in writing to update his or her application annually, reaffirming the applicant's eligibility and continued need for housing.
3. Any applicant on the waiting list who wishes to be removed from the Veterans waiting list shall submit a Notice in writing to the NNVAHP.
4. Any applicant, who while placed on the Veterans Waiting List, has received a home from another program or any other means must notify the NNVAHP immediately. The recipient of a home from another program shall disqualify the applicant/grantee from receiving housing assistance pursuant to this policy.
5. The NNVAHP shall implement a tracking system for monitoring each Applicant that will assist in notifying the Applicant regarding status and one year expiration date.

E. NOTIFICATION TO ELIGIBLE APPLICANTS. Once an applicant is determined eligible, NNVAHP will notify the applicant in writing within fifteen (15) days of his or her eligibility, and placed on the Veteran Waiting List.

1. The NNVAHP shall develop a digital tracking system for the purpose of transparency, equity, and oversight.
2. The NNVAHP shall establish individual files on applicants placed on the Veteran's Waiting List.
3. Applicants must renew their application annually. Renewal of applications may be done by mail or in person.
4. Applicants will be interviewed within forty-five (45) days after their notification. Grantees will select from housing options, that may include modular or stick building homes and a housing assessment will be conducted for family composition.
5. The NNVAHP shall maintain and secure all records of eligible Grantees in a central location at the NNVA Agency Offices. All records shall be maintained pursuant to the Navajo Nation Privacy and Access to Information Act, 2 N.N.C. §§ 81 *et seq.*
6. The NNVAHP shall require the applicant to participate in all homeownership orientation and education activities.

NOTIFICATION TO INELIGIBLE APPLICANTS. Applicants determined to be ineligible, but not selected as a Grantee, will be promptly notified in writing by the NNVA. The notice shall state the reason(s) for denial. A denial will not preclude the applicant from reapplying.

SECTION VII. NAVAJO NATION VETERANS ADMINISTRATION HOUSING PROGRAM AGREEMENT ("NNVAHPA")

A. **NAVAJO NATION VETERANS ADMINISTRATION HOUSING PROGRAM GRANT ("NNVAHP").** The Grant (NNVAHP Grant) is an agreement that describes the

rights and responsibilities of the NNVAHP and the Grantee. This Agreement shall be made prior to the beginning of the construction or delivery of the home.

1. The Grantee will sign the respective NNVAHPA. The NNVA Executive Director shall sign in concurrence.
2. The NNVAHP Grant shall beexecuted with the original retained by the NNVA and the Grantee shall receive an executed copy.
3. Prior to start of housing construction a Grantee may voluntarily relinquish his/her rights to the Veteran Housing Assistance home. Such relinquishment must be made by signing a waiver of rights under the NNVAHPA. The NNVAHP shall then amend the waiting list to remove the Veteran relinquishing the home. The home shall be offered to the next qualified Veteran on the Veteran Home Waiting List.
4. In the event of the death of a Grantee during the construction of a home, the construction will continue to completion. Any disputes arising may be raised with the Judicial system.

SECTION VIII. NNVAHP GRANTEE RESPONSIBILITIES

A. NNVAHP GRANTEE RESPONSIBILTIES. In accordance with the NNVAHPA, the Grantee agrees to the following obligations:

1. Maintenance of the NNVAHP Home. The Grantee shall be responsible for the maintenance of the NNVAHP Home, including all repairs, replacement, appraisals, and insurance. The NNVAHP shall not be obligated to pay for or provide any maintenanee and repairs to the home subject to Subsection B. below.
2. Utility Payments. The Grantee shall pay for the cost of his or her utilities to the home and maintain such utilities. NNVAHP shall not be obligated to pay for utilities provide d to thehome.

B. FINAL ACCEPTANCE. Upon acceptance of the home for oeeupaney, NNVAHP shall award the NNVAHP home recipient with the key to their new home and notify the recipient of all warranty requirements. The Senior Carpenter is required to monitor the home for ninety (90) days, as part of his or her final inspection, and correct any deficieneies identified during the ninety (90) day monitoring period. The Grantee shall provide written notice to NNVAHP within the first ninety (90) days of any potential deficieneies.

SECTION

Any determination made by a program may be appealed to the Executive Director of the NNVA. Any appeal shall be made within a year of the application date. If beyond the year, the applicant must reapply.

APPENDIX A

SECTION 1
PRIORITY SELECTION POINTS SYSTEM

Name: _____ **Agency** _____

Chapter: _____ **Home Site Lease COMPLETED? Yes** ____ **No** ____

1. Disabled	30 Points	
3. Homeless	30 Points	
5. Low Income	20 Points	
6. Elderly	10 Points	
7. Dilapidated Housing	10 Points	
Maximum Cumulative Total	100 Points	

TOTAL POINTS _____

PREPARED BY: _____ **TITLE:** _____

DATE: _____

VERIFIED BY: _____ **TITLE:** _____

DATE: _____

CERTIFIED BY: _____ **TITLE:** _____

DATE: _____

THE NAVAJO NATION
Veterans Administration
Office of the President & Vice President
2767 Morgan Boulevard
Window Rock, Arizona 86515
Phone (928) 871-6958
Facsimile (928) 871-7288
www.dnva.navajo-nsn.gov

Housing Action Plan
Navajo Nation Veteran Administration
FY 2018 Veteran's Housing Project
January 1, 2018

A. INTRODUCTION:

This Housing Action Plan ("HAP") outlines an approach and proposed activities to complete up to seventy-five homes (75) annually. The new home construction project consisting of up to fifteen (15) homes per agency a total of 75 homes. Projects may be incomplete and inherited from the prior year. These projects will be assessed and implemented into year two starting January 1, 2018 through September 30, 2019. On site visits is necessary to determine course of action and closing out the projects. The Plan will address:

1. Construction of up to fifteen (15) new homes in each agency annually
2. The homes shall be either two or three bedroom homes
3. Determine number of homes in each Agency
4. Provide minor renovation and repairs.

B. PROJECT SUMMARY:

The HAP sets goals and objectives to establish and determine how all the tasks will be accomplished. The HAP would provide for a coordinated approach to complete the construction of up to seventy-five new homes annually within the five agencies. The seventy-five homes consisting of up to fifteen homes (15) per agency are locate d within the Navajo Nation: Eastern, Central, Fort Defiance, Northern and Western. The HAP shall authorize a contract with homes builders and other vendors to fulfill program obligations pursuant to Navajo Nation laws including but not limited to the Navajo Nation Procurement Act 12 N.N.C. §§ 301 et seq. and its respective regulations.

C. GOALS AND OBJECTIVES: FY 2017

Goal: To complete up to seventy-five NNVA homes annually, up to fifteen homes per Agency

Objective 1. Hire Personnel
Objective 2. Recurring Budget
Objective 3. Lease Tribal Vehicles
Objective 4. Conduct Orientation
Objective 5. Construction Implementation
Objective 6. Monitoring, Reporting, and Close Out

D. HOUSING ACTION PLAN OVERVIEW

The HAP outlines the approach and steps necessary to complete the goals and objectives.

1. Project Approach:

The management approach for the project consists of three main tools 1) structured organization; 2) A system of project control to track progress and budget; and 3) key managers vested with authority, responsibility and resources.

- The Organizational Structure – The organizational structure will be a component of the HAP. The organizational chart identifies roles and responsibilities for efficient day to day operations.
- Program Controls – will define the roles, responsibilities, schedule, cost, and deliverables; in addition, construction phases and quality control. A cost schedule, which include deliverables, is managed via our project control; systems by support and service personnel who will track the program.
- Key Management – shall be the Executive Director, Housing Specialist, Construction Supervisor shall have full authority, responsibility, and accountability to manage, monitor, budget the HAP, in accordance to year two strategic management plan in consultation with the VSOs and Senior Carpenter.

Monthly on site reviews will be conducted to monitor the effort and review interim deliverables. The Housing Specialist will develop progress reports to the Key Management and Veterans Advisory Council. Onsite meetings with the Key Management will be conducted on a schedule produced by the Housing Specialist.

E. TASKS TO BE PERFORMED:

OBJECTIVE #1 – HIRE PERSONNEL

Plan of Action – Initiate the process for hiring personnel

1. Advertise all vacant positions in consultation with Navajo Nation Department of Personnel Management:
    a. Formulate Interview Questionnaires;
    b. Select an Interview team; and
    c. Conduct Interviews and make selections.
2. Assess budget for additional or reclassified positions by January 31, 2018.
3. Obtain budget approval by Navajo Nation Council and the President.

OBJECTIVE #2 – Revise Budget

1. Additional personnel
2. Upgrade and Repair of existing equipment and Acquisition of new equipment
3. Leasing Tribal Vehicles and fuel
4. Office supplies
5. Safety Equipment
6. Training and Certification
7. Office Buildings

OBJECTIVE #3 LEASE TRIBAL VEHICLES

1. Start administrative process to lease tribal or GSA vehicles must obtain insurance and other necessary documentation.
2. Have personnel to obtain Navajo Nation Driver's Permit

OBJECTIVE #4 - CONDUCTORIENTATION

Plan of Action – Conduct an orientation for hired personnel on the HAP, the implementation process and construction schedule.

1. Conduct Orientation by February 20, 2018
   - Prepare Agenda
   - Close-out phase one projects
   - Strategic Management Plan with Timelines
   - Revisit Scope of Work
   - Construction Schedule
   - Inspection Sheet & Process
   - Monitoring Policy
     - Daily Progress Report
     - Reporting

OBJECTIVE #5 – FY 2017 NEW CONSTRUCTION IMPLENEMT ATION

Plan of Action – Implement minor renovation and repairs of up to 10 homes and new construction up to 75 homes annually. This plan shall incorporate the eligibility criteria; documentation required to satisfy the eligibility criteria, standard building codes, and shall comply Navajo Nation Procurement Act 12 N.N.C. §§ 301 et seq. and its respective regulations and accounting, expenditure and cash control procedures within the Navajo Veterans Administration Housing Program Policies and Procedures.

1. Construction to start by February, 2018.
2. Construction implementation will be in accordance to construction schedule and Scope of Work with timelines for each home.
3. Implement bi-weekly coordination meeting with construction teams on arising issues with recommendations to resolve immediately to continue a efficient operation, thereafter, initiate monthly meetings.
4. Construction phase two will start effective from July, 2018 to September, 2019 (20 months)

OBJECTIVES #6 – MONITORING AND CLOSE OUT

Plan of Action – Conduct onsite monitoring and reporting in accordance to Monitoring policy

1. Executive Director will provide status report on the Veterans Waiting List to the Veteran's Advisory Council and Office of the President and Vice President, on a monthly basis.

2. Revisit the Monitoring Policy and monitoring reporting format with the Housing Specialist by April, 2018
3. Revisit the Home certification process and key turnover.
4. Housing Specialist will prepare monthly monitoring reports to the Key Management and Veteran's Advisory Council in accordance to Monitoring Policy.
5. Monthly reports will be complied into quarterly reports and into a final report as a close out. All reports will be submitted to the Executive Director and Veteran's Advisory Council.
6. The reports will consist of:
    a. Project results;
    b. Homes completed;
    c. Number of homes inspected with signed inspection reports;
    d. Other documentation as provided in the HAP;
    e. Reports and other deliverables will be provided; and
    f. Projects Costs and impacted budget review.
7. A close out meeting will be coordinated with the Project Team to develop a close out project on the following:
    a. Conduct inventory of all equipment and supplies purchased Property Management;
    b. Lay off personnel (PAF issuance);
    c. Lease vehicles return;
    d. Driver's permit returns;
    e. Develop an RFP for independent financial audit of project;
    f. Auditors to complete independent financial audit of project;
8. Close out will be completed by September 28, 2019

Housing Action Plan
Navajo Nation Veteran Administration
FY 2018 Veteran's Housing Project
January 1, 2018

A. INTRODUCTION:

This Housing Action Plan ("HAP") outlines an approach and proposed activities to complete up to seventy-five homes (75) annually. The new home construction project consisting of up to fifteen (15) homes per agency a total of 75 homes. Projects may be incomplete and inherited from the prior year. These projects will be assessed and implemented into year two starting January 1, 2018 through September 30, 2019. On site visits is necessary to determine course of action and closing out the projects. The Plan will address:

1. Construction of up to fifteen (15) new homes in each agency annually
2. The homes shall be either two or three bedroom homes
3. Determine number of homes in each Agency
4. Provide minor renovation and repairs.

B. PROJECT SUMMARY:

The HAP sets goals and objectives to establish and determine how all the tasks will be accomplished. The HAP would provide for a coordinated approach to complete the construction of up to seventy five new homes annually within the five agencies. The seventy-five homes consisting of up to fifteen homes (15) per agency are located within the Navajo Nation: Eastern, Central, Fort Defiance, Northern and Western. The HAP shall authorize a contract with homes builders and other vendors to fulfill program obligations pursuant to Navajo Nation laws including but not limited to the Navajo Nation Procurement Act 12 N.N.C. §§ 301 et seq. and its respective regulations.

C. GOALS AND OBJECTIVES: FY 2017

Goal: To complete up to seventy-five NNVA homes annually, up to fifteen homes per Agency.
Objective 1. Hire Personnel
Objective 2. Recurring Budget
Objective 3. Lease Tribal Vehicles
Objective 4. Conduct Orientation
Objective 5. Construction Implementation
Objective 6. Monitoring, Reporting, and Close-Out

D. HOUSING ACTION PLAN OVERVIEW

The HAP outlines the approach and steps necessary to complete the goals and objectives.

1. **Project Approach:**

   The management approach for the project consists of three main tools 1) structured organization; 2) A system of project control to track progress and budget; and 3) key managers vested with authority, responsibility and resources.

   - The Organizational Structure – The organizational structure will be a component of the HAP. The organizational chart identifies roles and responsibilities for efficient day to day operations.
   - Program Controls - will define the roles, responsibilities, schedule, cost, and deliverables; in addition, construction phases and quality control. A cost schedule, which include deliverables, is managed via our project control; systems by support and service personnel who will track the program.
   - Key Management – shall be the Executive Director, Housing Specialist, Construction Supervisor shall have full authority, responsibility, and accountability to manage, monitor, budget the HAP, in accordance to year two strategic management plan in consultation with the VSOs and Senior Carpenter.

Monthly on-site reviews will be conducted to monitor the effort and review interim deliverables. The Housing Specialist will develop progress reports to the Key Management and Veterans Advisory Council. Onsite meetings with the Key Management will be conducted on a schedule produced by the Housing Specialist.

E. TASKS TO BE PERFORMED:

OBJECTIVE #1 - HIRE PERSONNEL

Plan of Action – Initiate the process for hiring personnel

1. Advertise all vacant positions in consultation with Navajo Nation Department of Personnel Management:
   a. Formulate Interview Questionnaires;
   b. Select an Interview team; and
   c. Conduct Interviews and make selections.
2. Assess budget for additional or reclassified positions by January 31, 2018.
3. Obtain budget approval by Navajo Nation Council and the President .

OBJECTIVE #2 – Revise Budget

1. Additional personnel
2. Upgrade and Repair of existing equipment and Acquisition of new equipment
3. Leasing Tribal Vehicles and fuel
4. Office supplies
5. Safety Equipment
6. Training and Certification
7. Office Buildings

OBJECTIVE #3 LEASE TRIBAL VEHICLES

1. Start administrative process to lease tribal or GSA vehicles must obtain insurance and other necessary documentation.
2. Have personnel to obtain Navajo Nation Driver's Permit

OBJECTIVE #4 – CONDUCT ORIENTATION

Plan of Action – Conduct an orientation for hired personnel on the HAP, the implementation process and construction schedule.

1. Conduct Orientation by February 20, 2018
   - Prepare Agenda
   - Close-out phase one projects
   - Strategic Management Plan with Timelines
   - Revisit Scope of Work
   - Construction Schedule
   - Inspection Sheet & Process
   - Monitoring Policy
     - Daily Progress Report
     - Reporting

OBJECTIVE #5 – FY 2017 NEW CONSTRUCTION IMPLENEMTATION

Plan of Action – Implement minor renovation and repairs of up-to-10-homes and new construction up to 75 homes annually. This plan shall incorporate the eligibility criteria; documentation required to satisfy the eligibility criteria; standard building codes, and shall comply Navajo Nation Procurement Act 12 N.N.C. §§ 301 et seq. and its respective regulations and accounting, expenditure and cash control procedures within the Navajo Veterans Administration Housing Program Policies and Procedures.

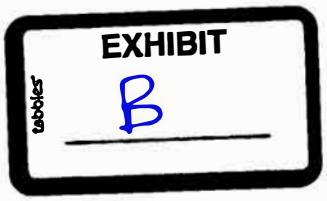
1. Construction to start by February, 2018.
2. Construction implementation will be in accordance to construction schedule and Scope of Work with timelines for each home.
3. Implement bi-weekly coordination meeting with construction teams on arising issues with recommendations to resolve immediately to continue a efficient operation, thereafter, initiate monthly meetings.
4. Construction phase two will start effective from July, 2018 to September, 2019 (20 months)

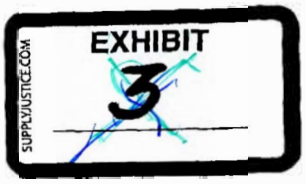
OBJECTIVES #6 – MONITORING AND CLOSE OUT

Plan of Action – Conduct onsite monitoring and reporting in accordance to Monitoring policy

1. Executive Director will provide status report on the Veterans Waiting List to the Veteran's Advisory Council and Office of the President and Vice President, on a monthly basis.

2. Revisit the Monitoring Policy and monitoring reporting format with the Housing Specialist by April, 2018.
3. Revisit the Home certification process and key turnover.
4. Housing Specialist will prepare monthly monitoring reports to the Key Management and Veteran's Advisory Council in accordance to Monitoring Policy.
5. Monthly reports will be complied into quarterly reports and into a final report as a close out. All reports will be submitted to the Executive Director and Veteran's Advisory Council.
6. The reports will consist of:
    a. Project results;
    b. Homes completed;
    c. Number of homes inspected with signed inspection reports;
    d. Other documentation as provided in the HAP;
    e. Reports and other deliverables will be provided; and
    f. Projects Costs and impacted budget review.
7. A close out meeting will be coordinated with the Project Team to develop a close out project on the following:
    a. Conduct inventory of all equipment and supplies purchased Property Management;
    b. Lay-off personnel (PAF issuance);
    c. Lease vehicles return;
    d. Driver's permit returns;
    e. Develop an RFP for independent financial audit of project;
    f. Auditors to complete independent financial audit of project;
8. Close out will be completed by September 28, 2019





THE NAVAJO NATION VETERANS ADMINISTRATION

NAVAJO NATION VETERANS

HOUSING PROGRAM POLICY

January 11, 2021

TABLE OF CONTENTS

SECTION I	INTRODUCTION	3
SECTION II	DEFINITIONS	3
SECTION III	SCREENING FACTORS	5
SECTION IV	ADMISSION ELIGIBILITY REQUIREMENTS	5
SECTION V	APPLICATION PROCEDURES	6
SECTION VI	HOMESITE LEASE REQUIREMENTS	7
SECTION VII	SELECTION OF NAVAJO VETERAN HOUSING PROGRAM APPLICANTS	7
SECTION VIII	NAVAJO VETERAN HOUSING PROGRAM PRE CONFERENCE AGREEMENT	9
SECTION IX	FINAL ACCEPTANCE	10

SECTION I.

INTRODUCTION

A. **POLICY STATEMENT.** It is the policy of the Navajo Nation Veterans Administration (hereafter referred to as the NNVA) to provide every eligible Navajo Nation Veteran an opportunity to apply for housing assistance under the Navajo Veterans Housing Program with the intent of providing safe, decent, and sanitary housing services.

B. **PURPOSE.** The purpose of the Navajo Nation Veterans Housing Program (NNVHP) is to identify, assess and prioritize the housing needs of Navajo Veterans. The NNVA shall monitor, advocate, promote, and administer NNVA efforts towards housing needs of Navajo Veterans. The NNVHP is to provide and assist with the construction of homes, consistent with applicable industry standards, for Navajo Veterans. Such consideration of homes shall be for qualified Navajo Veterans. These homes are built and provided to the veteran with the intent and understanding that these homes shall remain the property of the qualified veteran.

C. **POSTING OF POLICIES.** A copy of these policies shall be prominently posted in every local NNVA office and shall be provided to all veterans and the general public upon request.

D. **AMENDMENTS/WAIVERS.** Upon determination of good cause, the Program Manager may waive any provisions of these policies, which will not impede Federal or Tribal statutory requirements. Requests for an amendment or waiver shall be in writing and clearly indicate the provision of the policies requesting to be waived and shall be supported by documentation of the pertinent facts and grounds. All requests must be submitted to the NNVA Central Administration office for resolution.

SECTION II.

DEFINITIONS

A. **BUSINESS DAYS.** Working days from Monday through Friday, 8 am to 5 pm.

B. **CALENDAR DAYS.** Calendar days are any day of the week including weekends.

C. **CRITICAL HOUSING NEEDS.** As determined based on results of the Eligibility Criteria & Preference Rating Sheet.

D. **DEPENDANT.** A member of the household (excluding foster children), other than the Family Head or Spouse, who is under twenty-five (25) years of age, a person with disabilities or handicapped person, or is a full-time student. Certification by qualified or certified governmental or educational institution is required for disabilities and student status.

E. **DISABLED VETERAN.** An individual who has served on active duty in the Armed Forces, was honorably discharged, and has a service-connected disability or a disability that was aggravated during active duty, or is receiving compensation, disability retirement benefits, or pension because of a service-connected disability.

F. **DISPLACED VETERAN.** A Veteran that is relocated on a permanent basis due to unforeseen events, cultural displacement, or natural disasters.
G. **ELDERLY PERSON**. A person who is sixty-two (62) years of age and older.
H. **FAMILY.** Shall mean: a. Legally married couple with or without children; b. Single or widowed parent with children; c. Single person with guardianship or custody of children or is in the process of securing legal custody of children under the age of 18 years verified by supporting documents.
I. **GRANTEE.** A Veteran who is selected to be a recipient for housing assistance from the Navajo Nation Veterans Housing Program.
J. **HEAD OF HOUSEHOLD.** The Veteran is the main adult family member who is held responsible and accountable for the family.
K. **HOME or HOME CONSTRUCTION.** A residential dwelling, permanently located due to custom on-site construction, modular, or mobile with access to power, water, and sewer.
L. **HOMELESS VETERAN.** A Veteran who is unable to maintain a steady residence due to an inability to obtain and maintain steady employment and have limited income.
M. **HOUSING SELECTION COMMITTEE.** The Housing Selection Committee will consist of the Program Supervisor and Housing Specialists.
N. **HOUSING SPECIALIST.** As defined by Navajo Nation Department of Personnel Management.
O. **MILITARY SERVICE OF THE UNITED STATES.** The armed forces of the U.S. Government consisting of the Army, Navy, Air Force, Marine Corps, and Coast Guard. Such service does not include the Merchant Marines, Red Cross, IHS or any other organization not part of the United States Department of Defense.
P. **MOBILE HOME.** A residential unit able to be moved from one location to another, either by towing or self-propulsion.
Q. **MODULAR HOME.** A residential unit consisting of parts of a completed home constructed in a location other than the permanent residential location.
R. **NAVAJO NATION VETERANS ADMINISTRATION LOCAL OFFICES.** The five (5) Agency offices of the NNVA are:
    - Chinle
    - Eastern
    - Ft. Defiance
    - Shiprock
    - Western
S. **NNVHP.** Navajo Nation Veterans Housing Program.
T. **NAVAJO.** A person who is an enrolled member of the Navajo Nation and whose name appears on the Certificate of Indian Blood (CIB) or Navajo Nation ID card issued by the Navajo Nation.
U. **SPOUSE.** The legal domestic partner of the Navajo Veteran.
V. **STICK-BUILT HOME.** A residential structure built on location, un-moveable.

W. **VETERAN.** A person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable. This definition explains that any individual that completed a term of service not less than 180 days for any branch of the armed forces classifies as a veteran as long as they were not dishonorably discharged.

X. **VSO.** Veteran Services Officer

Y. **WIDOW or WIDOWER.** A surviving spouse who was legally and validly married to and lived with a Veteran continuously from the date of marriage to the date of the Veteran's death and is not remarried.

SECTION III.

SCREENING FACTORS

A. **Applicant Screening Listing and Ranking System.** In order to ensure that the NNVHP services veterans with the most critical housing needs, a screening and ranking system has been established. The cumulative total of points determines the applicant's position on the waiting list. Ties are broken by the chronological order of application (date in which the application was received).

Qualification criteria are summarized below. When a veteran completes the application form, they will be asked a series of questions that determine their qualifications relative to the selection criteria. It is very important that veterans (demonstrate understanding of) read and understand the entire application before submitting their screening packet. The local agency office will be available to answer any questions the applicant may have.

Once on the waiting list a veteran may be called in to update their application once a year. Failure to update the application as requested may result in the Veteran being removed from the waiting list. During the update process the information on the application will be verified.

An Eligibility Criteria & Preference Rating Sheet shall be applied to the Navajo Nation Veterans Housing Program.

SECTION IV.

ADMISSION ELEGIBILITY REQUIREMENTS

A. **Application for Eligibility and Selection**. The NNVA shall accept applications for all eligible Navajo Veterans provided that:

1. **PREVIOUS HOUSING ASSISTANCE**. Applicants must not have obtained prior housing assistance from the NNVA NNVHP or any other governmental housing agency (including the Navajo Housing Authority) for the

procurement or construction of a new house. Applicants must disclose any applications pending or resolved with other governmental housing agencies within the past 15 years.

2. **PRIMARY RESIDENCE**. Applicants shall agree to reside at the newly procured or constructed home as their primary residence, i.e. shall not be considered a seasonal or secondary home.
3. **HOME RESALE**. The applicant shall agree that the home shall not be sold or transferred without prior written consent from the Program Manager. In the event of the Qualified Veterans death, the home will transfer in accordance with the veterans last will and testament or a court decision.

B. The Program Manager, alone, shall not make decisions regarding screening, selection, awarding, and home ownership within the Navajo Nation Veterans Housing Program without first consulting the Housing Selection Committee.

SECTION V.

APPLICATION PROCEDURES

A. NNVA NNVHP applications will be received and maintained by each local NNVA office through the Agency Housing Specialist. The Housing Specialists will meet with individual veterans to discuss the family's housing situation and housing assistance request. Housing assistance will be explained to the veteran and the required procedures for acquiring assistance. Other available housing assistance programs will also be explained to each applicant and appropriate referrals will be made.

B. NNVHP eligibility determinations shall be made using the Eligibility Criteria and Preference Rating sheet. The selection criteria are structured to assist the neediest veteran first. The Housing Specialists shall review and complete the Eligibility Criteria and Preference Rating sheet ensuring to remove personnel identifying information from the score sheet. The Eligibility Criteria and Preference Rating sheet will be included as part of the applicants' application and supporting documents package. The Eligibility Criteria shall also include a local Veterans Organization supporting resolution.

C. **VERIFICATION OF INFORMATION**

1. Verification. All housing needs and information provided by the applicant as part of the application process shall be verified by the NNVA.
    a. An on-site visit will be made by the Program Supervisor, Senior Housing Specialist or Housing Specialist.
    b. During the on-site visit, documentation supporting family structure and composition will be verified in person.
    c. The NNVA will require successful submission of all required documentation prior to placing a Veteran on the waiting list.

D. **CERTIFICATION OF APPLICATIONS**. Completed applications shall be certified by the Housing Program Supervisor. A letter will be mailed to the applicant notifying them if they have met the official requirements for completion of the application. This is not an approval of the application, simply an acknowledgement that the Veteran has submitted all required documentation and the application is being processed.

SECTION VI.

HOMESITE/RESIDENTIAL SITE LEASE REQUIREMENTS

A. Veteran applicants who desire to have a home built or procured under the NNVHP shall be required to obtain a valid homesite lease or residential site lease. The NNVA provides no oversight on this process. A valid and completed copy of a lease will be required from the applicant as part of the process.

SECTION VII.

SELECTION OF NAVAJO VETERAN HOUSING PROGRAM APPLICANTS

A. **SELECTION OF NAVAJO VETERAN FOR HOUSING**
The Housing Selection Committee shall select potential grantees for the NNVHP projects, to be added to the waiting list, according to the Eligibility Criteria and Preference Rating sheet. The Housing Selection Committee shall select potential grantees for the NNVHP projects from the local Veterans Organization supporting resolution. The list shall be updated by the NNVA monthly.

B. **NOTIFICATION TO ELEGIBLE APPLICANTS**

1. Once an applicant has been interviewed and has completed and submitted all of their necessary documents, their application packet will be evaluated. Those applicants who are found to be eligible will be notified in writing within fifteen (15) days of the determination. The eligible applicant will then be placed on the waiting list.
2. At this time, the applicant will be permitted to state, in writing, their housing preference of either a) modular home, or b) stick-built home.
3. A valid and complete homesite lease must be provided to the local NNVA agency office at this time.
4. If the applicant has failed to obtain a lease, or chooses not to obtain a lease, they will not be placed on the waiting list.
5. Based on the family size in the initial application, the determination of a studio, two (2), three (3), four (4) or five (5) bedroom house will be made by the Housing Selection Committee.
6. The NNVA shall establish individual folders on applicants placed on the waiting list. The NNVA shall maintain and secure all records of eligible applicants at the NNVA Agency Offices.

C. **NOTIFICATION OF INELIGIBLITY & APPEAL PROCESS**

1. Each applicant determined to be ineligible will be promptly notified in writing by the NNVA. The notice shall state the reason(s) for the applicant's ineligibility and will explain his/her right to request a meeting with the NNVA, within thirty (30) days from the date of receipt of the notice. The applicant shall be given an opportunity at the meeting to appeal by:
    a. Responding to the NNVA's reasons for determining his/her ineligibility, and;
    b. Providing any other evidence of his/her eligibility, including any evidence that may overcome any discrepancies in his/her application.
2. Upon review of all information presented at the meeting, the NNVA shall make a determination on whether or not the applicant is now eligible.
3. The NNVA shall inform the applicant of his/her determination within five (5) days of the meeting.
4. The decision shall be final.
    a. Applicants declared ineligible will have their information kept in the NNVA's inactive files for one (1) year from the date of initial application.
    b. After the one year, the applicant may reapply.

D. **VETERANS WAITING LIST.** The NNVA shall maintain a waiting list of applicants that have been determined to be eligible for assistance from the NNVHP. The list shall be separated by those applicants who wish to a) have a modular home provided, or b) have a stick-built home. Eligible applicants will be placed on the respective waiting list according to: 1) listing and ranking score; and 2) time and date of the initial application so long as such application is updated annually by the applicant based on the date of the initial application.

1. Applicants on the respective waiting list shall have at least the following information on file:

- Name and address of applicant(s) and household members
- Social Security Numbers of all household members
- Census Numbers of all household members (if applicable)
- Family composition
- Completed Homesite Lease
- DD-214 with Honorable Discharge (case by case for other discharge types other than Dishonorable.)

2. Each applicant on file will be notified in writing to update their application annually. At that time the NNVA will reaffirm the applicant's eligibility and need for housing. Annually, the veteran will sign an affirmation acknowledging that the home being awarded will remain with the Navajo veteran in the event of divorce/dissolution of the family unit.

3. Applicants who fail to update their application annually either by mail or in person will lose their place on the waiting list and their file will automatically become inactive after 6 months. Upon re-application, they shall be considered new applicants.

4. Any applicant on the waiting list who wishes to be removed from the Veterans waiting list shall submit a Notice in writing to the NNVA.

E. **NOTIFICATION OF SELECTED APPLICANTS.** The NNVA shall notify each applicant selected for Veteran Housing which shall include the following:

1. The applicant has been selected for Veteran Housing.
2. The number of bedrooms the home will have.
3. The location of the home.
4. The NNVA shall require the applicant to participate in all homeownership orientation and education activities.

SECTION VIII.

NAVAJO NATION VETERAN HOUSING PROGRAM PRE-CONSTRUCTION AGREEMENT (NNVHPPCA)

A. The Agreement (hereinafter referred to as NNVHPPCA) is an agreement prior to the beginning of the construction, which will encompass the rights and responsibilities of the NNVA and the grantee.
   1. The grantee will sign the respective NNVHPPCA for the family. The Program Supervisor or the Housing Specialist will sign on behalf of the NNVA.
   2. The NNVHPPCA shall be executed in duplicate originals. The grantee shall receive one original document and the other shall be retained in the Veteran's file.
   3. Prior to start of housing construction or procurement a grantee may voluntarily relinquish his/her rights to the Veteran Housing Program home. Such relinquishment must be made by signing a waiver of rights under the NNVHP. The NNVA shall then amend the waiting list to remove the Veteran relinquishing the home. The home shall be offered to the next qualified Veteran on the appropriate waiting list.
   4. In the event of a grantees death, prior to completion of the construction of the home, the construction will continue to completion and the home will be given to the legal spouse.
   5. In the event of any domestic issues that may arise, the NNVA shall not intervene. The Veterans place on the waiting list will be held until the issue has been remedied by the Navajo Nation courts.

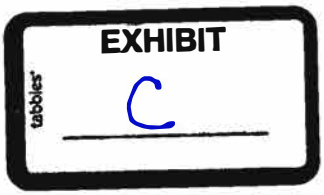
SECTION IX.

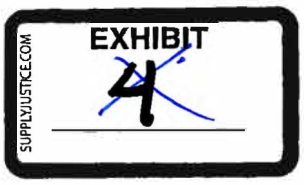
FINAL ACCEPTANCE

Upon acceptance of the home from the Contractor by the NNVA, a Certificate of Occupancy will be issued by the NNVA, and then the NNVA shall give the key to the new homeowner. The Housing Program Supervisor, Housing Specialist and Contractor of Record will be required to conduct a 90-day final inspection and correct any deficiencies.

AMENDMENTS

This policy may be amended periodically with approval by the Health, Education, and Human Services Committee upon recommendations of the Navajo Nation Veterans Advisory Council.





Navajo Nation Veterans Administration

Veterans Housing Program

Housing Action Plan

Section 1. Findings

CJY-55-18, An Act Relating to the Establishment of the Navajo Housing Program within the Navajo Veterans Administration, sought to provide "services to Navajo Nation veterans [including] housing programs. It was deemed "necessary that a housing program be created within the Navajo Nation Veterans Administration."

CJA-03-16 states that it is the responsibility of the Navajo Nation Veterans Administration to effectively and efficiently provide services, including, but not limited to a Veterans Housing Program. To that end, the Navajo Nation Veterans Administration is charged with the management of and is responsible for the day-to-day operations involved with the implementation of the Navajo Nation Veterans Administration Veterans Housing Program.

BFAU-24-17 found that due to inadequate management of the program and improper oversight of the work being performed in the past, houses that were constructed under years 1 & 2 failed to meet the needs of the veterans who were to occupy them.

CS-48-13 found that it was in the best interest of the Navajo Nation and the Navajo people to amend the Navajo Nation Veterans Trust Fund in order to provide equal distribution of the annual comprehensive budgeted amount between the Navajo Nation Veterans Trust Fund and the Navajo Nation Veterans Administration to provide for veterans' housing for each of the five (5) agencies. The five (5) agencies were to receive an equal share of that amount for the construction of up to fifteen (15) homes equitably in each of their respective agencies using all possible assistance program funds that such veterans may qualify for to construct as many homes as possible and provide minor home renovations and repairs for Navajo Veterans.

Section 2. Purpose

The purpose of the Navajo Nation Veterans Housing Program (NNVHP) is to identify, assess and prioritize the housing needs of Navajo Veterans. The NNVA shall monitor, advocate, promote, and administer NNVA efforts towards housing needs of Navajo Veterans. The NNVHP is to provide and assist with the construction of homes, consistent with applicable industry standards, for Navajo Veterans. Such consideration of homes shall be for qualified Navajo Veterans. These homes are built and provided to the veteran with the intent and understanding that these homes shall remain the property of the qualified veteran.

Section 3. Objectives

The objectives of the Veterans Housing Program are to: 1) Reduce the high number of homeless veterans; 2) Reduce the high amount of substandard and dilapidated veteran housing; 3) Reduce the high amount of overcrowded housing conditions; 4) Create pride in home ownership for the veteran recipient and their family; 5) Create jobs for veterans through home construction and renovation thereby reducing the unemployment rate among veterans.

Section 4. Authority

The Veterans Housing Program (VHP), through the Program Manager, is authorized to prioritize the construction of housing based on an approved application screening process, without regard to applicant geographical location, so long as that location remains within the boundaries of the Navajo Nation.

The VHP, through the Program Manager, is additionally authorized to prioritize the renovations and/or improvements to veterans housing based on an approved application screening process.

The Program Manager is further authorized to provide program funds in the form of grants to eligible veteran applicants wishing to obtain down payment assistance for the purchase of a new home.

Section 5. Program Personnel

The VHP shall be administered by the Program Manager. The NNVA shall retain staff suitably trained to perform specified duties under the VHP. Such positions deemed necessary to properly administer, implement, and execute the program shall be funded using program funds. Such positions shall be annotated in the NNVA Plan of Operations. A Program Supervisor 1 position shall be responsible for the daily operations of the program, managing personnel necessary to administer the program, and coordinating with Navajo Nation Divisions, Departments, Programs, and Entities to help ensure the success of the VHP. This position shall be assisted by one (1) Senior Housing Specialist and five (5) Housing Specialists, with one located at each agency office. The Housing Specialists shall be responsible for assisting Veterans within their agency in applying for housing assistance by providing education on the policies and procedures and assist the Veteran with the completion of application packets. Other positions shall be retained as appropriate to perform specialized duties and responsibilities under this program. The NNVA shall document efforts taken to provide veteran preference in employment for these positions.

Section 6. Eligibility Criteria

Navajo veterans who are determined to be homeless, who possess an honorable discharge, a valid homesite lease, or equivalent shall be considered eligible to apply under the guidelines and approved policies for this program. The Navajo veteran must submit a local Veterans Organization supporting resolution. Supporting documentation shall be provided upon request by the NNVA. Those documents may include, but not be limited to: DD-214 or discharge certificate, valid homesite lease (or equivalent), VA disability rating (or other disability rating documents), and family composition paperwork (birth certificates, marriage license), CIB.

Section 7. Audit Findings & Corrections

1. NNVA was unable to show exactly how money was spent on material for homes under year one of the program because of poor supporting documentation.
    a. Moving forward, all work on homes under the VHP, as well as homes qualifying for major or minor improvements, repairs, or renovations will be performed by licensed contractors. Contract documents will be maintained by the Program Supervisor. Payments for completed work will be recorded by the Program Supervisor and OOC Contract Accounting and Accounts Payable.

2. Employee application files were incomplete and qualified employees were not hired.
    a. NNVA staff are required to have a personnel file located in the Central Office, managed and maintained by the office staff. Moving forward with the program, qualified contractors will be responsible for recruiting and training veteran candidates, and providing documentation detailing their efforts and results towards that end.
3. Contrary to the intent of the VHP, non-veterans were hired.
    a. The Navajo Nation, the Veterans Administration, and qualified contractors can and will advertise open positions with veteran preference. If those positions do not offer proper incentives such as competitive wages, training, and benefits, then the positions are not appealing to veterans. Additionally, if the veterans are suffering from medical conditions, those conditions could prohibit them from being able to perform the demanding tasks involved with the construction of a home. Therefore, it is not reasonable for the program to assume, nor require, that all open positions be filled by veterans.
4. The VHP did not have supporting documentation showing that only eligible veterans were assisted through the program, and in some cases, people that were not eligible received a home.
    a. Moving forward, under the new guidelines of the VHP Housing Action Plan and the Housing Policies, all candidates currently awaiting approval will be required to be rescreened prior to having a home awarded. Future applicants will be able to apply and be screened using these same guidelines. The focus of the program was, and always will be, to provide new homes to ***homeless*** veterans, and to provide renovations and repairs to qualified veteran applicants.
5. The VHP exposes itself to liability because post-award requirements were not adhered to after veterans were selected.
    a. The VHP will be a collaborative process that involves the program staff, the veteran, and the contractor. It will be the responsibility of the program staff to ensure accurate and complete records are maintained in a centralized location. The veteran will be required to read or demonstrate understanding of the requirements to become eligible to receive and maintain the home. The contractor will be required to provide warranty documentation on the home and any appliances contained within. The contractor will be additionally required to adhere to established building codes and inspection schedules as required during the construction process. The home will remain the property of the contactor until such time as the home is complete and a final inspection is performed. Keys will not be provided to the veteran until all utilities are connected to the home.
6. With over $6.4 million spent on the VHP in the first three years, veterans were still dissatisfied with the VHP.
    a. A variety of factors contributed to poor quality of the final product. Legislation governing the program severely restricted the cost per home for materials and labor, and prohibited spending on infrastructure. Moving forward, the program will work jointly with NTUA, IHS, NHA, and DCD to ensure that infrastructure projects will be able to keep pace with the construction of homes under the VHP. There is also a collaborative effort producing a new home design that will ensure that all new homes

will be built to ADA standards and not require modification in the future. Veterans will be afforded an opportunity to select a built-in-place home with this design or be placed on a separate waiting list for a modular home from a licensed housing manufacturer.

7. Completed veteran homes were not in livable and safe condition.
    a. Within the building industry, the definition of a completed home is one that is in a safe and livable condition. Moving forward, all homes will be required to obtain a certificate of occupancy prior to being presented to the veteran. Warranty documentation will be in order, and the NNVA will conduct a post construction inspection to verify that the home is complete.
8. Insufficient project communication and tracking led to increased costs, construction delays and dissatisfied veterans.
    a. Project tracking will become a joint event between the contractor and the VHP staff. Bi-weekly (every two weeks) meetings will be conducted to provide updates on site conditions, project status (including costs), and hiring/training updates.

Section 8. Home Construction Standards

The International Building Code (IBC), established by the International Code Council (ICC) shall be used as the minimum standards to which all projects are designed and built, to include the Americans with Disabilities Act (ADA). Building inspections shall be performed by third-party organizations authorized to perform such inspections by competent authority.

Section 9. Contracting Standards

The NNVA will no longer perform "self-build" for these homes under this program. All work under this program including new construction, major, and minor repairs and renovations will be awarded to Navajo-owned, licensed contracting firms from the states of Arizona, New Mexico, and Utah who are registered with Navajo Nation Business Regulatory Department in accordance with the Procurement Policies and Procedures of the Navajo Nation. The NNVA is authorized to enter into purchase agreements with premanufactured home builders and other vendors in order to fulfill program obligations. All contracts shall abide by the Navajo Nation contracting laws and policies.

Section 10. Accounting Procedures

Accounting, expenditure and cash control procedures will be jointly managed by the VHP staff and OOC General Accounting. Monthly reconciliations will be performed to ensure that field conditions match accounting records to ensure the program is receiving that which it is paying for.

Section 11. Program Implementation

The NNVA is hereby instructed to adhere to the following program steps, only as pertains to the Veterans Housing Program, in order to ensure that the program is properly established and meets the secondary objectives of advocating for veterans in employment and business.

1) The NNVA is to submit proposed changes to the Navajo Nation Council on any legislation regarding the Veterans Housing Program, when such existing legislation is unnecessarily vague or inaccurate as to the proper implementation of the program, and the generally accepted construction industry definitions of the terms "house'" "home," or "dwelling."

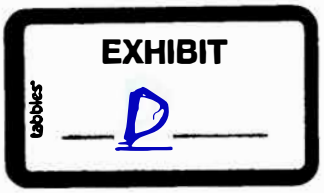
2) The NNVA is to contract out all work associated with the Veterans Housing Program. This includes all design, inspection, maintenance, repair, renovation, and new construction contracts. This will ensure that any and all work performed on the program homes will be done by licensed professionals. All RFPs will specify priority consideration to Navajo and Veteran-Owned businesses registered with Navajo Business Regulatory Department.
3) All RFPs will specify that the established building codes in the states of Arizona, New Mexico, and Utah will be uniformly applied to all NNVA projects. This standard will be held until such time as the Navajo Nation is able to adopt a uniform building code consisting of regulations from the International Building Code Standards, as applicable to the land and weather conditions found within the boundaries of the Navajo Nation.
4) The NNVA will properly advertise any vacant positions within the Veterans Housing Program consistent with the policies governing employment as set forth by the Department of Personnel Management. Veteran preference is required for these positions. The NNVA must make best effort to hire qualified veteran candidates. All records must be maintained documenting the efforts the NNVA undertook to advertise any vacant positions.

Section 12. Rescinding

All other resolutions or portions thereof, inconsistent with this document are hereby rescinded.

Section 13. Amendments

This Housing Action Plan may be amended as required and all amendments shall be approved by the Health, Education, and Human Services Committee as recommended by the Navajo Nation Veterans Advisory Council.





THE NAVAJO NATION VETERANS ADMINISTRATION

NAVAJO NATION VETERANS

HOME IMPROVEMENT PROGRAM POLICY

January 11, 2021

TABLE OF CONTENTS

SECTION I	INTRODUCTION	3
SECTION II	DEFINITIONS	4
SECTION III	SCREENING FACTORS	6
SECTION IV	ADMISSION ELIGIBILITY REQUIREMENTS	6
SECTION V	APPLICATION PROCEDURES	7
SECTION VI	SELECTION OF NAVAJO VETERAN HOUSING PROGRAM APPLICANTS	8
SECTION VII	HOME IMPROVEMENT PROGRAM PRE CONSTRUCTION AGREEMENT	10
SECTION VIII	FINAL ACCEPTANCE	10

SECTION I.

INTRODUCTION

A. **POLICY STATEMENT.** It is the policy of the Navajo Nation Veterans Administration (hereafter referred to as the NNVA) to provide every eligible Navajo Nation Veteran, Gold Star Mother, or Surviving Spouse, an opportunity to apply for home improvement assistance under the Navajo Nation Veterans Home Improvement Program with the intent of improving current living conditions of residences owned by the qualifying applicant.

B. **PURPOSE.** The purpose of the Navajo Nation Veterans Home Improvement Program (NNVHIP) is to identify, assess and prioritize the home improvement needs of Navajo Veterans, Gold Star Mothers, or Surviving Spouses. The NNVA shall monitor, advocate, promote, and administer NNVA efforts towards home improvement needs of qualified applicants. The NNVHIP is to provide and assist with the maintenance and repair of homes, consistent with applicable industry standards, for qualified applicants.

C. **POSTING OF POLICIES.** A copy of these policies shall be prominently posted in every local NNVA office and shall be provided to all veterans and the general public upon request.

D. **AMENDMENTS/WAIVERS.** Upon determination of good cause, the NNVA Housing Selection Committee, after consultation with the NN Veterans Housing Administrator, may waive any provisions of these policies, which will not impede Federal or Tribal statutory requirements. Requests for an amendment or waiver shall be in writing and clearly indicate the provision of the policies requesting to be waived and shall be supported by documentation of the pertinent facts and grounds. All requests must be submitted to the NNVA Central Administration office for resolution.

SECTION II.

DEFINITIONS

A. **ABUSE.** The home deemed to have damage inflicted intentionally, or found to have damages caused by illegal activities.

B. **BUSINESS DAYS.** Working days from Monday through Friday, 8 am to 5 pm.

C. **CALENDAR DAYS.** Calendar days are any day of the week including weekends.

D. **DISABLED VETERAN.** An individual who has served on active duty in the Armed Forces, was honorably discharged, and has a service-connected disability or a disability that was aggravated during active duty, or is receiving compensation, disability retirement benefits, or pension because of a service-connected disability.

E. **ELDERLY PERSON**. A person who is sixty-two (62) years of age and older.

F. **ELIGIBILITY CRITERIA**. Navajo Veterans and Gold Star Mothers and Surviving Spouses of Navajo Veterans who own a home that is their primary residence which is in need of repairs or renovations to address substandard conditions impacting the health and

safety of residents, and who possess an honorable discharge (if applicable), and a valid homesite lease or equivalent, shall be considered eligible to apply for home improvement assistance under this program. Individuals who have obtained prior housing assistance from the Veterans Home Improvement Program, Veterans Housing Program, or any other governmental housing agency within the past five (5) years shall not be eligible to apply.

G. **FAILURE TO MAINTAIN.** Failure by the occupant to clean, repair, or replace consumable parts as required for continued safe, healthy, and efficient operation of a home or appliance.

H. **FAMILY.** Shall mean: a. Legally married couple with or without children; b. Single or widowed parent with children; c. Single person with guardianship or custody of children or is in the process of securing legal custody of children under the age of 18 years verified by supporting documents.

I. **GRANTEE.** A Veteran who is selected to be a recipient for housing improvement assistance from the Navajo Nation Veterans Housing Program.

J. **HEAD OF HOUSEHOLD.** The Veteran is the main adult family member who is held responsible and accountable for the family.

K. **HOME.** A residential dwelling, permanently located due to custom on-site construction, modular, or mobile with access to power, water, and sewer based on the needs of the occupant.

L. **HOUSING SELECTION COMMITTEE.** The Project Selection Committee, or Selection Committee, will consist of the Program Supervisor and Housing Specialists administering the Veteran Housing Program, and the Housing Improvement Program.

M. **HOUSING SPECIALIST.** As defined by Navajo Nation Department of Personnel Management.

N. **MILITARY SERVICE OF THE UNITED STATES.** The armed forces of the U.S. Government consisting of the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard. Such service does not include the Merchant Marines, Red Cross, IHS or any other organization not part of the United States Department of Defense.

O. **MOBILE HOME.** A residential unit able to be moved from one location to another, either by towing or self-propulsion.

P. **MODULAR HOME.** A residential unit consisting of parts of a completed home constructed in a location other than the permanent residential location.

Q. **NAVAJO NATION VETERANS ADMINISTRATION LOCAL OFFICES.** The five (5) Agency offices of the NNVA are:

- Chinle
- Eastern
- Ft. Defiance
- Shiprock
- Western

R. **NNVHP.** Navajo Nation Veterans Housing Program.

S. **NNVHIP.** Navajo Nation Veteran Housing Improvement Program.
T. **NAVAJO.** A person who is an enrolled member of the Navajo Nation and whose name appears on the Certificate of Indian Blood (CIB) or Navajo Nation ID card issued by the Navajo Nation.
U. **NEGLECT.** The state of fact of being uncared for as demonstrated by the occupants lack of effort to care for the home.
V. **NORMAL WEAR & TEAR.** The deterioration of material and equipment through the proper use over a predetermined time and expected life expectancy.
W. **SPOUSE.** The legal domestic partner of the Navajo Veteran.
X. **STICK-BUILT HOME.** A residential structure built on location, un-moveable.
Y. **VETERAN.** A person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable. This definition explains that any individual that completed a term of service not less than 180 days for any branch of the armed forces classifies as a veteran as long as they were not dishonorably discharged.
Z. **WIDOW or WIDOWER.** A surviving spouse who was legally and validly married to and lived with a Veteran continuously from the date of marriage to the date of the Veteran's death is not remarried.

SECTION III.

SCREENING FACTORS

A. **Applicant Screening Listing and Ranking System.** In order to ensure that the NNVHIP services veterans needing assistance with home repairs and minor renovations, applicants will be processed in the order in which they are received. Waiting lists within each agency will be generated and made available to the veteran population to be informed on their status. A local Veterans Organization resolution supporting the applicant's request for assistance is required.

Qualification criteria are summarized below. When a veteran completes the application form, they will be asked a series of questions that determine their qualifications relative to the selection criteria. It is very important that veterans read and understand (demonstrate understanding of) the entire application before submitting their screening packet. The local agency office will be available to answer any questions the applicant may have.

Once on the waiting list a veteran will be called in to update their application annually. Failure to update the application within the first quarter of the fiscal year will result in the Veteran being removed from the waiting list. During the update process the information on the application will be verified.

SECTION IV.

ADMISSION ELIGIBILITY REQUIREMENTS

A. **Application for Eligibility and Selection**. The NNVA shall accept applications for all eligible Navajo Veterans and Gold Star Mothers and Surviving Spouses of Navajo Veterans who are deemed to satisfy the Eligibility Criteria provided that:

1. **PREVIOUS HOUSING ASSISTANCE**. Applicants must not have obtained prior housing improvement assistance from the NNVHIP within the past 5 years.
2. **PRIMARY RESIDENCE**. Applicants shall affirm that work to be performed is on their primary residence, i.e. shall not be considered a seasonal or secondary home.
3. **Vandalism**. The applicant shall not be held responsible for third party vandalism to the applicants home. Any and all damages shall be covered by this program. The applicant, prior to approval for repairs, shall obtain and provide a copy of a police report.
4. Normal wear and tear is covered under this program as needed and in accordance with these guidelines. Items identified under "failure to maintain" will only be replaced once, and the occupant will sign acknowledgement that they have received training/education on how to perform user-level maintenance.
5. Homes falling under the category of burn-out will be covered under this program. It will be at the discretion of the NNVA if the home will be repaired or replaced, and will be subject to the availability of funds within the program. If the home is replaced, it will also be at the discretion of the NNVA if the burn-out will be removed.

B. The Program Manager, alone, shall not make decisions regarding screening, and selection within the Navajo Nation Veterans Housing Improvement Program without first consulting the Selection Committee.

SECTION V.

APPLICATION PROCEDURES

A. NNVA NNVHIP applications will be received and maintained by each local NNVA office through the respective agency Housing Specialist. The Housing Specialists will meet with individual veterans to discuss the family's housing situation and housing improvement assistance request. Housing improvement assistance will be explained to the veteran and the required procedures for acquiring assistance. Other available housing assistance

programs will also be explained to each applicant and appropriate referrals will be made.

B. NNVHIP eligibility determinations shall be made using the Eligibility Criteria sheet. The eligibility criteria are structured to assist applicants on a first come, first served basis. The Navajo veteran must submit a local Veterans Organization supporting resolution. The Housing Specialists shall review and complete the Eligibility Criteria sheet ensuring that the forms are completely filled out. A local Veterans Organization supporting resolution will also be required. The Eligibility Criteria sheet will be added to the veterans permanent file that is maintained at the agency office.

C. **VERIFICATION OF INFORMATION**

1. Verification. All housing improvement needs and information provided by the applicant as part of the application process shall be verified by the NNVA.
    a. An on-site visit will be made by the Program Supervisor, Senior Housing Specialist or Housing Specialist.
    b. During the on-site visit, documentation supporting family structure and composition will be verified in person.
    c. The NNVA will require successful submission of all required documentation prior to placing a Veteran on the waiting list.

D. **CERTIFICATION OF APPLICATIONS**. Completed applications shall be certified by the Housing Program Supervisor. A letter will be mailed to the applicant notifying them if they have met the official requirements for completion of the application. This is not an approval of the application, simply an acknowledgement that the Veteran has submitted all required documentation and the application is being processed.

SECTION VI.

SELECTION OF NAVAJO VETERAN HOUSING IMPROVEMENT PROGRAM APPLICANTS

A. **SELECTION OF NAVAJO VETERAN FOR HOUSING IMPROVEMENT**
The Selection Committee shall select potential grantees for the NNVHIP projects, to be added to the waiting list, according to the Eligibility Criteria sheet which will include a local Veterans Organization supporting resolution. The list shall be updated by the NNVA monthly.

B. **NOTIFICATION TO ELIGIBLE APPLICANTS**

1. Once an applicant has been interviewed and completed submitting their documents, their application packet will be evaluated. Those applicants who are found to be eligible will be notified in writing within fifteen (15) days of the determination. The eligible applicant will then be placed on the waiting list.
2. If the applicant does not have a homesite lease, or equivalent, they will not be placed on the waiting list.

3. The NNVA shall establish individual folders on applicants placed on the waiting list. The NNVA shall maintain and secure all records of eligible applicants at the NNVA Agency Offices.

C. **NOTIFICATION OF INELIGIBLITY & APPEAL PROCESS**

1. Each applicant determined to be ineligible will be promptly notified in writing by the NNVA. The notice shall state the reason(s) for the applicant's ineligibility and will explain his/her right to request a meeting with the NNVA within thirty (30) days from the date of receipt of the notice. The applicant shall be given an opportunity at the meeting to appeal by:
    a. Responding to the NNVA's reasons for determining his/her ineligibility, and;
    b. Providing any other evidence of his/her eligibility, including any evidence that may overcome any discrepancies in his/her application.
2. Upon review of all information presented at the meeting, the NNVA shall make a determination on whether or not the applicant is now eligible.
3. The NNVA shall inform the applicant of his/her determination within five (5) days of the meeting.
4. The decision shall be final.
    a. Applicants declared ineligible will have their information kept in the NNVA's inactive files for one (1) year from the date of initial application.
    b. After the one year, the applicant may reapply.

D. **VETERANS WAITING LIST**. The NNVA shall maintain a waiting list of applicants that have been determined to be eligible for assistance from the NNVHIP. Eligible applicants will be placed on the respective waiting list according to time and date of the initial application so long as such application is updated annually as required by the applicant based on the date of the initial application.

1. Applicants on the waiting list shall have at least the following information on file:

- Name and address of applicant(s) and household members
- Census Numbers of all household members (if applicable)
- Family composition
- Completed Homesite Lease (or equivalent)
- DD-214 with Honorable Discharge (case by case for other discharge types other than Dishonorable.)
- Local Veterans Organization supporting resolution.

2. Each applicant on file will be notified in writing to update their application annually, by the end of the first quarter of the fiscal year. At that time the NNVA will reaffirm the applicant's eligibility and need for housing improvement.

3. Applicants who fail to update their application either by mail or in person will lose their place on the waiting list and their file will automatically become

inactive after 6 months. Upon re-application, they shall be considered new applicants.

4. Any applicant on the waiting list who wishes to be removed from the Veterans waiting list shall submit a notice in writing to the NNVA.

E. **NOTIFICATION OF SELECTED APPLICANTS.** The NNVA shall notify each applicant selected for Veteran Housing Improvement which shall include the following:

1. The applicant has been selected for Veteran Housing Improvement.
2. A complete description of the improvements to be made.
3. The location of the home.
4. The NNVA shall require the applicant to participate in all home maintenance orientation and education activities.

SECTION VII.

HOME IMPROVEMENT PROGRAM PRE-CONSTRUCTION AGREEMENT (NNVHIPPCA)

A. The Agreement (hereinafter referred to as NNVHIPPCA) is an agreement prior to the beginning of the improvements, which will encompass the rights and responsibilities of the NNVA and the grantee.
   1. The grantee will sign the respective NNVHIPPCA for the family. The Program Supervisor or the Housing Specialist will sign on behalf of the NNVA.
   2. The NNVHIPPCA shall be executed in duplicate originals. The grantee shall receive one original document and the other shall be retained in the Veteran's file.

SECTION VIII.

FINAL ACCEPTANCE

Upon completion of the improvements, the work will be verified jointly by the applicant, and the Housing Specialist, ensuring the work performs met the terms of the approved application, and that the Contractor left the project clean and in a safe condition. The Housing Program Supervisor, Housing Specialist and Contractor of Record will conduct a 90-day follow-up and correct any deficiencies.

AMENDMENTS

This policy may be amended periodically with approval by the Health, Education, and Human Services Committee upon recommendation of the Navajo Nation Veterans Advisory Council.

HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
Special Meeting
April 08, 2021

Roll Call
Vote Tally Sheet

THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE OF THE NAVAJO NATION COUNCIL to whom has been assigned;

LEGISLATION NO. 0027-21

AN ACTION RELATING TO RESOURCE AND DEVELOPMENT AND HEALTH EDUCATION AND HUMAN SERVICES COMMITTEES; AMENDING HEHSCF-03-18; APPROVING THE NAVAJO NATION VETERANS HOUSING POLICY, AS AMENDED, THE HOUSING ACTION PLAN, AS AMENDED, AND THE HOME IMPROVEMENT PROGRAM POLICY.

Sponsor: Honorable Raymond Smith, Jr.

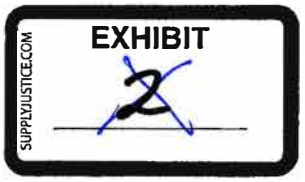
(Eligible for Committee Action March 3, 2021)

April 08, 2021 - Main Motion
Motion by: Honorable Edison J. Wauneka
Seconded by: Honorable Paul Begay, Jr.
Vote: 5 in favor; 0 Opposed; Chairperson Not Voting
Yeas: Pernell Halona, Carl R. Slater, Charlaine Tso, Edison J. Wauneka, Paul Begay, Jr.
Nays: none
Not Voting: Daniel E. Tso
Absent (excused):

Daniel E. Tso, Chairperson
Health, Education and Human Services Committee

Michele M. Cook, Legislative Advisor Pro Tem
Health, Education and Human Services Committee





PLAN OF OPERATION FOR
NAVAJO NATION VETERANS ADMINISTRATION

I. ESTABLISHMENT

The Navajo Nation Veterans Administration (NNVA) is established within the Executive Branch of the Navajo Nation Government and as a Navajo Nation Administration within the Office of the President and Vice President of the Navajo Nation.

II. OBJECTIVES

The NNVA shall be responsible for carrying out the following objectives on behalf of Navajo Veterans:

A. Advocate, prioritize, evaluate and provide administrative oversight and coordination for needed services and programs for Navajo Veterans in areas such as housing, education, healthcare, specialized training, provide support for legal, medical and small business development assistance and other related Veterans' benefits or programs.

B. To seek accreditation for veterans' benefits and claims which are available pursuant to Title 38 U.S. Code and other benefits available from Arizona, New Mexico, Utah and the Navajo Nation.

C. To advocate for veterans preference in business and employment.

III. PURPOSES

The purposes of the Navajo Nation Veterans Administration (NNVA) shall be to:

A. Seek Federal recognition under 38 C.F.R section 14.628 to prepare, present and follow through with claims for Veterans Administration (VA) benefits.

B. Effectively and efficiently provide outreach, services and benefits to Navajo Veterans; and to identify the unique needs of Navajo Veterans, their widow(er) and Gold Star Mothers.

C. Seek funding, make recommendations, and implement, expand and improve existing NNVA programs, and Navajo Nation divisions and offices to ensure Navajo Veterans receive the benefits and services they are entitled to.

D. The extent permitted by federal, state and/or Navajo Nation law, the NNVA shall monitor and assess all Veterans' benefit programs made available to the Navajo Nation and its Veterans, which affect the unique needs and interests of Navajo Veterans.

E. Recommend policies and legislation regarding Navajo Veterans to the Navajo Nation Council, Navajo Nation Council Committees and Navajo Chapter communities that are consistent with applicable Navajo Nation laws and policies.

F. Identify and improve the quality and accessibility of healthcare benefits, and services for Navajo Veterans on the Navajo Nation.

G. Monitor, advocate and promote employment and educational benefits and training for Navajo Veterans, business preference, employment preference, and other services.

H. Establish and fund the Veterans' Housing Programs or services for Navajo Veterans within the Navajo Nation. This may include seeking partnership(s) with local, tribal, state or federal housing entities to provide the best services available for housing.

I. Determine, implement and provide program services to address the critical needs and benefits for Navajo Veterans pursuant to Navajo Nation budget appropriations, and duly accepted and approved program funds received by the Navajo Nation on behalf of Navajo veterans.

J. Partner with the Office of the Controller-Credit Services to implement and maintain a Navajo Veterans Loans Program in accordance with all applicable Navajo Nation Laws, and operating procedures and guidelines for the Navajo Veterans Loan Program, as approved by the Budget and Finance Committee of the Navajo Nation Council.

K. Seek Navajo Nation, Federal, State and business-financial sources of funds for the Navajo Veterans Loan Program.

L. Advocate, improve, manage and administer the Carl T. Hayden-Veterans Administration Medical Center (VAMC) Fee Reimbursement program for Traditional Navajo and Native American Healing Ceremonies.

M. To the extent permitted by Navajo Nation, federal or state law, the NNVA shall assist Navajo Nation Chapters and Veterans to implement the Navajo Nation Local Governance Act of 1998.

N. Consult with the Navajo Veterans Advisory Council on policy matters.

IV. ORGANIZATION

A. The NNVA shall be responsible for the administration, operations and management of the NNVA within the Office of President and Vice President of the Navajo Nation.

B. The NNVA shall establish a central administrative office located near Window Rock, Arizona and shall establish sub-office across the Navajo Nation

C. The NNVA organizational chart is attached as "Exhibit A".

V. PERSONNEL

A. The NNVA shall be supervised by an Executive Director who shall be selected by the President of the Navajo Nation in consultation with the Navajo Veterans Advisory Council and retained by contract for a term of six (6) years.

B. The NNVA's staff shall be selected, employed, supervised and terminated by the Executive Director, pursuant to and in accordance with the Navajo Nation Personnel Policies Manual and related Navajo Nation laws, regulations and benefits available to Navajo Nation employees under the Office of the President and Vice President.

VI AUTHORITIES AND RESPONSIBILITITES

A. The responsibilities of the Executive Director shall be to:

1. Administer the operations and management of the NNVA, including the supervision of NNVA personnel and contractors.

2. In the absence of the Executive Director the Deputy Director or delegated personnel shall assume delegated duties and responsibility of the Executive Director to ensure continuity of NNVA operations and management, accountability, responsibility and communication.

3. Report on a quarterly basis or as requested, to the Navajo Nation Office of the President and Vice President, the Navajo Nation Council and legislative oversight committee on the status of the NNVA projects and work undertaken to provide support and assistance to Navajo veterans.

4. Create a Veterans census program to ensure an accurate and periodic Veterans population count, to include demographics on housing, employment, healthcare, education, and other relevant information to support the NNVA's work to support and assist Navajo veterans.

5. Pursue and recommend proposals and related budgets for professional and/or technical assistance positions and services, as needed, to carry out the objectives and purpose of the NNVA.

6. Implement, administer and enforce the following, but not limited to:

a. Recommend and provide coordination for the implementation of authorized federal, state and tribal program for the benefit of Veterans pursuant to Navajo Nation, State, or Federal laws, rules and regulations.

b. Identify additional state, federal and tribal financial resources to supplement and provide the maximum return for Navajo Nation general funds and private matching funds.

c. Recommend, negotiate, and advocate for Navajo Nation, federal and state funding appropriations to be used for Veterans services and programs administered by the NNVA.

d. Manage Navajo veterans' financial assistance programs, including the Veterans Trust Fund, and/or services to eligible Veterans, Widow(er)s and Gold Star Mothers pursuant to approved programs, policies, and procedures.

e. Develop, recommend, and implement policies and procedures for the administration of all programs for veterans under the NNVA.

f. To provide administrative support and technical assistance to the Navajo Nation Veterans Advisory Council.

7. Direct, manage and operate the Navajo Nation Veterans administration pursuant to the NNVA Plan of Operations.

VII. LEGISLATIVE OVERSIGHT

A. The Health, Education, and Human Services Committee of the Navajo Nation Council shall exercise legislative oversight of the NNVA.

B. The Navajo Nation Council's Health, Education and Human Services Committee, and the Budget and Finance Committee shall jointly exercise legislative oversight of the NNVA- Veterans Loan Program.

VIII. AMENDMENTS

This Plan of Operations may be amended as needs arise with approval by the Health, Education and Human Services Committee of the Navajo Nation Council.

Exhibit "A"

NNVA Organizational Chart



Exhibit "A"

NNVA Organizational Chart
Central Administration

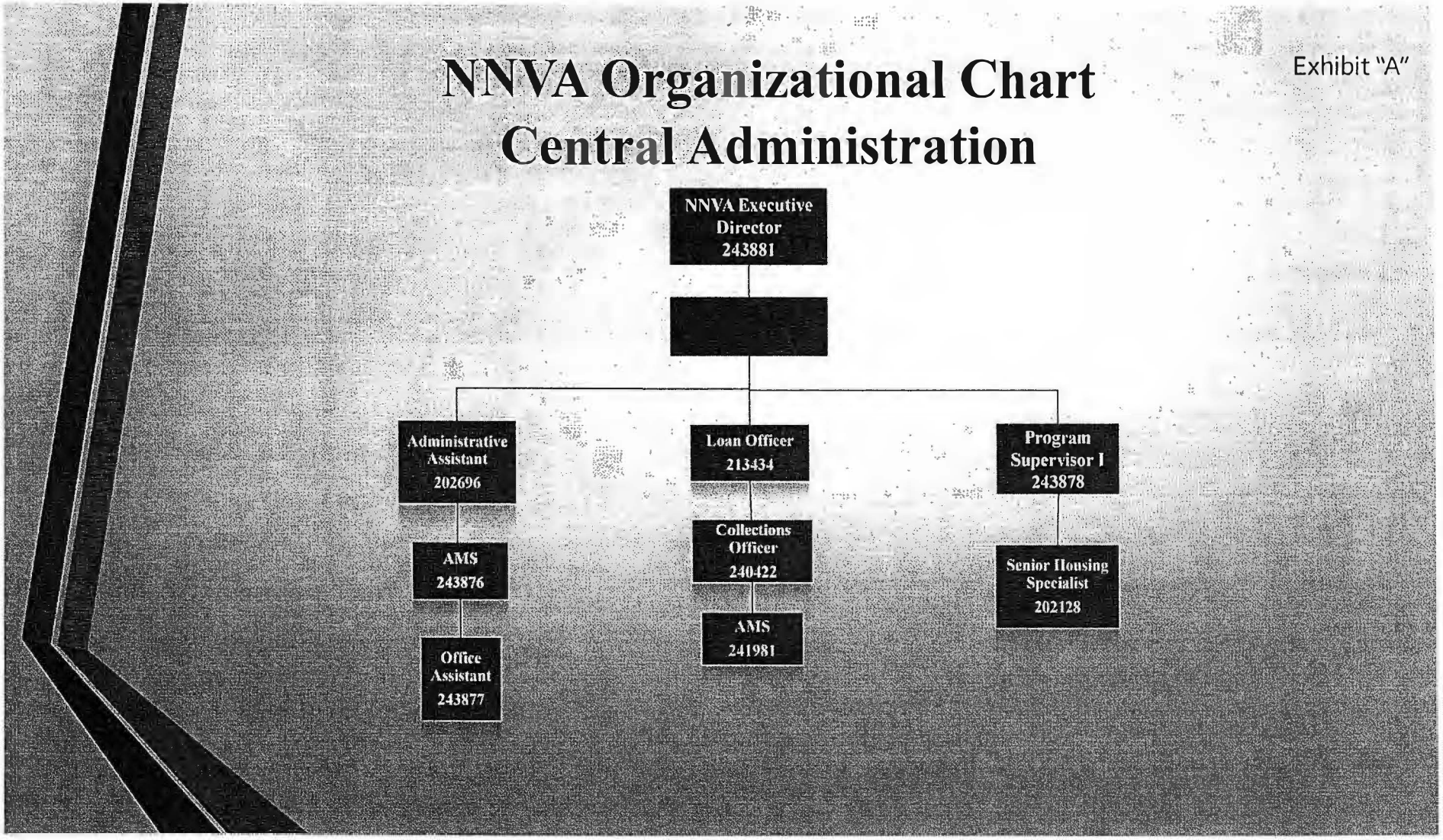


Exhibit "A"

NNVA Organizational Chart
Agency Offices

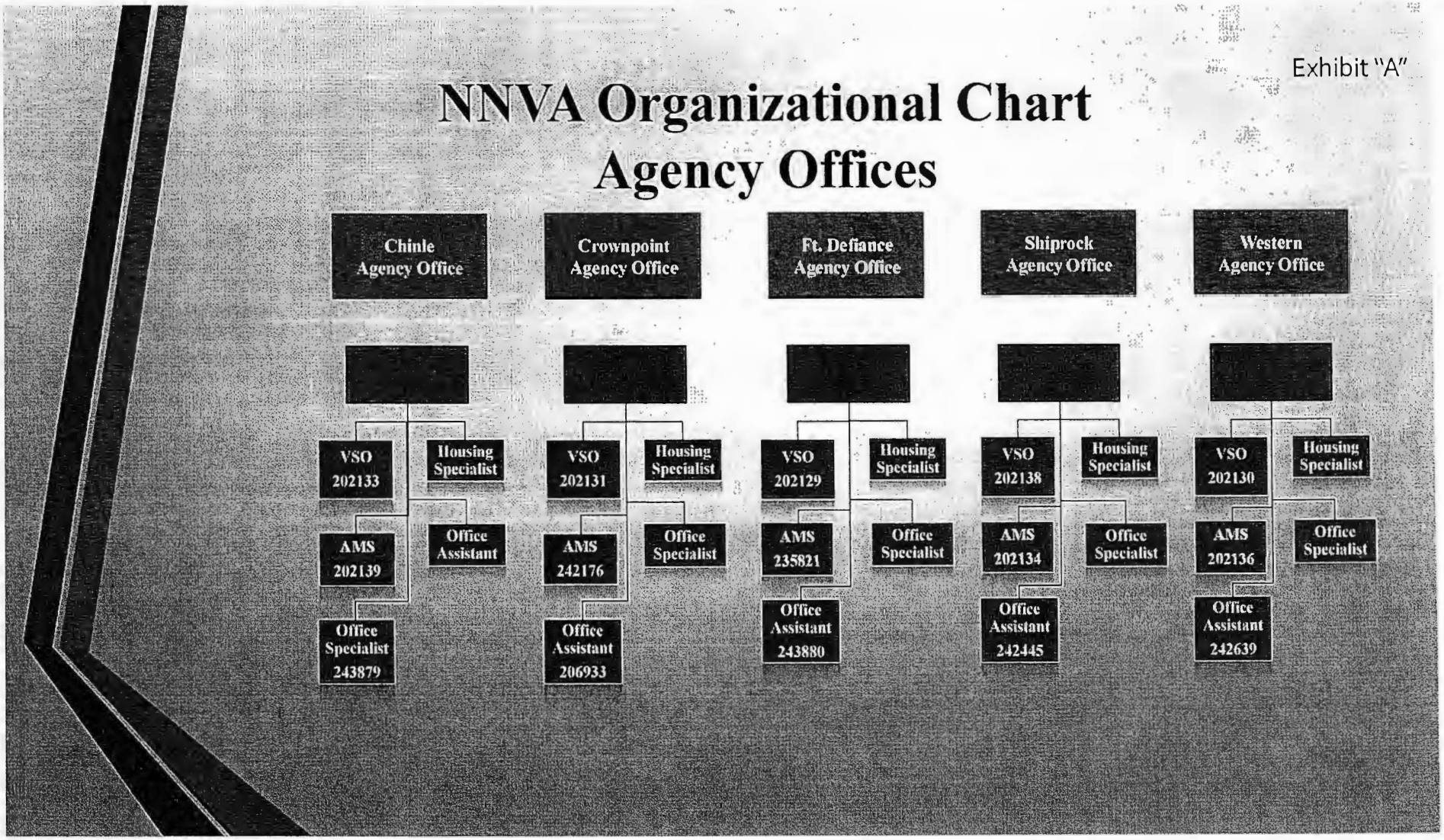


EXHIBIT 3

NAVAJO NATION VETERANS ADVISORY COUNCIL

Chairman: Olin Kieyoomia Vice Chairman: Pete Tsinnijinnie Secretary: Billy Goodman, Jr.
Eastern Agency Fort Defiance Agency Chinle Agency Western Agency Shiprock Agency

RESOLUTION

AN ACTION RELATING TO THE NAVAJO NATION VETERANS ADMINISTRATION PLAN OF OPERATION

NNVAC-07-20

WHEREAS:

1. Pursuant to Navajo Nation Council Resolution CMA-25-71; The Navajo Veterans were recognized and a Navajo Nation Veterans Administration was established under the Executive Branch of the Navajo Nation Government- Office of the President and Vice President of the Navajo Nation; and
2. Pursuant to Navajo Nation Council Resolution CJA-3-16, Navajo Nation Veterans Act; Title II, Chapter 5, Subchapter 1, Article 4, SS 1033, The Navajo Nation Veterans Advisory Council is duly established by the Navajo Nation; and
3. The Navajo Nation Veterans Advisory Council is duly recognized by the Navajo Nation with a Plan of Operation to provide recommendations to the Navajo Nation President, Vice President, and NNVA Executive Director and advocate on behalf of all Navajo Nation veterans with quality, transparent and consistent service; and
4. All leaders chosen by the Diné are to carry out their duties and responsibilities in a moral and legal manner in representing the people and the government; the people's trust and confidence in the leaders and the continued status as a leader are dependent upon adherence to the values and principles of Diné bi beenahazáanii.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Navajo Nation Veterans Advisory Council has reviewed the NNVA Plan of Operations, and was afforded an opportunity to make recommendations to the Executive Director on proposed changes.
2. The NNVAC understands the importance of the NNVA Plan of Operation, and the impact is has on the Administrations ability to provide services to the Navajo veteran population, surviving spouses, and Gold Star Mothers.
3. The NNVAC supports the changes to the NNVA Plan of Operation and asks that the Health, Education, and Human Services Committee adopt the new plan prior to the end of the current fiscal year.

C-E-R-T-I-F-I-C-A-T-I-O-N

Navajo Nation Veterans Administration. Post Office Box 430. Window Rock, Arizona 86515 Phone: (928) 871-6413/ Fax: (928) 871-7288

Office of Legislative Counsel
Telephone: (928) 871-7166
Fax # (928) 871-7576



Honorable Seth Damon
Speaker
24th Navajo Nation Council

MEMORANDUM

To : Honorable Raymond Smith, Jr., Vice-Chair
Budget & Finance Committee
24th Navajo Nation Council

From : Chad Abeyta, Attorney
Office of Legislative Counsel

Date : August 25, 2021

Re : AN ACTION RELATING TO THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING AND ADOPTING THE AMENDED NAVAJO NATION VETERANS ADMINISTRATION HOUSING PROGRAM POLICY, NNVA VETERANS HOUSING PROGRAM—HOUSING ACTION PLAN, AND THE NNVA HOME IMPORVEMENT PROGRAM POLICY

As requested, I have prepared the above-referenced proposed resolution and associated legislative summary sheet pursuant to your request for legislative drafting. As to format, the resolution as drafted is legally sufficient. Regarding substance, as with any legislation, it can be subject to review by the courts in the event of proper challenge. Please ensure that this particular resolution request is precisely what you want.

If you are satisfied with the proposed resolution, please sign it as "sponsor" and submit it to the Office of Legislative Services where it will be given a tracking number and sent to the Office of the Speaker for assignment. If the proposed resolution is unacceptable to you, please contact me at the Office of Legislative Counsel and advise me of the changes you would like made to the proposed resolution. Ahéhee'.

OLC # 21-376-1

THE NAVAJO NATION
LEGISLATIVE BRANCH
INTERNET PUBLIC REVIEW PUBLICATION

LEGISLATION NO: _0177-21__ **SPONSOR: Raymond Smith, Jr.**

TITLE: An Action Relating to the Health, Education and Human Services Committee; Approving and Adopting the Amended Navajo Nation Veterans Administration Housing Program Policy, NNVA Veterans Housing Program – Housing Action Plan, and the NNVA Home Improvement Program Policy

***Date posted*: August 25, 2021 at 9:24PM**

Digital comments may be e-mailed to comments@navajo-nsn.gov

Written comments may be mailed to:

Executive Director
Office of Legislative Services
P.O. Box 3390
Window Rock, AZ 86515
(928) 871-7586

Comments may be made in the form of chapter resolutions, letters, position papers, etc. Please include your name, position title, address for written comments; a valid e-mail address is required. Anonymous comments will not be included in the Legislation packet.

Please note: This digital copy is being provided for the benefit of the Navajo Nation chapters and public use. Any political use is prohibited. All written comments received become the property of the Navajo Nation and will be forwarded to the assigned Navajo Nation Council standing committee(s) and/or the Navajo Nation Council for review. Any tampering with public records are punishable by Navajo Nation law pursuant to 17 N.N.C. *§374 et. seq.*

THE NAVAJO NATION
LEGISLATIVE BRANCH
INTERNET PUBLIC REVIEW SUMMARY

LEGISLATION NO.: 0177-21

SPONSOR: Honorable Raymond Smith, Jr.

TITLE: An Action Relating to the Health, Education and Human Services Committee; Approving and Adopting the Amended Navajo Nation Veterans Administration Housing Program Policy, NNVA Veterans Housing Program – Housing Action Plan, and the NNVA Home Improvement Program Policy

Posted: August 25, 2021 at 9:24 PM

5 DAY Comment Period Ended: August 30, 2021

Digital Comments received:

Comments Supporting	***None***
Comments Opposing	***None***
Comments/Recommendations	***None***

Legislative Tracking Secretary
Office of Legislative Services

08/31/21; 7:40 am
Date/Time