

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.

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

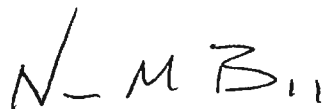
The Navajo Nation hereby approves the Navajo Nation Veterans Housing Program Policies and Procedures, attached hereto as **Exhibit "A."**

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.

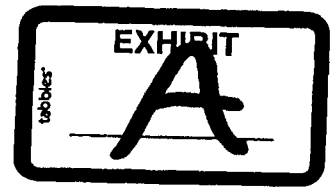


Norman M. Begay, Vice-Chairperson
Health, Education and Human Services Committee

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
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**THE NAVAJO NATION VETERANS ADMINISTRATION
HOUSING PROGRAM
POLICIES & PROCEDURES**

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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 RESPONSIBILITIES.** 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
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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
- 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 IMPLEMENTATION

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 compiled 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
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**THE NAVAJO NATION VETERANS ADMINISTRATION
HOUSING PROGRAM
POLICIES & PROCEDURES**

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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.

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- 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 disclose 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 RESPONSIBILITIES.** 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 provide d 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



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 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 IMPLENEMENT 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 compiled 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

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

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

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

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- ~~1. Additional personnel~~
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- ~~6. Training and Certification~~
- ~~7. Office Buildings~~

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- ~~2. Have personnel to obtain Navajo Nation Driver's Permit~~

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

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 - ~~• Prepare Agenda~~
 - ~~• Close-out phase one projects~~
 - ~~• Strategic Management Plan with Timelines~~
 - ~~• Revisit Scope of Work~~
 - ~~• Construction Schedule~~
 - ~~• Inspection Sheet & Process~~
 - ~~• Monitoring Policy~~
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 - ~~➢ Reporting~~

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~~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.~~

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- ~~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.~~

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 - ~~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

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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 INELIGIBILITY & 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 contractor 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

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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 INELIGIBILITY & 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.

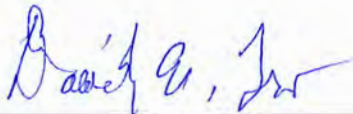
Vote: 5 in favor; 0 Opposed; Chairperson Not Voting

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