

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 23<sup>rd</sup> 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 12<sup>th</sup> 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 NVAHP 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**

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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 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 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: \_\_\_\_\_

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**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