

**RESOLUTION OF THE
GOVERNMENT SERVICES COMMITTEE
OF THE NAVAJO NATION COUNCIL**

**Approving and Adopting the Amended Plan of Operation For the
Department of Navajo Veterans Affairs Under the Executive Branch,
Division of Human Resources Of the Navajo Nation**

WHEREAS:

1. Pursuant to 2 N.N.C. §341(A), the Government Services Committee is established and continued as a standing committee of the Navajo Nation Council; and

2. Pursuant to 2 N.N.C. §343(B)(2), the Government Services Committee of the Navajo Nation Council is authorized to create any division or department of the Executive Branch of the Navajo Nation Government by adoption of its Plan of Operation and to amend or rescind that plan of operation for any division or department; and

3. The Department of Navajo Veterans Affairs under the Division of Human Resources was established to foster the interests of Navajo Veterans by advocating and providing administrative oversight and coordination of veterans programs and services of federal, state and tribal governments and private agencies; and

4. The Department of Navajo Veterans Affairs was initially established within the Executive Branch of the Navajo Tribal Government by Resolution CMA-25-71; and

5. The initial Plan of Operation was adopted for the department by Advisory Committee Resolution ACJY-91-82 which was rescinded by Resolution ACAU-104-84, then later rescinded by Resolution ACJY-167-87, and Resolution ACMA-36-88 amended Resolution ACJY-167-87, and lastly, Resolution GSCAU-49-91; and

6. The Human Services Committee, by Resolution HSCAP-19-03, attached hereto as Exhibit "B", recommended that the Government Services Committee of the Navajo Nation Council approve and adopt the amended Plan of Operation for the Department of Navajo Veterans Affairs; and

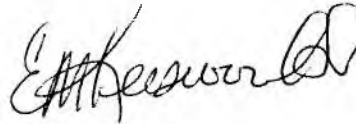
7. It is pertinent and imperative that the Department of Navajo Veterans Affairs revises the Plan of Operation to reflect the changes and incorporate the program's expanded duties and responsibilities.

NOW THEREFORE BE IT RESOLVED THAT:

The Government Services Committee of the Navajo Nation Council hereby approves and adopts the amended Plan of Operation, attached hereto and incorporated herein as Exhibit "A", for the Department of Navajo Veterans Affairs under the Executive Branch, Division of Human Resources of the Navajo Nation.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Government Services Committee of the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 4 in favor, 0 opposed and 1 abstained, this 13th day of May 2003.



**Ervin M. Keeswood, Sr., Chairperson
Government Services Committee**

Motion: Charles S. Damon II

Second: Mel R. Begay

Plan of Operation
Of the
Department of Navajo Veterans Affairs

Article I - Establishment

- A. The Department of Navajo Veterans Affairs was established within the Executive Branch of the Navajo ~~Tribal~~ Nation Government and is hereby continued as a Navajo ~~Tribal~~ Nation Department within the Division of Human Resources of the Navajo Nation.

Article II - Purpose

The purpose of the Department of Navajo Veterans Affairs shall be:

- A. To identify, assess and prioritize the special needs of Navajo Veterans, their dependents and survivors and Gold Star Mothers.
- B. To seek out and identify additional funding sources and make recommendation for the implementation, expansion and improvement of existing programs of the divisions and offices of the Navajo Nation to ensure that the Navajo Veterans receive the benefits and services they are entitled to.
- C. To the extent permitted by federal, state or ~~Tribal~~ Navajo Nation law, the Department shall monitor and assess all Veterans' benefit programs made available to the Navajo Nation and its Veterans which affect the special needs and interests of Navajo Veterans for compliance with all applicable ~~Tribal~~ Navajo Nation, state and federal laws.
- D. To recommend overall policies and legislation regarding Navajo Veterans to the Navajo Nation Council through the Navajo Nation's respective committees and ~~its respective~~ communities which consider and are consistent with acceptable traditional and customary practices of the Navajo People.
- E. To seek the establishment and funding of health care facilities for Navajo Veterans on the Navajo Nation.
- F. To monitor, advocate and promote Navajo Nation efforts towards employment and educational training of Navajo Veterans, in business preference for Navajo Veterans, and in seeking out other services and benefits for Navajo Veterans provided by other Veteran agencies and special interest groups pursuant to established rules and regulations of the Navajo Nation.

- G. To seek the establishment and funding of the Navajo Veterans' Housing Assistance Program for Navajo Veterans on the Navajo Reservation.
- H. To determine, implement and provide program services for the needs and benefits of Navajo Veterans pursuant to Navajo Nation budget appropriations and pursuant to duly accepted and approved program funds received by the Navajo Nation on behalf of the Navajo Nation Veterans.
- I. To administer and manage the Veterans Loan Program and all the assets and outstanding accounts receivable associated therein including, but not limited to:
 - a. Administration of the Veterans Loans Program in accordance with all applicable Navajo ~~Tribal Nation~~ laws, and the Operating Policies and Guidelines for the program, as approved by the Budget and Finance Committee of the Navajo Nation Council.
 - b. Servicing all accounts receivables associated with the Veterans Loan Program so as to protect the Navajo Nation's interest in property pledged to secure any loans made under the program.
 - c. Implementation of collect efforts in regards to funds due and owing the Navajo Nation resulting from loans made under the program.
 - d. Assisting the Budget and Finance Committee of the Navajo Nation Council in the completion of their duties and responsibilities as set forth in their Plan of Operation, as ~~approved by Resolution CD-68-89~~ amended.
 - e. Recommending the negotiation and appropriation of available funds for use ~~for~~ by the Navajo Veterans' Loan Program.
- ~~J. To seek the establishment and funding of a Navajo Nation Veterans Cemetery.~~
- ~~K. To seek the establishment, funding and maintenance of the Navajo Veterans Memorial Park.~~
- J. To administer, implement, manage and monitor the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) of the U.S. Department of Housing and Urban Development (HUD) as it applies to Navajo Nation housing for Navajo Veterans.
- K. To administer and manage the Strengthening Alliance of Veterans and Families—AmeriCorp Program of Corporation for National Service in accordance with applicable federal, state and Navajo Nation laws, rules and regulations, and operating policies and guidelines.

- L. To seek the establishment and funding of the VA Claims Examiner Program.
- M. To administer and manage the Veterans Administration Medical Center (VAMC) Fee Reimbursement Traditional Healing Ceremony in collaboration with Carl T. Hayden VAMC of Phoenix, Arizona.
- N. To the extent permitted by federal, state or Navajo Nation law, the Department shall assist Navajo Nation Chapters and Veterans in implementing the Navajo Nation Local Governance Act of 19958.

Article III - Authorities, Duties and Responsibilities

The responsibilities of the Department Director shall be:

1. To supervise and administer the Department of Navajo Veterans Affairs program and other duly approved programs as authorized under the provisions of this Plan of Operation for the Department of Navajo Veterans Affairs.
2. To implement, carry out and enforce authorized policies and directives as promulgated by virtue of the Plan of Operation of the Department of Navajo Veterans Affairs including, but not limited to:
 - a. Representing the Department of Navajo Veterans Affairs as directed and authorized by the Navajo Nation and in dealing with the public and representatives of other organizations.
 - b. Determining, evaluating and advocating for the needs of Navajo Veterans.
 - c. Recommending and providing coordination for implementation of authorized federal, state and tribal program for the benefit of Navajo Veterans pursuant to all applicable Navajo Nation laws, rules and regulations.
 - d. Serving as a liaison to seek and identify additional state, federal and tribal sources to insure the maximum return for ~~Tribal~~ Navajo Nation general funds and private matching funds.
 - e. Recommending the negotiation and appropriation of available funds to use for Navajo Veterans' programs to the ~~Budget and Finance Committee~~ of the Navajo Nation Council ~~for through~~ recommendation ~~for approval~~ by the appropriate Navajo Nation Council Committees.

- f. Overseeing and conducting program monetary assistance and/or services to all eligible Navajo Veterans and eligible spouses, widow(er)s and dependent children of deceased Navajo Veterans pursuant to duly approved program policies and procedures.
 - g. Recommending necessary budget proposals for professional and/or technical positions and services as needed to carry out the duties and responsibilities set forth herein.
 - h. Developing, recommending and implementing policies and procedures for the administration of all programs to Navajo Veterans under the Department of Navajo Veterans Affairs.
3. To carry out the purposes for the Veterans Loan Program as set forth in Section II of this Plan of Operation; including, but not limited to:
- a. Accepting, reviewing, evaluating and processing applications for loans in accordance with Operating Policies and Guidelines adopted by the Budget and Finance Committee.
 - b. Closing approved loans in accordance with Operating Policies and Guidelines approved by the Budget and Finance Committee and accounting policies and procedures of the Navajo Nation.
 - c. Managing and servicing loan accounts arising from loans made and to take, cause to be taken all appropriate actions to protect property interests of the Navajo Nation.
 - d. Initiating collection procedures, including the referral of accounts to the Department of Justice for litigation or other appropriate action, for all sums due and owing the Navajo Nation arising from loans made under the program.
 - e. Recommending policies and procedures to the Budget and Finance committee and other appropriate Committees of the Navajo Nation Council.
 - f. Preparing and presenting periodic accounting and operational reports to appropriate parties.
 - g. Executing documents on behalf of the Navajo Nation in regards to the closing of loans, the placement and release of liens on personal property, and the release of leasehold mortgages pertaining to loans that have been paid in full.
 - h. Publishing or causing to be published, public information material pertaining to the program.

- i. Completing such other assignments, or take such other action as is necessary to protect the property and assets of the Navajo Nation.

Article IV - Objectives

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

1. To advocate and provide administrative oversight and coordination for needed services for Navajo Veterans in such areas as housing, housing assistance, education, vocational, and other special training, legal, medical and small business development assistance, compensation and pensions, memorial affairs and other related Veterans' benefits.
2. To promote utilization of benefits available pursuant to Title 238 U.S. Code and other related federal laws and regulations.
3. To promote utilization of benefits available pursuant to Arizona, New Mexico, Utah and other applicable state laws pertaining to Veterans.
4. To promote utilization of benefits available pursuant to the laws of the Navajo Nation.
5. To identify, prioritize and advocate for program services to assist special needs of Navajo Veterans.
6. To advocate for the preferential treatment of veterans in business and employment.
7. To report from time to time to and as requested to the Navajo Nation on the status of Navajo Nation Office of vVeterans aAffairs.

Article V - Organization

1. The Department of Navajo Veterans Affairs shall be administratively responsible within the Division of Human Resources, to the Executive Director.
2. The Department of Navajo Veterans Affairs shall have a central office located in Window Rock Arizona and may locate sub-offices in each agency and satellite areas of the Navajo Nation.
3. The organizational chart for the Department of Navajo Veterans Affairs is attached and incorporated as "Exhibit ~~+~~A" herein.

Article VI - Personnel

1. The Department of Navajo Veterans Affairs shall be supervised by a Department Director who shall be ~~appointed~~ selected and employed by the Executive Director of the Division of Human Resources pursuant to and in accordance with the Navajo Nation Personnel Policies Manual. ~~The Department Director shall be an enrolled member of the Navajo Nation and preferably, an honorably discharged Veteran.~~
2. The Department of Navajo Veterans Affairs' staff shall be selected, employed, supervised and terminated by the Department Director, pursuant to and in accordance with the Navajo Nation Personnel Policies Manual and all other laws, regulation and benefits applicable to employees of the Navajo Nation.

Article VII - Legislative Oversight

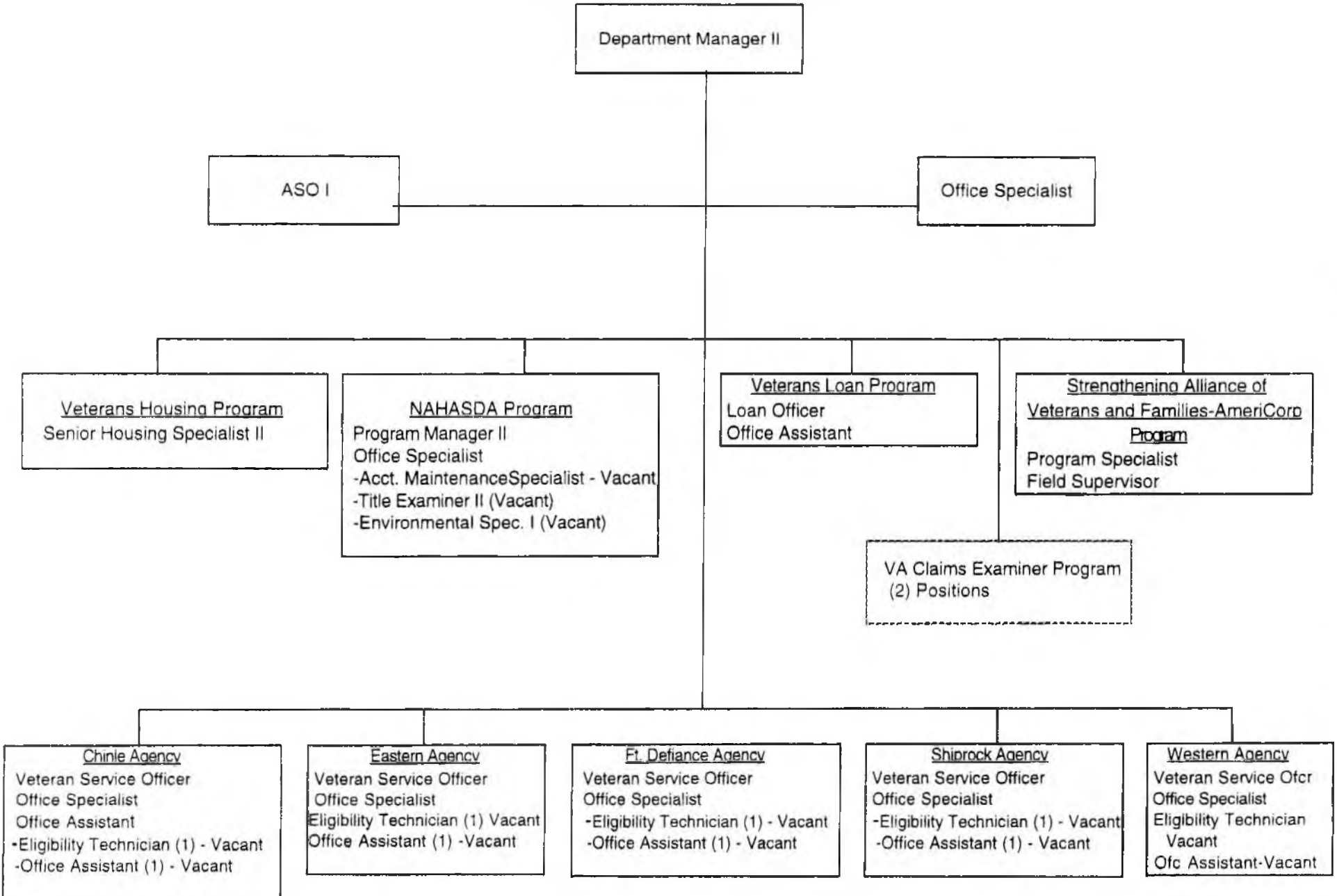
Legislative oversight for the operation of the Department of Navajo Veterans Affairs shall be provided by the Human Services Committee of the Navajo Nation Council. In consultation with the Human Services Committee, the Budget and Finance Committee of the Navajo Nation Council shall provide the Loan Program oversight.

Article VIII - Amendments

This Plan of Operation for the Department of Navajo Veterans Affairs may be amended from time to time by the Government Services Committee of the Navajo Nation Council upon recommendation of the Human Services Committee of the Navajo Nation Council and the Budget and Finance Committee of the Navajo Nation Council relating to Navajo Veterans' Loan Program.

Department of Navajo Veterans Affairs Organization Structure

Division of Human Resources



**THE NAVAJO NATION
PERFORMANCE CRITERIA
FISCAL YEAR 2001**

Program <u>Department of Navajo Veterans Affairs - Administration/Loan</u>		Program No.: <u>120400</u>		
IV.				
<p>I. 1. Performance Measure: Routine reporting of program statistics and services provided. Goal Statement: To report, on a quarterly basis, the following program statistics and services provided:</p>				
a. Total number of registered NN veterans per quarter.	10,789	10,950	11,030	11,151
b. Total dollar amount of non-housing financial assistance per quarter.	254 @ \$32,567	406/\$51,875	271/\$44,541	326@\$54,587
c. Total dollar amount of housing financial assistance per quarter.	0	\$331,348	104,642	\$81,521
d. Total number of housing units completed per quarter.	0	0	0	41
e. Total number of veterans served per quarter.	1,073	937	1,231	1,528
f. Total number loans/\$ amount of loans per quarter.	78 @ \$220,000	27@\$80,000	14@\$40,000	17@\$69,500
<p>II. 2. Performance Measure: Obtaining outside benefits/funding for Navajo Veterans. Goal Statement: To submit a minimum of 3 proposals per quarter to obtain outside benefits/funding.</p>	4	2	4 to CIP	None
<p>3. Performance Measure: Workshops/presentations conducted for Navajo Veterans and their families. Goal Statement: To conduct 3 workshops/presentations per quarter for Veterans and their families.</p>	0	6	4	3
<p>4. Performance Measure: Veteran loan program default rate. Goal Statement: To maintain a Veteran loan default rate of less than 2% per quarter.</p>	4%	5%	5%	5%
<p>III. 5. Projects:</p>				
a. Complete 1st phase of Veterans Memorial Park by Nov. 11, 2001.	not completed	seeking \$	seeking \$	not completed
b. Purchase and erect Crownpoint Veterans Office building by March 31, 2001.	pending	pending	pending	not completed
c. Complete Shiprock Veterans Memorial building by Sept. 30, 2001.	on-going	pending	pending	not completed
d. Seek funding for Western Agency Veterans Ofc. bldg. by March 31, 2001.	pending	not completed	not completed	not completed

**THE NAVAJO NATION
Performance Criteria
Fiscal Year 2002**

PROGRAM: Dept. of Navajo Veterans Affairs - Admin.

PROGRAM NO.: 120400

FORM 2

IV.

FY 2002 1st Qtr Results	FY2002 2nd Qtr Results	FY 2002 3rd Qtr Results	FY 2002 4th Qtr Results
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10,279	11,821	11,836	11,841
\$57,865.00	\$54,813.00	251/37,752	\$0.00
74 bid out	\$280,555.00	\$492,763.00	\$147,335.00
30	38 units	42	32
925	2,230	2,244	1,646
57/ \$159,500	36 @\$104,000	51 @\$147,800	61 @\$172,960

- I. 1. Performance Measure:
Routine reporting of program statistics and services provided.
Goal Statement:
To report, on a quarterly basis, the following program statistics and services provided:
- Total number of registered NN veteran per quarter.
 - Total dollar amount of non-housing financial assistance per quarter.
 - Total dollar amount of housing financial assistance per quarter.
 - Total number of housing units completed per quarter.
 - Total number of veterans served per quarter.
 - Total number of loans/dollar amount of loans per quarter.

- II. 2. Performance Measure:
Workshops/presentations conducted for Navajo Veterans and their families.
Goal Statement:
To conduct 3 workshops/presentations per quarter to Veterans and their families.

8	5	8	9
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3. Performance Measure:
To make 4 collection visits to the agencies per quarter.
Goal Statement:
To recover at least \$2,500 per quarter.

\$2,600.00	\$3,000.00	\$2,000.00	\$1,500.00
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4. Performance Measure:
Veterans loan program default rate.
Goal Statement:
To maintain a Veterans' loan default rate of less than 10% per quarter.

11%	12%	10%	10%
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- III. 5. Projects:
- Complete 1st phase of Veterans Memorial Park by Nov. 11, 2001.
 - Identify 3 feasible sites for establishment of veterans cemetery by March 21, 2002.
 - Complete Shiprock Veterans Memorial building by March 30, 2002.
 - Seek funding for Western Agency Veterans Office building by March 31, 2002.

on-going	on-going	in process	in process
identified	on-going	three	in process
in-progress	on-going	bid out	bid out
on-going	on-going	No Response	no funding

**THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA
FISCAL YEAR 2003**

Program DEPT OF NAVAJO VETERANS AFFAIRS-ADMIN		Program No.: 120400			
<p>I. 1. Performance Measure: <u>Routine reporting of program statistics and services provided.</u> Goal Statement: To report, on a quarterly basis, the following program statistics and services provided:</p>		FY 2003 1st Qtr Results	FY 2003 2nd Qtr Results	FY 2003 3rd Qtr Results	FY 2003 4th Qtr Results
<p>a. <u>Total number of registered NN Veterans per quarter.</u></p>		11852			
<p>b. <u>Amount and number of financial assistance provided.</u></p>		556/\$91584			
<p>c. <u>Amount and number of housing assistance provided.</u></p>		23/\$107694			
<p>d. <u>Number of referrals for VA Benefits.</u></p>		2552			
<p>e. <u>Number of veterans meeting attended.</u></p>		9			
<p>f. <u>Number of workshops for veterans and families.</u></p>		0			
<p>II. 2. Performance Measure: <u>Pursue outside veterans benefits/funding for Navajo Veterans.</u> Goal Statement: To develop and submit a minimum of 3 proposals for external funding per quarter.</p>		3			
<p>3. Performance Measure: <u>Implement agreements with Navajo Housing Authority under FY2000, FY2001, & FY2002 Veterans Homeownership Program under NAHASDA.</u> Goal Statement: <u>To provide for construction of 27 housing units per qtr under FY2000 FY2001 & FY2002 under the NAHASDA Veterans Homeownership Program by 10/31/2003.</u></p>		31 in process			
<p>4. Performance Measure: <u>Administer and provide loans to qualified and eligible veterans and clientele.</u> Goal Statement: To provide loans to 105 vets at a total of \$300,000 by 4/30/03, & maintain delinquency rate.</p>		55/17%			
<p>III. 5. Projects:</p>					
<p>a. <u>Attempt to secure funding to complete 1st phase of Veterans Memorial Park by 11/11/02</u></p>		in progress			
<p>b. <u>Withdraw (1) feasible site for establishment of veteran cemetery by May 15, 2003.</u></p>		in progress			
<p>c. <u>Complete S/R Vets Memorial Bldg Complex & C/P Ofc Bldg for Occupancy by 12/31/02.</u></p>		in progress			
<p>d. <u>Seek funding for WNA Vets Ofc Bldg through legisl @ the AZ St Lgls Sess by 3/31/03.</u></p>		in progress			

HSCAP-19-03

RESOLUTION OF THE
HUMAN SERVICES COMMITTEE OF THE
NAVAJO NATION COUNCIL

Recommending that the Government Services Committee of the Navajo Nation Council Approve and Adopt an Amended Plan of Operation for the Department of Navajo Veterans Affairs Under the Executive Branch, Division of Human Resources

WHEREAS:

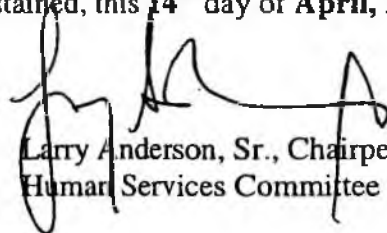
1. Pursuant to 2 N.N.C. § 601, the Human Services Committee is established and continued as a Standing Committee of the Navajo Nation Council; and
2. Pursuant to 2 N.N.C. § 604 (B), (1), (3) and (5), the Human Services Committee of the Navajo Nation Council is empowered to promulgate regulations for the enforcement and implementation of the labor laws and policies of the Navajo Nation and laws relating to Veterans services, to recommend legislation regarding employment, training and Veterans services, and to serve as the oversight authority for the Division of Human Resources, including the Department of Navajo Veterans Affairs; and
3. The Department of Navajo Veterans Affairs under the Division of Human Resources was established to foster the interests of Navajo Veterans by advocating and providing administration oversight and coordination of Veterans program and services of federal, state and tribal governments and private agencies; and
4. The Department of Navajo Veterans Affairs was initially established within the Executive Branch of the Navajo Tribal Government by Resolution No. CMA-25-71; and
5. The initial Plan of Operation was adopted for the department by the Advisory Committee, Resolution No. ACJY-91-82, which was rescinded by Resolution No. ACAU-104-84, then later rescinded by Resolution No. ACJY-167-87 and Resolution No. ACMA-36-88 amended Resolution No. ACJY-167-87; and lastly, Resolution No. GSCAU-49-91; and
6. It is pertinent and imperative that the Department of Navajo Veterans Affairs revise its Plan of Operation to reflect the changes and incorporate the broadened and expanded duties and responsibilities of the Department.

NOW, THEREFORE BE IT RESOLVED THAT:

The Human Services Committee of the Navajo Nation Council hereby recommends that the Government Services Committee of the Navajo Nation Council approve and adopt the amended Plan of Operation, attached hereto and incorporated herein as Exhibit "A" for the Department of Navajo Veterans Affairs under the Executive Branch, Division of Human Resources.

CERTIFICATION

I hereby certify the foregoing resolution was duly considered by the Human Services Committee of the 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 7 in favor, 0 opposed and 0 abstained, this 14th day of April, 2003.



Larry Anderson, Sr., Chairperson
Human Services Committee

Motion: Elbert R. Wheeler
Second: Philbert Tso