

RESOLUTION OF THE
RESOURCES AND DEVELOPMENT COMMITTEE
of the 24th NAVAJO NATION COUNCIL -- Fourth Year, 2022

AN ACTION

RELATING TO RESOURCES AND DEVELOPMENT COMMITTEE; APPROVING
AMENDMENTS TO THE PLAN OF OPERATION OF THE DIVISION OF COMMUNITY
DEVELOPMENT

BE IT ENACTED:

SECTION 1. AUTHORITY

The Resources and Development Committee has the power to grant final approval for the Plan of Operations including any amendments for the Division of Community Development. 2 N.N.C. § 501(B)(2)(g).

SECTION 2. FINDINGS

- A. The Division of Community Development has requested amendments to its Plan of Operation which is attached as Exhibit A.
- B. Resolution RDCO-77-16 amended the Division of Community Development Master Plan of Operation. Resolution RDCO-77-16 is attached as Exhibit B.
- C. Resolution RDCAU-71-18 amended the Division of Community Development Plan of Operation for the Administrative Service Centers. Resolution RDCAU-71-18 is attached as Exhibit C.
- D. The Section 164 Review Form is attached as Exhibit D.

SECTION 3. RESCINDING RESOLUTION RDCAU-71-18

The Navajo Nation hereby rescinds Resolution RDCAU-71-18, Exhibit e.

SECTION 4. AMENDING THE PLAN OF OPERATION FOR THE DIVISION OF
COMMUNITY DEVELOPMENT

The Navajo Nation hereby amends Resolution RDCO-77-16 and approves the Plan of Operation for the Division of Community Development as provided in Exhibit A.

CERTIFICATION

I, hereby, certify that the following resolution was duly considered by the Resources and Development 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 29th day of December 2022.



Rickie Nez, Chairperson
Resources and Development Committee
Of the 24th Navajo Nation Council

Motion: Honorable Wilson C. Stewart, Jr.
Second: Honorable Herman M. Daniels, Jr.



Exhibit A

EXHIBIT-A

**MASTER PLAN OF OPERATION
FOR THE DIVISION OF COMMUNITY DEVELOPMENT**

I. EstablishmentESTABLISHMENT

There is hereby established the Navajo Division of Community Development (Division) within the Executive Branch of the Navajo Nation Government.

II. PurposePURPOSE

The purpose of the Division shall be to develop a dynamic and cohesive plan for community development activities; ~~and provide relevant community education and services for the orderly growth of the Navajo Nation; and contribute that contributes to the~~ self-sufficiency of communities and families by constructing quality homes, community public facility buildings, and infrastructure that is in harmony with nature and people's growthneeds.

III. ObjectivesGOALS AND OBJECTIVES

To carry out its purpose, the following Division objectives are established:

- A. Provide~~provide technical assistance and administrative support to Chapters at chapter governments in their~~its development of becoming self-sustaining and self-governing entities; ~~through coordination with local, county, state and federal government offices.~~
- B. Improve~~To improve~~ the standard of living for Navajo families and individuals through the use of modern methods and techniques in the construction of new homes and rehabilitation of existing homes; ~~;~~
- C. Foster and~~To promote and foster~~ land use planning and growth management policies and practices; ~~;~~
- D. Develop~~To provide technical services in developing plans cooperatively with communities for proper solid waste management practices and disposal systems;~~
- E. Plan~~To provide technical services and administrative support, in coordination with other appropriate entities, to plan, implement, and maintain a~~the rural addressing system ~~in support of enhanced 9-1-1 Navajo Nation-wide;~~
- F. Construct public facilities on behalf of the Navajo Nation utilizing various funding sources; and
- G. Provide, promote, and coordinate all other services that advance the development of Navajo communities.

IV. Division Director and OrganizationPERSONNEL AND ORGANIZATION

A. Division Director

PERSONNEL

The Division shall be administered by a Division Executive Director, who shall be appointed by the President of the Navajo Nation, confirmed by the Navajo Nation Council, and shall serve at the pleasure of the President of the Navajo Nation. The Division Executive Director shall coordinate with the Navajo Nation Chapters to promote and encourage community development. In order to achieve the objectives of this Plan of Operation, the Division Director shall have the authority to:

1. Oversee all of the Division's operations, plans, and direction;
2. Hire personnel as may be deemed necessary to carry out the purposes of the Division. Recruit, select, supervise, conduct employee performance evaluation and recommend reclassification of positions for the Division staff as funds are available. All personnel shall be employed and Department Managers compensated in accordance with
3. Execute directives of the President of the Navajo Nation, Navajo Nation Council, and the Resources and Development Committee;
4. Provide written reports to the Office of the President and Vice-President, Committees of the Navajo Nation Council, and Navajo Nation Council;
5. Issue Division policy and procedures to ensure the proper and timely implementation of Division's projects;
6. Establish and maintain partnership with Navajo Nation, county, state, federal, Personnel Policies Manual and other entities on matters related to the objectives of the Division; applicable Navajo Nation laws and policies.
7. Provide effective overall management and financial direction to Divisions' Departments;
8. Delegate authority pertaining to the operation of the Division and its Departments to subordinate managers of the Division, as appropriate;
9. Negotiate written agreements on behalf of the Division relevant to community development;
10. Seek external funding for Departments to enhance community development; and
11. Recommend the creation, merger, separation, amendment, or abolishment of Departments, or specific functions within the Division.

B. Organization

ORGANIZATION

The Division shall consist of ~~six (6)~~^{four (4)} Departments, ~~to execute the Division's purpose, goals and objectives.~~ The ~~six (6)~~^{four (4)} Departments may consist of sections, programs and agencies to accomplish the respective Departments' ~~purpose~~^{purposes}. The ~~six (6)~~^{four (4)} Departments under the Division are as follows:

1. ~~Division Administration Department;~~
2. ~~Community Housing and Infrastructure Department (CHID);~~
3. ~~Administrative Service Center; and~~
- 4.3. Capital Projects Management Department (CPMD);

The organizational chart of the Division is displayed as Attachment A-1.

~~V. AUTHORITIES, DUTIES AND RESPONSIBILITIES~~

~~A. The Executive Director shall have the authority for the overall Division's operational planning and direction. The Executive Director shall have the following duties and responsibilities:~~

- ~~2.1.~~
4. ~~Execute directives of the President of~~ Administrative Services Center (ASC) Department;
5. Solid Waste Management Department (SWMD); and
6. Navajo Addressing Authority Department (NAAD);
1. ~~Administration Department~~ the Navajo Nation, Navajo Nation Council and the Resources and Development Committee.
2. ~~Provide written monthly and/or quarterly reports to the Office of the President and Vice-President, Resources and Development Committee of the Navajo Nation Council, annual reports to the Navajo Nation Council and any other necessary reports.~~
3. ~~Issue Division's procedures to ensure the proper and timely implementation of Division projects.~~
4. ~~Establish and maintain partnership with local, county, state, federal and other entities on matters related to the objectives of the Division.~~
5. ~~Provide effective overall management and financial direction to Divisions' departments and programs.~~
6. ~~Delegate authority pertaining to the operation of the Division and its program to subordinate directors of the Division, as appropriate and to the extent permitted by Navajo Nation laws and policies.~~
7. ~~Negotiate written agreements on behalf of the Division relevant to community development.~~
8. ~~Seek external funding for departments and projects to enhance community development.~~
9. ~~Recommend the creation, merger, separation, amendment or abolishment of programs, or specific functions within the Division in accordance with applicable Navajo Nation laws and policies.~~
10. ~~Recruit, select, supervise, conduct employee performance evaluation and recommend reclassification of positions for the Division Administration staff and Department Managers in accordance with the Navajo Nation Personnel Policies Manual.~~

~~VI.V.~~ ADMINISTRATION OFFICE:

A. Purpose

The purpose of the Administration ~~Department~~Office is to provide for overall direction and management of the Division for administrative and program functions.

B. Personnel

~~The Administration Department~~staff shall be overseen by the Division Director, ~~handle its duties and responsibilities in accordance with Navajo Nation laws and policies.~~ The Division Director shall determine the need for additional professional, technical, duties and administrative staff positions and shall ensure each position within the Department is properly classified or re-classified~~responsibilities are as follows:~~

C. Authorities and Responsibilities

1. Recommend policies and legislation on community development issues to the Resources and Development Committee and other appropriate committees of the Navajo Nation Council;
2. Administer overall direction of the Division by monitoring short and long range plans, goals, and objectives;
3. Maintain communication with ~~Chapters~~Navajo Nation chapters on the ~~overall~~Division's overall operation;
4. Ensure ~~Department~~that ~~departments and programs~~ carryout their functions, authorities, and responsibilities; and;
5. Assist in the coordination and development of strategies to implement Division objectives including financial management, human resources management, procurement, property, information technology, and records management~~functions.~~

~~VII.~~ VI. LEGISLATIVE OVERSIGHT

~~Pursuant to 2 NNC §501(C), the Division shall operate under the legislative oversight of the Resources and Development Committee of the Navajo Nation Council.~~

~~VIII.~~ AMENDMENTS

~~Section I through V may be amended from time to time by the Resources and Development Committee of the Navajo Nation Council.~~

EXHIBIT B

~~PLAN OF OPERATION
COMMUNITY HOUSING AND INFRASTRUCTURE DEPARTMENT~~

I. ~~ESTABLISHMENT~~

The ~~Community Housing and Infrastructure Department (CHID)~~ is hereby established within the Division of the Executive Branch of the Navajo Nation Government.

A. ~~Purpose~~ PURPOSE

The ~~CHID~~ shall strengthen communities and improve living conditions for Navajo families by developing comprehensive strategies for housing, utility services, public facilities, and improve energy efficiency for existing homes.

II. ~~PERSONNEL AND ORGANIZATION~~B. ~~Personnel~~ PERSONNEL

1. ~~There shall be a~~ The Department Manager who shall report directly to be hired by the Division Executive Director to ensure in accordance with the Department's purpose is followed Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.

2. The Department Manager shall be responsible for:

- a. Determine determine the need for staff, additional professional, technical, and administrative staff positions. The Department Manager shall ensure each position within the Department is properly classified or re-classified;

- a.b. Develop policies and procedures for effective management of CHID and take appropriate actions to achieve CHID's purpose; establish field offices to carry out the purposes herein.

Develop annual fiscal operating budgets for approval by the Executive Branch

C. ORGANIZATION

- c. The CHID consist of the Navajo Nation, legislative oversight Committee following sections and Navajo Nation Council;

- d. Represent and support the CHID at the Navajo Nation, state, and federal levels; and

- a.c. Establish field offices functions to carry out accomplish the purpose of the Department as deemed necessary; The CHID organizational chart is displayed as Attachment B-1.

2. ~~Administration and administrative support;~~

3. ~~Planning;~~

4. ~~Accounting and Contract Management;~~

5. ~~Compliance and Monitoring;~~

6. ~~Funding/Grant Administration of external grants, which include, but not limited to the following:~~

- ~~Community Development Block Grant (HUD);~~
- ~~NAHASDA (HUD);~~
- ~~Housing Improvement Program (BIA);~~
- ~~Weatherization Assistance Program (DOE); and~~

- ~~New Mexico Capital Outlay.~~
- 7. ~~Other housing and infrastructure programs as authorized.~~

III. ~~AUTHORITIES, DUTIES AND RESPONSIBILITIES~~

B. ~~Authorities and Responsibilities~~ ~~The Department Manager shall:~~

1. ~~Report to the Executive Director.~~
2. ~~Develop policies and procedures for effective management of CHID and take appropriate actions to achieve CHID's purpose.~~
3. ~~Perform periodic reviews and evaluations for staff and CHID.~~
4. ~~Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee and Navajo Nation Council.~~
5. ~~Represent the CHID at the Navajo Nation, local, state and federal levels.~~

C. CHID shall:

6. ~~Administer internally and externally funded programs for the benefit of Navajo chapters and communities, in full compliance with all applicable Navajo Nation and federal laws and policies.~~
 1. ~~Seek and secure funding from the Navajo Nation, federal government, state government and other entities/agencies;~~
 2. ~~Oversee the HUD Community Development Block Grant, BIA Housing Improvement Program, BIA Division of Facilities Management and Construction, and other housing and infrastructure programs as authorized;~~
 3. ~~For all housing and infrastructure programs it oversees, the CHID shall have the authority to carryout planning, contract management, construction management, compliance, and monitoring activities;~~
 4. ~~Provide training, public meetings, and workshops to Chapters on housing and infrastructure improvement opportunities and regulations;~~
 - 2.5. ~~Administer Compliance with internal and external funded programs for the benefit of the Nation and Chapters funding sources;~~
 - 3.6. ~~Provide assistance, technical support, and training to the Navajo Nation Divisions and Chapters on community service staff and individuals for housing and infrastructure improvement projects including the execution of housing assessments, development of material list, carpentry, electrical and plumbing repairs, burnout home debris removal, and community infrastructure development;~~
 - 4.7. ~~Implement and maintain data of CHID programs and projects;~~
 7. ~~Assist Navajo Nation chapters in the execution of housing development and renovation programs including community infrastructure development.~~
 8. ~~Provide training and public information, meetings and workshops to Navajo Nation Chapters, families and individuals on housing improvement opportunities and regulations.~~
 - 5.8. ~~Develop policies and procedures to implement for the purposespurpose of CHID daily operations;~~

Implement and conform with

IV. ~~LEGISLATIVE OVERSIGHT~~

9. Pursuant to 2 N.N.C. § 501(C), the Housing Improvement Program housing standards on all housing repairs and new housing construction activities;
- 6.10. Oversee CHID shall operate under the implementation and compliance legislative oversight of any building codes adopted by the Resources and Development Committee of the Navajo Nation Council.
11. Solicit and contract for consultants and general contractors for needed professional Services; and
12. Carry out other duties and responsibilities as assigned by the Division Director.

~~V. AMENDMENTS~~

~~Sections I through V may be amended time to time by Resources and Development Committee of the Navajo Nation Council.~~

EXHIBIT-C

**PLAN OF OPERATION
CAPITAL PROJECTS MANAGEMENT DEPARTMENT
DIVISION OF COMMUNITY DEVELOPMENT**

I. ESTABLISHMENT

The Capital Projects Management Department (CPMD) is hereby established within the Division of the Executive Branch of the Navajo Nation Government.

VII. Capital Project Management Department (CPMD)

A. Purpose

II. PURPOSE AND MISSION: CPMD shall assist the Navajo Nation Divisions, Chapters, and other entities in constructing for public facilities and infrastructure by providing with the following:

Provide programmatic planning, design, and project/construction management services;

B. Seek and secure financing from the Navajo Nation, federal, state and other agencies;

C. Comply with the Navajo Nation and external funding source requirements; and

D. Maintain programmatic and financial policies for prioritizing and estimating capital improvement projects.

III. PERSONNEL AND ORGANIZATION

B. Personnel PERSONNEL

1. There shall be a Department Manager who shall report directly to the Division Director to ensure the Department's purpose is followed.

2. The Department Manager shall be responsible for:

1. Determine The Department Manager shall be hired and supervised by the Executive Director in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with applicable Navajo Nation Personnel Policies Manual.

a. The Department Manager shall determine the need for staff, additional professional, technical, and administrative staff positions. The Department Manager shall ensure each position within the Department are properly classified or re-classified;

b. Develop policies and procedures for effective management of CPMD and take appropriate actions to achieve CPMD's purpose;

c. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee and Navajo Nation Council;

d. Represent and support the CPMD at the Navajo Nation, state, and federal levels; and

2. Establish establishing field offices to carry out the purpose of the Department as deemed necessary, purposes provided herein.

a-c.

C. ORGANIZATION

~~1.~~
The CPMD consist of the following sections and functions to accomplish the purpose:

- ~~1.~~ Planning;
- ~~2.~~ Design;
- ~~3.~~ Project/Construction Management;
- ~~4.~~ Funding/Compliance.

The Organizational Chart for the CPMD is attached as Attachment C-1 and incorporated herein.

~~IV.~~ **AUTHORITIES, DUTIES AND RESPONSIBILITIES**

~~C.~~ Authorities and Responsibilities The Department Manager shall:

- ~~1.~~ Report to the Executive Director.
- ~~2.~~ Formulate the overall administrative and operating policies and procedures necessary for effective management of the CPMD and take appropriate actions to accomplish the purposes.
- ~~3.~~ Conduct periodic reviews and evaluations of staff and CPMD.
- ~~4.~~ Prepare annual fiscal operating budget for approval by the Executive Branch of the Navajo Nation, oversight Committee and Navajo Nation Council.
- ~~5.~~ Represent the CPMD at the Navajo Nation, local, state and federal levels.

~~C.~~ CPMD shall:

- ~~1.~~ Provide comprehensive planning, design and project/construction management;
 1. Seek and secure funding from the Navajo Nation, federal government, state government and other entities agencies;
 2. For all programs and projects, it oversees, the CPMD shall have the authority to carry out planning, contract management, construction management, compliance, and monitoring activities;
- ~~2.~~ Comply with internal and external funding sources;
- ~~2.3.~~ Implement and maintain a central electronic filing and project tracking system;
- ~~3.~~ Assist in the application for external funding to administer projects that are consistent with the purpose of CPMD;
- ~~4.~~ Develop policies and procedures to implement the purpose of CPMD;
 4. Use and abide by the International Building Code maintained by the International Code Council;
- ~~5.~~ Purchase and inventory equipment and furnishing;
 5. Ensure capital improvements projects are completed in a cost effective and efficient manner. Maintain programmatic and financial policies for prioritizing and estimating capital improvement projects.
- ~~3.6.~~ Conduct all duties related to the development of the Capital Improvement Plan as provided in 12 N.N.C. § 860;
- ~~4.7.~~ Conduct periodic work sessions and/or project meetings to provide information on activities and project status; and
- ~~5.8.~~ Carry out other duties and responsibilities as assigned by the Division ~~Executive~~ Director.

IX.VI. Administrative Service Centers (ASC)

A. Purpose

1. The primary purpose of the ASC is to provide technical assistance and training to all political subdivisions of the Navajo Nation. In regards to non-governance certified Chapters, the ASC will provide administrative support and assist Chapters in becoming governance certified. For governance certified Chapters that gain more local autonomy, the ASC's role is reduced but the ASC will continue to monitor funds appropriated by the Navajo Nation Council. Another purpose of the ASC is to serve as a communication nexus between the political subdivisions and any Navajo Nation governmental entity. The overall purpose of the ASC is to help all political subdivisions to become successful self-sustaining community governments.
2. In June 2014, the Resources and Development Committee established the Administrative Service Centers (ASC) within the Division of Community Development (Division) of the Navajo Nation. The ASC Plan of Operation has been amended twice previously by the Resources and Development Committee through Resolutions RDCO-77-16 and RDCAU-71-18, respectively.
3. Upon the effective date of the amended Plan of Operation, all prior appointments of direct local supervision by Chapter Officials will automatically end. The supervision of the Community Service Coordinator will be handled as provided herein under Section IV(A).
4. ASC's Plan of Operations is distinct from other Departments in DCD due to its unique relationship with Navajo Nation Chapters. The language included in ASC's Plan of Operations is specific to addressing this unique relationship. Anything in ASC's Plan of Operations should not be imputed onto the other Departments of DCD.

B. Organization

1. Central ASC Administration
 - a. ASC Department Manager;
 - b. Administrative Assistant;
 - c. Senior Office Assistant;
 - d. Administrative Services Officer;
 - e. DOJ Chapter Unit positions; and
 - f. Other staff hired in accordance with applicable policies and procedures.
2. ASC Sub-Offices
 - a. Senior Programs and Projects Specialist (SPPS);
 - b. Office Specialist;
 - c. Administrative Service Officer;
 - d. Administrative Assistant; and
 - e. Other staff hired in accordance with applicable policies and procedures.

3. Chapter Staff for Non-Governance Certified Chapters
 - a. Community Service Coordinator;
 - b. Administrative Assistant; and
 - c. Account Maintenance Specialist.
4. The Organizational Chart for the ASC is included as Attachment "A."

C. Authorities and Responsibilities

1. The ASC Department Manager reports to the DCD Executive Director and supervises all ASC Department Staff unless delegated otherwise. Upon consultation with the DCD Executive Director, the ASC Department Manager may delegate supervision as follows:
 - a. SPPS may be delegated to supervise all ASC Staff at their respective ASC Sub-Offices;
 - b. SPPS may be delegated to supervise the Chapter CSC;
 - c. A Chapter Official who has received training on personnel may be delegated to supervise the Chapter CSC. When a Chapter Official is delegated to supervise the CSC, the SPPS will be removed from the chain of command;
 - d. When there is a vacancy in the Chapter CSC position, the ASC Department Manager may use suitable methods to ensure the supervision and safety of other Chapter employees.
 - e. All delegations herein may be revoked by the ASC Department Manager.
2. The SPPS reports to the ASC Department Manager.
3. The Chapter CSC reports to the delegated supervisor as provided herein. The CSC supervises all Chapter Staff and is primarily responsible for implementing all chapter policies consistent with Navajo Nation laws, regulations, and policies.
4. The ASC shall:
 - a. Develop rules and policies for the implementation of this Plan of Operation that are consistent with Navajo Nation laws, policies, and procedures including Chapter service area assignments.
 - b. Assist Chapters with their budgets and ensure that Chapter expenditures comply with applicable Navajo Nation laws, policies, and procedures.
 - c. Provide training to Chapter Administration on the correct process for entering data into the Woven Integrated Navajo Data (WIND) system and the Chapter's fund management system.
 - d. Assist Chapters with any coordination needed with other Navajo Nation Departments and Programs.
 - e. Assist Chapter Administration Staff and Elected Officials with understanding and segregating their duties to ensure Chapters flourish and meet local needs.
 - f. Assist Chapters in becoming governance certified and maintaining compliance with their five management system (FMS) for fiscal, records, property, procurement, and personnel.
 - g. Assist Chapters with uniform records and community projects.
 - h. Ensure Chapters meet various deadlines such as for budgets and timesheets.

- i. Assist Chapters with personnel matters.
- j. Assist Chapters with audits and/or implementation of the Corrective Action Plan (CAP).
- k. Conduct a monthly review of Chapter activities.
 - (i) When a Chapter is determined to be not in compliance with any policy, the SPPS shall inform the Chapter in writing. If the Chapter has not responded with a plan of action to address the discrepancy with twenty (20) working days, the ASC shall notify the appropriate authority which may include, but is not limited to, the Navajo Nation Department of Justice, the Office of the Controller, the Office of the Auditor General, and the Ethics & Rules Office.
 - (ii) Where noncompliance activity is found, ASC shall ensure that appropriate disciplinary measures are initiated.
- l. Carry out other responsibilities as assigned by the ASC Department Manager or the Division Executive Director.

I. ESTABLISHMENT

In 2016, the Resources and Development Committee, by *Resolution RDC0-77-16*, established the Administrative Service Centers (ASC) within the Division of Community Development (Division) of the Navajo Nation.

II. DEFINITIONS

A. For the purpose of the Plan of Operation, the following definitions shall apply:

- A. Chapter Administration are employees and staff refers to both non-LOA and LOA certified Chapters.
- B. Chapter Administration Employees are employees at non-LOA certified Chapters, including but is not limited to the following positions: Community Service Coordinator (CSC), Accounts Maintenance Specialist (AMS), and Office Specialist.
- C. Chapter Administrative Staff are employees at LOA certified Chapters, including but is not limited to the following positions: Chapter Manager (CM), Administrative Assistant (AA), and Office Assistant.
- D. Chapter Temporary Staff are temporary employees at all Chapters, including but not limited to the position of Public Employment Program (PEP) worker.

III. PURPOSE AND GOALS

A. The purpose of the ASC is to:

- 1. Provide technical assistance and training for Chapters to become self-governing units of local government;
- 2. Monitor and ensure Chapters comply with all Navajo Nation fiscal policies, procedures, and laws when tracking, receiving, allocating, and expending all funds;
- 3. Assist Chapters in establishing sustainable Chapter operations; and
- 4. Assist Chapters in preserving public trust in the government.

B. The goals of the ASC are to:

1. ~~Train and provide technical assistance to Chapters by incorporating the Local Governance Act (LGA), 26 N.N.C. §§ 1 *et seq.*, into the Chapter's policies and procedures. This is to be done by:

 - a. ~~Providing technical assistance, administrative support, professional development, customer service, leadership training, and financial management training to support accountable administrative and fund management systems;~~
 - b. ~~Training and providing technical assistance to Chapters as they create and implement a sustainable records management system to protect confidential information;~~
 - c. ~~Training Chapters on how to appropriate and use funds and allocations in accordance with all Navajo Nation, federal and state laws; protect funds and property; and report misuse of Chapter funds and property;~~
 - d. ~~Assisting Chapter Officials and the Chapter Administration in the implementation and development of collaborative community projects;~~
 - e. ~~Assisting Chapters with coordination between Chapter Officials, Chapter Administration and a Chapter's membership in order to implement the Five Management System (FMS), and other Navajo Nation laws and policies so that the Chapter may run an efficient local government unit;~~
 - f. ~~Assisting Chapters with the coordination of quarterly Chapter training, and providing technical assistance to Chapter Officials and Chapter Administration to improve their Chapter legislative and administrative functions, including but not limited to writing, recording, and submitting Chapter meeting minutes, resolutions, and policies;~~
 - g. ~~Training and providing technical assistance to Chapters on how to maintain or increase quorum requirements;~~
 - h. ~~Facilitating and coordinating with Chapters to contact, collaborate with, and establish rapport with the Navajo Nation departments when developing and updating their Community Land Use Plan (CLUP) pursuant to 26 N.N.C. §§ 1 *et seq.*; and~~~~

1. ~~Preparing Chapters to become LGA certified with an approved FMS, and assisting LGA certified Chapters in incorporating and implementing NNDPM policy and the FMS.~~

2. ~~Enhance Administrative Support by:~~

- a. ~~Assisting Chapters with pre-procurement activities, including working with the Business Regulatory Department (BRD) to comply with the Navajo Business Opportunity Act (NBOA) and other procurement and contract requirements pursuant to 26 N.N.C. §§ 2002 *et seq.*, as well as complying with the Chapter's Five Management System (FMS) and the Budget Instruction Manual (BIM) and/or Budget Policies Manual (BPM);~~
- b. ~~Assisting Chapters in conducting and recording the physical inventory of all Chapter assets;~~
- c. ~~Assisting Chapters in conducting their daily Chapter operations in accordance with the FMS, BIM and/or BPM, Navajo Nation Personnel Policies, and other applicable Navajo Nation laws, policies, and procedures; and~~
- d. ~~Providing technical assistance and training to Chapters to locate, use, and fill out proper forms, reports, and templates prescribed by Navajo Nation laws and policies.~~

3. ~~Enhance Professional Development and Team Building by:~~

- a. ~~Conducting or coordinating training to improve work performance and workplace relations through team building and leadership;~~
- b. ~~Providing technical and training assistance to the Chapter Administration on how to provide friendly and professional customer service to its community members; and~~
- c. ~~Coordinating training for Chapter Officials and Chapter Administration on how to report issues involving ethical misconduct and misbehavior to the appropriate authorities.~~

4. ~~Promote Financial Accountability by:~~

- a. ~~Assisting Chapters with the development of an efficient financial system by monitoring and ensuring all funds appropriated to Chapters are accounted for and expended in compliance with each Chapter's approved budget, and are disbursed, recorded, reconciled and monitored in accordance with all applicable Navajo Nation, federal, and state laws;~~
- b. ~~Training and providing technical assistance to Chapter Officials and Chapter Administration in meeting their monthly and quarterly reporting requirements, including accurately reporting and documenting the use of Chapter funds, and in reconciling Chapter budgets and expenditures;~~
- c. ~~Training and providing technical assistance to Chapters on how to maintain and safeguard all Chapter funds and assets in accordance with all applicable Navajo Nation laws, policies, and procedures;~~
- d. ~~Monitoring and ensuring all Chapter budgets and expenditures comply with applicable Navajo Nation laws, policies, and procedures, and reporting noncompliant Chapter activities to the appropriate authorities; and~~
- e. ~~Assisting Chapters with implementing Corrective Action Plan (CAP) related to audits, providing training to help Chapters correct any audit findings, and implement corrective measures for a successful response to an audit.~~

IV. ~~PERSONNEL AND ORGANIZATION~~

A. ~~PERSONNEL~~

- 1. ~~The Division Executive Director shall designate the ASC Department Manager to oversee the operation of the ASC and the non-LGA Certified Chapter Administration employee in accordance with applicable Navajo Nation laws and policies.~~
- 2. ~~The ASC Department Manager, with the concurrence of the Division Executive Director, shall hire additional professional, technical, and administrative positions as needed to carry out the organizational purposes, goals, authorities, duties, and responsibilities of the ASC.~~
- 3. ~~The Senior Program and Project Specialist (SPPS):~~
 - a. ~~The ASC Department Manager, with the concurrence of the Division Executive Director, shall hire the SPPS in accordance with the Navajo Nation Personnel Policies Manual (NNPPM).~~
 - b. ~~The ASC Department Manager shall supervise the SPPS.~~
 - c. ~~The SPPS shall report and be responsible to the ASC Department Manager and/or Division Executive Director; and~~
 - d. ~~The SPPS's duties and responsibilities are as outlined in Section V of this Plan of Operation, and are to be performed in keeping with all applicable Navajo Nation laws, policies, and procedures.~~
- 4. ~~The Community Service Coordinator's (CSC) duties and responsibilities are as outlined in Section V of this Plan of Operation, and are to be performed in keeping with all applicable Navajo Nation laws, policies, and procedures.~~

5. ~~The ASC Department Manager or Division Executive Director may establish additional positions in accordance with the NNPPM and all applicable Navajo Nation laws, policies, and procedures.~~
6. ~~The ASC shall provide technical assistance to LGA-certified Chapters in keeping with applicable Navajo Nation laws, policies, and procedures, including but not limited to that Chapter's FMS.~~
7. ~~The ASC shall be staffed to accomplish the purpose, goals, authorities, duties, and responsibilities as provided herein.~~

~~B. ORGANIZATION~~

~~1. The Central ASC Administration:~~

~~A. ASC Department Manager will manage the ASC Central Administration office location and supervise ASC staff. If the ASC Department Manager is unavailable, then the Division Executive Director shall take on these responsibilities.~~

~~B. The Central ASC staff shall consist of the following personnel:~~

- ~~(1) ASC Department Manager;~~
- ~~(2) Chapter legal services through the Navajo Nation Department of Justice (NNDJ);~~
- ~~(3) Administrative Assistant (AA);~~
- ~~(4) Office Assistant (OA); and~~
- ~~(5) other Staff hired when applicable and in keeping with Navajo Nation laws, policies, and procedures.~~

~~C. The ASC Center staff consists of the following personnel:~~

- ~~(1) Senior Programs and Project Specialist (SPPS);~~
- ~~(2) Office Specialist (OS);~~
- ~~(3) Administrative Service Officer (ASO); and~~
- ~~(4) other Staff hired when applicable in keeping with the Navajo Nation laws, policies, and procedures.~~

~~D. The ASC shall with the concurrence of the Division's Executive Director may establish additional centers in keeping with Navajo Nation laws, policies, and procedures.~~

- ~~2. The Organizational Chart for the ASC is included as Attachment "A." The Organizational Chart details how the ASC is to work with Chapter Officials, Chapter Administration Employees, Chapter Administration Staff to provide technical assistance, as provided for herein.~~

~~V. AUTHORITIES, DUTIES AND RESPONSIBILITIES~~

~~A. The ASC Department Manager shall:~~

- ~~1. Develop and implement the overall administrative policies and procedures necessary for effective management of the ASC.~~
- ~~2. The ASC Department Manager shall supervise the following staff assigned to one of the ASC centers:
 - ~~(1) Senior Programs and Projects Specialist;~~
 - ~~(2) Administrative Service Officer;~~
 - ~~(3) Office Specialist; and~~
 - ~~(4) Other Staff as deemed necessary by ASC Manager.~~~~

3. Conduct periodic reviews and evaluations of ASC employees in keeping with the NNPPM.
4. Represent the ASC to the Navajo Nation.
5. Prepare and present the annual ASC operating budget to the Navajo Nation President and appropriate committees of the Navajo Nation Council.
6. Develop working relationships between Chapter Officials, Chapter Administration, ASC personnel, the Chapters, Navajo Nation Departments, Navajo Nation Divisions, and Navajo Nation Agencies.
7. Obtain legal services through the Department of Justice.
8. Carry out other responsibilities as assigned by the Division's Executive Director.

B. The Senior Program and Project Specialist (SPPS) shall:

1. Supervise the ASC staff at their assigned ASC, subject to the ASC Department Manager or Division Executive Director's direction;
2. Provide general administrative direction to the Community Service Coordinators (CSC), as provided herein;
3. Provide technical assistance and training to Chapter Officials, Chapter Administrative Employees, and Chapter Temporary Staff at non-LGA-certified Chapters;
4. Provide technical assistance and training to Chapter Officials, Chapter Administrative Staff, and Chapter Temporary Staff at LGA-certified Chapters;
5. Ensure financial accountability consistent with the Navajo Nation laws, policies, and procedures;
6. Provide technical assistance and training to Chapter Officials on how to supervise CSCs, properly conduct Chapter meetings, fully implement the FMS, and work with the Resources & Development Committee (RDC) of the Navajo Nation Council.
7. Track all working and non-working time of the Community Service Coordinators and Account Maintenance Specialists (AMS); and
8. Carry out other responsibilities as assigned by the ASC Department Manager or Division Executive Director.

C. The Community Service Coordinator (CSC) shall:

1. For purpose of this subsection, the following definitions will apply:

A. The "General Administrative Direction" provided by the SPPS shall mean providing administrative support and guidance to the supervising Chapter Official(s) to ensure that the CSC carries out

their duties and responsibilities in keeping with this Plan of Operation, ensure compliance with budgetary matters pertaining to program activities, and ensure compliance with other administrative duties in keeping with this Plan of Operation and the NNPPM.

B. "Direct Local Supervision" shall mean ensuring that the CSC is carrying out the day-to-day duties and responsibilities of this Plan of Operation, including but not limited to approval of leave requests and travel authorizations; conducting annual performance evaluations; carrying out disciplinary actions; ensuring that the coordinator is adequately meeting the directives of the Chapter's membership regarding projects; monitoring proposals and planning activities; developing and implementing the Chapter's FMS, and other local

projects in keeping with the Chapter membership's directives pursuant to duly approved Chapter resolutions.

- C. Direct Local Supervisor shall be the person designated by the Chapter Officials.
2. Serve under the general administrative direction of the SPPS. The designated supervising Chapter Official(s) shall provide Direct Local Supervision of the CSC. This designation shall be decided between the Chapter President, Vice-President and Secretary/Treasurer. Notice of such decision shall be provided in writing to ASC and the CSC immediately. In the absence of a designation of a Direct Local Supervisor, the SPPS shall have full direct supervisory responsibility until such time as the Chapter Official(s) take appropriate measures to designate a Direct Local Supervisor. Disciplinary actions taken against the CSC shall be done by the Direct Local Supervisor in accordance with the NNPPM, or the SPPS if no designation has been made, and following review by the NNDOJ.
3. Supervise the Chapter's Accounts Maintenance Specialist, Public Employment Program participants, as well as any other Chapter employees and temporary staff and volunteers.
4. Implement the Chapter's policies, supervise other employees and volunteers, and manage their responsibilities in keeping with the NNPPM.
5. Assist the Chapter in achieving LGA certification, in compliance with all applicable Navajo Nation laws and policies.
6. Assist the Chapter in planning, preparing for, implementing, and administering Chapter projects including but not limited to land withdrawals, proposals, and resolutions.
7. Coordinate with the Chapter Secretary/Treasurer so that all financial expenditures are lawfully approved by the Chapter in accordance with Navajo Nation laws, policies, and procedures.
8. Prepare financial reports and provide them to the Secretary/Treasurer for presentation at every Chapter meeting.
9. Assist Chapters with securing additional sources of revenue and income, including from funding agencies.
10. Carry out other responsibilities as assigned by the Direct Local Supervisor in accordance with applicable Navajo Nation laws, policies, and procedures including but not limited to the FMS and the BIM and/or 8PM.

D. The Administrative Service Center (ASC) shall have the following duties and responsibilities:

1. Develop rules and policies for the implementation of this Plan of Operation that are consistent with Navajo Nation laws, policies, and procedures.
2. Monitor and ensure all Chapter budgets and expenditures comply with applicable Navajo Nation laws, policies, procedures, and any other related agreements.
3. Provide hands on training to Chapter Administration on the correct process for entering data into the Woven Integrated Navajo Data (WIND) system and the Chapter's fund management system.
4. Coordinate and provide various types of training for Chapters at least once per quarter.

5. Help Chapter Officials and Chapter Administration Employees or Chapter Administration Staff with understanding and segregating their duties so that they can help their Chapters flourish and meet local needs.
6. Provide quarterly training to Chapter Officials and Chapter Administration Employees or Chapter Administration Staff on their roles and responsibilities within the Chapter.
7. Assist Chapters in the creation of an annual proposed budget, uniform records, and filing systems; in the creation of flowcharts, forms, outlines, diagrams, templates, and timelines to meet the Chapter's budgeting deadlines; and in implementing community projects and local community directives.
8. Train and provide technical assistance to Chapter Officials on how to fill out their monthly compliance review forms and Chapter meeting claim forms; how to complete and submit timely Chapter meeting reports, and reports on attendance at each Chapter meeting for payment of attendees.
9. Assist the Chapter Secretary/Treasurer in developing record systems that allow the Chapter Secretary/Treasurer to maintain complete and accurate records of all Chapter activities.
10. Train and provide technical assistance to Chapter Administration Employees or Chapter Administration Staff on how to provide timely quarterly financial reports and reconciled accounting reports to ASC, and provide fund accounting system backup reports to the Office of Auditor General within ten calendar days following the end of each quarter as required by FMS and/or BIM and/or BPM.
11. Assist Chapters with implementing a time management system to ensure they meet their monthly, quarterly, or other reporting deadlines.
12. Train and provide technical assistance to non-LGA certified Chapter Administration Employees on how to implement the Fiscal and Records section of the NNDOJ Model FMS, or BIM and/or BPM.
13. Train and provide technical assistance to LGA certified Chapter Administration staff on proper usage of their FMS.
14. Assist Chapters with maintaining an accurate fund management system that tracks all Chapter funds in accordance with Navajo Nation laws, policies, and procedures.
15. Monitor and ensure implementation of the FMS and/or BIM and/or BPM as follows:
 - a. Monitor and ensure all expenditures of Chapter funds comply with all applicable Navajo Nation laws, policies and procedures;
 - b. Conduct a monthly review of Chapter activities, to determine whether Chapters are fully implementing their FMS and/or BIM and/or BPM, and provide notice to Chapters that are noncompliant.
 - c. Where a Chapter does not comply with the FMS and/or BIM and/or BPM within one month of ASC providing notice to the Chapter of their noncompliance, ASC may then notify and work with the Office of the Controller and the Office of the Auditor General to withhold release of future Chapter funds.
 - d. Where misuse of funds or intentional neglect activity is found, ASC shall immediately file a written report of such activity to the appropriate authority, including the NNDOJ.

- e. ~~Where noncompliance activity is found, ASC shall ensure that immediate disciplinary measures are initiated by the Direct Local Supervisor in accordance with the NNPPM or FMS and BIM and/or BPM.~~
 - f. ~~Monitor all Chapter funds and bank accounts to ensure funds are expended appropriately.~~
16. ~~Assist Chapters in their communication with the Capital Projects Management Department (CPMD) of the Division of Community Development, with regards to the Chapter's Community Land Use Plan (CLUP) pursuant to 26 N.N.C. §§ 1 et seq. in the following ways:~~
- a. ~~Train Chapters on the requirements and processes needed to establish a comprehensive CLUP;~~
 - b. ~~Help Chapters understand the roles and responsibilities of its CLUP committees;~~
 - c. ~~Train and provide technical assistance to Chapters on zoning, zoning requirements, zoning laws and ordinances, and leasing best practices; and~~
 - d. ~~Train Chapters on the purpose and objective of their land use variations.~~
17. ~~Train and provide technical assistance to Chapters with have findings following an audit, to promote implementation of corrective measures contained in their Corrective Action Plan (CAP) pursuant to the BIM and/or BPM.~~
18. ~~Provide technical assistance to Chapters to coordinate their payroll and tax liabilities.~~
19. ~~Assist Chapters with data entry and uploading accounting and budget information into the Navajo Nation's governmental accounting software and online budget application.~~
20. ~~Implement ASC's purposes, goals, and objectives as provided herein.~~
21. ~~Carry out other responsibilities as assigned by the ASC Department Manager or the Division Executive Director.~~

IX. Solid Waste Management Department (SWMD)

A. Purpose

The purpose of the SWMD is to provide guidance on solid waste services including the generation, storage, collection, transport or transfer, processing, and disposal of solid waste materials in a way that best addresses public health and other environmental considerations.

B. Personnel

There shall be a Department Manager who shall report directly to the Division Director to ensure the Department's purpose is followed.

I. LEGISLATIVE OVERSIGHT

- 1.
- 2. The Department Manager shall be responsible for:

- a. Determine the need for additional professional, technical, and administrative staff positions. The Department Manager shall ensure each position within the Department is properly classified or re-classified;
- b. Develop policies and procedures for effective management of SWMD and take appropriate actions to achieve SWMD's purpose;
- c. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee, and Navajo Nation Council;
- d. Represent and support the SWMD at the Navajo Nation, state, and federal levels; and
- e. Establish field offices to carry out the purpose of the Department as deemed necessary.

C. Authorities and Responsibilities

1. Seek and secure funding from the Navajo Nation, federal government, state government, and other entities;
2. Provide education on solid waste management through trainings and workshops;
3. Provide technical assistance on solid waste management, including providing information on facility creation and maintenance;
4. Provide planning on solid waste management systems;
5. Develop the establishing legislation and plan of operations for a Navajo Nation Solid Waste Management Authority for leadership approval;
6. Coordinate with other tribal, municipal, county, state, and federal agencies/entities;
7. Identify and secure solid waste funding from outside sources;
8. Conduct research and collect data on solid waste management on the Navajo Nation;
9. Implement and maintain a central electronic filing and project tracking system;
10. Assist in the management of solid waste management roles and responsibilities between the private sector with the Navajo Nation based on the assets, expertise, and authorities of the involved parties;
11. Pursue partnerships between the Navajo Nation and private sector service providers to deal with the operational and logistical challenges of solid waste management;
12. Provide proper trash receptacles to Chapters;
13. Provide waste transfer stations for community members to dispose of their daily waste;
14. Assist with community cleanups;
15. Issue permits to require all solid waste service providers (private and public) operating within the Navajo Nation;
16. Develop a working partnership with Navajo Nation Environmental Protection Agency for solid waste management compliance and regulation; and
17. Carry out other responsibilities as assigned by the Division Director.

X. Navajo Addressing Authority (NAAD)

A. Purpose

The NAAD is to provide the Navajo Nation Divisions, Chapters, and other entities rural addressing assistance.

B. Personnel

1. There shall be a Department Manager who shall report directly to the Division Director to ensure the Department's purpose and objectives are followed.
2. The Department Manager shall be responsible for:
 - a. Determine the need for additional professional, technical, and administrative staff positions. The Department Manager shall ensure each position within the Department is properly classified or re-classified;
 - b. Develop policies and procedures for effective management of NAA and take appropriate actions to achieve NAA's purpose;
 - c. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee and Navajo Nation Council;
 - d. Represent and support the NAA at the Navajo Nation, local, state and federal levels;
and
 - e. Establish field offices to carry out the purpose of the Department as deemed necessary.

C. Authority and Responsibility

1. Seek and secure fund from the Navajo Nation, federal government, state government and other entities;
2. Provide technical support and training on the NAA program;
3. Monitor the rural addressing progress of all Chapters.
4. Oversee all aspects of Local Rural Addressing Committee (LRAC) activities on the Navajo Nation including, but not limited to, providing training to Chapters on LRAC; assist the LRAC with preparing for public hearing on proposed street names; and provide training to LRAC on right-of-way clearance for base post installation and rural addressing maintenance.
5. Implement and maintain a central electronic filing and project tracking system;
6. Assist Chapters to ensure the implementation of the Navajo Nation Rural Addressing Implementation Document standards;
7. Assist Chapters in facilitating the right-of-way clearance process for centerline development.
8. Provide training to Chapters on physical address verification documents as proof-of-residency; and
9. Carry out other responsibilities as assigned by the Division Director.

XI. Legislative Oversight

Pursuant to 2 N.N.C. §_501(C), the Division shall operate~~ASC are~~ under the legislative oversight of the Resources and Development Committee of the Navajo Nation Council

XII. Amendments

~~H.~~ **AMENDMENTS:**

The Plan of Operations~~section herein~~ may be amended from time-to-time by the Resources~~Resource~~ and Development Committee of the Navajo Nation Council.



RDCO-77-16

RESOLUTION OF THE
RESOURCES AND DEVELOPMENT COMMITTEE
Of the 23rd Navajo Nation Council---Second Year 2016

AN ACT

RELATING TO RESOURCES AND DEVELOPMENT COMMITTEE; AMENDING THE PLAN OF OPERATION FOR THE NAVAJO DIVISION OF COMMUNITY DEVELOPMENT IN 2 N.N.C. § 1453; APPROVING AMENDMENTS TO THE MASTER PLAN OF OPERATION OF THE DIVISION OF COMMUNITY DEVELOPMENT, THE PLAN OF OPERATION FOR THE COMMUNITY HOUSING AND INFRASTRUCTURE DEPARTMENT AND THE PLAN OF OPERATION FOR THE ADMINISTRATIVE SERVICE CENTERS AND APPROVING A NEW PLAN OF OPERATION FOR THE CAPITAL PROJECTS MANAGEMENT DEPARTMENT WHICH WILL MERGE THE CAPITAL IMPROVEMENT OFFICE, DESIGN & ENGINEERING SERVICES DEPARTMENT, AND THE SOLID WASTE MANAGEMENT PROGRAM

BE IT ENACTED:

SECTION 1. AUTHORITY

The Resources and Development Committee has the power to grant final approval for the Plan of Operations, including any amendments, for the Division of Community Development. 2 N.N.C. § 501(B) (2) (g).

SECTION 2. FINDINGS

A. The Division of Community Development has requested a change in its plan of operation as enacted by Resolution GSCJA-05-08/A, attached as Exhibit "I." Amendments are requested in the Master Plan of Operation for the Division of Community Development, attached as Exhibit "A"; the Plan of Operation for the Community Housing and Infrastructure Department, attached as Exhibit "B"; the Plan of Operation for a new department to be called the Capital Projects Management Department, attached as Exhibit "C," which is essentially a merging of the Capital Improvement Office, the Design and Engineering Services Department, and the Solid Waste Management Program; and amendments to the Administrative Services Centers Plan of Operation, attached as Exhibit "D." The Division of Community Development also requests that the Plan of Operation entitled "Navajo Department of Transportation Dmision (sic) of Community Development," attached as Exhibit "H," be deleted in its entirety.

B. The Navajo Nation hereby finds that it is in the best interest of the Navajo Nation to amend 2 N.N.C. § 1453 to add a new department to be called Capital Projects Management Department in the Plan of Operation for the Division of Community Development and to remove the Capital Improvement Office (Exhibit "E"), the Design and Engineering Services Department (Exhibit "F"), and the Solid Waste Management Program (Exhibit "G").

C. The Navajo Nation hereby finds that it is in the best interest of the Navajo Nation to amend the Master Plan of Operation for the Division of Community Development, the Plan of Operation for the Community Housing and Infrastructure Department, and the Plan of Operation for the Administrative Services Centers and to adopt a new Plan of Operation for the Capital Projects Management Department.

SECTION 3. APPROVING AMENDMENTS TO 2 N.N.C § 1453

The Navajo Nation hereby amends Title 2 of the Navajo Nation Code as follows:

**NAVAJO NATION CODE ANNOTATED
TITLE 2. NAVAJO NATION GOVERNMENT
CHAPTER 5. EXECUTIVE BRANCH
SUBCHAPTER 19. DIVISION OF COMMUNITY DEVELOPMENT**

§ 1453. Personnel and organization

* * * *

B. The Division of Community Development shall consist of:

1. Division-Administration;
2. Community Housing and Infrastructure Department;
3. Administrative Service Centers;
4. Capital Projects Management Department.

SECTION 4. AMENDING THE MASTER PLAN OF OPERATION FOR THE DIVISION OF COMMUNITY DEVELOPMENT

The Navajo Nation hereby amends the Master Plan of Operation for the Division of Community Development as provided in Exhibit "A."

SECTION 5. AMENDING THE PLAN OF OPERATION FOR THE COMMUNITY HOUSING AND INFRASTRUCTURE DEPARTMENT

The Navajo Nation hereby adopts a Plan of Operation for the Community Housing and Infrastructure Department as provided in Exhibit "B."

SECTION 6. AMENDING THE PLAN OF OPERATION FOR THE ADMINISTRATIVE SERVICE CENTERS

The Navajo Nation hereby adopts a Plan of Operation for the Administrative Service Centers as provided in Exhibit "D."

SECTION 7. APPROVING PLAN OF OPERATION FOR NEW CAPITAL PROJECTS MANAGEMENT DEPARTMENT

The Navajo Nation hereby adopts a Plan of Operation for the new Capital Projects Management Department within the Division of Community Development as provided in Exhibit "C."

SECTION 8. RESCINDING THE PLANS OF OPERATION FOR THE CAPITAL IMPROVEMENT OFFICE, THE DESIGN AND ENGINEERING SERVICES DEPARTMENT, THE SOLID WASTE MANAGEMENT PROGRAM AND THE "NAVAJO DEPARTMENT OF TRANSPORTATION DMISION (SIC) OF COMMUNITY DEVELOPMENT"

The Navajo Nation hereby rescinds the Plans of Operation for the Capital Improvement Office (Exhibit "E"), the Design and Engineering Services Department (Exhibit "F"), the Solid Waste Management Program (Exhibit "G") and the Plan of Operation entitled "Navajo Department of Transportation Dmision (sic) of Community Development" (Exhibit "H").

SECTION 9. EFFECTIVE DATE

The amendments enacted herein shall be effective pursuant to 2 N.N.C. § 221(B).

SECTION 10. CODIFICATION

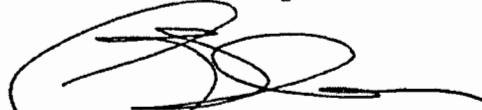
The provisions of this Act which amend or adopt new sections of the Navajo Nation Code shall be codified by the Office of Legislative Counsel. The Office of Legislative Counsel shall incorporate such amended provisions in the next codification of the Navajo Nation Code.

SECTION 11. SAVING CLAUSE

Should any provision of these amendments 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 provisions of these amendments which are not determined invalid shall remain the law of the Navajo Nation.

CERTIFICATION

I, hereby, certify that the foregoing resolution was duly considered by the Resources and Development Committee of the 23rd Navajo Nation Council at a duly called meeting at Navajo Department of Transportation, (Navajo Nation) Tse Bonito, New Mexico, at which quorum was present and that same was passed by a vote of 3 in favor, 2 opposed, 1 abstained this 25th day of October, 2016.



**Alton Joe Shepherd, Chairperson
Resources and Development Committee
Of the 23rd Navajo Nation Council**

Motion: Honorable Jonathan Perry
Second: Honorable Leonard Pete



EXHIBIT A

MASTER PLAN OF OPERATION FOR THE DIVISION OF COMMUNITY DEVELOPMENT

I. ESTABLISHMENT

There is hereby established the Navajo Division of Community Development (Division) within the Executive Branch of the Navajo Nation Government.

II. PURPOSE

The purpose of the Navajo Division of Community Development shall be to develop a dynamic and cohesive plan for community development activities, and provide relevant community education for orderly growth of the Navajo Nation that contributes to self-sufficiency of communities and families by constructing quality homes, community public facility buildings and rural addressing infrastructure system to support enhanced 9-1-1 that is in harmony with nature and people's needs.

III. GOALS AND OBJECTIVES

- A 1. To provide technical assistance and administrative support at chapter governments in its development of becoming self-sustaining and self-governing entities through coordination with local, county, state and federal government offices.
- B 2. To improve the standard of living for Navajo families and individuals through the use of modern methods and techniques in the construction of new homes and rehabilitation of existing homes.
- C 3. To promote and foster land use planning and growth management policies and practices.
- D 4. To provide technical services in developing plans cooperatively with communities for proper solid waste management practices and disposal systems.
- E 5. To provide technical services and administrative support, in coordination with other appropriate entities, to plan, implement and maintain the rural addressing system in support of enhanced 9-1-1 Navajo Nation-wide.

IV. PERSONNEL AND ORGANIZATION

A. PERSONNEL

The Navajo Division shall be administered by a ~~Division-Executive~~ Director, who shall be appointed by the President of the Navajo Nation, confirmed by the Navajo Nation Council and shall serve at the pleasure of the President of the Navajo Nation. The Executive Director shall hire personnel as may be deemed necessary to carry out the purposes of the Division and as funds are available. All personnel shall be employed and compensated in accordance with the applicable Navajo Nation Personnel Policies Manual and other applicable Navajo Nation laws and policies.

B 2. ORGANIZATION

The Division of ~~Community Development~~ shall consist of ~~11 offices: Division Administration, five~~ four (4) Departments and ~~five agencies~~ to execute the Division's purpose, goals and objectives. The ~~four~~ (4) Departments may consist of sections, programs and agencies to accomplish the respective Departments' purposes. The ~~five~~ four (4) Departments and ~~five agencies~~ are as follows:

- 1) Division Administration;
- 2) ~~Capital Improvement Office;~~
- 3) ~~Design and Engineering Services Department;~~
- 4) 2) Community Housing and Infrastructure Department;
- 5) ~~Navajo Department of Transportation;~~
- 6) ~~Solid Waste Management Program;~~
- 7) ~~Local Governance Support Center Fort Defiance Agency;~~
- 8) ~~Local Governance Support Center Eastern Agency;~~
- 9) ~~Local Governance Support Center Chinle Agency;~~
- 10) ~~Local Governance Support Center Tuba City Agency;~~
- 11) ~~Local Governance Support Center Shiprook Agency;~~
- 12) 3) Administrative Service Center; and
- 13) 4) Capital Projects Management Department;

The organizational chart of the Division is displayed as Attachment A-1.

V. AUTHORITIES, DUTIES AND RESPONSIBILITIES

A. The ~~Division Executive Director of the Division of Community Development~~ shall have the authority for the overall Division's operational planning and direction. The Executive Director shall have the following duties and responsibilities:

1. Execute directives of the President of the Navajo Nation, Navajo Nation Council and the ~~Transportation and Community~~ Resources and Development Committee.
2. Provide written monthly and/or quarterly reports to the Office of the President and Vice-President, ~~Transportation and Community~~ Resources and Development Committee of the Navajo Nation Council, annual reports to the Navajo Nation Council and any other necessary reports.
3. Issue Division's procedures to ensure the proper and timely implementation of Division projects.
4. Establish and maintain partnership with local, county, state, federal and other entities on matters related to the objectives of the Division.
5. Provide effective overall management and financial direction to Divisions' departments and programs.
6. Delegate authority pertaining to the operation of the Division and its program to subordinate directors of the Division, as appropriate and to the extent permitted by Navajo Nation laws and policies.
7. Negotiate written agreements on behalf of the Division relevant to community development ~~for oversight committee's recommendation.~~

8. Seek external funding for departments and projects to enhance community development.
9. Recommend the creation, merger, separation, amendment or abolishment of programs, or specific functions within the Division in accordance with applicable Navajo Nation laws and policies.
10. Recruit, select, supervise, conduct employee performance evaluation and recommend reclassification of positions for the Division Administration ~~S~~staff; and Department Managers and Program Directors in accordance with the Navajo Nation Personnel Policies Manual of the Navajo Nation.

B. ADMINISTRATION OFFICE:

The purpose of the Administration Office is to provide for overall management of the Division. The Administration staff shall handle its duties and responsibilities in accordance with Navajo Nation laws and policies. The duties and responsibilities are as follows:

1. Recommend policies and legislation on community development issues to the ~~Transportation and Community Resources and Development~~ Resources and Development Committee and other appropriate committees of the Navajo Nation Council ~~for action.~~
2. Administer overall direction of the Division by monitoring short and long range plans, goals and objectives.
3. Maintain communication with Navajo Nation chapters on the overall Division's operation.
4. Ensure that departments and programs carryout their functions, authorities and responsibilities.
5. Assist in the coordination and development of strategies to implement Division functions.
6. ~~Develop and maintain Information Data Center for the Navajo Nation.~~

VI. LEGISLATIVE OVERSIGHT

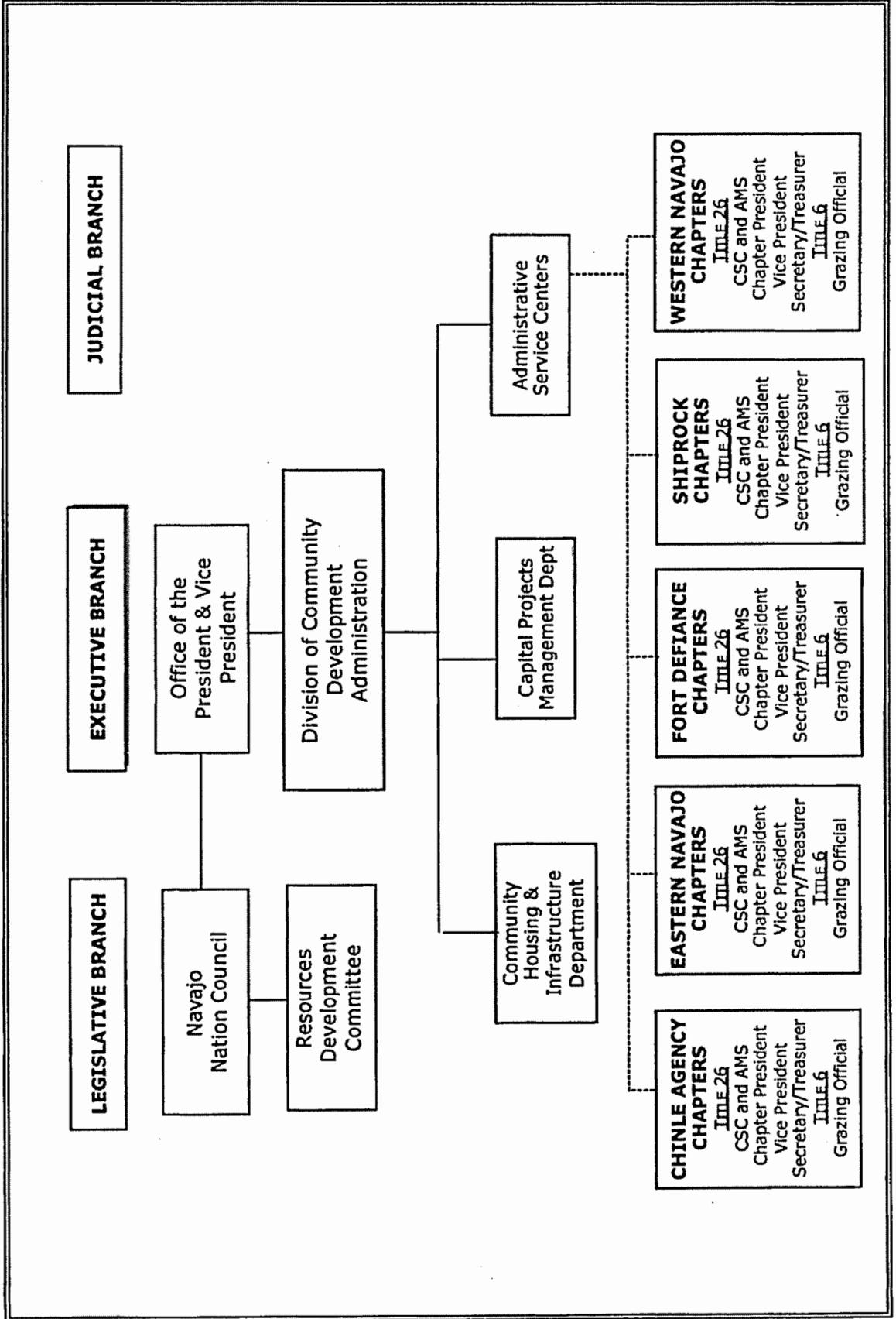
Pursuant to 2 NNC §501(C) ~~421 and §423, et seq.,~~ the Division of ~~Community Development~~ shall operate under the legislative oversight of the ~~Transportation and Community Resources and Development~~ Resources and Development Committee of the Navajo Nation Council.

VII. AMENDMENTS

Section I through V may be amended from time-to-time by the ~~Government Services Resources and Development~~ Resources and Development Committee of the Navajo Nation Council ~~upon the recommendation of the Transportation and Community Development Committee of the Navajo Nation Council.~~

THE NAVAJO NATION

EXECUTIVE BRANCH/DIVISION OF COMMUNITY DEVELOPMENT





PLAN OF OPERATION

COMMUNITY HOUSING AND INFRASTRUCTURE DEPARTMENT

I. ESTABLISHMENT

~~The is hereby established the~~ Community Housing and Infrastructure Department (CHID) is hereby established (hereinafter "Department") within the Division of Community Development of the Executive Branch of the Navajo Nation Government ~~Executive Branch.~~

II. PURPOSE

~~The CHID Department is established to promote and shall strengthen communities and improve living conditions for Navajo families by developing comprehensive strategies for housing, utility services, public facilities, and improve energy efficiency for existing homes improved living conditions for Navajo families and strengthen communities through programs for community housing, utility service, public facility and economic development improvements.~~

III. OBJECTIVES

~~To carry out its purposes, the following Department objectives are established:~~

- ~~A. Provide the people and communities of the Navajo Nation with high quality and efficient housing and infrastructure improvements.~~
- ~~B. Seek and implement additional opportunities for home ownership and renovation for Navajo people and communities through community development partnerships and non-profits.~~
- ~~C. Promote and support private sector involvement in the financing and implementation of housing and infrastructure projects.~~
- ~~D. Encourage continued decentralization of housing development and renovation projects to chapters and communities in accordance with adopted Navajo Nation Executive policies and directives.~~
- ~~E. Seek and secure financing from the Navajo Nation, federal, state, and other agencies for planning, design and construction of new home, home renovation and infrastructure development projects.~~
- ~~F. Improve collaboration with other government departments, outside utility agencies, other government offices, private companies, non-profits, and chapters~~

~~to successfully plan and implement housing and infrastructure development projects.~~

- ~~G. Promote the use of improved building standards, appropriate technology, resource conservation, energy efficiency and sustainability in the design and construction of housing and infrastructure improvement programs.~~
- ~~H. Recommend and institute policies, procedures and standards that will improve performance of programs.~~
- ~~I. Raise awareness of home ownership and renovation issues and opportunities throughout the Navajo Nation.~~
- ~~J. Monitor the results of Navajo Housing Authority, NAHASDA and other housing improvement programs on behalf of the Navajo people to ensure compliance with approved Indian Housing Plan goals, regulations and standards.~~

IV. PERSONNEL AND ORGANIZATION

A. PERSONNEL

- ~~1. The position of Director of the Community Housing and Infrastructure Department is hereby established. The Director Department Manager shall be hired by the Executive Director in accordance with established the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual. policies and procedures, and will serve under the direct supervision of the Division Director of the Division of Community Development. In order to achieve the purposes and objectives of this Plan of Operation, the Director shall have the authority to:~~
- ~~2. The Department Manager shall determine the need for staff, additional professional, technical and administrative positions and establish field offices to carry out the purposes herein.~~
- ~~1. Recommend the creation, merger, separation, amendment or abolishment of programs, or specific functions within the Department, in accordance with Navajo Nation law, budgetary and personnel policies and procedures of the Navajo Nation; and~~
- ~~2. Hire, direct, supervise, and evaluate employees and reclassify positions within the Department in accordance with personnel policies and procedures of the Navajo Nation; and~~
- ~~3. Recommend additional professional, technical and administrative support staff as needed to carry out the activities of the department. Additional staff positions shall be hired and supervised in accordance with applicable Personnel Policies and Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process; and~~

4. ~~Effectively manage all department programs and projects such that they are completed in accordance with applicable Navajo Nation, federal, and funding source rules and regulations; and~~
5. ~~Develop and implement overall administrative and operating policies and procedures necessary for effective management of the Department, and take such action as are deemed necessary and appropriate to accomplish the Department's stated mission, purpose and objectives; and~~
6. ~~Delegate authority as deemed necessary or desirable.~~
7. ~~Execute such directives and authorities as may be directed and/or authorized by the appropriate authority of the Navajo Nation.~~
8. ~~Provide opportunities for education and training to improve staff capability and performance.~~
9. ~~Represent the department at all executive level and other meetings.~~

B. ORGANIZATION

The CHID consist of the following sections and functions to accomplish the purpose: The CHID organizational chart is displayed as Attachment B-1. ~~Department shall consist of the following sections and programs as shown hereinafter (see Organization Chart attached hereto as Attachment B-1):~~

1. Administration and administrative support;
2. Planning;
~~Responsible for short and longer range program planning as well as overall departmental strategy relating to identifying and securing new funding, program and community development partnership opportunities. This will also include project pre planning and planning, land acquisition, inter-agency coordination and scheduling, and preliminary cost estimating and budgeting.~~
3. Accounting and Contract Management;
~~Responsible for all project and program accounting within the department's federal and other programs, as well as contract negotiation, management and closeout requirements for all grant and other contract programs. This is consistent with the new departmental and program purchasing card system now being implemented (the P-Card). Department accountants and contract managers will often handle more than one program, allowing greater efficiency and cross-training opportunities. Central government accounting will only be responsible for oversight of program accounts.~~
4. Compliance and Monitoring;
~~Responsible for all environmental and other clearances for department projects and programs, as well as monitoring performance of all departmental programs and Navajo Housing Authority, to assure compliance with applicable federal and Navajo Nation laws and~~

~~regulations. Monitoring of NHA will assure compliance with the approved Indian Housing Plan and future TDHE designation. This section's technical specialists will assure that all project requirements are met.~~

5. Funding/Grant Administration of external grants, which include, but not limited to the following: Federal grant program administration.
 - Community Development Block Grant (HUD);
 - NAHASDA (HUD);
 - Housing Improvement Program (BIA);
 - Weatherization Assistance Program (DOE); and
 - New Mexico Capital Outlay.
6. Other housing and infrastructure programs as authorized.
7. ~~Agency offices and staff as authorized.~~

V. **AUTHORITIES, DUTIES AND RESPONSIBILITIES RESPONSIBILITY AND AUTHORITY**

A. The Department Manager shall: general authorities and responsibilities of the Department are as follows:

1. Report to the Executive Director.
2. Develop policies and procedures for effective management of CHID and take appropriate actions to achieve CHID's purpose.
3. Perform periodic reviews and evaluations for staff and CHID.
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee and Navajo Nation Council.
5. Represent the CHID at the Navajo Nation, local, state and federal levels.

B. CHID shall:

1. Administer internally and externally-funded programs for the benefit of Navajo chapters and communities, in full compliance with all applicable Navajo Nation and federal laws and policies.
2. ~~Identify and recommend changes in the laws and regulations of the Navajo Nation to facilitate and enhance home ownership and housing quality throughout the Navajo Nation. Seek and secure funding from Navajo Nation, federal, state and other agencies;~~
3. ~~Maintain e-Compliance with internal and external funding~~

~~sources; applicable governmental regulations by self-monitoring department performance and budgets.~~

- ~~4. Research and seek funding and other resource opportunities that could better facilitate the meeting of department objectives.~~
- ~~5. Initiate organizational changes to better respond to the needs of Navajo people and communities, while making effective use of available funding and organizational resources.~~
- ~~6. Provide periodic status and compliance reports to the Division, funding agencies and the Navajo Nation Council as required or requested.~~
- ~~7. Effectively manage and recommend improvements to the environmental review and compliance process.~~
- ~~8. Manage all funds identified for housing and infrastructure development in a fiscally responsible manner.~~

9. 4. Provide technical support and training to Local Government Support Centers, the Navajo Nation Divisions, Chapters, community service staff and individuals on planning for, seeking, obtaining, and administering Navajo Nation and external funds for housing and infrastructure improvement projects.

10. ~~Provide administrative support and training in contracting, procurement, construction management, risk management, and monitoring of projects.~~
5. Implement and Mmaintain secure files of data and information relevant to Departmental of CHID programs and projects.

11. 6. Assist Navajo Nation chapters in the execution of housing development and renovation programs including community infrastructure development, which are properly delegated

12. 7. Provide training and public information, meetings and workshops to Navajo Nation Chapters, families and individuals on housing improvement opportunities and regulations.

13. 8. Develop policies and procedures to implement the purpose of CHID.

~~B. Agency Offices may be established and maintained to coordinate local housing and other community improvement activities to accomplish department objectives. The Director may delegate some or all authority over the following responsibilities to Agency staff:~~

- ~~1. Ensure that the adopted application processes are properly conducted to select qualified applicants for assistance programs.~~

2. ~~Monitor building material inventories, construction staff, and technical assistance activities to ensure the accomplishing of departmental objectives.~~

VI. LEGISLATIVE OVERSIGHT

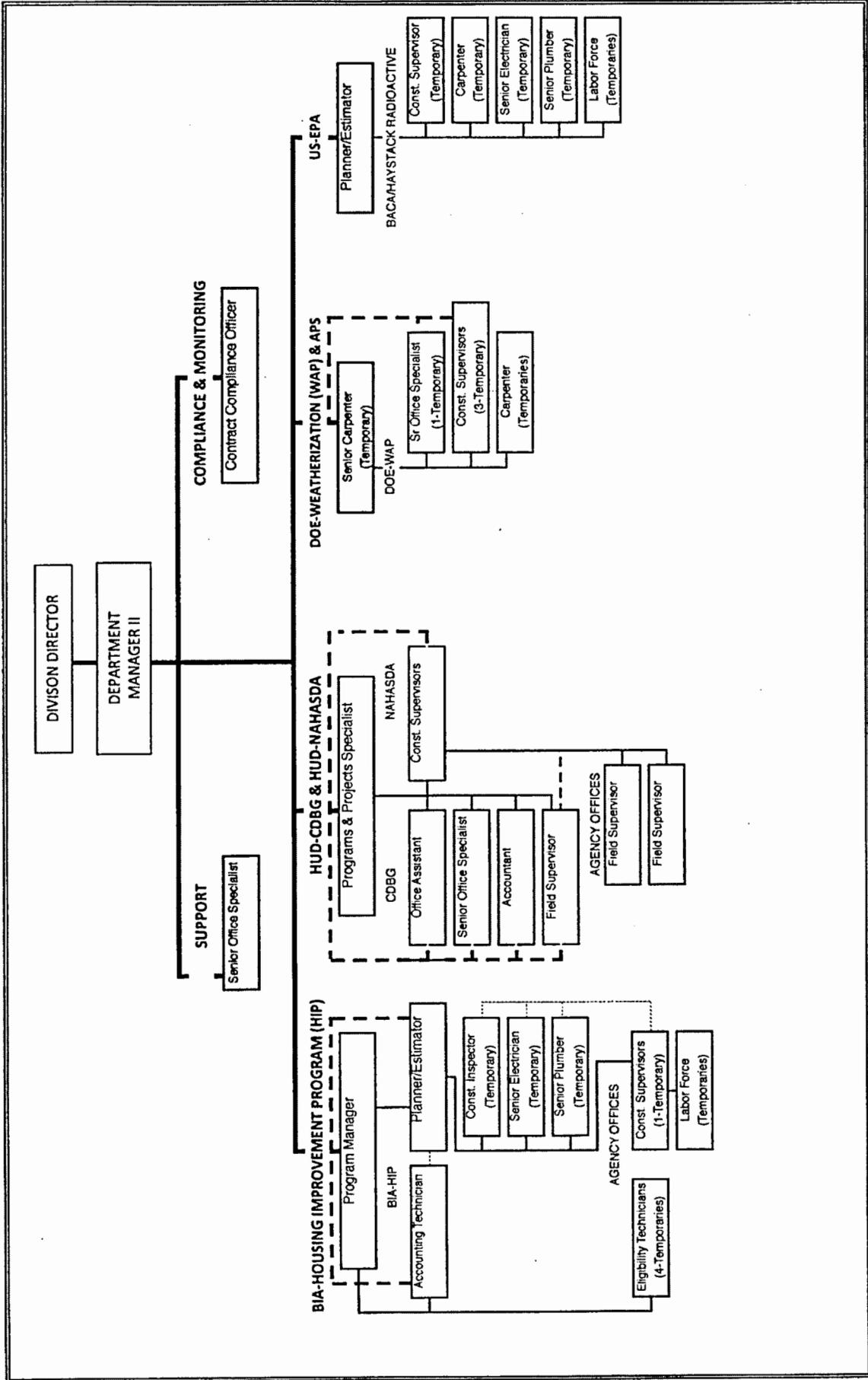
~~The Transportation and Community Committee of the Navajo Nation Council shall be the legislative oversight committee for the Department pursuant to 2 N.N.C. Sections 421 and 423, et. Seq.~~

Pursuant to 2 N.N.C. § 501(C), the CHID shall operate under the legislative oversight of the Resources and Development Committee of the Navajo Nation Council.

VII. AMENDMENTS

~~Sections I through V may be amended time-to-time by the Government Services Committee upon the recommendation of the Transportation and Community Resources and Development Committee of the Navajo Nation Council. or desirable.~~

COMMUNITY HOUSING and INFRASTRUCTURE DEPARTMENT ORGANIZATION CHART



PLAN OF OPERATION

CAPITAL PROJECTS MANAGEMENT DEPARTMENT
DIVISION OF COMMUNITY DEVELOPMENT

I. ESTABLISHMENT

The Capital Projects Management Department (CPMD) is hereby established within the Division of the Executive Branch of the Navajo Nation Government.

II. PURPOSE AND MISSION: CPMD shall assist the Navajo Nation Divisions, Chapters and other entities for public facilities with the following:

- A. Provide programmatic planning, design and project/construction management;
- B. Seek and secure financing from the Navajo Nation, federal, state and other agencies;
- C. Comply with the Navajo Nation and external funding source requirements; and
- D. Maintain programmatic and financial policies for prioritizing and estimating capital improvement projects.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

- 1. The Department Manager shall be hired and supervised by the Executive Director in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with applicable Navajo Nation Personnel Policies Manual.
- 2. The Department Manager shall determine the need for staff, additional professional, technical and administrative positions and establishing field offices to carry out the purposes provided herein.

B. ORGANIZATION

The CPMD consist of the following sections and functions to accomplish the purpose:

- 1. Planning;
- 2. Design;
- 3. Project/Construction Management;
- 4. Funding/Compliance.

The Organizational Chart for the CPMD is attached as Attachment C-1 and incorporated herein.

IV. AUTHORITIES, DUTIES AND RESPONSIBILITIES

A. The Department Manager shall:

1. Report to the Executive Director.
2. Formulate the overall administrative and operating policies and procedures necessary for effective management of the CPMD and take appropriate actions to accomplish the purposes.
3. Conduct periodic reviews and evaluations of staff and CPMD.
4. Prepare annual fiscal operating budget for approval by the Executive Branch of the Navajo Nation, oversight Committee and Navajo Nation Council.
5. Represent the CPMD at the Navajo Nation, local, state and federal levels.

B. CPMD shall:

1. Provide comprehensive planning, design and project/construction management;
2. Seek and secure funding from the Navajo Nation, federal, state and other agencies;
3. Comply with internal and external funding sources;
4. Implement and maintain a central electronic filing and project tracking system;
5. Assist in the application for external funding to administer projects that are consistent with the purpose of CPMD;
6. Develop policies and procedures to implement the purpose of CPMD;
7. Use and abide by the International Building Code maintained by the International Code Council;
8. Purchase and inventory equipment and furnishing;
9. Ensure capital improvements projects are completed in a cost effective and efficient manner;
10. Conduct all duties related to the development of the Capital Improvement Plan as provided in 12 N.N.C. § 860;
11. Conduct periodic work sessions and/or project meetings to provide information on activities and project status; and
12. Carry out other duties and responsibilities as assigned by the Executive Director.

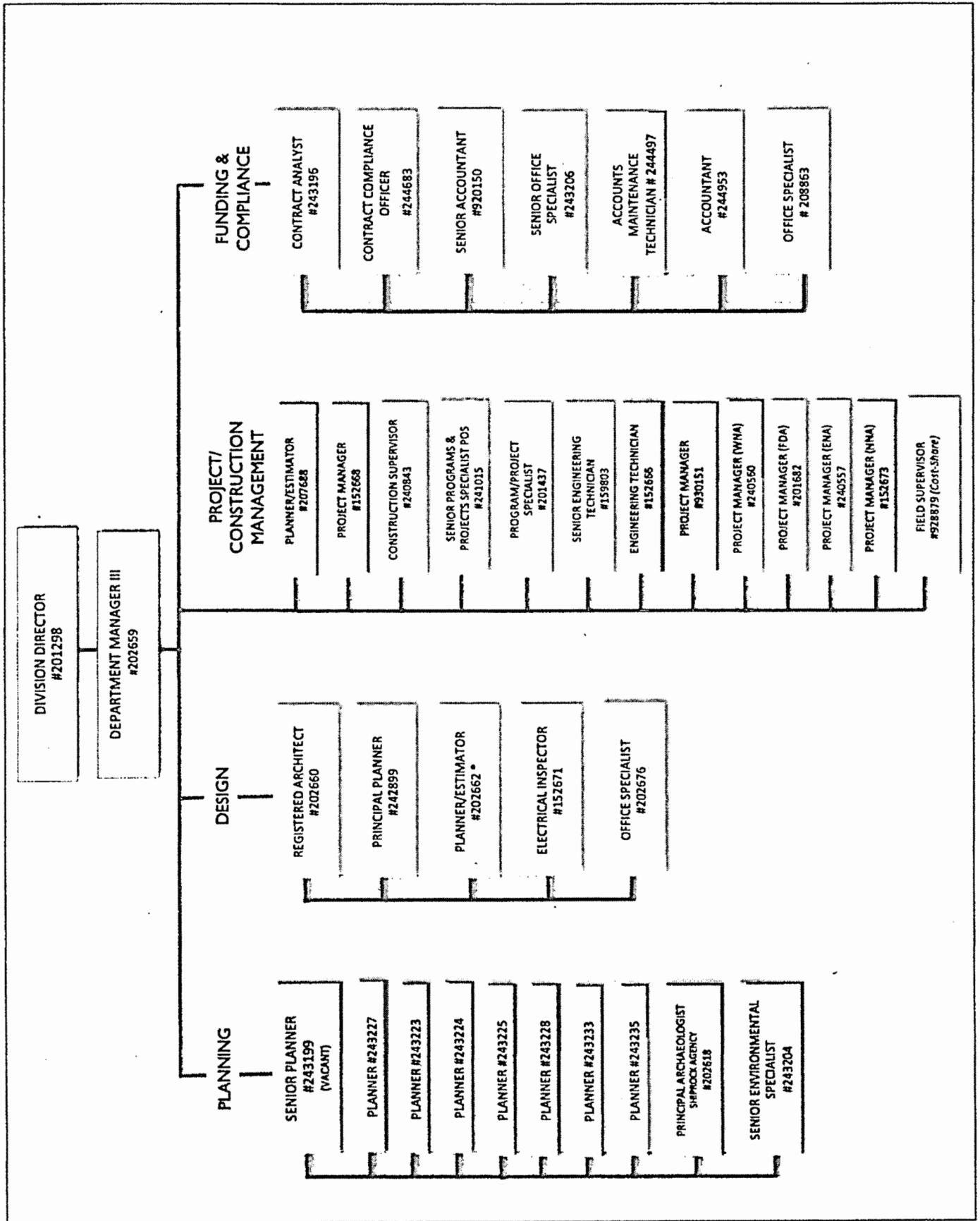
V. LEGISLATIVE OVERSIGHT

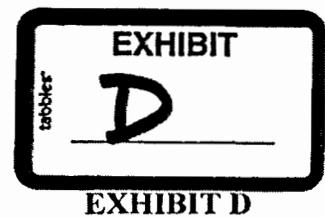
Pursuant to 2 N.N.C. § 501(C), the CPMD shall operate under the legislative oversight of the Resources and Development Committee of the Navajo Nation Council.

VI. AMENDMENTS

Subsections I through VI of this Section may be amended from time-to-time by the Resources and Development Committee of the Navajo Nation Council.

THE NAVAJO NATION
 DIVISION OF COMMUNITY DEVELOPMENT
 CAPITAL PROJECTS MANAGEMENT DEPARTMENT





PLAN OF OPERATION

ADMINISTRATIVE SERVICE CENTERS DIVISION OF COMMUNITY DEVELOPMENT

I. ESTABLISHMENT

There is hereby established the Administrative Service Centers (ASC) within the Division of the Navajo Nation.

II. PURPOSE AND GOALS

A. The purpose of the ASC shall be to provide administrative support, ~~planning services,~~ technical assistance and guidance to chapters. ~~specifically relating to project planning, infrastructure development, community land use planning, and to provide guidance in the implementation of Five Management System and its policies.~~

B. The goals of the ASC shall be to:

- ~~1. Implement Project Management System~~
 - ~~a. Strategic and community planning~~
 - ~~b. Project planning and development~~
 - ~~c. Project implementation/completion~~
 - ~~d. Project operation and maintenance plan~~
1. Promote Local Governance Act certification
 - a. Provide technical assistance and guidance;
 - b. Implement Local Governance Act transition plan;
 - c. Implementation of the Five Management Systems ~~and~~
 - ~~d. Assist with Financial Management Information System (FMIS) 6B rollout.~~
2. Assist with Post-Local Governance Act Certification activities
 - a. Alternative Form of Government (AFOG);
 - b. Contract requirements;
 - c. Zoning, taxation, leasing, and other ordinances
 - ~~d. Update 5 year Community Land Use Plan~~
 - ~~e. Seek potential funding sources~~
3. Enhance Human Resource and Professional Development
 - a. Capacity building;
 - b. Accredited training and education;
 - c. Partnerships; and
 - d. Proposal/Grant writing skills.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The ~~DCD~~ ~~Division~~ Executive Director shall designate the ~~ASC Director~~ Department Manager to oversee the operation of the ASC and the non-LGA Certified Chapter Administration Staff in accordance with applicable Navajo Nation laws and policies.
2. The ~~ASC Director~~ Manager shall be authorized to recommend additional professional, technical, and administrative positions as needed to carry out the organizational purposes and objectives.
3. Additional positions shall be established in accordance with the Navajo Nation Personnel Policies Procedures Manual and pursuant to applicable rules established for conducting the annual budget process.
4. The ASC shall be staffed to accomplish the purpose, goals and objectives as provided herein.

B. ORGANIZATION

1. The ASC shall consist of these functions necessary to accomplish the purpose cited.
 - a- Administration;
 - b- Chapter planning;
 - c- Compliance/monitoring; and
 - d- Chapter legal services through the Department of Justice

The Organizational Chart for the Administrative Services Centers is attached as Attachment ~~A~~ D-1, and incorporated herein.

IV. AUTHORITIES, DUTIES AND RESPONSIBILITIES

A. The ~~ASC Director~~–Department Manager shall:

1. Develop and implement the overall administrative policies and procedures necessary for effective management of the ASC.
2. Conduct periodic reviews of staff and program effectiveness and present operating budgets for the appropriate committees of the Navajo Nation Council.
3. Represent the ASC at the Navajo Nation, county, state, and federal levels.

B. The ASC shall have the following duties and responsibilities:

1. Assist in monitoring pre-procurement activities.
2. Monitor and ensure implementation of the Five Management System and accounting services.

- ~~3. Provide planning, administrative support, and technical assistance to the chapter administration including, but not limited to:
Planning and community assessments/inventory
Comprehensive land use planning
Project portfolio and management~~
- ~~4. Facilitate governmental development by assisting chapters with implementation of capital projects.~~
- ~~5. Keep updated of new developments and laws within the Navajo Nation county, state, and federal governments and other entities, which may affect the chapter government.~~
3. Prepare written reports for presentations at chapter meetings and planning sessions.
4. Assist to secure additional revenue and in-kind contributions from the Navajo Nation and other funding agencies consistent with the Navajo Nation Ethics in Government Law, 2 N.N.C. § 3741 et. seq..
- ~~8. Provide information to the chapter regarding resources and socio-economic factors for effective local planning.~~
5. Ensure that the chapters' expenditures are in compliance with applicable Navajo Nation, federal, and state laws or grant agreements.
6. Assist chapters with developing corrective action plans for audit findings.
7. Assist chapters that have been sanctioned by the Budget and Finance Committee of the Navajo Nation Council with budget review and approval so funds can be disbursed.
- ~~9. Assist chapters with procurement.~~
8. Assist chapters in finalizing and processing of payroll and tax liabilities.
9. Assist chapters with data entry and uploading accounting and budget information into the governmental accounting software and online budget application.
10. Ensure chapter compliance with monthly/quarterly financial reporting requirements and the Five Management System Policies and Procedures.
11. Carry out other responsibilities as assigned by the Director Executive Director.

~~V. DEPARTMENT PROCESS PROCEDURES~~

- ~~A. The Division Executive Director may delegate certain approvals to ASC, which but not limited to; approval of travel authorizations, leave requests, purchase requisitions, etc.~~
- ~~B. Disciplinary actions taken on Administrative Service Centers (excluding chapters) employees shall be executed by the Division Executive Director in accordance with the Navajo Nation Personnel Policies Manual~~

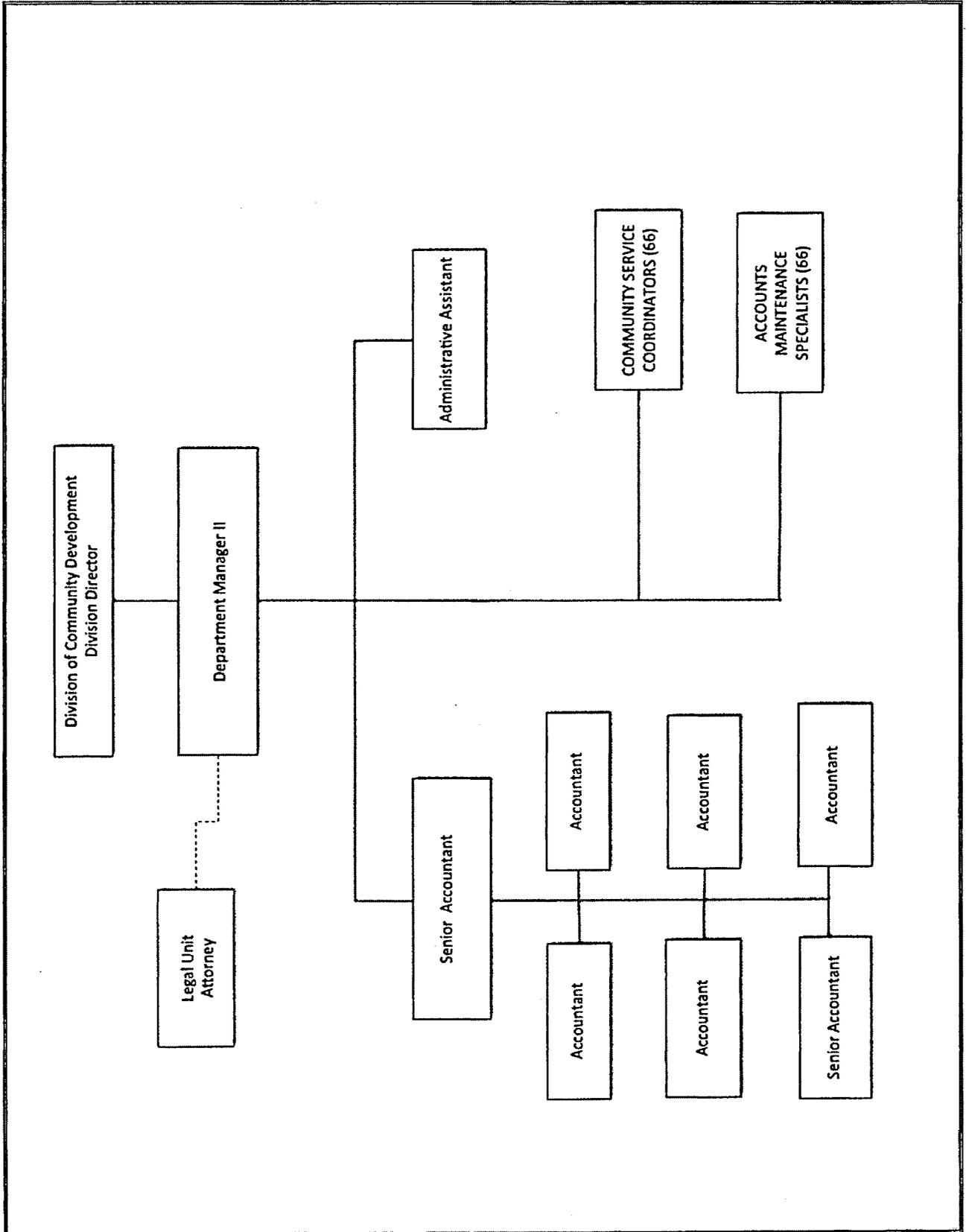
VI. LEGISLATIVE OVERSIGHT

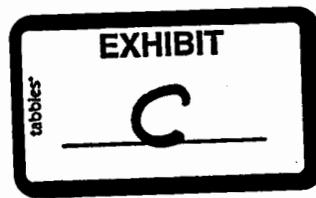
Pursuant to 2 N.N.C. §501(C), the ASC are under the legislative oversight of the Resources and Development Committee of the Navajo Nation Council

VII. AMENDMENTS:

The section herein may be amended from time-to-time by the Resource and Development Committee of the Navajo Nation Council.

DIVISION OF COMMUNITY DEVELOPMENT
 ADMINISTRATIVE SERVICE CENTERS
 ORGANIZATIONAL CHART





RESOLUTION OF THE
RESOURCES AND DEVELOPMENT COMMITTEE
23rd Navajo Nation Council --- Fourth Year, 2018

AN ACTION

RELATING TO RESOURCES AND DEVELOPMENT COMMITTEE; AMENDING AND
APPROVING THE PLAN OF OPERATION FOR THE ADMINISTRATIVE SERVICE
CENTERS

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Navajo Nation Council established the Resources and Development Committee as a standing committee of the Navajo Nation Council. The Resources and Development Committee is empowered to conduct legislative oversight functions for the Division of Community Development. 2 N.N.C §§ 500 (A) and 501 (C) (1).
- B. The Resources and Development Committee has the authority to grant final approval amendments to of Plans of Operation for divisions or departments under the Committee's oversight. 2 N.N.C. § 501 (B) (2) (g).

SECTION TWO. FINDINGS

- A. The last revision to the Plan of Operation for the Administrative Service Centers was in 2016 and approved by the Resources and Development Committee of the Navajo Nation Council as part of the Master Plan for the Division of Community Development in Resolution RDCO-77-16.
- B. RDCO-77-16 approved various Plans of Operation for programs within the Division of Community Development including the approval of the Administrative Service Centers at Section 6 which incorporated an appended RDCO-77-16, "Exhibit D".
- C. The Division of Community Development Administrative Service Centers has submitted a revised Plan of Operation with stricken and underscored language and is attached hereto as **Exhibit 1**.
- D. The final clean version of the plan of operation will be provided by the Administrative Service Centers.

- E. An Executive Official Review by the Department of Justice of the revised Plan of Operation is currently pending.

SECTION THREE. APPROVING THE AMENDED ADMINISTRATIVE SERVICE CENTERS PLAN OF OPERATION

- A. The Navajo Nation hereby amends the Plan of Operation for the Administrative Service Centers within the Division of Community Development, as set forth in attached Exhibit 1.
- B. The Amended Plan of Operation for the Administrative Service Centers approved herein shall supersede the previous Plan of Operation for the Administrative Service Centers approved through Resolution RDCO-77-16 Section 6.

CERTIFICATION

I, hereby, certify that the following resolution was duly considered by the Resources and Development Committee of the 23rd Navajo Nation Council at a duly called meeting at the Budget and Finance Conference Room, Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 3 in favor, and 1 opposed, on this 22nd day of August 2018.



Alton Joe Shepherd, Chairperson
Resources and Development Committee
of the 23rd Navajo Nation Council

Motion: Honorable Benjamin Bennett
Second: Honorable Leonard Pete

Chairperson Alton Joe Shepherd not voting.

PLAN OF OPERATION

**ADMINISTRATIVE SERVICE CENTERS
DIVISION OF COMMUNITY DEVELOPMENT**

I. ESTABLISHMENT

In 2016, the Resources and Development Committee, by *Resolution RDCO-77-16*, established the Administrative Service Centers (ASC) within the Division of Community Development (Division) of the Navajo Nation.

II. DEFINITIONS

A. For the purpose of the Plan of Operation, the following definitions shall apply:

1. Chapter Administration are employees and staff refers to both non-LGA and LGA certified Chapters.
2. Chapter Administration Employees are employees at non-LGA certified Chapters, including but is not limited to the following positions: Community Service Coordinator (CSC), Accounts Maintenance Specialist (AMS), and Office Specialist.
3. Chapter Administrative Staff are employees at LGA certified Chapters, including but is not limited to the following positions: Chapter Manager (CM), Administrative Assistant (AA), and Office Assistant.
4. Chapter Temporary Staff are temporary employees at all Chapters, including but not limited to the position of Public Employment Program (PEP) worker.

III. PURPOSE AND GOALS

A. The purpose of the ASC is to:

1. Provide technical assistance and training for Chapters to become self-governing units of local government;
2. Monitor and ensure Chapters comply with all Navajo Nation fiscal policies, procedures, and laws when tracking, receiving, allocating, and expending all funds;
3. Assist Chapters in establishing sustainable Chapter operations; and
4. Assist Chapters in preserving public trust in the government.

B. The goals of the ASC are to:

1. Train and provide technical assistance to Chapters by incorporating the Local Governance Act (LGA), 26 N.N.C. §§ 1 *et seq.*, into the Chapter's policies and procedures. This is to be done by:
 - a. Providing technical assistance, administrative support, professional development, customer service, leadership training, and financial management training to support accountable administrative and fund management systems;
 - b. Training and providing technical assistance to Chapters as they create and implement a sustainable records management system to protect confidential information;
 - c. Training Chapters on how to appropriate and use funds and allocations in accordance with all Navajo Nation, federal and state laws; protect funds and property; and report misuse of Chapter funds and property;
 - d. Assisting Chapter Officials and the Chapter Administration in the implementation and development of collaborative community projects;
 - e. Assisting Chapters with coordination between Chapter Officials, Chapter Administration and a Chapter's membership in order to implement the Five Management System (FMS), and other Navajo Nation laws and policies so that the Chapter may run an efficient local government unit;
 - f. Assisting Chapters with the coordination of quarterly Chapter training, and providing technical assistance to Chapter Officials and Chapter Administration to improve their Chapter legislative and administrative functions, including but not limited to writing, recording, and submitting Chapter meeting minutes, resolutions, and policies;
 - g. Training and providing technical assistance to Chapters on how to maintain or increase quorum requirements;
 - h. Facilitating and coordinating with Chapters to contact, collaborate with, and establish rapport with the Navajo Nation departments when developing and updating their Community Land Use Plan (CLUP) pursuant to 26 N.N.C. §§ 1 *et seq.*; and
 - i. Preparing Chapters to become LGA certified with an approved FMS, and assisting LGA certified Chapters in incorporating and implementing NNDPM policy and the FMS.

2. Enhance Administrative Support by:
 - a. Assisting Chapters with pre-procurement activities, including working with the Business Regulatory Department (BRD) to comply with the Navajo Business Opportunity Act (NBOA) and other procurement and contract requirements pursuant to 26 N.N.C. §§ 2002 *et seq.*, as well as complying with the Chapter's Five Management System (FMS) and the Budget Instruction Manual

- (BIM) and/or Budget Policies Manual (BPM);
- b. Assisting Chapters in conducting and recording the physical inventory of all Chapter assets;
 - c. Assisting Chapters in conducting their daily Chapter operations in accordance with the FMS, BIM and/or BPM, Navajo Nation Personnel Policies, and other applicable Navajo Nation laws, policies, and procedures; and
 - d. Providing technical assistance and training to Chapters to locate, use, and fill out proper forms, reports, and templates prescribed by Navajo Nation laws and policies.
3. Enhance Professional Development and Team Building by:
- a. Conducting or coordinating training to improve work performance and workplace relations through team building and leadership;
 - b. Providing technical and training assistance to the Chapter Administration on how to provide friendly and professional customer service to its community members; and
 - c. Coordinating training for Chapter Officials and Chapter Administration on how to report issues involving ethical misconduct and misbehavior to the appropriate authorities.
4. Promote Financial Accountability by:
- a. Assisting Chapters with the development of an efficient financial system by monitoring and ensuring all funds appropriated to Chapters are accounted for and expended in compliance with each Chapter's approved budget, and are disbursed, recorded, reconciled and monitored in accordance with all applicable Navajo Nation, federal, and state laws;
 - b. Training and providing technical assistance to Chapter Officials and Chapter Administration in meeting their monthly and quarterly reporting requirements, including accurately reporting and documenting the use of Chapter funds, and in reconciling Chapter budgets and expenditures;
 - c. Training and providing technical assistance to Chapters on how to maintain and safeguard all Chapter funds and assets in accordance with all applicable Navajo Nation laws, policies, and procedures;
 - d. Monitoring and ensuring all Chapter budgets and expenditures comply with applicable Navajo Nation laws, policies, and procedures, and reporting noncompliant Chapter activities to the appropriate authorities; and
 - e. Assisting Chapters with implementing Corrective Action Plan (CAP) related to audits, providing training to help Chapters correct any audit findings, and implement corrective measures for a successful response to an audit.

IV. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Division Executive Director shall designate the ASC Department Manager to oversee the operation of the ASC and the non-LGA Certified Chapter Administration employee in accordance with applicable Navajo Nation laws and policies.
2. The ASC Department Manager, with the concurrence of the Division Executive Director, shall hire additional professional, technical, and administrative positions as needed to carry out the organizational purposes, goals, authorities, duties, and responsibilities of the ASC.
3. The Senior Program and Project Specialist (SPPS):
 - a. The ASC Department Manager, with the concurrence of the Division Executive Director, shall hire the SPPS in accordance with the Navajo Nation Personnel Policies Manual (NNPPM).
 - b. The ASC Department Manager shall supervise the SPPS.
 - c. The SPPS shall report and be responsible to the ASC Department Manager and/or Division Executive Director; and
 - d. The SPPS's duties and responsibilities are as outlined in Section V of this Plan of Operation, and are to be performed in keeping with all applicable Navajo Nation laws, policies, and procedures.
4. The Community Service Coordinator's (CSC) duties and responsibilities are as outlined in Section V of this Plan of Operation, and are to be performed in keeping with all applicable Navajo Nation laws, policies, and procedures.
5. The ASC Department Manager or Division Executive Director may establish additional positions in accordance with the NNPPM and all applicable Navajo Nation laws, policies, and procedures.
6. The ASC shall provide technical assistance to LGA certified Chapters in keeping with applicable Navajo Nation laws, policies, and procedures, including but not limited to that Chapter's FMS.
7. The ASC shall be staffed to accomplish the purpose, goals, authorities, duties, and responsibilities as provided herein.

B. ORGANIZATION

1. The Central ASC Administration:

- A. ASC Department Manager will manage the ASC Central Administration office location and supervise ASC staff. If the ASC Department Manager is unavailable, then the Division Executive Director shall take on these responsibilities.
 - B. The Central ASC staff shall consist of the following personnel:
 - (1) ASC Department Manager,
 - (2) Chapter legal services through the Navajo Nation Department of Justice (NNDJ),
 - (3) Administrative Assistant (AA),
 - (4) Office Assistant (OA), and
 - (5) other Staff hired when applicable and in keeping with Navajo Nation laws, policies, and procedures.
 - C. The ASC Center staff consists of the following personnel:
 - (1) Senior Programs and Project Specialist (SPPS),
 - (2) Office Specialist (OS),
 - (3) Administrative Service Officer (ASO), and
 - (4) other Staff hired when applicable in keeping with the Navajo Nation laws, policies, and procedures.
 - D. The ASC shall with the concurrence of the Division's Executive Director may establish additional centers in keeping with Navajo Nation laws, policies, and procedures.
2. The Organizational Chart for the ASC is included as Attachment "A." The Organizational Chart details how the ASC is to work with Chapter Officials, Chapter Administration Employees, Chapter Administration Staff to provide technical assistance, as provided for herein.

V. AUTHORITIES, DUTIES AND RESPONSIBILITIES

- A. The ASC Department Manager shall:
 - 1. Develop and implement the overall administrative policies and procedures necessary for effective management of the ASC.
 - 2. The ASC Department Manager shall supervise the following staff assigned to one of the ASC centers:
 - (1) Senior Programs and Projects Specialist;
 - (2) Administrative Service Officer;
 - (3) Office Specialist; and
 - (4) Other Staff as deemed necessary by ASC Manager.
 - 3. Conduct periodic reviews and evaluations of ASC employees in keeping with the NNPPM.

4. Represent the ASC to the Navajo Nation.
5. Prepare and present the annual ASC operating budget to the Navajo Nation President and appropriate committees of the Navajo Nation Council.
6. Develop working relationships between Chapter Officials, Chapter Administration, ASC personnel, the Chapters, Navajo Nation Departments, Navajo Nation Divisions, and Navajo Nation Agencies.
7. Obtain legal services through the Department of Justice.
8. Carry out other responsibilities as assigned by the Division's Executive Director.

B. The Senior Program and Project Specialist (SPPS) shall:

1. Supervise the ASC staff at their assigned ASC, subject to the ASC Department Manager or Division Executive Director's direction;
2. Provide general administrative direction to the Community Service Coordinators (CSC), as provided herein;
3. Provide technical assistance and training to Chapter Officials, Chapter Administrative Employees, and Chapter Temporary Staff at non-LGA certified Chapters;
4. Provide technical assistance and training to Chapter Officials, Chapter Administrative Staff, and Chapter Temporary Staff at LGA certified Chapters;
5. Ensure financial accountability consistent with the Navajo Nation laws, policies, and procedures;
6. Provide technical assistance and training to Chapter Officials on how to supervise CSCs, properly conduct Chapter meetings, fully implement the FMS, and work with the Resources & Development Committee (RDC) of the Navajo Nation Council.
7. Track all working and non-working time of the Community Service Coordinators and Account Maintenance Specialists (AMS); and
8. Carry out other responsibilities as assigned by the ASC Department Manager or Division Executive Director.

C. The Community Service Coordinator (CSC) shall:

1. For purpose of this subsection, the following definitions will apply:
 - A. The "General Administrative Direction" provided by the SPPS shall mean providing administrative support and guidance to the supervising Chapter Official(s) to ensure that the CSC carries out

their duties and responsibilities in keeping with this Plan of Operation, ensure compliance with budgetary matters pertaining to program activities, and ensure compliance with other administrative duties in keeping with this Plan of Operation and the NNPPM.

- B. "Direct Local Supervision" shall mean ensuring that the CSC is carrying out the day-to-day duties and responsibilities of this Plan of Operation, including but not limited to approval of leave requests and travel authorizations; conducting annual performance evaluations; carrying out disciplinary actions; ensuring that the coordinator is adequately meeting the directives of the Chapter's membership regarding projects; monitoring proposals and planning activities; developing and implementing the Chapter's FMS, and other local projects in keeping with the Chapter membership's directives pursuant to duly approved Chapter resolutions.
 - C. Direct Local Supervisor shall be the person designated by the Chapter Officials.
2. Serve under the general administrative direction of the SPPS. The designated supervising Chapter Official(s) shall provide Direct Local Supervision of the CSC. This designation shall be decided between the Chapter President, Vice-President and Secretary/Treasurer. Notice of such decision shall be provided in writing to ASC and the CSC immediately. In the absence of a designation of a Direct Local Supervisor, the SPPS shall have full direct supervisory responsibility until such time as the Chapter Official(s) take appropriate measures to designate a Direct Local Supervisor. Disciplinary actions taken against the CSC shall be done by the Direct Local Supervisor in accordance with the NNPPM, or the SPPS if no designation has been made, and following review by the NNDOJ.
 3. Supervise the Chapter's Accounts Maintenance Specialist, Public Employment Program participants, as well as any other Chapter employees and temporary staff and volunteers.
 4. Implement the Chapter's policies, supervise other employees and volunteers, and manage their responsibilities in keeping with the NNPPM.
 5. Assist the Chapter in achieving LGA certification, in compliance with all applicable Navajo Nation laws and policies.
 6. Assist the Chapter in planning, preparing for, implementing, and administering Chapter projects including but not limited to land withdrawals, proposals, and resolutions.
 7. Coordinate with the Chapter Secretary/Treasurer so that all financial expenditures are lawfully approved by the Chapter in accordance with Navajo Nation laws, policies, and procedures.

8. Prepare financial reports and provide them to the Secretary/Treasurer for presentation at every Chapter meeting.
 9. Assist Chapters with securing additional sources of revenue and income, including from funding agencies.
 10. Carry out other responsibilities as assigned by the Direct Local Supervisor in accordance with applicable Navajo Nation laws, policies, and procedures including but not limited to the FMS and the BIM and/or BPM.
- D. The Administrative Service Center (ASC) shall have the following duties and responsibilities:
1. Develop rules and policies for the implementation of this Plan of Operation that are consistent with Navajo Nation laws, policies, and procedures.
 2. Monitor and ensure all Chapter budgets and expenditures comply with applicable Navajo Nation laws, policies, procedures, and any other related agreements.
 3. Provide hands-on training to Chapter Administration on the correct process for entering data into the Woven Integrated Navajo Data (WIND) system and the Chapter's fund management system.
 4. Coordinate and provide various types of training for Chapters at least once per quarter.
 5. Help Chapter Officials and Chapter Administration Employees or Chapter Administration Staff with understanding and segregating their duties so that they can help their Chapters flourish and meet local needs.
 6. Provide quarterly training to Chapter Officials and Chapter Administration Employees or Chapter Administration Staff on their roles and responsibilities within the Chapter.
 7. Assist Chapters in the creation of an annual proposed budget, uniform records, and filing systems; in the creation of flowcharts, forms, outlines, diagrams, templates, and timelines to meet the Chapter's budgeting deadlines; and in implementing community projects and local community directives.
 8. Train and provide technical assistance to Chapter Officials on how to fill out their monthly compliance review forms and Chapter meeting claim forms; how to complete and submit timely Chapter meeting reports, and reports on attendance at each Chapter meeting for payment of attendees.

9. Assist the Chapter Secretary/Treasurer in developing record systems that allow the Chapter Secretary/Treasurer to maintain complete and accurate records of all Chapter activities.
10. Train and provide technical assistance to Chapter Administration Employees or Chapter Administration Staff on how to provide timely quarterly financial reports and reconciled accounting reports to ASC, and provide fund accounting system backup reports to the Office of Auditor General within ten calendar days following the end of each quarter as required by FMS and/or BIM and/or BPM.
11. Assist Chapters with implementing a time management system to ensure they meet their monthly, quarterly, or other reporting deadlines.
12. Train and provide technical assistance to non-LGA certified Chapter Administration Employees on how to implement the Fiscal and Records section of the NNDOJ Model FMS, or BIM and/or BPM.
13. Train and provide technical assistance to LGA certified Chapter Administration staff on proper usage of their FMS.
14. Assist Chapters with maintaining an accurate fund management system that tracks all Chapter funds in accordance with Navajo Nation laws, policies, and procedures.
15. Monitor and ensure implementation of the FMS and/or BIM and/or BPM as follows:
 - a. Monitor and ensure all expenditures of Chapter funds comply with all applicable Navajo Nation laws, policies and procedures;
 - b. Conduct a monthly review of Chapter activities, to determine whether Chapters are fully implementing their FMS and/or BIM and/or BPM, and provide notice to Chapters that are noncompliant.
 - c. Where a Chapter does not comply with the FMS and/or BIM and/or BPM within one month of ASC providing notice to the Chapter of their noncompliance, ASC may then notify and work with the Office of the Controller and the Office of the Auditor General to withhold release of future Chapter funds.
 - d. Where misuse of funds or intentional neglect activity is found, ASC shall immediately file a written report of such activity to the appropriate authority, including the NNDOJ.
 - e. Where noncompliance activity is found, ASC shall ensure that immediate disciplinary measures are initiated by the Direct Local Supervisor in accordance with the NNPPM or FMS and BIM and/or BPM.

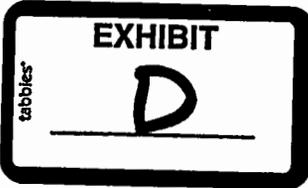
- f. Monitor all Chapter funds and bank accounts to ensure funds are expended appropriately.
16. Assist Chapters in their communication with the Capital Projects Management Department (CPMD) of the Division of Community Development, with regards to the Chapter's Community Land Use Plan (CLUP) pursuant to 26 N.N.C. §§ 1 *et seq.* in the following ways:
 - a. Train Chapters on the requirements and processes needed to establish a comprehensive CLUP;
 - b. Help Chapters understand the roles and responsibilities of its CLUP committees;
 - c. Train and provide technical assistance to Chapters on zoning, zoning requirements, zoning laws and ordinances, and leasing best practices; and
 - d. Train Chapters on the purpose and objective of their land use variations.
 17. Train and provide technical assistance to Chapters with have findings following an audit, to promote implementation of corrective measures contained in their Corrective Action Plan (CAP) pursuant to the BIM and/or BPM.
 18. Provide technical assistance to Chapters to coordinate their payroll and tax liabilities.
 19. Assist Chapters with data entry and uploading accounting and budget information into the Navajo Nation's governmental accounting software and online budget application.
 20. Implement ASC's purposes, goals, and objectives as provided herein.
 21. Carry out other responsibilities as assigned by the ASC Department Manager or the Division Executive Director.

VI. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. § 501 (C), the ASC are under the legislative oversight of the Resources and Development Committee of the Navajo Nation Council.

VII. AMENDMENTS:

This Plan of Operation may be amended from time-to-time by the Resources and Development Committee of the Navajo Nation Council upon recommendation of the Administrative Service Center.



Document No. 019105

Date Issued: 08/01/2022

SECTION 164 REVIEW FORM

Title of Document: DCD MASTER PLAN OF OPERATION AMENDMENT Contact Name: YELLOWMAN, PEARL J

Program/Division: DIV. OF COMMUNITY DEVELOPMENT

Email: PYELLOWMAN@NNDCCD.ORG Phone Number: 928-871-7172

Division Director Approval for 164A: *Pearl Yellowman 8.1.22*

Check document category; only submit to category reviewers. Each reviewer has a maximum 7 working days, except Business Regulatory Department which has 2 days, to review and determine whether the document(s) are sufficient or insufficient. If deemed insufficient, a memorandum explaining the insufficiency of the document(s) is required.

Section 164(A) Final approval rests with Legislative Standing Committee(s) or Council

<input type="checkbox"/>	Statement of Policy or Positive Law:		Sufficient	Insufficient
	1. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	IGA, Budget Resolutions, Budget Reallocations or amendments: (OMB and Controller sign ONLY if document expends or receives funds)			
	1. OMB: <u><i>D. Wong - See Memo</i></u>	Date: <u>8-16-22</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OAG: <u><i>[Signature]</i></u>	Date: <u>11/29/22</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 164(B) Final approval rests with the President of the Navajo Nation

<input type="checkbox"/>	Grant/Funding Agreement or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Subcontract/Contract expending or receiving funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. BRD: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	5. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Letter of Assurance/M.O.A./M.O.U./Other agreement not expending funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	M.O.A. or Letter of Assurance expending or receiving funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

Document No. 019105

Date Issued: 08/01/2022

SECTION 164 REVIEW FORM

Title of Document: DCD MASTER PLAN OF OPERATION AMENDMENT Contact Name: YELLOWMAN, PEARL J

Program/Division: DIV. OF COMMUNITY DEVELOPMENT

Email: PYELLOWMAN@NNDCCD.ORG Phone Number: 928-871-7172

Division Director Approval for 164A: *Pearl Yellowman* 8.1.22

Check document category: only submit to category reviewers. Each reviewer has a maximum 7 working days, except Business Regulatory Department which has 2 days, to review and determine whether the document(s) are sufficient or insufficient. If deemed insufficient, a memorandum explaining the insufficiency of the document(s) is required.

Section 164(A) Final approval rests with Legislative Standing Committee(s) or Council

<input type="checkbox"/>	Statement of Policy or Positive Law:		Sufficient	Insufficient
	1. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	IGA, Budget Resolutions, Budget Reallocations or amendments: (OMB and Controller sign ONLY if document expends or receives funds)			
	1. OMB: <u><i>D. Brown - See Memo</i></u>	Date: <u>8-16-22</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2. OOC: <u><i>Rob</i></u>	Date: <u>11.30.22</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

Section 164(B) Final approval rests with the President of the Navajo Nation

<input type="checkbox"/>	Grant/Funding Agreement or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Subcontract/Contract expending or receiving funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. BRD: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	5. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Letter of Assurance/M.O.A./M.O.U./Other agreement not expending funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	M.O.A. or Letter of Assurance expending or receiving funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>



NAVAJO NATION DEPARTMENT OF JUSTICE

DOCUMENT REVIEW REQUEST FORM



DOJ 10/20/22 8:30am DATE / TIME 7 Day Deadline DOC #: 019105 SAS #: UNIT: ECDU

RESUBMITTAL

FOR NNDOJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED.

CLIENT TO COMPLETE: DATE OF REQUEST: 8/1/2022 DIVISION: COMMUNITY DEVELOPMENT CONTACT NAME: PEARL YELLOWMAN DEPARTMENT: EXECUTIVE ADMINISTRATION PHONE NUMBER: 928.871.7172 E-MAIL: PYELLOWMAN@NNDCCD.ORG TITLE OF DOCUMENT: 164 REVIEW DOCUMENT #019105 - DCD MASTER PLAN OF OPERATION AMENDMENT DOJ SECRETARY TO COMPLETE: DATE/TIME IN UNIT: 10/20/2022 10:30AM REVIEWING ATTORNEY/ADVOCATE: Katherine Belzowski DOJ ATTORNEY / ADVOCATE COMMENTS: Legally sufficient. REVIEWED BY: Katherine Belzowski 11/29/22 11am SURNAMED BY: [Signature] DOJ Secretary Called: Delilah for Document Pick Up on 11-29-22 at 1:15 By: LSmith PICKED UP BY: DATE / TIME:

NNDOJ/DRRF-July 2013



SCANNED 10/20/2022 KCB

THE NAVAJO NATION

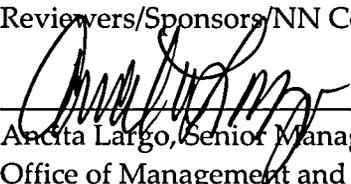
JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



August 16, 2022

MEMORANDUM:

TO : Reviewers/Sponsors/NN Council Delegates

FROM : 
Anita Largo, Senior Management Analyst
Office of Management and Budget

SUBJECT : 164A Review #019105
Division of Community Development Master Plan of Operation

The Office of Management and Budget reviewed above subject legislation according to 12 N.N.C. § 820 (M) and the following are noted:

1. The document appears to be revisions to the Plan of Operation for the Division of Community Development. The amendments to the plan of operation needs to be indicated. The new wording should be underscored and the removed wording overstricken.
2. The master plan of operation does not indicate the Legislative Oversight for the division and the Amendments for the division.
3. A copy of the Navajo Nation Plans of Operation and Enabling Legislation Manual is attached for your review and consideration in developing the Master Plan of Operation.
4. Pursuant to the Executive Order on review for 2 NNC 164, A-B, an Executive Review Process is also applicable. This Executive Review process includes Plan of Operation documents.

If you have any questions, please contact our office at 928-871-6570/6470.

CONCURRENCE:


Dominic Boyal, Executive Director
Office of Management and Budget

xc: OMB File

**RESOURCES AND DEVELOPMENT COMMITTEE
24th NAVAJO NATION COUNCIL**

FOURTH YEAR 2022

**ROLL CALL
VOTE TALLY SHEET**

LEGISLATION #0270-22: AN ACTION RELATING TO RESOURCES AND DEVELOPMENT COMMITTEE; APPROVING AMENDMENTS TO THE PLAN OF OPERATION OF THE DIVISION OF COMMUNITY DEVELOPMENT. Sponsor: Honorable Thomas Walker, Jr.

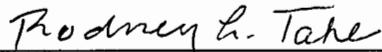
Date: December 29, 2022 – Special Meeting (Teleconference)
Location: Resources and Development Committee called in via teleconference from their location within the boundary of the Navajo Nation.

Main Motion:

M: Wilson C. Stewart, Jr. **S:** Herman M. Daniels, Jr. **V:** 5-0-1 (CNV)
In Favor: Thomas Walker, Jr.; Kee Allen Begay, Jr.; Herman M. Daniels, Jr.; Mark A. Freeland; Wilson C. Stewart, Jr.
Opposition: None
Excused: None
Not Voting: Rickie Nez, *Chairperson*



Honorable Rickie Nez, *Chairperson*
Resources and Development Committee



Rodney L. Tahe, *Legislative Advisor*
Office of Legislative Services