



**DIVISION OF COMMUNITY
DEVELOPMENT**
RDCMA-07-21 Agriculture Infrastructure Funds





RDCMA-07-21

**Navajo Nation \$4 Million
Agriculture Infrastructure Fund
Distribution Livestock Hay / Feed Distribution
Guidelines**

April 2021





RDCMA-07-21

The Navajo Nation Department of Agriculture (NNDA) is requesting the chapters receiving funds from the Agriculture Infrastructure Fund for the purchase livestock feed for distribution to ranchers and livestock owners through the Sihasin Fund Pasture Range and Forage Expenditure Plan utilize the following community distribution guideline.

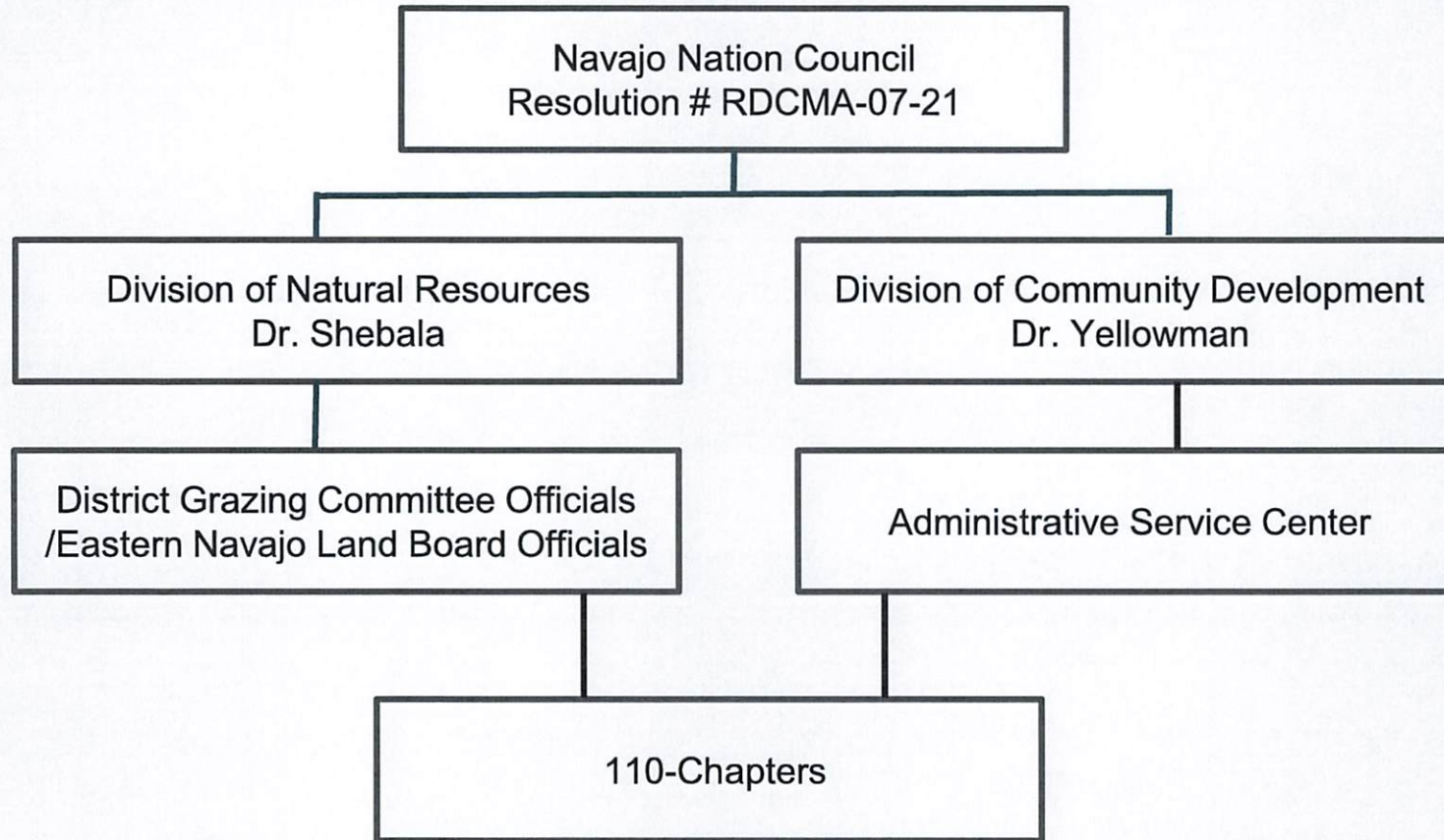
Recipient Requirements:

- Certificate of Indian Blood to indicate Navajo Nation membership.
- Valid Grazing Permit with the name of the person received livestock feed.
- Active producer with 2021 Livestock Inventory.



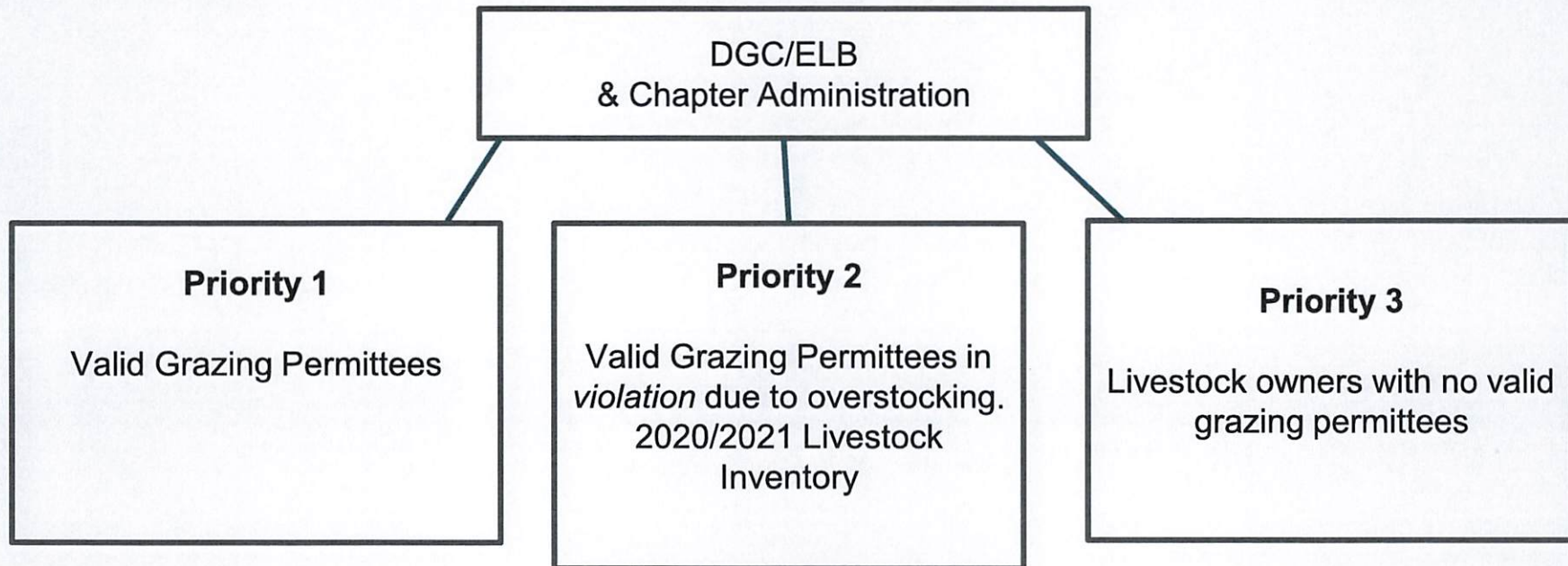


RDCMA-07-21 Flow Chart





RDCMA-07-21 Flow Chart



RDCMA-07-21 Implementation Process

STEP: 1

Division of Community Development
Lydell Davis, Senior Accountant

- Coordinate with Office of Management and Budget to establish Business Unit Numbers for 110-Chapters
- Data Entry Business Unit Numbers into the W.I.N.D. system for 110-Chapters

RDCMA-07-21 Implementation Process

STEP:

2

Administrative Service Center (ASC)

- | | |
|--|--|
| 1. Guarena Adeky, Baca Service Area SPPS | 5. Patricia Begay, Fort Defiance Service Area SPPS |
| 2. Edgerton Gene, Chinle Service Area SPPS | 6. Calvin Tsosie, Kayenta Service Area SPPS |
| 3. Casey Begay, Crownpoint Service Area SPPS | 7. Elizabeth Washburn Shiprock Service Area SPPS |
| 4. Eunice Begay, Dilkon Service Area SPPS | 8. Milford Maloney, Tuba City Service Area SPPS |

- Coordinate with Chapters for submission of Chapter Resolutions and distribution plans.
- Coordinate RDCMA-07-21 reporting and monitoring.
- Technical Assistance for Navajo Nation Budget Forms development.
- Coordinate with Chapter Administration and District Grazing Officials/Eastern Navajo Land Board Officials.
- Process Request for Direct Payments (RDP) in coordination with DCD Senior Accountant for the OOC to drawdown RDCMA-07-21 allocation.
- RDCMA-07-21 Orientation to the Chapters

RDCMA-07-21 Implementation Process

STEP: 3

Chapter Responsibilities

1. Approve Livestock Feed Chapter Distribution Plan that will include priorities of who will receive Livestock Feed products hereunder, in coordination with District Grazing Officials or Eastern Navajo Land Board Officials.
2. Coordinate with the District Grazing Officials or Eastern Navajo Land Board Officials to complete RDCMA -07- 21 Agriculture Infrastructure Fund Livestock Feed Distribution Procurement Application.
3. Chapters will develop and enter AIF Budgets into the WIND System.
4. Chapters will identify procurement methods for livestock products purchased herein and implement procurement methods.
5. Chapters will monitor AIF fund balance through the MIP fund accounting system on a monthly basis.

RDCMA-07-21 Implementation Process

STEP:

4.

**District Grazing Committee Officials/
Eastern Navajo Land Board Officials**

1. DGC/ENLB give applications to applicants.
2. Applicants must return applications to DGC/ENLB.
3. DGC/ENLB will review each applications to determine priority status.
4. DGC/ENLB will coordinate with Chapter administration to purchase inventory to implement procurement and distribution method.
5. DGC/ENLB will provide denial notices to participants, NOT accepted.
6. DGC/ENLB will include summary sheet & application to DCD/DNR.

RDCMA-07-21 Implementation Process

STEP:
4.

Exhibit A
A.I.F. Application
Section 1: Applicants Complete

RDCMA -07- 21 Agriculture Infrastructure Funds Application	
Section 1: Applicant to complete	
1	Eligibility Criteria:
	Applicant First and Last Name:
	Applicant C.I.B. Number:
	Applicant Grazing Permit No.:
	Preferred Contact Method:
	<input type="checkbox"/> Email address:
	<input type="checkbox"/> Text Message #:

RDCMA-07-21 Implementation Process

STEP:
4.

Exhibit A
AIF Application
Section 2: DGC/ENLB Officials fill out

Section 2: DGC/ENLB Officials to complete					
2	Number of Animals that Feed is Requested for:				
	Cattle	Sheep	Goats	Swine	Chickens
	Total:	Total:	Total:	Total:	Total:
	Talley Count Date:	Talley Count Date:	Talley Count Date:	Talley Count Date:	Talley Count Date:

RDCMA-07-21 Implementation Process

STEP:
4.

Exhibit A
AIF Application
Section 3: DGCM/ENLB Officials fill out

3	Section 3: Chapter & DGC/ENLB Officials complete		
	Chapter	District Grazing Committee Official (DGCM)	Land Board Official
	<i>Print First & Last Name:</i>		
	<i>Title:</i>		
	<i>Telephone Number(s):</i>		
	<i>E-Mail Address:</i>		

RDCMA-07-21 Implementation Process

STEP:
4.

Exhibit A
AIF Application
Section 3: DGCM/ENLB Officials fill out

I certify that all information above is true and correct to the best of my knowledge. I agree that the feed received will be used only for livestock that I own and have on the Navajo Nation Lands.

Applicant Signature

Date

RDCMA-07-21 Implementation Process

STEP:
4.

Exhibit A
AIF Application
DGCM/ENLB Officials signature of Acknowledgement

Acknowledge application was received by:

DGCM/ENLB Signature

Date

RDCMA-07-21 Implementation Process

STEP:
4.

Exhibit A
AIF Application
Chapter Administration/ Officials signature of Acknowledgement

Acknowledge application was received by:

Chapter Administration Signature

Date

RDCMA-07-21 Implementation Process

STEP:
4.

Exhibit A
AIF Application
Application Approval and Denial
Concluded with Reason for Denial

<input type="checkbox"/>	Applications is Approved	Initial:	Approving Official of W.I.N.D. system
<input type="checkbox"/>	Application was Denied	Initial:	
Reason for Denial:			Did not meet deadline
<input type="checkbox"/>	Inventory Exhausted		Application Incomplete
<input type="checkbox"/>	Did not meet eligibility criteria		Other: _____

RDCMA-07-21 Implementation Process

STEP:
4.

Exhibit A AIF Application

RDCMA -07- 21 Agriculture Infrastructure Funds Application				
Section 1: Applicant to complete				
1 Eligibility Criteria:				
Applicant First and Last Name: _____				
Applicant C.I.B. Number: _____				
Applicant Grazing Permit No.: _____				
Preferred Contact Method:				
<input type="checkbox"/> Email address: _____				
<input type="checkbox"/> Text Message #: _____				
Section 2: DGC/ENLB Officials to complete				
Number of Animals that Feed is Requested for:				
Cattle	Sheep	Goats	Swine	Chickens
Total:	Total:	Total:	Total:	Total:
Tally Count Date: _____	Tally Count Date: _____	Tally Count Date: _____	Tally Count Date: _____	Tally Count Date: _____
Section 3: Chapter & DGC/ENLB Officials complete				
Print First & Last Name Title Telephone Number(s) E-Mail Address	Chapter	District Grazing Committee Official (DGC)	Land Board Official	
I certify that all information above is true and correct to the best of my knowledge. I agree that the feed received will be used only for livestock that I own and have on the Navajo Nation Lands.				
Applicant Signature _____			Date _____	
Acknowledge application was received by:				
DGC/ENLB Signature _____			Date _____	
Acknowledge application was received by:				
Chapter Administration Signature _____			Date _____	
<input type="checkbox"/> Applications Is Approved Initial: Approving Official of WIND system				
<input type="checkbox"/> Application was Denied Initial: _____				
Reason for Denial:				
Inventory Exhausted		Did not meet deadline		
Did not meet eligibility criteria		Application incomplete		
		Other: _____		

RDCMA-07-21 Implementation Process

Exhibit B
Chapter Resolution
template

[Insert Chapter Resolution Number]

RESOLUTION OF THE _____ CHAPTER

Approving and Accepting the Fiscal Year 2021 [Insert Chapter Name] Livestock Feed Assistance Program Funds in the Amount of \$[Enter Amount Allocated] and Authorizing the Expenditure of Funds in Compliance with the attached livestock distribution plan in addition to applicable Fiscal Year 2021 Budget Instruction Manual and Chapter Reporting Requirements.

RDCMA-07-21 Implementation Process

Exhibit B Chapter Resolution *template*

WHEREAS:

1. [Insert Chapter Name] complies with the Agriculture Infrastructure Fund budget allocation by RDCMA-07-21 and applicable portions of the Navajo Nation FY 2021 Budget Instruction Manual (BIM), Section 7, Chapter Reporting Requirements. The FY 2021 Agriculture Infrastructure Fund chapter budget allocation included in RDCMA-07-21 will be entered into the WIND System in the amount of \$[Insert Amount of Allocated) for [Insert Chapter Name]; and
2. All proposed expenditures shall be expended consistent with legislative appropriation intent, budgeted and expended pursuant to the ____ Chapter's Five Management System (FMS) Policies and Procedures Manual, and consistent with applicable Navajo Nation laws.
3. RDCMA-07-21 requires an approved chapter resolution(s), a livestock distribution plan and budget which will be submitted to the Division of Community Development with a copy to the Division of Natural Resources prior to fund distribution to the chapters by

The Office of the Controller.

RDCMA-07-21 Implementation Process

Chapter Resolution *template*

NOW, THEREFORE IT BE RESOLVED THAT:

1. _____ Chapter approves and accepts the FY2021 [Insert Chapter Name] Agriculture Infrastructure Funds livestock feed assistance approved by RDCMA-07-21 in the amount of \$[Insert Amount Allocated] and authorizing the expenditure of funds in compliance with applicable FY 2021 Budget Instruction Manual (BIM) and chapter reporting requirements.
2. Livestock feed assistance provided hereunder will be distributed to chapter community members in accordance with the attached "insert chapter name" Livestock Feed Distribution Plan and established eligibility criteria.

RDCMA-07-21 Implementation Process

Chapter Resolution *template*

CERTIFICATION

We, hereby certify that the foregoing resolution was duly considered by the [Insert Chapter Name] at a duly called chapter meeting at the [Insert Chapter Name] (Navajo Nation), at which a quorum was present and that same was passed by a vote of _ in favor, _ opposed and L abstained on this __th day of _____ 2021 in _____, Navajo Nation.

RDCMA-07-21 Implementation Process

STEP:
5.

Exhibit C **Chapter Distribution Plan**

- Chapter will determine where and how producers will receive their livestock feed products, (for example: chapter curbside distribution). A map of distribution location will be posted at the chapter. Distribution hours will be held on Month, Day, Year; during business hours.
- Gentle reminder to follow CDC guidelines.

RDCMA-07-21 Implementation Process

STEP:
5.

Exhibit C Chapter Distribution Plan

2021 \$4 Million AIF Livestock Feed Chapter Distribution template (Pursuant to RDCMA-07-21 Using Agriculture Infrastructure Fund)

The Navajo Nation District Grazing Committee (DGC) Officials and the District Land Board (DLB) Officials will coordinate with chapter administration/officials for procurement method(s) and chapter distribution plan.

Recipients

Eligible applicants who meet the RDCMA-07-21 eligibility criteria. All applicants must submit an application to DGC/DLB to determine eligibility and include a signature of acknowledgement by chapter administration/official to sign off on application.

Timeline

Chapter shall determine a sufficient timeline to get the products out to the eligible chapter members, (for example, all products shall be closed out by June 1, 2022). Livestock feed will be distributed until inventory is fully depleted.

- Estimated Month, Day, Year - chapter distribution method location

RDCMA-07-21 Implementation Process

STEP:
5.

Exhibit C Chapter Distribution Plan *template*

Budget

The chapters will utilize procurement methods applicable with Navajo Nation law to make purchases of large quantities of livestock feed. The total budget for the {chapter name} chapter is \$XX,XXX and has been allocated as follows.

“RDCMA-07-21 Chapter Distribution Plan”

- **Freight Charges (if applicable)** **\$XX,XXX**
The freight charges are allowable for large quantities of livestock feed if delivered to chapter by vendor, not to exceed 10% of total cost.

- **Supplies**

The chapter has budgeted for the following livestock feed & quantities:

<i>Hay</i>	<i>Quantity: X bales/tons</i>	<i>\$XX,XXX</i>
<i>Grain</i>	<i>Quantity: X bags</i>	<i>\$XX,XXX</i>
<i>Salt/Mineral Blocks/Tubs</i>	<i>Quantity: X blocks/tubs</i>	<i>\$XX,XXX</i>
<i>Pellets</i>	<i>Quantity: X bags</i>	<i>\$XX,XXX</i>

Total: \$XX,XXX.XX

RDCMA-07-21 Implementation Process

STEP:
5.

Exhibit C
Chapter Distribution Plan
template

Report

The Chapter will keep records of the Livestock Feed distribution Summary Sheet to be submitted on bi-weekly basis to DCD email address:

dcd_aif@navajochapters.org; and NNDA email address:

4MillionAIF@gmail.com, following livestock feed distribution. Final closeout report will be completed upon completion of the distribution. DCD and DNR will provide periodic progress reports to the Resources and Development Committee (RDC).

RDCMA-07-21 Implementation Process

STEP:
5.

Exhibit C Chapter Distribution Plan *template*

Central Distribution Point

Chapter will determine where and how producers will receive their livestock feed products, (for example: chapter curbside distribution). A map of distribution location will be posted at the chapter. Distribution hours will be held on Month, Day, Year; during business hours.

Gentle reminder to follow CDC guidelines.

RDCMA-07-21 Implementation Process

STEP:
6.

Exhibit D Summary Sheet

The Chapter will keep records of the Livestock Feed distribution Summary Sheet to be submitted on bi-weekly basis to DCD email address: **dcd_aif@navajochapters.org**; and NNDA email address: **4MillionAIF@gmail.com**, following livestock feed distribution. Final closeout report will be completed upon completion of the distribution. DCD and DNR will provide periodic progress reports to the Resources and Development Committee (RDC).

RDCMA-07-21 Implementation Process

STEP:
6.

Exhibit D

Summary Sheet

Top section displayed below.

Exhibit D

Deadline: Until livestock feed is fully depleted.

RDCMA-07-21 Agriculture Infrastructure funds

Summary Sheet

No.	First Name	Last Name	Grazing Permit No.	Type of Livestock	Quantity Amount
1					
2					
3					

RDCMA-07-21 Implementation Process

STEP:
6.

Exhibit D Summary Sheet

Bottom section of the Summary Sheet displayed below

40				
Total:				

Submitted by: _____ **DCGM/ENLB (circle one)** **Date:** _____
District _____ **Chapter:** _____

Division of Community Development / Navajo Nation Department of Agriculture 928-871-7182/6605
Please email form to: dcd_aif@navajochapters.org; 4MillionAIF@gmail.com.

RDCMA-07-21

Contact Information



1

1. Guarena Adeky, Baca Service Area SPPS
2. Edgerton Gene, Chinle Service Area SPPS
3. Casey Begay, Crownpoint Service Area SPPS
4. Eunice Begay, Dilkon Service Area SPPS
5. Patricia Begay, Fort Defiance Service Area SPPS
6. Calvin Tsosie, Kayenta Service Area SPPS
7. Elizabeth Washburn Shiprock Service Area SPPS
8. Milford Maloney, Tuba City Service Area SPPS

RDCMA-07-21

Contact Information



2

Division of Community Development
(928) 871-6099
dcd_aif@navajochapters.org



3

Division of Natural Resources
(928) 871-6605
4MillionAIF@gmail.com

RDCMA-07-21 Conclusion

**Ahe'hee' for participating in
AIF Orientation**

**Please remain safe
by practicing masani and cheii guidelines**

