

**COYOTE CANYON CHAPTER
VETERAN'S ORGANIZATION
POLICIES AND PROCEDURES**

I. AUTHORIZATION

- A. The Navajo Nation Council established and authorized Navajo Nation Veteran's Trust Funds and the Plan of Operation by Resolution No. CJY-46-98 dated July 20, 1998.
- B. The Navajo Nation Council by Resolution CN-55-06 passed Legislation on November 1, 2006, titled "The Veterans Trust Funds Amendment Act of 2006", establishing a 4% set aside for Veterans Trust Fund from any and all projected annual Navajo Nation Revenues.
- C. The Navajo Nation Council provided Veterans Supplemental Appropriation through Navajo Nation Council Registration CF-06-08. The Coyote Canyon Chapter Veterans Organization was re-established on October 12, 2014, Resolution No. COY-10-14-089, to govern issues and concerns of the community veterans; and serve as the oversight for funds received through Coyote Canyon Chapter.

II. PURPOSE

- A. The purpose of these policies and procedures is to provide guidance in developing effective Committee(s) that will conduct researches, assessments, plan and prioritize identified issues and needs of its Veterans and to establish a managerial system which shall plan and implement activities as well as accounting procedures to carry out the purpose of the Committee(s), in order to achieve its missions, goals and objectives.
- B. Review purpose legislation, rules or regulations introduced by the Navajo Nation Council, Tribal Entities, Federal, State, County or other administrative bodies which may affect the social, economic, education, or physical welfare of all Veterans.
- C. The Veterans Supplemental Appropriation under the chapter General Funds shall be used to assist the eligible disabled and needy Veterans and shall be limited to only honorably discharged veterans with DD-214 and/or DD-215
- D. Ensure all eligible Veterans and surviving spouse of deceased veteran have access to and receive the services and benefits to which they are entitled.
- E. Provide technical assistance to Veteran's Committee to develop budgetary plans and control to meet their identified needs.
- F. Identify and support with the assistance of Navajo Nation Veterans Affairs Offices, Federal, State and County to meet the needs of all eligible Veterans and surviving spouse within the Coyote Canyon Community.

- G. Communicate and Coordinate with Navajo Nation Veterans Affairs Office on all matter pertaining to Navajo Veterans and participate in political and lobbying activities to support the needs of Navajo Veterans with the Coyote Canyon Community.
- H. Be responsible for developing, revising and amending forms to achieve effective means of accountability and set priorities for budget allocations.
- I. Ensure that all eligible Veterans of Coyote Canyon Veterans Organization is involved and represented in decisions for budget allocations.

III. FISCAL POLICIES AND PROCEDURES

A. Accounting System Requirement

1. To ensure consistency, accountability and transparency, the Veteran Organization shall comply with the Five Management System adopted by the Chapter. However, the local VA organization shall develop policies and procedures for its own Veteran membership consistent with applicable VA agency requirement and Navajo Nation law. The Chapter Administration shall maintain and disburse the Veterans Funds according to the approved fund(s) requested by local Veteran Commander and/or Vice-Commander when delegated.

B. Budget Process

1. One (1) month before the end of fiscal year, the local Veteran Officers shall prepare an annual Veteran budget for its local membership. The local VA official shall comply with the Nations annual budget instruction manual under the Office of Management and Budget as it formulates its budget. At a duly called planning meeting, the Veteran Officers shall present a proposed annual budget for the ensuing fiscal year. The local Veterans Officers shall include the objectives of its veteran membership in its proposed budget.
2. The Veterans Organizational Fiscal Period shall be October 1st through September 30th of each year.
3. The Veteran Officers shall finalize the budget for approval by its memberships and subsequently by the Chapter community members to concur. Upon approval the local Veteran Officers shall prepare a budget resolution with all supporting documents for submittal to the appropriate entities.

OBJECT CLASS CODE AND DESCRIPTION

The Veterans Organization and Coyote Canyon Chapter shall use the following object class code and description for accounting identification using General Supplemental Funding allocated to the Coyote Canyon Chapter; Fund account 16-Veterans Fund:

1. 6102 –Contractual Services (Plumbing, Electrical, Masonry, Septic, etc.)
2. 6300 –Office Supplies
3. 6352 –Purchase Food
4. 6353 –Purchase Wood
5. 6412 –Utility Expenses (Electrical)
6. 6413 –Natural Gas and Propane
7. 6415 –Water Expense (Potable Water)
8. 6603 –Other Professional Services (Traditional Ceremony, Posting Colors, Gourd Dance, etc.)
9. 6620 –Gifts and Awards
10. 6720 –Financial Assistance (Community, Hardship, Travel, etc.)
11. 6722 –Financial Assistance (Funeral Expense)
12. 6723 –Financial Assistance (Archeological/Survey)
13. 6724 –Financial Assistance (Building Material, Self-help, etc.)

FINANCIAL ASSISTANCE

1. Financial Assistance Eligibility

- a. All Veterans who are honorably discharged from their respective Armed Forces (Marines, Army, Navy, Air Force, Coast Guard, Reserve and National Guard).
- b. Veteran applicant must be a registered voter with Coyote Canyon Chapter.
- c. Veteran Assistance will be provided ***two (2) times*** per Fiscal Year. Veteran applicants may apply for ***two separate types*** of financial assistance available.

2. Financial Assistance Required Documents

The following documents are required for each assistance application. Additional documents are needed for each type of assistance. Refer to the TYPE OF ASSISTANCE AND REQUIREMENTS SECTION for identifying the additional documents.

a. Assistance Application

- (1) DD-214 or DD-215
- (2) Voter Registration (verification)
- (3) Certificate of Indian Blood (CIB)
- (4) Death Certificate (if applicable)

b. Contractual Services (6102 –Plumbing, electrical, masonry, septic, etc.) Veterans shall be assisted for contractual services. Assistance shall not exceed more than \$300.00

- (1) Assistance Application
- (2) Proof of certification/license of contractor
- (3) Three (3) price quotation

c. Office Supplies (6300 –Purchase office supplies for the Veteran Organization operation: Ink, papers, pen, pencils, books, etc.) Assistance shall not exceed \$400.00.

- (1) Assistance Application
- (2) Three (3) price quotation (Vendor)
- (3) Purchase Requisition

d. Food Purchases (6352 –Food purchases for Veterans Functions) Assistance shall not exceed \$300.00 on small functions, \$500.00 for large events.

- (1) Purchase Requisition
- (2) Three (3) price quotations

e. Purchase Wood/Coal (6353) Assistance shall not exceed more than \$150.00.

- (1) Assistance Application

(2) Required Documents (referrals/justification letter)

(3) Three (3) price quotations

f. Financial Assistance (6412/ 6413/ 6415 –Expense for utility payments to include electrical, propane and water). Assistance shall not exceed more than \$400.00.

(1) Assistance Application

(2) Required Documents (Referrals)

(3) Current Utility Statement

g. Other Professional Expense (6603 –Traditional Native Healing Ceremony Assistance). Type of ceremony to be performed and shall be indicated on verification of medicine man services of traditional healing assistance form (Exhibit A) signed by the medicine man with Tribal Enrollment Number and mailing address. Assistance shall not exceed more than \$400.00.

(1) Traditional Healing Application

(2) Justification Letter

h. Gifts and Awards (6620 –Purchases Veteran events)

(1) Purchase Requisition

(2) Three (3) price quotations

i. Financial Assistance Community (6720 –Hardship financial assistance). Assistance shall not exceed more than \$300.00. To assist eligible veteran who encounter an emergency situation that requires immediate financial need, hardship due to economics or unexpected circumstances that may require immediate financial support but not limited to:

1. Residential improvement
2. Limited or no income
3. Unemployed, physically and mentally disabled
4. Extreme circumstances (i.e. health, personal/family disaster)
5. Rehabilitation Treatments

j. Travel Assistance (with lodging, meals and mileage for travel to the hospital for health related symptoms, beyond 60 miles or more). Assistance shall not exceed more than \$300.00.

(1) Financial Assistance Application

(2) VA Appointment and/or Referral

k. Funeral-Burial Assistance (6722 –Families of deceased Navajo Veteran shall be assisted to defray cost of burial services). Payment shall be disbursed directly to the surviving spouse or next of kin. Assistance shall not exceed more than \$300.00.

(1) Assistance Application

l. Financial Assistance (6723 –Archeological Clearances and Surveys). Assistance shall not exceed more than \$300.00 per survey.

(1) Assistance Application

(2) Required Documents (Certified/License)

(3) Three (3) price quotations

m. Building Materials (6724 –Housing materials assistance for home renovation or repairs). Assistance shall not exceed more than \$300.00 per survey.

(1) Assistance Application

(2) Required Documents (referrals, if available)

(3) Three (3) price quotations

3. Financial Assistance Procedures

A. Veteran applicants may apply for **two separate types** of financial assistance.

B. Complete the required application and attach all supporting documents.

C. Submit application and attached documents to the Veterans Commander and/or Vice-Commander at the Veterans Organization Monthly Meeting. The approval of assistance will be done by a majority vote at a duly called Veterans Organizational Meeting.

D. The amount of assistance will be established by the Veterans Organization. All allowable cost for assistance(s) shall be subject to financial approval and availability of funds.

- E. The approved assistance shall have the signature of the Veterans Commander on the application with the approval information and submitted to Coyote Canyon Chapter coordinator to begin **expediting payment process.**
- F. All checks shall be made directly to the vendors except for travel to VA Hospital and Hardship Assistance. In such a case, check shall be made payable to the veteran requesting the assistance.
- G. The Veterans Organization Secretary shall complete the Purchase Requisition form and obtain approval forms.
- H. All files and documents will be kept confidential and filed within the Chapter Administration Office. Coyote Canyon Chapter shall abide and comply with their Records Management Policy and Procedures. These records shall be made accessible to the Commander/Vice Commander for making assessment on its individual members.

IV. PROCUREMENT POLICIES AND PROCEDURE

The Coyote Canyon Veterans Organization shall comply with the Coyote Canyon Procurement Policy and Procedures. For all purchases there will be a requirement of three (3) price quotations. The vendors shall have their logo on their quotation and invoices. If only one quotation is submitted, Coyote Canyon Veteran Secretary must submit a Purchase Requisition for all purchases and payments such as purchases for office supplies, equipment, etc., and payments for financial assistance funeral assistance, traditional healing assistance, travel authorizations, trainings, etc.

V. AMENDMENTS

Coyote Canyon Veterans Funds Policies and Procedures can be amended on recommendations from Organizational Members, Organizational Officers; or external influences such as changes in applicable Navajo Nation Laws, economy, governmental structure; or through recommendations from consultants, audits or other reviews, which might cause a need for amendment, then proposed Amendments shall be written forwarded to the Veterans Organization Commander and Officers for review and presented at a Veterans Organization Monthly Regular Meeting for approval or disapproval, which shall be done by a simple majority vote. If the amendment is disapproved, the Organization must explain the disapproval and possibly create a substitute amendment. If the amendment is approved, it will then be presented at the Coyote Canyon Regular Chapter Meeting for community to concur by a simple majority vote.