DIVISION OF COMMUNITY DEVELOPMENT
RDCMA-07-21 Agriculture Infrastructure Funds
Navajo Nation $4 Million Agriculture Infrastructure Fund Distribution Livestock Hay / Feed Distribution Guidelines

April 2021
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

Navajo Nation Council
Resolution # RDCMA-07-21

Division of Natural Resources
Dr. Shebala

District Grazing Committee Officials
/Eastern Navajo Land Board Officials

Administrative Service Center

110-Chapters
Priority 1
Valid Grazing Permittees

Priority 2
Valid Grazing Permittees in violation due to overstocking. 2020/2021 Livestock Inventory

Priority 3
Livestock owners with no valid grazing permittees
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
STEP: 2

Administrative Service Center (ASC)

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

- 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

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

District Grazing Committee Officials/
Eastern Navajo Land Board Officials

STEP:
4.

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.

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

| RDCMA-07-21 |
| Agriculture Infrastructure Funds Application |

**Section 1: Applicant to complete**

<table>
<thead>
<tr>
<th>Eligibility Criteria:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant First and Last Name:</td>
</tr>
<tr>
<td>Applicant C.I.B. Number:</td>
</tr>
<tr>
<td>Applicant Grazing Permit No.:</td>
</tr>
</tbody>
</table>

Preferred Contact Method:

- [ ] Email address:
- [ ] Text Message #:
STEP: 4.

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

<table>
<thead>
<tr>
<th>Number of Animals that Feed is Requested for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cattle</td>
</tr>
<tr>
<td>--------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total:</th>
<th>Total:</th>
<th>Total:</th>
<th>Total:</th>
<th>Total:</th>
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<tbody>
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<td>Talley Count Date:</td>
<td>Talley Count Date:</td>
</tr>
</tbody>
</table>
**STEP:**
4.

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

<table>
<thead>
<tr>
<th>3</th>
<th>Section 3: Chapter &amp; DGC/ENLB Officials complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chapter</td>
</tr>
<tr>
<td>Print First &amp; Last Name:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Telephone Number(s):</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address:</td>
<td></td>
</tr>
</tbody>
</table>
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

Acknowledgment 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

Acknowledgement application was received by:

Chapter Administration Signature Date
Exhibit A
AIF Application
Application Approval and Denial
Concluded with Reason for Denial

<table>
<thead>
<tr>
<th>Applications is Approved</th>
<th>Initial: Approving Official of W.I.N.D. system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application was Denied</td>
<td>Initial:</td>
</tr>
<tr>
<td>Reason for Denial:</td>
<td></td>
</tr>
<tr>
<td>Inventory Exhausted</td>
<td></td>
</tr>
<tr>
<td>Did not meet eligibility criteria</td>
<td>Did not meet deadline</td>
</tr>
<tr>
<td></td>
<td>Application Incomplete</td>
</tr>
<tr>
<td></td>
<td>Other:</td>
</tr>
</tbody>
</table>
STEP 4. Exhibit A AIF Application
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.
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.
Chapter Resolution

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.
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.
Exhibit C
Chapter Distribution Plan

Template:
2021 $4 Million ALF 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
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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity:</th>
<th>$XX,XXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hay</td>
<td>X bales/tons</td>
<td></td>
</tr>
<tr>
<td>Grain</td>
<td>X bags</td>
<td></td>
</tr>
<tr>
<td>Salt/Mineral Blocks/Tubs</td>
<td>X blocks/tubs</td>
<td></td>
</tr>
<tr>
<td>Pellets</td>
<td>X bags</td>
<td></td>
</tr>
</tbody>
</table>

  **Total:** $XX,XXX.XX
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: **4MillionAlF@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).
Exhibit C
Chapter Distribution Plan

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.
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

RDCMA-07-21 Agriculture Infrastructure funds

Summary Sheet

<table>
<thead>
<tr>
<th>No.</th>
<th>First Name</th>
<th>Last Name</th>
<th>Grazing Permit No.</th>
<th>Type of Livestock</th>
<th>Quantity Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>3</td>
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</tbody>
</table>

Deadline: Until livestock feed is fully depleted.
## Exhibit D

Summary Sheet

Bottom section of the Summary Sheet displayed below

<table>
<thead>
<tr>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

**Total:**

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>DCGM/ENLB (circle one)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>Chapter:</td>
<td></td>
</tr>
</tbody>
</table>

Division of Community Development / Navajo Nation Department of Agriculture 928-871-7182/6605

Please email form to: dcd_aif@navajochapters.org; 4MillionALF@gmail.com.
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
Division of Community Development
(928) 871-6099
dcd_aif@navajochapters.org

Division of Natural Resources
(928) 871-6605
4MillionAlF@gmail.com
Ahe’hee’ for participating in AIF Orientation

Please remain safe by practicing masani and chei guidelines