

**TOLANI LAKE CHAPTER  
VETERANS ASSISTANCE PROGRAM**

**PLAN OF OPERATION**

**I. ESTABLISHMENT:**

This Plan of Operation is hereby established to assist, and regulate in the implementation and expenditure of the Navajo Veteran assistance funds appropriated by the Navajo Nation Council. Fund amount is based on Navajo Nation budget allocation.

**II. PURPOSE:**

The purpose is to provide a limited amount of financial assistance to and for: 1) eligible active registered veterans within the community of Tolani Lake Chapter, 2) to obtain personal needs not rendered by the Tolani Lake Chapter Local Government, 3) housing materials for renovation, addition and completion of primary home(s), and other related costs, such as electrical, plumbing work, or archaeological clearances, 4) travel stipends, 5) emergency burial assistance, and 6) food for meetings.

**III. ELIGIBILITY CRITERIA:**

- A. Primary applicant must be a registered voter and a veteran of Tolani Lake Chapter.
- B. Veteran application must be accompanied with a copy of veteran Form DD214.
- C. Veteran application must be accompanied with a copy of a home site lease or certificate of home ownership for the primary home to be renovated, added onto, or completed.

**IV. POLICIES:**

- A. Limitations of financial assistance per veteran household shall be limited based on cost estimate but cannot exceed \$900.00 per fiscal year and not to exceed \$600.00 for Native Healing ceremonies.
- B. The applicant shall provide cost estimate(s) and price quotation from the vendor.
- C. Duration of assistance shall be based on availability of funds.
- D. The Chapter Administration shall make all approved checks payable to the vendor, not the applicant.
- E. Duration of the financial assistance shall terminate when the allocated funding is exhausted.
- F. The Tolani Lake Veteran's Committee shall have the authority to amend, add or remove policies, with the approval of the veteran's group by means of majority votes at duly called meetings.

## **V. PROCEDURES:**

- A. The Veteran will complete the appropriate application and submit it to the Office Specialist for review. The Office Specialist will review the application for completeness and all supporting documents attached.
- B. The applicant is responsible for obtaining and submitting along with application packet, material quotations and service quotations.
- C. The Office Specialist will provide award letter to the applicant upon receipt of complete application packet.
- D. Upon approval of Veteran funding application packet, the applicant will have sole responsibility of picking up purchased material from the vendor.
- E. The Tolani Lake Veteran's Commander or Vice-President will concur with his/her signature.
- F. The applicant shall submit purchase receipt(s) to the Chapter Administration to verify appropriated expenditure.
- G. The applicant must use the approved amount of financial assistance for intended purposes only and no "CASH OUT" shall be permitted.
- H. The applicant will be responsible for his/her own construction and improvement (self help).

## **VI. RESPONSIBILITY OF CHAPTER GOVERNMENT AND ADMINISTRATION:**

- A. The Chapter Administration will make appropriate application packets available at the Tolani Lake Chapter house, when funds are identified as available.
- B. All application packets will be submitted to the Office Specialist and will be reviewed by the Chapter Manager for completeness.
- C. The Office Specialist will provide an award letter to the applicant upon receipt of completed application packet.
- D. All completed application packets with supporting documents will be presented by the Chapter Manager to the Veteran's committee for concurrence.
- E. The Office Specialist shall process checks for vendor(s).
- F. The Chapter Secretary-Treasurer will provide the status of the Veteran Fund Program and the financial report to the membership at a duly called meeting.
- G. The Chapter Manager will conduct periodic field assessments throughout the duration of the program.

## **VII. TERMINATION:**

- A. The Plan of Operation shall be terminated at the conclusion of the program, until such time that funding is available again. Amendment to the Plan of Operation will be approved by the Tolani Lake Chapter Veterans Committee at a regularly scheduled meeting.
- B. Approved by a vote of 5 in favor and 0 opposed, this 15<sup>th</sup> day of February, 2010.