Navajo Nation Veterans Administration
Office of President and Vice President
Policies for
Financial Assistance from the Navajo Nation Veterans Trust Fund

I. Authorities

Pursuant to its Plan of Operation, the Navajo Nation Veterans Administration, (hereinafter “NNVA”) may provide financial assistance funded by the Navajo Nation Veterans Trust Fund (hereinafter “Veterans Trust Fund”).

Pursuant to 12 N.N.C § 1176(B), NNVA may provide assistance to individual Navajo veterans or other eligible individuals, see Section IV, and grants to Chapter Veterans Organizations (hereinafter “CVO”) from the Veterans Trust Fund based on a formula as may be designated by NNVA.

All financial assistance and grants from the Veterans Trust Fund are contingent on the availability of funds.

II. Background

The Navajo Nation Council established the Veterans Trust Fund pursuant to Resolution CBY-46-98 with an initial appropriation of $6.0 million. The intention was that the fund income/interest would be available for expenditure beginning October 1, 2003 or Fiscal Year 2004. The Navajo Nation Council approved the initial appropriation from the Veterans Trust Fund in September 2003.

Resolution CN-55-06 amended the Veterans Trust Fund by authorizing an annual transfer of 4% of all projected revenues of the Navajo Nation to the Veterans Trust Fund. 12 N.N.C. § 1176(c) provides that 95% of the 4% shall be used for veterans services and programs and 5% shall be used for administering the Veteran Trust Fund.

III. Purpose

The Veterans Trust Fund will provide funds for veterans programs, projects, services and activities which include but are not limited to program/project development, community/economic development, housing, training and employment opportunities,
leverage or matching funds for exemplary projects, protection and advocacy services, benefits-related services, education and scholarship, and survivor’s benefits for surviving spouses of deceased veterans.

IV. Eligibility Criteria

Assistance will be provided, upon approval, for a Navajo veteran, a surviving spouse of a deceased Navajo Veteran or a Gold Star mother. Grants will be approved for CVOs in accordance with each CVO’s Veterans Trust Fund budget. Navajo veterans or other eligible individuals and CVOs must meet the following eligibility criteria:

A. Must be a Navajo veteran whose character of discharge is other than dishonorable and must submit a copy of a DD-214 or Discharge Certificate.

B. Must be enrolled member of the Navajo Nation.

C. Is a surviving spouse of a Navajo veteran and must be submit a copy of the Navajo veteran’s death certificate and a DD-214.

D. Is a Gold Star mother and must submit a copy of a U.S. Department of Defense official notification that her son or daughter was killed in action or a death certificate.

E. Is a duly organized CVO with duly elected or appointed CVO officers.

F. NNVA employees who are Navajo veterans are not eligible to receive assistance from the Veterans Trust Fund. (Any NNVA employee who is a Navajo veteran may request assistance from the Navajo Nation Employee Assistance Program or other appropriate programs.)

V. Allowable Expenditures

The following specific types of needs, services and activities may be approved for assistance or grants. Assistance goes to individuals and grants are for CVOs.

A. Assistance for Navajo Veterans, surviving spouses or Gold Star Mothers:

1. Emergency assistance for food, vehicle fuel and utilities to cover costs for one month not to exceed $300 (three hundred dollars) per assistance. This
assistance is limited to two times per fiscal year per individual requesting such assistance.

2. Emergency assistance for heating costs including firewood, pellets, coal, and propane not to exceed $300 (three hundred dollars) per assistance. This assistance is limited to two times per fiscal year per individual requesting such assistance.

3. Home improvement costs for items such as lumber, windows, doors, insulation, paint, brushes, rollers, nails, doorknobs, septic tank clean-out, and chimney pipes not to exceed $700 (seven hundred dollars). This assistance is limited to one timer per fiscal year per individual requesting such assistance.

B. Assistance for Navajo veterans only:

1. Vehicle fuel costs, meals and lodging directly related to traveling to veterans hospitals or treatments and appointments but not to exceed $150 (one hundred fifty dollars) in a fiscal year. See Section VI(F) relating to when an expedited procedure may be used.

2. Educational expenses limited to items such as books, course fees, and supplies not to exceed $250 (two hundred fifty dollars) per fiscal year.

3. Travel expenses not to exceed $75 (seventy five dollars) for individual Navajo veterans to attend workshops and conferences up to the amount allocated in the annual CVO budget.

C. Grants for CVOs and Agency Veterans Organizations only:

1. Chapter Veterans Organizations and Agency Veterans Organizations may apply for a financial grant from the Navajo Veterans Trust Fund provided the following eligibility criteria are met:

   a. The CVO has an approved resolution from the chapter stating the creation of the CVO as a sub-committee of that chapter. This resolution may back-date the establishment of the CVO to the date it was originally established.

   b. The CVO has an approved Plan of Operation that follows the laws, rules, and policies of the Navajo Nation.
c. The CVO has a proper resolution clearly stating the purpose, amount, and approval by the CVO for the grant request.

d. Agency Veterans Organizations must have a Plan of Operation approved by the member CVOs that does not exceed the authority of an Agency Veterans Organization, nor any applicable laws, rules, or policies of the Navajo Nation.

e. The AVO has a proper resolution stating the purpose, amount, and approval by the member CVOs for the grant request.

2. Each organization shall complete a grant application, to include appropriate resolutions, for consideration. Grant proposals will be reviewed by members of the Veterans Advisory Council for recommendation prior to final approval or denial by the NNVA Executive Director. Grant applications may be for any need identified by the CVO or Agency to include, but not limited to the following:

a. Award plaques and certificates

b. Office supplies for a CVO

c. Food, paper ware, table cloths, decorations, and other similar items used for CVO meetings and holiday dinners.

d. Stipends up to $75 (seventy five dollars) per meeting may be paid to each officer of a CVO for no more than 12 veterans meeting per fiscal year. The maximum number of officers to be compensated is three per CVO. (A blanket resolution at the beginning of the fiscal year will be sufficient to cover all officers for the duration of the fiscal year.)

e. Stipend up to $150 per Agency meeting may be paid to each Commander up to the amount allocated in the annual CVO budget.

f. Stipends up to $200 (two hundred dollars) to assist a CVO upon its request to carry out welcome home activities and Memorial Day and Veterans Day activities contingent on the availability of funds.

g. Fuel costs to transport Navajo veterans in 501-C3 sponsored vans for medical appointments at veterans hospitals contingent on availability of funds.

h. Matching costs for capital projects and improvements.

i. Equipment, food or material to be used to aid ALL veterans within the respective chapter or agency.

j. Reimbursement expenses to Chapters for the cost of veterans-related CVO events,
up to the cost incurred by the chapter on behalf of the CVO, provided that the expense is properly recorded in the CVO meeting minutes, and based on the availability of funds allocated in the CVO budget.

VI. Amendments

These Policies and Procedures may be amended upon the recommendation of the NNVA, and upon review and approval of the President of the Navajo Nation or delegated authority within the Office of the President and Vice President.

CERTIFICATION

Recommended and approved by the Navajo Veterans Advisory Council on October 6, 2020 in Resolution No. 16-20 and pursuant to Navajo Resolution No. 16-20 I accept and certify the recommended policy.

BY: [Signature]
Navajo Nation President

DATE: 01.27.2021
# NAVAJO NATION VETERANS ADMINISTRATION
## FINANCIAL ASSISTANCE REQUEST FORM

**Chapter:**

**Today’s Date:**

**Requestor:**

**Social Security #:**

**Mailing Address:**

**Phone #:**

**City, State, Zip Code:**

**e-mail:**

## TYPE OF ASSISTANCE

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<th>8065</th>
<th>3810</th>
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<tbody>
<tr>
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<td>Firewood/Coal</td>
<td>CVO Stipend</td>
</tr>
<tr>
<td>Vehicle Fuel</td>
<td>Wood Pellets</td>
<td>6930</td>
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<tr>
<td>VA Medical Appointment</td>
<td>Propane</td>
<td>Honor Guard Detail</td>
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<td>Education</td>
<td>Utility Bill</td>
<td>Color Guard Detail</td>
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<tr>
<td>Conference/Workshop</td>
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<table>
<thead>
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<th>8515</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Help Materials</td>
</tr>
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</table>

**Burial Assistance**

**TOTAL AMOUNT REQUESTED**

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*By signing, I affirm that the financial assistance, upon receipt, shall only be used for the purpose or purposes for which it is requested, and in accordance with the financial assistance policies.*

**PLEASE CHECK ONE**

- Veteran
- Surviving Spouse
- Gold Star Mother

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## REQUESTOR’S SIGNATURE

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## FOR OFFICIAL USE ONLY

<table>
<thead>
<tr>
<th>Eligibility Verified?</th>
<th>YES</th>
<th>NO</th>
<th>Init:</th>
<th>Date:</th>
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<td>Funds Available?</td>
<td>YES</td>
<td>NO</td>
<td>Init:</td>
<td>Date:</td>
<td>$ Amount:</td>
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<tr>
<td>Address Book (AB#)</td>
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<td></td>
<td>Init:</td>
<td>Date:</td>
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</table>

**ENTERED**

(Account Maintenance Specialist’s signature)

**REVIEWED**

(Veteran Service Officer’s signature)

Reason for DISAPPROVAL:

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**NNVA FORM 102**

08/2021
NAVajo Nation Veterans Administration
Chinle Agency
Veteran Registration Form FY 2022

Chapter: _________________________

Name: __________________________________________
                        Last Name                     First Name                     Middle Name

Census #: ______________ Social Security #: ___________ Date of Birth: _____________

Mailing Address: ____________________________________________________________

Primary Phone#: ___________________ Msg. Phone#: ____________________________

Email Address: ______________________________________________________________

NEXT OF KIN: ______________________ Phone #: ____________________________

SPOUSE: __________________________
                        Last Name                     First Name                     Middle Name

SPOUSE DOB: _________________   SPOUSE Census #: _________________________

Branch:  Army                   Navy                  Marine Corps
             Army National Guard   Air Force            Coast Guard

Dates of Service: __________________________________________________________

OFFICIAL NNVA USE ONLY


Intake Completed by: ___________________ Date: ___________________

Quality Review by: ___________________ Date: ___________________
NAVAJO NATION VETERANS ADMINISTRATION
CHINLE AGENCY
VETERAN REGISTRATION FORM FY 2022

PLEASE PROVIDE A MAP TO YOUR RESIDENCE

Physical Address: ________________________________
**Request for Taxpayer Identification Number and Certification**

1. **Name (as shown on your income tax return).** Name is required on this line; do not leave this line blank.

2. **Business name/disregarded entity name, if different from above**

3. **Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.**
   - Individual/sole proprietor or single-member LLC
   - Corporation
   - Partnership
   - Trust/estate
   - Other

4. **Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):**
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

5. **Address (number, street, and apt. or suite no.)** See instructions.

6. **City, state, and ZIP code**

7. **List account number(s) here (optional)**

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### Part I - Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

- **Social security number**
- **Employer Identification number**

### Part II - Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than Interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

**Signature of U.S. person**

**Date**

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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- **Form 1099-DIV (dividends, including those from stocks or mutual funds)**
- **Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)**
- **Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)**
- **Form 1099-S (proceeds from real estate transactions)**
- **Form 1099-K (merchant card and third party network transactions)**
- **Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)**
- **Form 1099-C (canceled debt)**
- **Form 1099-A (acquisition or abandonment of secured property)**

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.