

**GADII' AHI/TO' KOI CHAPTER
GOVERNMENT**



**AGRICULTURE
INFRASTRUCTURE
PLAN**

GADII' AHI/TO' KOI CHAPTER GOVERNMENT

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FUND MANAGEMENT PLAN

ESTABLISHMENT AND PURPOSE

The Gadii'ahi/To'koi Chapter Government establishes the Agriculture Infrastructure Fund, henceforth referred to as AIF, as the Fund 34 Account within the Gadii'ahi/To'koi Chapter's Fund Account, Check Accounts and Chart of Accounts. This Fund Management Plan is established by approval of the Gadii'ahi/To'koi Chapter membership by resolution **GAD/TOK FY 2022-012**.

This Fund Management Plan establishes the criteria for expenditure of the AIF Account (34 Account) to purchase and provide livestock feed to qualified ranches and livestock owners through the Sihasin Fund Pasture Range and Forage Expenditure Plan. The AIF 34 Account is a government fund derived from allocations received from the Navajo Nation Department of Agriculture – Department of Natural Resources.

ADMINISTRATION OF FUND 34 – AIF

The Gadii'ahi/To'koi Chapter Administration is responsible for administering the usage and expenditures of the AIF Account for the purposes intended and for the benefit of rancher and livestock owners of the Gadii'ahi/To'koi Chapter. The Chapter Administration will work with the duly elected Gadii'ahi/To'koi Grazing Official and Farm Board Representative to make determinations for the benefit of the community members while adhering to fund criteria.

BUDGETING

The Gadii'ahi/To'koi Chapter will develop and enter the AIF Budget into the WIND System upon notification of budget availability and budget according to the Navajo Nation Budget and Instructions Manual. The Chapter will monitor AIF fund balance through the Chapter MIP Fund Accounting System on a monthly basis.

BUDGET TRANSFERS/MODIFICATIONS¹

Funds provided to the Chapter will NOT be transferred out of Fund Account 34 and moved to other fund accounts.

Line-item² Budget Transfers are allowable within-in the Fund Account 34.

Transfers/Modifications will be presented to the chapter membership for approval by resolution before action is taken. Once approval is received, Chapter Administration will input transfer items into the MIP Fund Accounting System.

¹ Budget Modifications is defined as changing the current GL Code/Line-Item purpose/definition/explanation.

² Line-Item Budget Transfers is defined as transferring funds between GL Codes within the same budget.

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PROCUREMENT

The Gadii'ahi/To'koi Chapter Administration will follow the Five Management System – Procurement Policies and Procedures when purchasing livestock products. Purchased items will follow the criteria set by the Sihasin Fund Pasture Range and Forage Expenditure Plan.

ALLOWABLE AND DISALLOWABLE EXPENDITURES

Allowable Expenditures are for livestock³ feed, grain and/or mineral supplements at the discretion of the chapter and agriculture officials. Freight transportation costs for the delivery of livestock feed to the chapters are allowable.

Disallowable Expenditures include labor, equipment, materials or supplies including but not limited to; tarps, twine, rope, tools, etc. These are not considered livestock feed products.

REPORTING OF REVENUES AND EXPENDITURES

The Gadii'ahi/To'koi Chapter will report all revenues and expenditures in the AIF Account as part of the Secretary/Treasurer's Chapter monthly financial report, as required in the N.N.C., §1001, B 3, (h) and (i). This monthly financial report will be provided to the community membership at a duly called monthly meeting by resolution.

FUND MANAGEMENT PLAN DURATION AND CARRYOVER PROCEDURES

The Fund Management Plan for the AIF Account shall exist until terminated by the Gadii'ahi/To'koi Chapter. In the event of a carryover, the Gadii'ahi/To'koi Chapter Administration will follow current fiscal year close-out procedures as determined in the current year Budget and Instructions Manual. All guidelines, policies and procedures for funding, expenditures and distribution in the AIF 34 Account will be carried forward until all funds have depleted.

AMENDMENTS

This Fund Management Plan for the AIF Account Fund 34 for the Gadii'ahi/To'koi Chapter may be amended by the Gadii'ahi/To'koi Chapter membership based upon the recommendation of the Community Services Coordinator.

³ Livestock is defined as domesticated animals raised in an agricultural setting to produce food for human consumption

GADII' AHI/TO' KOI CHAPTER GOVERNMENT

AGRICULTURE INFRASTRUCTURE FUNDS APPLICATION POLICIES AND PROCEDURES

PURPOSE

The purpose of the Gadii'ahi/To'koi Chapter Agriculture Infrastructure Fund Application is to assist chapter registered livestock producers operating in the Gadii'ahi/To'koi Service Area with livestock feed.

REQUIRED DOCUMENTS

1. State Issued Identification Card or Driver's License.
2. Gadii'ahi/To'koi Chapter Voter Registration Card¹.
3. Navajo Nation Certificate of Indian Blood (CIB) or Navajo Nation Identification Card².
4. 2021 Livestock Inventory (Tally Count) performed by the current Gadii'ahi/To'koi Grazing Official.
5. One of the following; depending on Application Priority Level
 - a. Valid Grazing Permit
 - b. Valid Land Use Permit
 - c. Valid Permit and Probate Court Documents
 - d. Valid Permit and transfer letter and grazing meeting minutes
 - e. Homesite Lease

ELIGIBILITY CRITERIA

PRIORITY I – Valid Permits

1. Provide a valid Grazing Permit with applicants own name on permit.
2. IF grazing permit is in probate, applicant must provide current court document with applicant's name on documents.

PRIORITY II – Overstocking Violation Permits, Land Use Permits and Transfers

1. Provide valid Grazing Permit. Assistance quantity will be limited to sheep units allowable on permit.
2. Provide a valid Land Use Permit with applicants own name on permit.
3. IF grazing permit is being transferred, provide valid Grazing Permit a signed letter from Grazing Official with applicants own name verifying transfer process of permit.

PRIORITY III – No Permits

1. Provide a valid Homesite Lease with applicants own name on permit and a signed letter from the Grazing Official verifying livestock on homesite.

¹ Applicant must be registered voter of the Gadii'ahi/To'koi Chapter Government by December 29, 2021

² Navajo Nation Identification Card will be accepted in place of CIB if it is not expired or does not expire within the next 6 months of application date.

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APPLICANT OBLIGATIONS

1. Completely and accurately fill out Agriculture Infrastructure Fund Application and submit all required documents.
2. If Priority II or III, to submit in additional documents as required.
3. If approved, required to provide own transportation of materials from the Gadii'ahi/To'koi Chapter compound during scheduled days of distribution.

CHAPTER OBLIGATIONS

1. The chapter shall;
 - a. Stamp Received and/or timestamp all documents when submitted
 - b. Keep a log of all activity happening with the application
 - c. Upon receipt of application separate applications into priorities, complete and incomplete
 - d. Complete documents will be sent forward for screening for compliance with policy. Incomplete documents will result in denial and a non-selection letter will be sent.
 - e. Approved applications will be sent forward for approval letter, and livestock tally will be reviewed for quantity of livestock feed to be given.
2. Shall comply with applicable Navajo Nation, State, Federal Laws such as the Navajo Nation Privacy and Access to Information Act
3. Shall reserve the right to refuse service to any community member or persons, who exhibit vulgar, profanity and/or aggressive behavior toward Chapter Administration, Staff and elected Officials.
4. Chapter Administration shall not be responsible for lost or damaged documents.
5. Chapter Administration shall safeguard all essential documents and file them according to the Record Management Policies and Procedures

APPEAL PROCESS

If an application is denied, the applicant can appeal the decision. Applicant must submit in a signed letter detailing reasons for the appeal.

Process;

1. The appeal will be reviewed by the Chapter Grazing Official, Farm Board Representative, Chapter Community Service Coordinator, and minimum one Chapter Official in a closed meeting.
2. Chapter Community Service Coordinator will present justification for the denial given the information provided in the application, then read the appeal letter for the elected Officials.
3. The elected officials will make a decision on the appeal.
4. A decision to uphold or reverse the Chapter Administration decision will be provided to the Chapter Community Service Coordinator in writing by the Chapter Grazing Official.
 - a. Appeal Denied
 - i. The Community Service Coordinator will file the Official written decision in the applicant file. The Community Service Coordinator will draft a new denial letter to the applicant, citing the Official written decision. The application will then be closed and filed according to the Records Management Policy and Procedures.

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- b. Appeal Granted
 - i. The Official decision must detail reasoning and justification for overturning the Chapter Administration decision. The Community Service Coordinator will meet with the Grazing Official to discuss Priority Level of applicant and work on acquiring required documentation from applicant. The chapter will then follow the steps listed in the ‘Chapter Obligations’ section.

APPLICATION DEADLINES

For Fiscal Year 2022, the deadlines are as scheduled below;

<u>SESSIONS</u>	<u>APPLICATION OPEN</u>	<u>DEADLINE</u>
First	January 03, 2022	January 31, 2022 @ 4:00 PM
Second	February 01, 2022	February 28, 2022 @ 4:00 PM
Third	March 01, 2022	March 31, 2022 @ 4:00 PM
Fourth	April 01, 2022	April 29, 2022 @ 4:00 PM
Fifth	April 18, 2022	May 13, 2022 @ 4:00 PM

PRIVACY ACT STATEMENT

Gadii’ahi/To’koi Chapter shall keep all applicant files confidential. In order for Gadii’ahi/To’koi Chapter to disclose information regarding an applicant, the applicant must submit a signed disclosure statement, specifying the individual and/or entities to receive the information and address the statement to Gadii’ahi/To’koi Chapter. In disclosing reports to the Navajo Nation Department of Agriculture, applicants first and last name, permit number, livestock count and quantity of feed received will be submitted.

AMENDMENTS

This Agriculture Infrastructure Fund Application Policy and Procedures for the Gadii’ahi/To’koi Chapter may be amended by the Gadii’ahi/To’koi Chapter membership based upon the recommendation of the Chapter Manager/Community Service Coordinator.

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DISTRIBUTION PLAN

ESTABLISHMENT AND PURPOSE

The Gadii’ahi/To’koi Chapter Government received funding from the Navajo Nation Department of Agriculture’s Agriculture Infrastructure Fund, henceforth referred to as AIF, through the Sihasin Fund Pasture Range and Forage Expenditure Plan to purchase livestock feed for distribution to rangers and livestock owners. This Distribution Plan was presented and approved by the Gadii’ahi/To’koi Chapter membership by resolution **GAD/TOK FY 2022-012**.

POINTS OF CONTACT

The Gadii’ahi/To’koi AIF will have three points of contact. Two Contacts will be Chapter Representation under N.N.C. Title 3, and the Third Contact will be Chapter Representation under N.N.C. Title 26.

POINTS OF CONTACT

FIRST	Lucinda Lee	NNDA Grazing	505-635-0620	505-406-4077
SECOND	Ronney Dee	NNDA Farm Board	505-635-0620	505-609-5031
THIRD	Lynda Hayes	Chapter CSC	505-635-0620	505-635-0579

CHAPTER RESPONSIBILITY

The Gadii’ahi/To’koi Chapter will approve a Livestock Feed Chapter Distribution Plan, as part of the Chapter Agriculture Infrastructure Plan, in coordination with the duly elected Gadii’ahi/To’koi Grazing Official and Farm Board Representative.

A map of distribution location will be posted at the Chapter and on Chapter social media along with, distribution days, hours, and adherence to CDC guidelines. Distributions will be posted at a minimum 72 hours in advance.

DISTRIBUTION PRIORITIES

PRIORITY I – Valid Permits

1. Provide a valid Grazing Permit with applicants own name on permit.
2. IF grazing permit is in probate, applicant must provide current court document with applicant’s name on documents.

PRIORITY II – Overstocking Violation Permits, Land Use Permits and Transfers

1. Provide valid Grazing Permit. Assistance quantity will be limited to sheep units allowable on permit.
2. Provide a valid Land Use Permit with applicants own name on permit.
3. IF grazing permit is being transferred, provide valid Grazing Permit a signed letter from Grazing Official with applicants own name verifying transfer process of permit.

PRIORITY III – No Permits

1. Provide a valid Homesite Lease with applicants own name on permit and a signed letter from the Grazing Official verifying livestock on homesite.

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DISTRIBUTION OPERATIONS

The Gadii'ahi/To'koi Chapter AIF Plan Process will take place beginning January 2022.

During the first month of the Session;

1. Application will be opened at the beginning of the month and closed at the end of the month¹.

During the second month of the Session;

1. Application will be reviewed and processed.
2. Approved application to receive Approval Letter.
3. Appeals on denials will need to be completed or will extended into the next quarter.
4. Chapter Administration will complete procurement process for ordering feed and pay vendor.
5. The amount of feed ordered will be according to the Livestock count submitted on the application and verified by the Grazing Official by tally count. **ONLY SUBMITTED APPLICATIONS WILL BE CONSIDERED FOR FEED.**

During the third month of the Session;

1. Chapter will receive feed ordered in month two. Inventory of items will be taken by Chapter Administration and documented with pictures for records.
2. Approved applicant's will be notified of set distribution day and time.
 - a. Under special circumstances and arrangements, the Chapter will deliver feed to applicants with no means of transportation. Letter of request will be input into file notating need for delivery.
3. Distribution Day
 - a. Chapter Coordinator and Grazing Official will conduct final review of applicant list, and quantity of items to be received prior to distribution.
 - b. First, Applicant will sign-in with the Grazing Official.
 - i. Applicant is required to be present and show identification² for distribution and will sign out for feed received. Feed will not be given to any person other than the applicant.
 - c. Second, Applicant will back up to loading points to receive goods.
 - i. Applicant identification will need to be presented at each loading station to ensure correct feed amount is loaded.
 - ii. Farm Board Representative/Chapter Official will handle hay.
 - iii. Coordinator/Chapter Official will handle feed, grain, etc.
 - d. Third, Applicant will sign out with Coordinator verifying quantities received.
4. At the end of the distribution day, Chapter Coordinator, Grazing Official and Farm Board Representative will inventory remaining goods (if any), verify all applicants participated in

¹ Please see AIF Application Policies and Procedures for Application Deadlines. Fifth Session will be the exception.

² Applicant required to show Driver's License/Identification Card.

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distribution and reschedule any applicants that did not make the distribution. All sign-in/out sheets will be signed and verified by all Officials present and Chapter Coordinator.

5. Feed will not be distributed during Chapter Service Hours, due to the unavailability of the Grazing Official, Farm Board Representative and Chapter Official.³

REPORTING

The Chater will keep records of the Livestock Feed Distribution on the Distribution Summary Sheets. These summary sheets will be submitted bi-weekly via email to;

1. Division of Community Development dcd_aif@navajochapters.org
2. Navajo Nation Department of Agriculture 4MillionAIF@gmail.com

If distributions are not bi-weekly, a letter stating no distribution will be submitted in leu of the summary sheet. Final closeout reports will be completed at the conclusion of livestock feed program.

STORAGE

1. Any livestock feed held for distribution will be held on the Gadii'ahi/To'koi Chapter Compound.
2. The area will be deemed secure and free from theft.

INSURANCE

1. All insurance related questions and incidents will be referred to the Navajo Nation Risk Management Department for review.
2. Chapter Compound is under 24-hour surveillance.

AMENDMENT

This Agriculture Infrastructure Fund Distribution Plan for the Gadii'ahi/To'koi Chapter may be amended by the Gadii'ahi/To'koi Chapter membership based upon the recommendation of the Chapter Manager/Community Service Coordinator.

³ Exception being all Officials agree to be present for a rescheduled distribution during Chapter Service Hours.

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AGRICULTURE INFRASTRUCTURE FUND APPLICATION PRIORITY I

Check-off Sheet Listing

NEW APPLICANT

- AIF Application
- State Issued Identification Card/Driver’s License
- Gadii’ahi/To’koi Chapter Voter’s Registration Card
- Navajo Nation Certificate of Indian Blood (CIB)
- 2021 Livestock Inventory (Tally Count) – performed by current Gadii’ahi/To’koi Grazing Official
- Valid Grazing Permit
- IF PROBATE: Court Documents with applicant’s name

APPLICATION RE-SUBMITTAL

- AIF Application

For Chapter Use ONLY

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------|
| <input type="checkbox"/> | Approval Letter | Application Received by: | |
| <input type="checkbox"/> | Feed Distribution Amount | | |
| <input type="checkbox"/> | Denial Letter | _____ | Sign Name and Date |
| <input type="checkbox"/> | Appeal Letter | | |
| <input type="checkbox"/> | Official Decision | | |
| <input type="checkbox"/> | Final Denial Letter | Application Complete? | Yes No |

Community Services Coordinator Date

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AGRICULTURE INFRASTRUCTURE FUND APPLICATION PRIORITY II

Check-off Sheet Listing

NEW APPLICANT

- AIF Application
- State Issued Identification Card/Driver’s License
- Gadii’ahi/To’koi Chapter Voter’s Registration Card
- Navajo Nation Certificate of Indian Blood (CIB)
- 2021 Livestock Inventory (Tally Count) – performed by current Gadii’ahi/To’koi Grazing Official
- Valid Grazing Permit
- Valid Land Use Permit
- IF TRANSFER: Signed Letter from Grazing Official verifying transfer process of permit

APPLICATION RE-SUBMITTAL

- AIF Application

For Chapter Use ONLY

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------|
| <input type="checkbox"/> | Approval Letter | Application Received by: | |
| <input type="checkbox"/> | Feed Distribution Amount | | |
| <input type="checkbox"/> | Denial Letter | _____ | Sign Name and Date |
| <input type="checkbox"/> | Appeal Letter | | |
| <input type="checkbox"/> | Official Decision | | |
| <input type="checkbox"/> | Final Denial Letter | Application Complete? | Yes No |

Community Services Coordinator Date

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AGRICULTURE INFRASTRUCTURE FUND APPLICATION PRIORITY III

Check-off Sheet Listing

NEW APPLICANT

- AIF Application
- State Issued Identification Card/Driver’s License
- Gadii’ahi/To’koi Chapter Voter’s Registration Card
- Navajo Nation Certificate of Indian Blood (CIB)
- 2021 Livestock Inventory (Tally Count) – performed by current Gadii’ahi/To’koi Grazing Official
- Homesite Lease
- Signed Letter from Grazing Official verifying livestock on lease.

APPLICATION RE-SUBMITTAL

- AIF Application

For Chapter Use ONLY

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------|
| <input type="checkbox"/> | Approval Letter | Application Received by: | |
| <input type="checkbox"/> | Feed Distribution Amount | | |
| <input type="checkbox"/> | Denial Letter | _____ | Sign Name and Date |
| <input type="checkbox"/> | Appeal Letter | | |
| <input type="checkbox"/> | Official Decision | | |
| <input type="checkbox"/> | Final Denial Letter | Application Complete? | Yes No |

Community Services Coordinator Date

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AIF Application Example

RDCMA - 07- 21 AGRICULTURE INFRASTRUCTURE FUND APPLICATIONS

SECTION 1: APPLICANT INFORMATION	
1	First and Last Name: _____ <i>(Print Only)</i> CIB No.: _____ Grazing Permit No.: _____ Phone No. 1: _____ Land Use Permit No.: _____ Phone No. 2: _____ Homesite Lease: YES NO N/A <i>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.</i> _____ Applicant Name Date

SECTION 2: GRAZING OFFICIAL					
2 Number of Animals that Feed is Requested for:					
Cattle	Sheep	Goats	Horses	Swine	Poultry
<i>Cows</i>	<i>Ewes</i>	<i>Does</i>	<i>Mares</i>	<i>Hog</i>	<i>Chicken</i>
<i>Bulls</i>	<i>Rams</i>	<i>Bucks</i>	<i>Stallions</i>	<i>Boar</i>	<i>Turkey</i>
<i>Heifers</i>	<i>Wethers</i>	<i>Wethers</i>	<i>Geldings</i>	<i>Sow</i>	<i>Duck</i>
<i>Steers</i>	<i>Lambs</i>	<i>Kids</i>	<i>Mules</i>	<i>Shoat</i>	<i>Geese</i>
<i>Calves</i>			<i>Foals/Colts</i>	<i>Piglet</i>	<i>Guinea</i>
Total:	Total:	Total:	Total:	Total:	Total:
Talley Count Date	Talley Count Date	Talley Count Date	Talley Count Date	Talley Count Date	Talley Count Date
<i>Verification of Tally Count conducted and acknowledge application received</i>					
_____		_____		_____	
Lucinda Lee, Grazing		Ronney Dee, Farm Board		Date	

SECTION 3: CHAPTER				
3		CHAPTER	DISTRICT GRAZING	LAND BOARD OFFICIAL
	<i>First and Last Name</i>	Lynda Hayes	Lucinda Lee	Ronney Dee
	<i>Title</i>	Community Service Coordinator	Grazing Official	Farm Board Rep
	<i>Primary Phone</i>	505-635-0620	505-635-0620	505-635-0620
	<i>Email</i>	gadiiahi@navajochapters.org	bylillee1@gmail.com	rdee2014@yahoo.com
	<i>Application Received by:</i>		<i>Application Reviewed by:</i>	
	_____	_____		_____
	Office Assistant	Janice Biggs, AMS		Date
<input type="checkbox"/> Application Approved		<input type="checkbox"/> Application Denied		<input type="checkbox"/> Other
		<input type="checkbox"/> Inventory Exhausted		
		<input type="checkbox"/> Application Incomplete		
		<input type="checkbox"/> Did not meet eligibility		
	_____	_____		_____
	Lynda Hayes, CSC			Date

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Distribution Summary Sheet Example [Original will be in Excel]

RDCMA-07-21 Agriculture Infrastructure Funds Summary Sheet

No.	First Name	Last Name	Grazing Permit No.	Type of Livestock	Quantity Amt
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
TOTAL:					

Submitted By: _____ DCGM 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