



**DR. JOE SHIRLEY, JR.**  
PRESIDENT

**BEN SHELLY**  
VICE PRESIDENT

# THE NAVAJO NATION

## DIVISION OF COMMUNITY DEVELOPMENT

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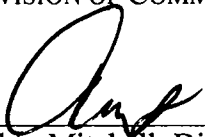
**ARBIN MITCHELL**  
DIVISION DIRECTOR

**STANLEY YAZZIE**  
DEPUTY DIRECTOR

DCDA-M08086

## MEMORANDUM

TO : Department Managers, Program Supervisors, LGSC Senior Programs & Projects Specialists, and Staff  
DIVISION OF COMMUNITY DEVELOPMENT

FROM :   
Arbin Mitchell, Division Director  
DIVISION OF COMMUNITY DEVELOPMENT

DATE : May 15, 2008

SUBJECT : **Community Housing and Infrastructure Department Plan of Operation and Amendment to the Master Plan of Operation – GSC Resolution #GSCJA-05-08/A**

Transmitted herewith is the Government Services Committee Resolution No. GSCJA-05-08/A establishing the new Community Housing and Infrastructure Department; and amending the Master Plan of Operation for the Division of Community Development. The Government Services Committee approved the legislation on January 15, 2008. Henceforth, use this document as reference for program operation respectively.

Further, it is incumbent upon all personnel within this Division to become familiar with the entire revised Plan of Operation. Make the document available to your staff.

ATTACHMENT

c.

**RESOLUTION OF THE  
GOVERNMENT SERVICES COMMITTEE  
OF THE NAVAJO NATION COUNCIL**

**21<sup>st</sup> NAVAJO NATION COUNCIL – Second Year, 2008**

**AN ACTION**

**RELATING TO COMMUNITY DEVELOPMENT AND GOVERNMENT SERVICES;  
ESTABLISHING THE COMMUNITY HOUSING AND INFRASTRUCTURE  
DEPARTMENT BY AMENDING 2 N.N.C. § 1453 AND CONSOLIDATING THE  
COMMUNITY BLOCK GRANT DEPARTMENT AND THE NAVAJO NATION  
HOUSING SERVICES DEPARTMENT WITHIN THE DIVISION OF COMMUNITY  
DEVELOPMENT; AND AMENDING THE PLAN OF OPERATION FOR THE  
DIVISION OF COMMUNITY DEVELOPMENT**

**BE IT ENACTED:**

**Section 1. Establishing the Community Housing and Infrastructure Department**

The Navajo Nation Government Services Committee, pursuant to 2 N.N.C. §§ 343 (B) (2) and 1456, and upon recommendation of the Transportation and Community Development Committee hereby establishes the Navajo Nation Community Housing and Infrastructure Department by amending the Navajo Nation Code to provide for the consolidation of the Community Development Block Grant Department and the Navajo Housing Services Department within the Division of Community Development.

**Section 2. Amendments to Title 2 of the Navajo Nation Code**

The Navajo Nation hereby approves the following amendments to Title 2 of the Navajo Nation Code, Section 1453:

**Title 2. Navajo Nation Government  
Chapter 5. Executive Branch  
Subchapter 19. Division of Community Development**

**\* \* \* \***

**§ 1453. Personnel and organization**

A. The Navajo Division of Community Development shall be administered by a Division Director, who shall be appointed by the President of the Navajo Nation, Confirmed by the Navajo Nation Council, and who shall serve at the pleasure of the Navajo Nation. The Division Director shall hire personnel as may be deemed necessary; to carry out the purposes of the Division and as funds are available. All personnel shall be employed and compensated in accordance with the applicable Navajo Nation Personnel Policies Manual.

B. The Division of Community Development shall consist of ~~12~~ 11 offices: Division Administration, ~~Seven~~ five Departments and five agencies to execute the Division's purpose. The Departments may consist of sections, programs, and agencies to accomplish the Department purpose. The ~~seven-five~~ departments and five agencies are as follows:

1. Division-Administration;
2. Capital Improvement Office
3. Design and Engineering Services Department
4. ~~Navajo Housing Services Department~~  
Community Housing and Infrastructure Department;
5. Navajo Department of Transportation
6. Solid Waste Management Program;
7. ~~Community Development Block Grant;~~
- 8-7. Local Governance Support Center – Fort Defiance Agency;
- 9-8. Local Governance Support Center – Eastern Agency;
- 10-9. Local Governance Support Center – Chinle Agency;
- 11-10. Local Governance Support Center – Tuba City Agency;
- 12-11. Local Governance Support Center – Shiprock Agency;

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**Section 3. Amendments to Resolution GSCMA-13-00 of the Government Services Committee Approving the Revision of Resolution GSCS-70-94, Master Plan of Operation for the Division of Community Development.**

The Navajo Nation hereby amends Resolution GSCMA-13-00 of the Government Services Committee, "Approving the Revision of Resolution GSCS-70-94, Master Plan of Operation for the Division of Community Development" (as found in Exhibit "A" attached hereto) as follows:

- a. The Master Plan of Operation for the Division of Community Development, Exhibit "A", is hereby amended as found in Exhibit "New -A".
- b. The Plan of Operation for the Community Block Grant Department as found in Exhibit "E" of Resolution GSCMA-13-00 and attached hereto, is hereby deleted.
- c. The Plan of Operation for the Navajo Housing Services Department as found in Exhibit "F" of Resolution GSCMA-13-00 and attached hereto is hereby deleted.
- d. The Plan of Operation for the Community Housing and Infrastructure Department as found in Exhibit "G", attached hereto, is hereby approved, incorporated and made a part of Resolution GSCAM-13-00.

e. The list of Exhibits as found in GSCMA-13-00 is amended to read as follows:

- Exhibit "A" - Division of Community Development
- Exhibit "B" - Capital Improvement Office
- Exhibit "C" - Design & Engineering Services Department
- Exhibit "D" - Navajo Department of Transportation
- ~~Exhibit "E" - Community Development Block Grant~~
- ~~Exhibit "F" - Navajo Housing Services Department~~
- Exhibit "G" "E" - Solid Waste Management Program
- Exhibit ~~"H"~~ "F" - Local Governance Support Centers
- ~~Exhibit "G" - Community Housing and Infrastructure Department~~

#### Section 4. Effective Date

The amendment enacted herein shall be effective upon its approval pursuant to 2 N.N.C. §221.

#### Section 5. Codification

The provisions of this Act which amend or adopt new sections of the Navajo Nation Code shall be codified by the Office of Legislative Counsel. The Office of Legislative Counsel shall incorporate such amended provisions in the next codification of the Navajo Nation Code.

#### Section 6. Saving Clause

Should any provisions of this Act be determined invalid by the Navajo Nation Supreme Court, or the District Courts of the Navajo Nation, without appeal to the Navajo Nation Supreme Court, those portions of this Act which are not determined invalid shall remain the law of the Navajo Nation.

### CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Government Services Committee of the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 6 in favor and 0 opposed, this 15<sup>th</sup> day of January, 2008.



Leonard Teller, Vice-Chairperson  
Government Services Committee

Motion: Charles S. Damon II

Second: Amos F. Johnson

**MASTER PLAN OF OPERATION FOR THE  
DIVISION OF COMMUNITY DEVELOPMENT**

**I. ESTABLISHMENT**

There is hereby established the Navajo Division of Community Development (hereinafter "Division") within the Executive Branch of the Navajo Nation Government.

**II. PURPOSE**

The purpose of the Navajo Division of Community Development shall be to develop a dynamic and cohesive plan for community development activities, and provide relevant community education for orderly growth of the Navajo Nation that contributes to self-sufficiency of communities and families by constructing quality homes, community public facility buildings and infrastructure that is in harmony with nature and people's needs.

**III. GOALS AND OBJECTIVES**

1. To provide technical assistance and administrative support at chapter governments in its development of becoming self-sustaining and self-governing entities through coordination with local, county, state, and federal government offices.
2. To improve the standard of living for Navajo families and individuals through the use of modern methods and techniques in the construction of new homes and rehabilitation of existing homes.
3. To plan, provide infrastructure and transportation systems, public facilities buildings for future growth of communities.
4. To promote and foster land use planning and growth management policies and practices.
5. To provide technical services in developing plans cooperatively with communities for proper solid waste management practices and disposal systems.

**IV. PERSONNEL AND ORGANIZATION**

1. **PERSONNEL**

The Navajo Division of Community Development shall be administered by a Division Director, who shall be appointed by the President of the Navajo Nation, confirmed by the Navajo Nation Council, and shall serve at the pleasure of the President of the Navajo Nation. The Division Director shall hire personnel as may be deemed necessary to carry out the purposes of the Division and as funds are available. All personnel shall be employed and compensated in accordance with the applicable Navajo Nation Personnel Policies Manual.

2. **ORGANIZATION**

The Division of Community Development shall consist of 11 offices: Division Administration, five Departments and five agencies to execute the Division's

purpose. The Departments may consist of sections, programs, and agencies to accomplish the Department purpose. The five departments and five agencies are as follows:

- 1) Division Administration;
- 2) Capital Improvement Office;
- 3) Design and Engineering Services Department;
- 4) Community Housing and Infrastructure Department;
- 5) Navajo Department of Transportation;
- 6) Solid Waste Management Program;
- 7) Local Governance Support Center-Fort Defiance Agency;
- 8) Local Governance Support Center-Eastern Agency;
- 9) Local Governance Support Center-Chinle Agency;
- 10) Local Governance Support Center-Tuba City Agency;
- 11) Local Governance Support Center-Shiprock Agency.

The organizational chart of the Division of Community Development is displayed as Attachment "A-1".

## **V. AUTHORITIES, DUTIES AND RESPONSIBILITIES**

A. The Division Director of the Division of Community Development shall have the authority for the overall Division's operational planning and direction. The Division Director shall have the following duties and responsibilities:

1. Execute directives of the President of the Navajo Nation, Navajo Nation Council, and the Transportation and Community Development Committee.
2. Provide written monthly and/or quarterly reports to the Office of the President, Transportation and Community Development Committee of the Navajo Nation Council, annual reports to the Navajo Nation Council and any other reports deemed necessary.
3. Promulgate Division program policies, time frame and other guidelines to ensure the proper and timely implementation of Division projects.
4. Establish and maintain partnership with local, county, state, federal entities and other authorities on matters related to the objectives of the Division.
5. Provide effective overall management and financial direction to Divisions' departments and programs.
6. Delegate authority pertaining to the operation of the Division and its program to subordinate directors of the Division, to the extent permitted by the laws and policies of the Navajo Nation, as appropriate.
7. Negotiate written agreements on behalf of the Division relevant to community development for oversight committee's recommendation.
8. Seek external funding for programs and projects to enhance community development.
9. Recommend the creation, merger, separation, amendment or abolishment of programs, or specific functions within the Division in accordance with applicable Navajo Nation law.

10. Recruit, select, supervise, conduct employee performance evaluation, and recommend reclassification of positions for the Administration Staff, Department and Program Directors, in accordance with Personnel Policies Manual of the Navajo Nation.

**B. Administration Office:**

The purpose of the Administration Office is to provide for overall management of the Division. The Administration staff shall handle its duties and responsibilities in accordance with Navajo Nation laws and policies. The duties and responsibilities are as follows:

1. Recommend policies and legislation on community development issues to the Transportation and Community Development Committee and other appropriate committees of the Navajo Nation Council for action.
2. Administer overall direction of the Division by monitoring short and long range plans, goals, and objectives.
3. Maintain communication with Navajo Nation chapters on the overall Division's operation.
4. Ensure that programs carry-out their functions, authorities, and responsibilities.
5. Assist in the coordination and development of strategies to implement Division functions.
6. Develop and maintain Information Data Center for the Navajo Nation.

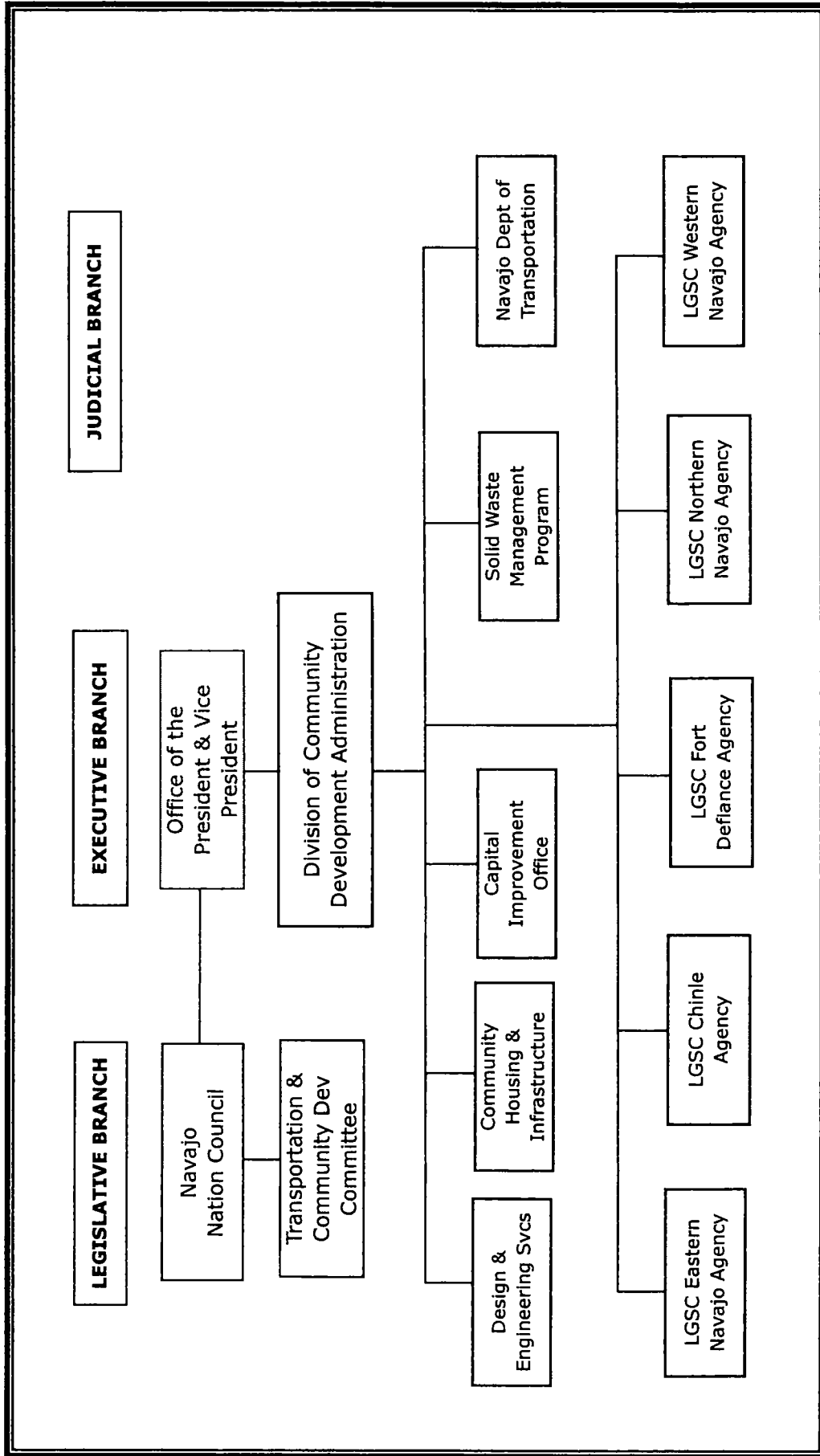
**VI. LEGISLATIVE OVERSIGHT**

Pursuant to 2 NNC §421 and §423, et seq., the Division of Community Development shall operate under the legislative oversight of the Transportation and Community Development Committee of the Navajo Nation Council.

**VII. AMENDMENTS**

Section I through V may be amended from time to time by the Government Services Committee of the Navajo Nation Council upon the recommendation of the Transportation and Community Development Committee of the Navajo Nation Council.

THE NAVAJO NATION  
ORGANIZATIONAL CHART  
**EXECUTIVE BRANCH/DIVISION OF COMMUNITY DEVELOPMENT**





**PLAN OF OPERATION**

**CAPITAL IMPROVEMENT OFFICE  
DIVISION OF COMMUNITY DEVELOPMENT**

**I. ESTABLISHMENT**

There is hereby established the Capital Improvement Office (“CIO”) within the Division of Community Development (“DCD”) and under the Executive Branch of the Navajo Nation government.

**II. PURPOSE AND MISSION**

The purpose and mission of the Capital Improvement Office shall be to provide the Navajo Nation Government with a formal mechanism for decision-making related to infrastructure development and capital improvement programming; linking the Capital Improvement Plan with the Comprehensive Land-Use Plan; developing and maintaining programmatic and financial policies for prioritizing and estimating capital projects; developing and maintaining a multiyear list of Capital Improvement Projects; and monitoring the capital budget.

**III. GOALS**

The goals of the Department shall be to:

1. Formulate written procedures for citizen input and build capacity at the Chapter and program levels to enable the communities to efficiently access capital and infrastructure project funding.
2. Develop and maintain policies and procedures for Capital Improvement Projects to ensure a timely and orderly process for planning and budgeting for capital assets.
3. Coordinate and link the long and short-range capital improvement programming with the Chapter land-use plans.
4. Conduct periodic capital needs assessments to determine the need for replacement, repair, renovation, expansion or retirement of the existing facilities and need for future development.
5. Conduct annual reviews of the status of currently active capital improvement projects and determine whether additional funding will be requested to continue

the project and to determine the amount of funds from completed and discontinued projects.

6. Perform financial capacity analysis to determine the level of capital expenditures the Nation can afford and to designate other funding considerations in conjunction with the Office of Management and Budget and the Office of Controller.
7. Compile all project proposals and provide for the evaluation and prioritization all Capital Improvement Project Proposals utilizing TCDC approved objective criteria.
8. Finalize and present annual six (6) year Capital Improvement Plans for consideration and approval by the Transportation and Community Development Committee (TCDC).
9. Monitor the capital budget and maintain up-to-date records on all projects within the Capital Improvement Plan.
10. Submit written quarterly progress reports on the capital budget to TCDC and the Budget and Finance Committee.
11. Provide Technical Assistance to Chapters and Programs on the Program processes and mechanisms and in accordance with the Local Governance Act.

#### **IV. OBJECTIVES**

1. Provide quarterly training in the area of proposal development, project management and implementation to build capacity at the local level.
2. Compile, evaluate and develop a multiyear list of infrastructure and capital improvement projects in order of priority and with a detailed one-year capital improvement budget by April of each year.
3. Conduct a survey of Chapter and Program needs using a survey form and in coordination with Chapters and Programs by December of each year. Establish a process for gathering Chapter and Program needs to produce a needs-based capital budget.
4. In coordination with Risk Management Program and Property Management Department, conduct periodic facilities inventory to be finalized and completed by December of the respective year.
5. Prepare a CIP Status report that includes information on projects that will be continuing, the amount of funds required to continue or complete respective projects, determining the amount of remaining fund balance from projects that are

completed or have been discontinued, and summary report of progress by January of each year.

6. In coordination with the Office of Management and Budget, conduct an Infrastructure and Capital Improvement Finance conference to determine the selection and scheduling of other funding sources in February of each year.
7. Convene a multidisciplinary team for the purpose of reviewing and rating Capital Improvement and Infrastructure Project Proposals in March of each year.
8. Draft and submit TCDC resolutions for the Section 164 review for comments and review of the Capital Improvement Plan by April of each year.
9. Conduct monthly monitoring of each project account and project site for the purpose of ensuring compliance with all applicable laws, regulations, rules and policies in the course of project implementation by the respective project sponsors.
10. Maintain records of all project accounts in accordance with generally accepted records management systems.
11. Compile up-to-date information from the monthly monitoring visits and prepare progress reports to be used in the quarterly reports.
12. Conduct Quarterly work sessions and/or project meetings to provide information on program requirements, activities and status of projects to Chapters and Programs.

## **V. PERSONNEL AND ORGANIZATION**

### **A. PERSONNEL**

1. The Director of the Office shall be hired and supervised by the Division Director in accordance with applicable Navajo Nation Personnel Policies and Procedures. All other personnel shall be employed and compensated in accordance with applicable Navajo Nation Policies and Procedures.
2. The Office shall be staffed sufficiently to accomplish the purpose, goals and objectives of the Office which may include the establishment of agency offices.
3. The Director shall be authorized to recommend additional professional, technical and clerical positions as needed to carry out the organizational purposes, goals and objectives as stated herein. Additional positions shall be acquired in accordance with applicable budget rules established for conducting the annual Navajo Nation Budget process.

**B. ORGANIZATION**

The Office shall consist of the following:

1. Administrative Support Staff
2. Technical Support
3. Any additional Sections that may be deemed necessary to accomplish the purpose, goals and objectives of the Office.

Organizational Chart of the Capital Improvement Office is attached hereto as Attachment "B-1".

**VI. RESPONSIBILITY AND AUTHORITY**

A. The Office Director shall report and be responsible to the Division Director.

B. The Office Director shall:

1. Formulate the overall administrative and operating policies and procedures necessary for effective management of the Office and take actions to accomplish the program purpose and goals.
2. Exercise supervisory control and direction over all Office staff.
3. Delegate authority to members of the staff as necessary.
4. Conduct periodic reviews of Office effectiveness and the use of fiscal allocations to ensure that expenditures are within authorized budgets and guidelines.
5. Establish and maintain project status reports on all funded projects.
6. Provide training to improve staff performance.
7. Represent the Office at the executive level.
8. Establish and maintain communication with tribal government and elected officials as needed to accomplish the goals and objectives stated herein.
9. Carry out all other responsibilities as assigned by the Division Director.
10. Recommend proposed projects for funding to the oversight committee of the Navajo Nation Council.

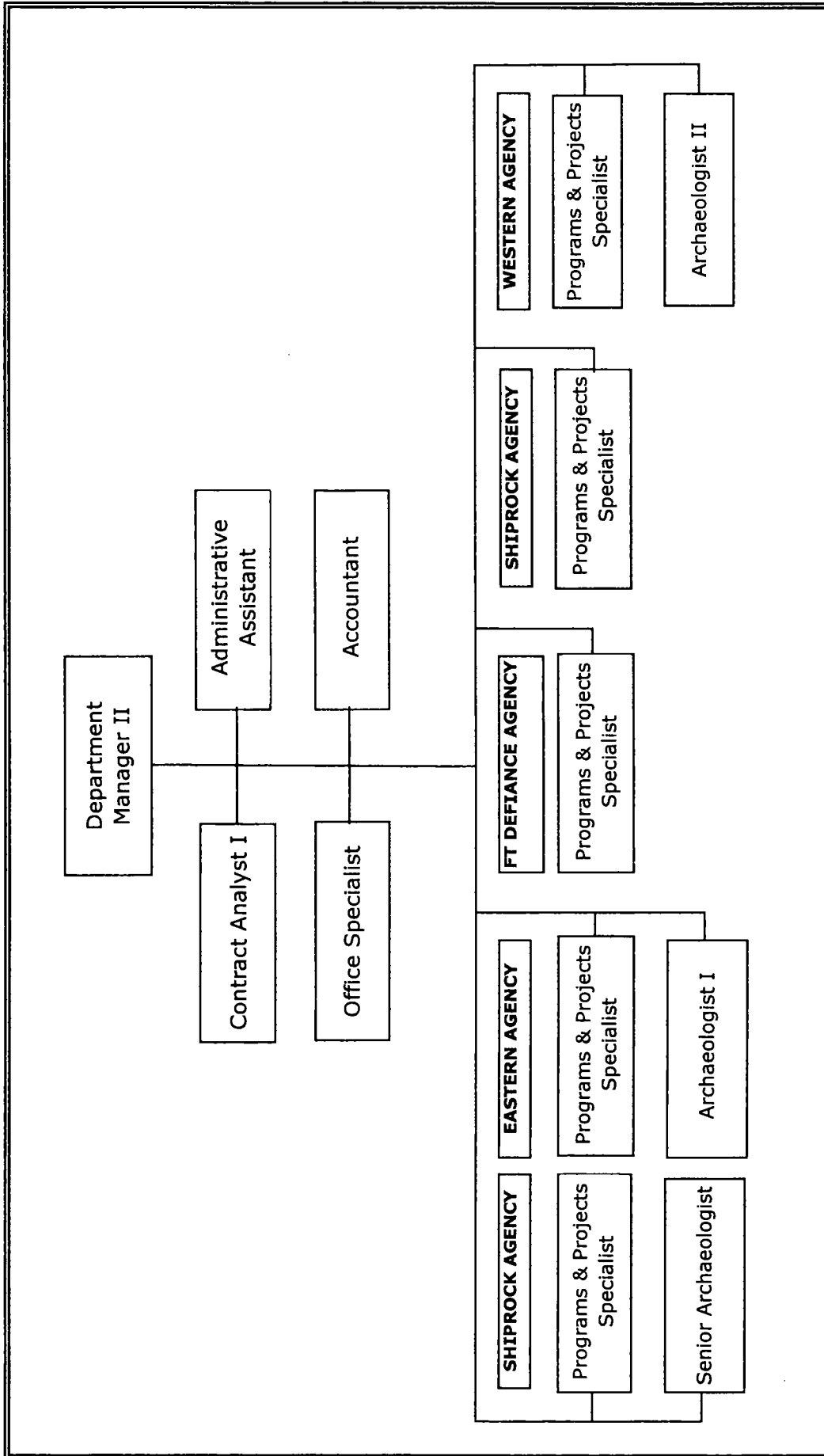
## **VII. LEGISLATIVE OVERSIGHT**

Pursuant to 2 N.N.C. Sections 421 and 423, et. seq., the Capital Improvement Office shall operate under the legislative oversight of the Transportation and Community Development Committee of the Navajo Nation Council.

## **VIII. AMENDMENTS**

Sections I. through V. may be amended from time to time by the Government Services Committee of the Navajo Nation Council upon recommendation of the Transportation and Community Development Committee of the Navajo Nation Council.

THE NAVAJO NATION  
 ORGANIZATIONAL CHART  
**CAPITAL IMPROVEMENT OFFICE**



**PLAN OF OPERATION**

**DESIGN AND ENGINEERING SERVICES**  
**DIVISION OF COMMUNITY DEVELOPMENT**

**I. ESTABLISHMENT**

There is hereby established the Design and Engineering Services ("Department") under the Division of Community Development ("Division") of the Executive Branch of the Navajo Nation Government.

**II. PURPOSE AND OBJECTIVES**

**A. Purpose**

The purpose of the Design and Engineering Services shall be to cultivate public shelter facilities with sound architectural, engineering services and construction management for a healthy society and physical environment.

**B. Objectives**

The objectives of the Design and Engineering Services shall be to:

1. Provide comprehensive professional architectural and engineering services to chapters, divisions and other entities of the Navajo Nation.
2. Review, coordinate and approve the design and specifications for Navajo Nation capital improvement projects to ensure compliance with all applicable state, federal and Navajo Nation regulations, codes and standards.
3. Design to satisfy cultural and environmental conditions of the built environment, working with Navajo Nation communities to promote integrity and self-sufficiency.
4. Ensure that Navajo Nation projects are constructed with timely, efficient and cost effective methods by administering and monitoring construction activities.
5. Develop the professionalism to enhance coordination with private, state and federal agencies in the provision of professional services within the Navajo Nation.

### **III. PERSONNEL AND ORGANIZATION**

#### **A. Personnel**

1. The Director of the Design and Engineering Services shall be hired and supervised by the Executive Division Director of the Division of Community Development, in accordance with applicable Navajo Nation Personnel Policies and Procedures. All other personnel shall be employed and compensated in accordance with applicable Navajo Nation Personnel Policies and Procedures.
2. The Director shall be authorized to recommend additional professional, technical and administrative positions as needed to carry out the organizational purposes and objectives stated herein. Additional positions shall be established in accordance with applicable Personnel Policies and Procedures and pursuant to applicable rules established for conducting the annual Navajo Nation budget process.

#### **B. Organization**

The Design and Engineering Services shall consist of such sections and functions as may be necessary to accomplish the purpose cited.

1. Administrative Support
2. Engineering
3. Architecture
4. Construction Management
5. Special Projects

The Organizational Chart for the Design and Engineering Services Department is attached as Exhibit "C-1" and incorporated herein.

### **IV. AUTHORITIES, DUTIES, AND RESPONSIBILITIES**

#### **A. The Director of Design and Engineering Services shall:**

1. Report and be responsible to the Executive Division Director.
2. Formulate the overall administrative and operating policies and procedures necessary for effective management of the Department and take actions to accomplish the program purposes and objectives.



3. Conduct periodic reviews of staff and program effectiveness and prepare fiscal operating budgets for the appropriate standing committees of the Navajo Nation Council.
4. Represent the Department at departmental, division and executive levels.

**B. The Department shall:**

1. Provide architectural and engineering services to chapters, divisions and other entities of the Navajo Nation.
2. Design Navajo Nation public facilities to meet specifications satisfying cultural and environmental conditions in accordance with established Navajo Nation, State and Federal regulations, codes and standards.
3. Develop, coordinate and implement project delivery systems for all Navajo Nation capital projects.
4. Serve as the Construction Management Authority for the Navajo Nation.
5. Assist in the application for and administer all or part of A/E programs available through federal, state and other funding sources, including programs under the Indian Self-Determination and Education Assistance Act (P.L. 93-638 as amended).
6. Establish and administer a revolving account system utilizing funds received for departmental services on projects not funded by the Capital Improvement Program.
7. Provide professional architectural, engineering and construction management services within an established invoice system.
8. Implement and automated network of Navajo Nation project information, monitoring and management that will ensure effective project development.
9. Develop a standard Navajo Nation project manual for accountability and project coordination.
10. Implement, administer and monitor construction management and other alternative delivery process to ensure Navajo Nation projects are completed on a timely, efficient and cost effective manner.
11. Carry out other responsibilities as assigned by the Division Director

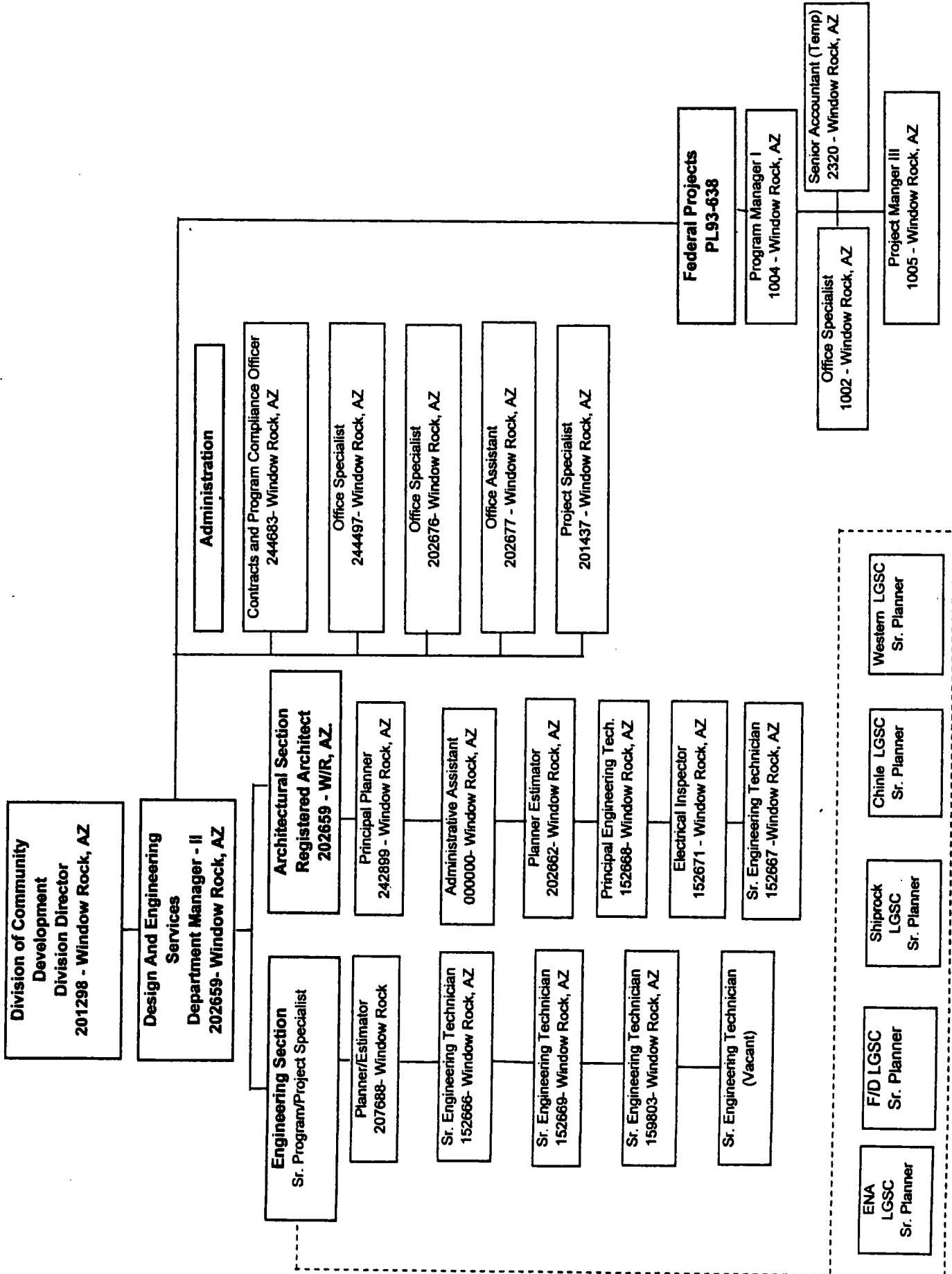
**V. LEGISLATIVE OVERSIGHT**

Pursuant to 2 N.N.C., Sections 421 and 423, et. seq., the Design and Engineering Services shall operate under the legislative oversight of the Transportation and Community Development Committee of the Navajo Nation Council.

**VI. AMENDMENTS**

Sections I. through V. may be amended from time to time by the Government Services Committee upon recommendation of the Transportation and Community Development Committee of the Navajo Nation Council as deemed appropriate.

# Design And Engineering Services



## **EXHIBIT D**

### **PLAN OF OPERATION**

#### **NAVAJO DEPARTMENT OF TRANSPORTATION DIVISION OF COMMUNITY DEVELOPMENT**

##### **I. ESTABLISHMENT**

There is hereby established the Navajo Department of Transportation ("Department") within the Division of Community Development ("Division") of the Executive Branch of the Navajo Nation government.

##### **II. PURPOSE AND OBJECTIVES**

###### **A. Purpose**

The purpose of the Department shall be to plan and develop an integrated transportation network of highways, roads, waterways, airports, railroads and pipelines for the delivery of people, commerce, and goods within the Navajo nation that is safe and in harmony with nature.

###### **B. Objectives**

The objectives of the Department of Transportation shall be:

1. To be the single point of contact for all transportation related activities.
2. To provide an administrative and technical department which will address transportation planning, project planning, construction, maintenance and safety of all modes of transportation within the Navajo Nation.
3. To address Navajo Nation transportation needs through a government-to-government relationship with federal, state, county and tribal governments and special interest groups.
4. To implement the Navajo Nation Transportation Code.
5. To contract and operate the functions of the Bureau of Indian Affairs Branch of Roads.

### **III. PERSONNEL AND ORGANIZATION**

#### **A. Personnel**

1. The Director of the Department of Transportation shall be hired and supervised by Division Director in accordance with Navajo Nation Personnel Policy Manuel.
2. The Department of Transportation shall be staffed to accomplish the purpose and objectives of the Department. All other personnel shall be employed and compensated in accordance with Personnel Policy Manuel.
3. The Director shall is authorized to hire additional professional, technical and clerical positions as needed to carry out the organizations purpose and objectives.

#### **B. Organization**

The Department of Transportation shall consist of the following:

1. Administration
2. Direct Services
3. Transportation Planning

The organizational chart for the Department of Transportation is attached hereto as Attachment "D-1".

### **IV. RESPONSIBILITY AND AUTHORITY**

#### **A. The Department Director shall have the following responsibilities:**

1. Report and be accountable to the Division Director for the accomplishment of the purpose and objectives of the Department.
2. Exercise supervisory control and direction over program staff and delegate authority to other staff members.
3. Administer Navajo Nation policies and procedures necessary for effective management of the Department and to accomplish the program purpose and goals.
4. Prepare the Navajo Nation general funds operating budget in accordance with the Office of Management and Budget's Manual.

5. Represent the Department at departmental, division, and executive branch levels.
6. Seek additional revenues through a government-to-government coordination with federal, state, county and tribal governments and special interest groups.
7. Provide technical assistance to the oversight committee through attendance at the regular meetings in accordance to Title II, Section 420.
8. Provide a quarterly written report to the Division Director, Division of Community Development.

B. The Department Shall:

1. Maintain an Information Management System and Geographical Information System center for all transportation activities and disseminate information to appropriate agencies.
2. Develop a systematic Navajo Nation Transportation Improvement Program (TIP) in coordination with federal, state and local governments and planning effective ways to address the transportation needs of the Navajo Nation.
3. Develop a Short and Long Term Construction Priority Program for the Transportation and Community Development Committee and Agency Roads Committee.
4. Report periodically on department activities, progress and recommendations to the Transportation Community Development Committee and other appropriate standing committees of the Navajo Nation Council and Agency Roads Committee.
5. Assist the Transportation and Community Development Committee and Agency Roads Committee in the development of legislation, policies, rules and regulations relating to the Navajo Nation Transportation system based upon feasibility studies and analyses.
6. Monitor implemented projects to ensure compliance with regulations and requirements of funding agencies and the Navajo Nation Government.

7. Plan and prioritize all transportation activities with Navajo Nation entities, agencies and departments, and coordinate these activities with federal, state and entities, agencies and departments, coordinate these activities with federal, state and county agencies.
8. Implement a Navajo Nation Transportation Code which may include vehicle licensing and registration, operator's licensing and user fee collection programs.
9. Develop and implement short and long range transportation plans, which include a network of roads, railroads and airports and coordinate this planning with the States of Arizona, New Mexico and Utah, and the Federal government.
10. Seek and secure funds from non-tribal sources for the construction and maintenance of roads, access roads, streets, railroads, airports and safety projects.
11. Seek technical and financial assistance from government or private sources to provide management and technical training for Department staff.
12. Plan, develop and implement labor intensive projects at the local level.
13. Contract for professional construction services for the design and construction of roads, airports, railroads and pipelines when appropriate.

## **V. LEGISLATIVE OVERSIGHT**

Pursuant to 2 N.N.C. Sections 421 and 423, et seq., the Navajo Department of Transportation shall operate under the legislative oversight of the Transportation and Community Development Committee of the Navajo Nation Council.

## **VI. AMENDMENTS**

Sections I. Through V. may be amended from time to time by the Government Services Committee of the Navajo Nation Council upon recommendation of the Transportation and Community Development Committee of the Navajo Nation Council.



**NAVAJO DOT - ORGANIZATIONAL CHART**  
**Fiscal Year "2008"**

**DIVISION OF COMMUNITY DEVELOPMENT**

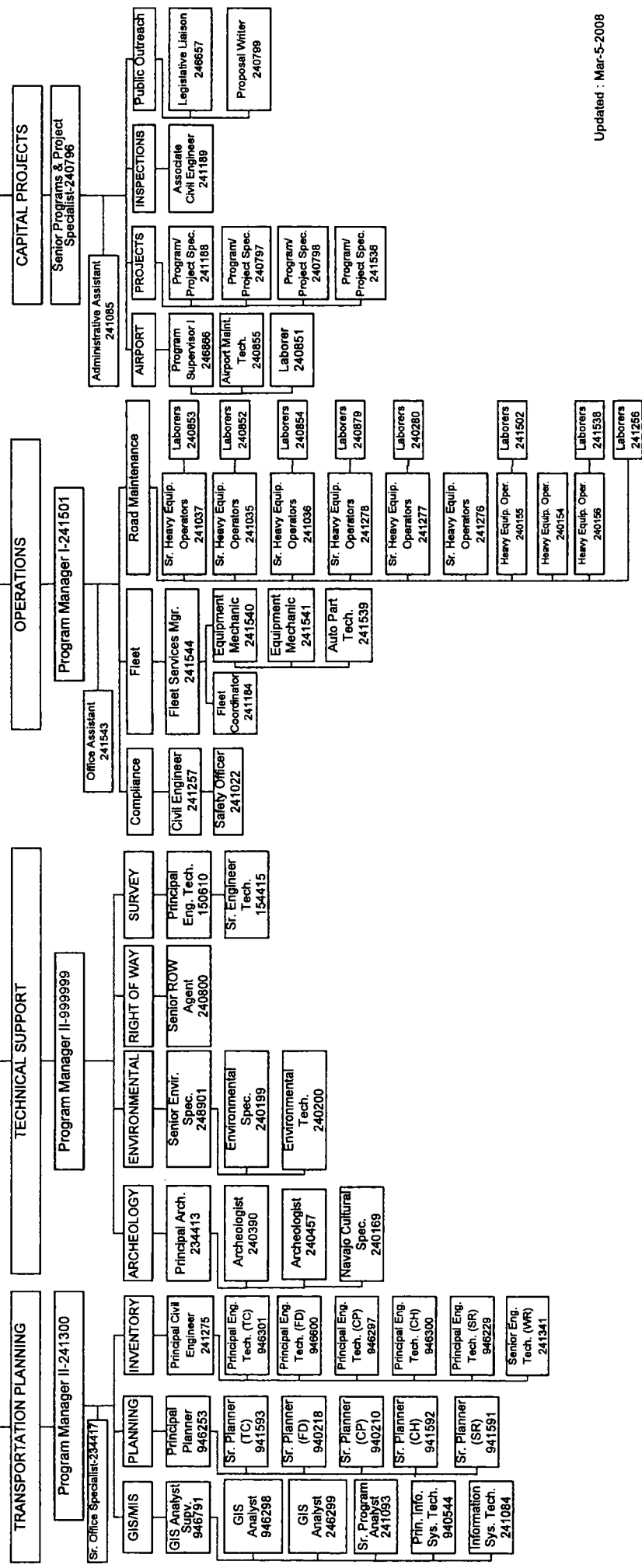
**DIVISION DIRECTOR**

Department Manager III  
204755

Principal Contract Analyst  
241537  
 Senior Contract Analyst  
151264

Senior Accountant  
210609  
 Office Aide-240467

Records Clerk  
240856  
 Office Aide-240467



Updated : Mar-5-2008



**PLAN OF OPERATION**

**NAVAJO NATION SOLID WASTE MANAGEMENT PROGRAM**

Division of Community Development

**I. ESTABLISHMENT**

There is hereby established the Navajo Nation Solid Waste Management Program for a period of five (5) years within the Division of Community Development of the Executive Branch of the Navajo Nation Government.

**II. MISSION/PURPOSE**

The Navajo Nation Solid Waste Management Program is hereby established for the purpose of assisting communities to develop proper solid waste management practices and to provide guidance in development of a viable, self-sustaining solid waste disposal system for the Navajo Nation and implement consolidation and closure of existing open dump sites.

**III. GOALS**

The goals of the Navajo Nation Solid Waste Management Program shall be to:

1. Promote the enhancement of the quality of the Navajo Nation's environmental resources by providing community education about waste management and recycling.
2. Promote solid waste management development, implementation and provide guidance for maintenance/operation of sanitation facilities throughout the Navajo Nation.
3. Promote proper solid waste management procedures through training and develop regionalized planning whereby solid waste management becomes a local responsibility.
4. To function as a recommending and coordination office on the issues of solid waste management with Navajo governmental entities, including counties, state and federal governments to effectively consolidate resources to resolve waste issues.
5. Develop major planning for future funding budgets and seek other outside funds to support the Navajo Nation's efforts to develop a certified landfill site or other means of solid waste management on the Navajo Nation.

**IV PERSONNEL AND ORGANIZATION**

Director's Duties:

1. The Department Director shall be hired and supervised by the Executive Director of the Division of Community Development pursuant to the Navajo Nation Personnel Policies Manual.
2. The Department Director shall administratively and legally implement the enhancement of the Navajo Nation Solid Waste Management Program to protect and preserve the Navajo Nation's environment and its resources.

The Director shall:

- Hire and supervise support staff and hire consultants in accordance with the Navajo Nation Personnel Policies Manual and applicable laws of the Navajo Nation. The Director shall employ those persons qualified by education and experience necessary to discharge the duties and responsibilities.
- Develop program budget and formulate administrative and operating policies of the department and take action for accomplishment thereof.
- Exercise supervisory control and direction over the day-to-day operation of the office activities and represent the office for coordination at the executive level planning and/or may delegate authority to members of the staff.
- Develop and submit quarterly written reports concerning program activities and issues of the department to Executive Director and the Oversight Committee.
- Exercise good public relations by coordinating program activities with the Navajo Nation Chapters, Indian Health Services, BIA and other entities to accomplish tasks.
- The Director shall report to the Executive Director of the Division of Community Development.

**ORGANIZATIONAL CHART**  
Is incorporated as "Exhibit A" chart

**V. DUTIES AND RESPONSIBILITIES**

The Solid Waste Management Program shall:

1. Represent the Navajo Nation on matters relating to solid waste management practices.
2. Coordinate with the local chapters in developing operation and maintenance

- planning and funding alternatives.
3. Develop closure strategies to close dump sites contained in the Navajo Nation Solid Waste Automated Tracking System (NNSWATS).
  4. Research, analyze and develop needs for the purpose of projecting community facilities and projects.
  5. Develop funding proposals and coordinate activities with county, state and federal governments to obtain other funding sources.

## **VI. DUTIES AND RESPONSIBILITIES**

The Solid Waste Management Program shall:

1. Represent the Navajo Nation in strategic planning and discussion of issues relating to solid waste management practices.
2. Coordinate with the local chapters in developing maintenance and operation plans of operation for planning and funding of alternative solid waste disposal system.
3. Develop long-range closure strategies for consolidation and closure of illegal dump sites contained in the Navajo Nation Solid Waste Automated Tracking System (NNSWATS).
4. Research, analyze and develop needs for the purpose of projecting community and Navajo Nation certified facilities and projects.
5. Develop grant proposals and coordinate activities with county, state and federal governments to obtain matching funds or other funding sources.

## **VII. LEGISLATIVE OVERSIGHT**

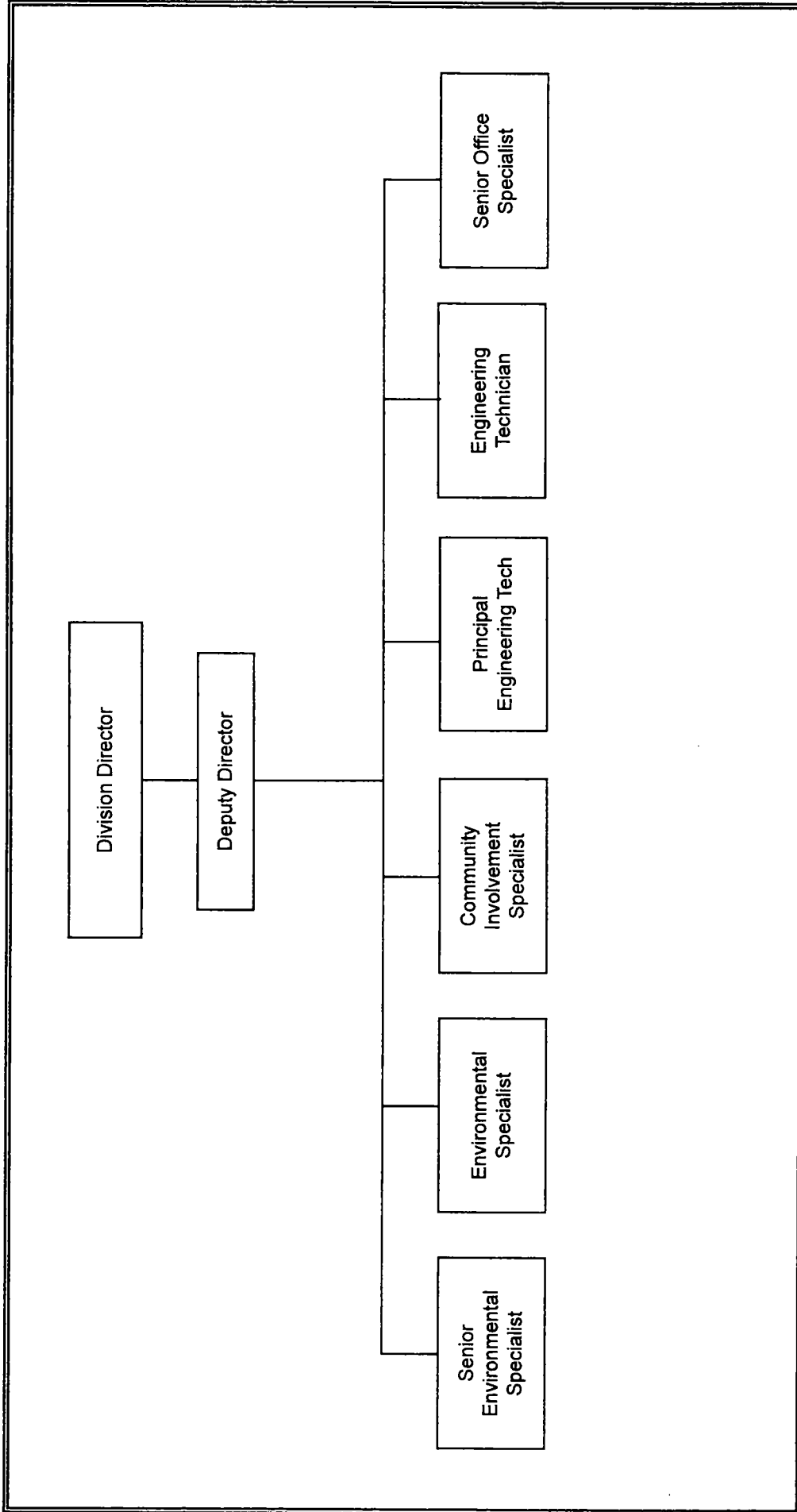
Pursuant to 2 N.N.C. §421 and 423, seq., the Transportation and Community Development Committee of the Navajo Nation Council shall be the legislative oversight for the Navajo Nation Solid Waste Management Program within the Division of Community Development.

## **VII. AMENDMENTS**

Section I through VI of the Plan of Operation may be amended from time to time by the Government Services Committee of the Navajo Nation Council upon the recommendations of the Transportation and Community Development Committee when appropriate.

**DIVISION OF COMMUNITY DEVELOPMENT  
SOLID WASTE MANAGEMENT PROGRAM**

**ORGANIZATIONAL CHART**



**PLAN OF OPERATION**

**LOCAL GOVERNANCE SUPPORT CENTER  
DIVISION OF COMMUNITY DEVELOPMENT**

**I. ESTABLISHMENT**

- A. There is hereby established the Local Governance Support Center (Resolution GSCAU-75-99) within the Division of Community Development ("Division") from the merger of the Community Services Coordinator Program of the Legislative Branch and Chapter Government Development Department of the Executive Branch pursuant to the direction of the Navajo Nation Council.
- B. By the end of the fiscal year 2003, or sooner, the Local Governance Support Center shall be transferred as a program from the central government to the Chapters of the Navajo Nation. By fiscal year 2001, the Transportation and Community Development Committee of the Navajo Nation Council shall establish, upon approval by the affected Navajo Nation Chapters, a Regional Council of Local Governance to oversee the Local Governance Support Center. The establishment of the Regional Council of Local Governance shall include identifying various funding sources to sustain support for local governance.

**II. PURPOSE AND OBJECTIVES**

- A. The purpose of the Local Governance Support Center shall be to provide administrative support and technical assistance to the local Chapter governments. The Program's services include, but are not limited to, the following:
  - 1. Monitoring all Chapters funds, including the claim trust funds, Public Employment Funds, and all other Chapter allocations in accordance with applicable Navajo Nation, federal and state law.
  - 2. Providing administrative support and technical assistance to the Chapter governments specifically relating to management and administrative development and comprehensive land use planning.
  - 3. Facilitating governmental development by assisting Chapters with the implementation of the Five Management System Policies and Procedures for fiscal, property, personnel, procurement and

recordkeeping management, as required by the Navajo Nation Local Governance Act, 26 N.N.C. Section 102.

4. Providing financial and accounting services.
5. Providing Chapters with relevant data to obtain additional sources of funding.

B. The objectives of the Local Governance Support Center shall be to:

1. Assist the Chapter governments to ensure that Chapter funds, including the claims trust funds, Public Employment Funds, and all other Chapter allocations are expended in accordance with applicable Navajo Nation, federal, and state laws.
2. Assist the Chapter governments to ensure, in coordination with the Chapter officials, the implementation of the Five Management System Policies and Procedures for all Chapters consistent with the Navajo Nation Local Governance Act, 26 N.N.C. Section 102.
3. Provide technical, management, financial and accounting services.
4. Assist the Chapter governments, in coordination with the Chapter officials and membership, the implementation of the Navajo Nation Local Governance Act.
5. Assist Chapter Officials and Chapter staff on site with implementing community projects and local community directives.
6. Facilitate the community land use planning process pursuant to 26 N.N.C. Section 2004.
7. Assist the Chapter governments by facilitating the process for obtaining necessary land clearances consistent with the community land use plan.
8. Through the appropriations process shall ensure that sufficient funds are budgeted, including matching funds to provide training and orientation, as needed, on the objectives set forth above.

### **III. ORGANIZATION AND LOCATIONS OF OFFICES**

A. Based upon the availability of funds, each of the Local Governance Support Centers will consist of the following staff:

1. Program Director III

2. Administrative Assistant
3. Accountant II
4. Community Involvement Specialists
5. Planner II
6. Chapter Accounting Clerk
7. Community Services Coordinator and a Clerk Typist at each of the 110 certified Navajo Nation Chapters, unless a Chapter receives governance certification, and is operating pursuant to Section VI of the Plan of Operation, and
8. Other staff, as deemed necessary by the Program Director, as provided for in Section IV (A) (2) (b).

B. There shall be a program office located within the five Navajo Nation agencies: Fort Defiance, Navajo Nation (Arizona), Chinle, Navajo Nation, (Arizona), Tuba City, Navajo Nation (Arizona), Shiprock, Navajo Nation (New Mexico), and Crownpoint, Navajo Nation (New Mexico).

#### **IV. PERSONNEL**

##### **A. Program Directors**

1. The Program Directors shall be hired and supervised by the Division Director for the Division of Community Development, in accordance with Navajo Nation Executive Branch Personnel Policies Manual. The Program Directors shall report and be responsible to the Division Director.
2. The Program Director shall exercise the following duties and responsibilities and may delegate the same to the appropriate Agency staff, when deemed necessary:
  - a. Exercise supervisory control and direction of their respective agency staff. Such authority shall include the approval of various administrative procurement documents and travel authorizations for submittal directly to the appropriate processing offices, except documents directly pertaining to the Program Director shall be subject to review and approval by the Division Director.
  - b. When necessary recommend additional professional, technical and clerical positions as needed to carry out the organizational purposes and objectives, which may be required in accordance with applicable Executive Branch Personnel Policies Manual and within the applicable budget guidelines established for conducting the annual Navajo Nation budget process.

- c. Formulate administrative and operating policies and procedures and take such action as deemed necessary for effective and accountable management to accomplish the overall program purposes and objectives.
- d. Ensure that their respective offices' budgetary expenditures are within the scope of the approved budget and ensure that the office operations are in compliance with applicable Navajo Nation, federal and state laws.
- e. Monitor all chapter funds, including the claim trust funds, Public Employment Funds and all other Chapter allocations in accordance with applicable Navajo Nation, Federal, and state law, and shall report deficiencies to appropriate agencies.
- f. Provide administrative support and technical assistance to the Chapter Administrations including, but not limited to:
  - i. Chapter management and administrative development;
  - ii. Comprehensive land use planning; and
  - iii. Establish and maintain a financial database for Chapter funds, including the claims trust funds, Public Employment Funds, and all other Chapter allocations.
- g. Facilitate governmental development by assisting Chapters with implementation of the Five Management System Policies and Procedures.
- h. Assist Chapter governments to ensure, in coordination with the Chapter governments, that Chapter funds, including the claims trust funds, Public Employment Funds, and all other Chapter allocations are expended in accordance with applicable Navajo Nation, federal and state laws.
- i. Assist Chapter governments to ensure, in coordination with the Chapter governments, the implementation of the Five Management System Policies and Procedures for all Chapters, within their respective agencies.
- j. Provide technical, management, and accounting services.



- k. In coordination with the Chapter governments, assist in the implementation of the Navajo Nation Local Governance Act.
- l. Assist Chapter Officials and Chapter staff with implementing community projects and local community directives.
- m. Through the appropriations process shall ensure that sufficient funds are budgeted, including matching funds to provide training and orientation, as needed, on the objectives set forth above.
- n. Carry out all other responsibilities as may be assigned by the Division Director.

B. Community Services Coordinator (CSC)

- 1. The Community Services Coordinator shall be hired pursuant to the Navajo Nation Personnel Policies Manual by the Program Director, upon active participation in the firing process by the designated supervising Chapter official(s).
- 2. The Community Services Coordinator shall serve under the general administrative direction of the Program Director. The CSC shall be directly supervised by the designated supervising Chapter official(s). The Chapter President, Vice President and Secretary/Treasurer will decide among themselves who shall provide direct local supervision over the CSC. In the event that the Chapter official(s) fail to designate a direct local supervisor, the Program Director shall assume full direct local supervisory responsibility until such time the Chapter takes appropriate measures to designate a local supervisor.
  - a. The "general administrative direction" provided by the Program Directors shall mean providing administrative support and guidance to the supervising Chapter official(s) to ensure that the CSC carries out the duties and responsibilities duties consistent with this plan of operation and the Navajo Nation Executive Personnel Policies and Procedures.
  - b. "Direct local supervision" shall mean ensuring that the CSC is carrying out the day-to-day duties and responsibilities of this plan of operation, approval of leave requests, travel authorizations, conducting annual

performance evaluations, carrying out disciplinary actions, ensuring that the coordinator is adequately meeting the directive of the Chapter membership regarding projects, proposals, and planning activities, developing and implementing Chapter's Five Management System Policies and Procedures, and other local projects consistent with the membership directive pursuant to duly approved Chapter resolution.

3. Disciplinary actions taken against the CSC shall be done by the direct local supervisor in accordance with the Navajo Nation Personnel Policies Manual and in coordination with the respective Program Director.
4. The Community Services Coordinator shall have the following duties and responsibilities:
  - a. Develop and present to the respective Chapter governments the Chapter's Five Management Systems Policies and Procedures:
    - i. Fiscal. To establish an effective written Chapter accounting system to ensure accountability of Chapter funds, in coordination with the Chapter Secretary/Treasurer.
    - ii. Property. To establish control of Chapter real and personal property.
    - iii. Personnel. To standardize personnel administrative guidelines at the Chapters, i.e., Recruitment, hiring, evaluation, etc.
    - iv. Procurement. To administer an effective acquisition of goods/services through Chapter funds and other appropriated funds consistent with Navajo law.
    - v. Record-keeping. To centralize all official records at the Chapter to ensure proper control and continuity of Chapter records and documents.
  - b. Carrying out assigned administrative tasks assisting the Chapter government in planning, preparation, implementation and administering Chapter projects, including but not limited to land withdrawals, proposals and resolutions in coordination with the Chapter Secretary/Treasurer.

- c. Work with Chapter officials and, if necessary, with Navajo Nation agency representatives in coordinating and monitoring Chapter projects.
  - d. Assist, in coordination with the Secretary/Treasurer, with the administration and management of all Chapter funds.
  - e. Develop, prepare and write all Chapter proposals and resolutions, in coordination with the Chapter Secretary/Treasurer, for approval by the Chapter and appropriate Navajo Nation officials.
  - f. Prepare written activity reports for presentation at every Chapter meeting and attend scheduled Chapter meetings and planning sessions. Any hours of work accrued outside of the normal tour of duty shall be compensated in the form of compensatory time at the discretion of the designated supervisor.
  - g. In coordination with the Chapter officials, the CSC shall secure additional sources of revenue and in-kind contributions from Navajo Nation and other funding agencies, consistent with the Navajo Nation Ethics in Government law.
  - h. Keep apprised of new developments within the Navajo Nation, county, state and federal Governments and other entities, which may affect the Chapter government.
  - i. Provide information to the Chapter regarding resources and socio-economic factors for effective local planning.
  - j. Perform the duties of the Chapter Manager prescribed in 26 N.N.C. Section 1004(B) and (C) and 2003 (B), until such time as the Chapter hires a Chapter Manager.
  - k. Exercise supervisory duties and responsibilities over the clerk typist and temporary personnel hired at the Chapter for the Program.
5. Special Requirements of the Community Services Coordinator:
- a. Must possess a valid state driver's license.
  - b. Must have transportation available at all times and be willing to travel.

- c. Reside in and be registered within the Chapter where employed, unless the community does not have a qualified applicant.
  - d. Must be available to work and travel irregular hours and weekends, when deemed necessary.
- C. The remaining Local Governance Support Center personnel shall carry out the duties and responsibilities as described in their respective job descriptions.

**V. DEPARTMENT PROCESSING PROCEDURES**

All applicable documents shall be submitted and processed, to the extent possible, at the Agency offices, including but not limited to approval of travel authorizations, leave requests, purchase requisitions, etc. The intent and purpose of this Section is to streamline the processing of various administrative documents through the central government offices at Window Rock, Navajo Nation (Arizona). This section is not intended to reduce or eliminate accountability and/or waive Navajo Nation law.

**VI. FIVE MANAGEMENT SYSTEM CERTIFICATION**

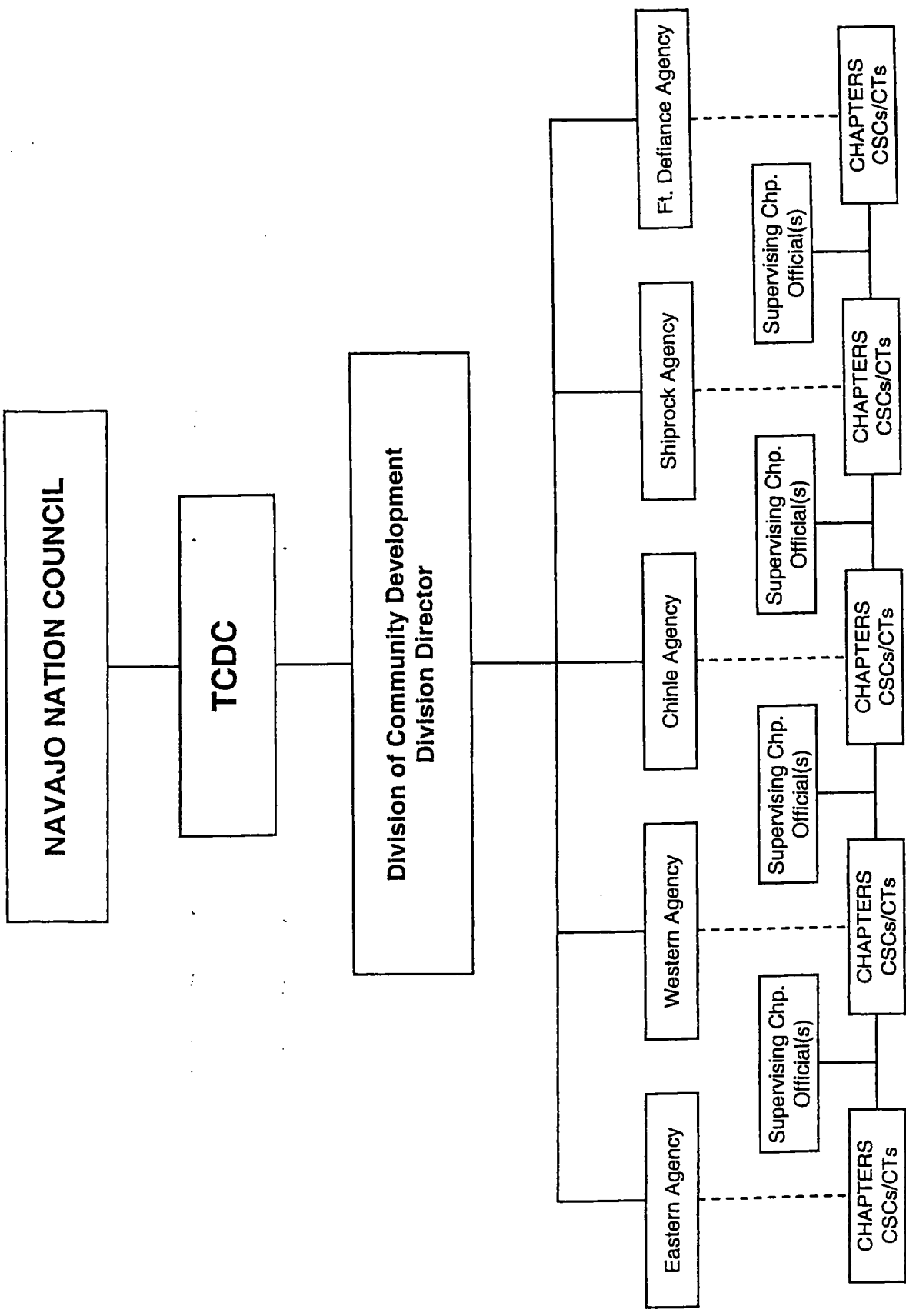
Upon certification of a Chapter's Five Management System Policies and Procedures by the Transportation and Community Development Committee of the Navajo Nation, pursuant to 26 N.N.C. Section 102 of the "Navajo Nation Local Governance Act" the estimated budget for the Community Services Coordinator and Clerk Typist shall transfer directly to the Chapter. The transfer shall include the salary, benefits and estimated travel for both positions. The administration of the funds shall be carried out pursuant to local accounting policies and any other applicable policies, procedures and plans of operation duly approved by the Chapter membership.

**VII. LEGISLATIVE OVERSIGHT**

The Local Governance Support Center shall operate under the legislative oversight of the Transportation and Community Development Committee of the Navajo Nation Council.

**VIII. AMENDMENTS**

The Sections herein, may be amended from time to time by the Government Services Committee of the Navajo Nation Council upon recommendation of the Transportation and Community Development Committee of the Navajo Nation Council.



**PLAN OF OPERATION**

**COMMUNITY HOUSING AND INFRASTRUCTURE DEPARTMENT**

**I. ESTABLISHMENT**

There is hereby established the Community Housing and Infrastructure Department (hereinafter "Department") within the Division of Community Development of the Navajo Nation Executive Branch.

**II. PURPOSE**

The Department is established to promote and develop improved living conditions for Navajo families and strengthen communities through programs for community housing, utility service, public facility and economic development improvements.

**III. OBJECTIVES**

To carry out its purposes, the following Department objectives are established:

- A. Provide the people and communities of the Navajo Nation with high quality and efficient housing and infrastructure improvements.
- B. Seek and implement additional opportunities for home ownership and renovation for Navajo people and communities through community development partnerships and non-profits.
- C. Promote and support private sector involvement in the financing and implementation of housing and infrastructure projects.
- D. Encourage continued decentralization of housing development and renovation projects to chapters and communities in accordance with adopted Navajo Nation Executive policies and directives.
- E. Seek and secure financing from the Navajo Nation, federal, state, and other agencies for planning, design and construction of new home, home renovation and infrastructure development projects.
- F. Improve collaboration with other government departments, outside utility agencies, other government offices, private companies, non-profits, and chapters

to successfully plan and implement housing and infrastructure development projects.

- G. Promote the use of improved building standards, appropriate technology, resource conservation, energy-efficiency and sustainability in the design and construction of housing and infrastructure improvement programs.
- H. Recommend and institute policies, procedures and standards that will improve performance of programs.
- I. Raise awareness of home ownership and renovation issues and opportunities throughout the Navajo Nation.
- J. Monitor the results of Navajo Housing Authority, NAHASDA and other housing improvement programs on behalf of the Navajo people to ensure compliance with approved Indian Housing Plan goals, regulations and standards.

#### **IV. PERSONNEL AND ORGANIZATION**

##### **A. PERSONNEL**

The position of Director of the Community Housing and Infrastructure Department is hereby established. The Director shall be hired in accordance with established Navajo Nation Personnel Manual policies and procedures, and will serve under the direct supervision of the Division Director of the Division of Community Development. In order to achieve the purposes and objectives of this Plan of Operation, the Director shall have the authority to:

1. Recommend the creation, merger, separation, amendment or abolishment of programs, or specific functions within the Department, in accordance with Navajo Nation law, budgetary and personnel policies and procedures of the Navajo Nation; and
2. Hire, direct, supervise, and evaluate employees and reclassify positions within the Department in accordance with personnel policies and procedures of the Navajo Nation; and
3. Recommend additional professional, technical and administrative support staff as needed to carry out the activities of the department. Additional staff positions shall be hired and supervised in accordance with applicable Personnel Policies and Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process; and

4. Effectively manage all department programs and projects such that they are completed in accordance with applicable Navajo Nation, federal, and funding source rules and regulations; and
5. Develop and implement overall administrative and operating policies and procedures necessary for effective management of the Department, and take such action as are deemed necessary and appropriate to accomplish the Department's stated mission, purpose and objectives; and
6. Delegate authority as deemed necessary or desirable.
7. Execute such directives and authorities as may be directed and/or authorized by the appropriate authority of the Navajo Nation.
8. Provide opportunities for education and training to improve staff capability and performance.
9. Represent the department at all executive level and other meetings.

B. ORGANIZATION

The Department shall consist of the following sections and programs as shown hereinafter (see Organization Chart attached hereto as Exhibit A):

1. Administration and administrative support.
2. Planning  
Responsible for short and longer range program planning as well as overall departmental strategy relating to identifying and securing new funding, program and community development partnership opportunities. This will also include project pre-planning and planning, land acquisition, inter-agency coordination and scheduling, and preliminary cost estimating and budgeting.
3. Accounting and contract management.  
Responsible for all project and program accounting within the department's federal and other programs, as well as contract negotiation, management and closeout requirements for all grant and other contract programs. This is consistent with the new departmental and program purchasing card system now being implemented (the P-Card). Department accountants and contract managers will often handle more than one program, allowing greater efficiency and cross-training opportunities. Central government accounting will only be responsible for oversight of program accounts.
4. Compliance and Monitoring  
Responsible for all environmental and other clearances for department projects and programs, as well as monitoring performance of all



departmental programs and Navajo Housing Authority, to assure compliance with applicable federal and Navajo Nation laws and regulations. Monitoring of NHA will assure compliance with the approved Indian Housing Plan and future TDHE designation. This section's technical specialists will assure that all project requirements are met.

5. Federal grant program administration.  
Community Development Block Grant (HUD)  
NAHASDA (HUD)  
Housing Improvement Program (BIA)  
Weatherization Assistance Program (DOE)
6. Other housing and infrastructure programs as authorized.
7. Agency offices and staff as authorized.

## **V. RESPONSIBILITY AND AUTHORITY**

A. The general authorities and responsibilities of the Department are as follows:

1. Administer internally and externally-funded programs for the benefit of Navajo chapters and communities, in full compliance with all applicable Navajo Nation and federal laws, rules and regulations.
2. Identify and recommend changes in the laws and regulations of the Navajo Nation to facilitate and enhance home ownership and housing quality throughout the Navajo Nation.
3. Maintain compliance with applicable governmental regulations by self-monitoring department performance and budgets.
4. Research and seek funding and other resource opportunities that could better facilitate the meeting of department objectives.
5. Initiate organizational changes to better respond to the needs of Navajo people and communities, while making effective use of available funding and organizational resources.
6. Provide periodic status and compliance reports to the Division, funding agencies and the Navajo Nation Council as required or requested.
7. Effectively manage and recommend improvements to the environmental review and compliance process
8. Manage all funds identified for housing and infrastructure development in a fiscally responsible manner.

9. Provide technical support and training to Local Government Support Centers, Chapters, community service staff, and individuals on planning for, seeking, obtaining, and administering Navajo Nation and external funds for housing and infrastructure improvement projects.
  10. Provide administrative support and training in contracting, procurement, construction management, risk management, and monitoring of projects. Maintain secure files of data and information relevant to Departmental programs and projects.
  11. Assist Navajo Nation chapters in the execution of housing development and renovation programs which are properly delegated.
  12. Provide public information, meetings and workshops on housing improvement opportunities and regulations.
- B. Agency Offices may be established and maintained to coordinate local housing and other community improvement activities to accomplish department objectives. The Director may delegate some or all authority over the following responsibilities to Agency staff:
1. Ensure that the adopted application processes are properly conducted to select qualified applicants for assistance programs.
  2. Monitor building material inventories, construction staff, and technical assistance activities to ensure the accomplishing of departmental objectives.

## **VI. LEGISLATIVE OVERSIGHT**

The Transportation and Community Development Committee of the Navajo Nation Council shall be the legislative oversight committee for the Department pursuant to 2 N.N.C. Sec. 900 (a)(1).

## **VII. AMENDMENTS**

Sections I through V may be amended by the Government Services Committee upon the recommendation of the Transportation and Community Development Committee of the Navajo Nation Council, as deemed necessary or desirable.

**COMMUNITY HOUSING & INFRASTRUCTURE DEPARTMENT  
ORGANIZATIONAL CHART**

