

# THE NAVAJO NATION

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## CARES Fund Chapter Support Program Frequently Asked Questions

*Updated October 20, 2020*

### 1. What is this program?

Legislation No. CS-73-20 allocates \$90 million to all LGA certified and non-certified chapters to allow them to prevent, prepare for, and respond to the COVID-19 pandemic in their local communities. Individual chapter allocations are defined in the legislation. Individual chapters will not receive a direct distribution and will not be considered subrecipients as all expenditures will be executed by the Navajo Nation with goods and services procured on behalf of the chapters.

### 2. How does this program work?

In general, chapter leadership will work with Division of Community Development (DCD) and Office of the Controller (OOC) to complete a community needs assessment, develop an expenditure plan, and procure goods and services per the approved expenditure plan. The expenditure plan and supporting documentation will be uploaded to an online portal for review by OOC.

### 3. How does the portal work?

An online portal has been created to facilitate the upload of each chapter's expenditure plan and required supporting documentation. Certain information will be prepopulated but each chapter should delegate one individual to handle access to the portal. Additional information and training will be provided to the individual(s) at each chapter responsible for handling the portal on October 22, 2020.

### 4. What can we spend the money on?

The funding can be spent on a number of essential goods and services (for example, Personal Protective Equipment, Essential food items and essential sanitation items) that will be outlined to chapter leadership. The expenditures must be necessary to prevent, prepare for, or respond to COVID-19 and be expended by November 30, 2020 based on Legislation No. CS-73-20. There is also the option for each chapter to move their funding to the Hardship Assistance Program from Legislation No. CS-74-20 to benefit the broader community.

### 5. When do we get our money?

Chapters will not be provided custody of funds allocated by this program unless used to reimburse qualifying expenditures that have been previously incurred.

### 6. How is procurement going to work?

Chapters will need to work with DCD and OOC in order to procure goods and services in their expenditure plan. Some items will be ordered in bulk for all chapters and some procurements may happen at a local level depending on the expenditure type and circumstances.

### 7. What happens if we do not submit an expenditure plan?

Chapters will not be able to make any expenditures until they have an approved expenditure plan.

### 8. What happens if we do not expend all of our expenditures by November 30, 2020?

Any leftover funding as of November 30, 2020 will be reallocated to the Hardship Assistance Program from Legislation No. CS-74-20.

### 9. Where can I get more information?

Each chapter will be assigned a direct contact at OOC or they should reach out to their service area's Senior Program & Projects Specialist (SPPS). This program will take coordination between the chapters, OOC, and DCD to be successful so please reach out with any questions to [NNCaresHelp@nnooc.org](mailto:NNCaresHelp@nnooc.org).