

Sherylene Yazzie, Department Manager III
Capital Projects Management Department
Division of Community Development
P.O. Box 1510
Window Rock, Navajo Nation, Arizona 86515

RE: REQUEST FOR DISTRIBUTION OF CAP-35-18, EXHIBIT D, PROJECT FUNDS

Dear Mrs. Yazzie:

The _____ Chapter is a Local Governance Act (LGA) Certified Chapter with an approved Five Management System (FMS) in place. The Chapter hereby requests the distribution of funds for CAP-35-18, Exhibit D, Project number _____, titled _____ in the amount of \$_____. The Chapter has entered a Memorandum of Agreement (MOA) with the Capital Projects Management Department (CPMD) to: (1) assume the control, responsibility, and accountability for the implementation and completion of the Project; and (2) assume the control, responsibility, and accountability for the Project Funds. A fully executed copy of the MOA is attached.

The following information is also attached:

1. Documentation that the Chapter has procured for the Project in compliance with its FMS procurement requirements, including copies of the applicable procurement activities, e.g., Invitation for Bids, Request for Proposals and/or Request for Statement of Qualification, etc. issued for the Project;
2. Documentation that a vendor or contractor has been formally notified that they have been selected for the Project;
3. Final Project budget on Navajo Nation Budget Forms (FY 2018: Budget Instruction Manual (BIM), Appendix J, Project Budget Forms 1-3; FY 2019: BIM, Budget Form 1 and Project Budget Form 2);
4. Pre-execution finalized contract or final contract terms agreed to by the Chapter and the selected vendor or contractor; and
5. Documentation that CPMD has been granted read-only access to the Chapter's bank account where the Project Funds will be housed.

The Chapter agrees and understands that by accepting the Project Funds, the Chapter is responsible for implementing the Project, as well as spending or encumbering the Project Funds within 24 months of the date the Chapter receives notification from the Office of the Controller that a check for the Project Funds is available for pick-up.

The Chapter also agrees and understands that by accepting the Project Funds it is guaranteeing that it will fully comply with the MOA and CAP-35-18.

The Chapter also warrants that it will provide appropriate security for all phases of the Project and any construction materials.

Thank you in advance for your immediate attention to this matter. If you have any questions or need further information, please contact _____ by phone _____ or email _____.

Sincerely,

Signature: _____

Name (Print): _____

Title: _____

Date: _____

cc: Council Delegate _____
Navajo Nation Council

Lashawna Tso, Staff Assistant
Office of the Speaker