

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 TO ASSUME CONTROL, RESPONSIBILITY, AND ACCOUNTABILITY FOR
IMPLEMENTATION OF CAP-35-18, EXHIBIT D, CHAPTER CAPITAL PROJECT**

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 to enter 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 CAP-35-18, Exhibit D, Project number _____, titled _____; and (2) to assume the control, responsibility, and accountability for the FY 20__ Project Funds in the amount of \$_____ allocated for the Project by CAP-35-18.

Please find attached Chapter Resolution No. _____, dated _____, supporting the assumption of the Project and Project Funds and accepting the Chapter's control, responsibility, and accountability for the Project and Project Funds.

The Chapter has ensured that the Project Folder housed at CPMD is one hundred percent (100%) complete with no missing items. Please find attached a completed Project Checklist, with a preliminary Project Budget attached.

The person with primary responsibility for implementation of the Project shall be:

Name: _____

Title: _____

Phone: _____

Email: _____

Please also find attached documentation of the Chapter's bank account that will house the Project Funds, including any forms necessary for CPMD to gain read-only access to the account.

The Chapter further requests that the MOA be submitted expeditiously to the Chapter for signature.

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: _____

Attachments:

- _____ Chapter Resolution No. _____
- _____ Completed Project Checklist with preliminary Project Budget
- _____ Bank Account documentation

cc: Council Delegate _____
Navajo Nation Council

Lashawna Tso, Staff Assistant
Office of the Speaker