



RESOLUTION ADOPTING THE CREATION, SUBMISSION, AND APPROVAL OF SOCIAL SERVICES PROGRAM CNG GUIDELINES

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Constitution, Article VI, Section 7(f), provides that the Comanche Business Committee has the authority to implement, administer, and report on progress of programs adopted by the Tribal Council; and

WHEREAS, some Comanche Nation tribal government departments and programs who receive only CNG funding, did not have CNG Guidelines established within, to provide employees and directors a reference or guide for client services provided to tribal members, nor a reference or guide that assisted the department or program in improving quality and performance of those client services; and

WHEREAS, CNG Guidelines are crucial for ensuring consistency, improving quality, and promoting efficiency across various fields, plus, they provide clear instructions, standards, rules, and recommendations, helping individuals and organizations achieve desired outcomes for client services; and

WHEREAS, by adhering to CNG Guidelines, directors and employees can make informed decisions, reduce errors, reduce service denials, produce more approvals, and maintain a high level of performance within; and

WHEREAS, certain departments and programs may require amendments to their CNG Guidelines in the future if services are modified, added, or removed, and any revisions or updates to the CNG Guidelines shall be processed through this same Resolution as amendments; and

NOW THEREFORE BE IT RESOLVED, the Comanche Business Committee hereby adopts the CNG Guidelines for the Social Services Program that were created and submitted by March 1st, 2025 and finalized by September 2nd, 2025 by a subcommittee; and

BE IT FURTHER RESOLVED, that exceptions to these guidelines may **only** be granted with the written and signed approval of both the Tribal Administrator and Executive Financial Officer; and

BE IT FURTHER RESOLVED, an exception report for the Social Services Program must be sent to the Comanche Business Committee each month; and

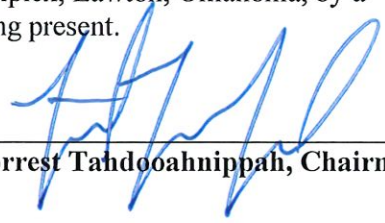
BE IT FURTHER RESOLVED, that any and all prior resolutions in conflict with the adoption and implementation of these CNG Guidelines are hereby null and void.

BE IT FINALLY RESOLVED, the Comanche Business Committee, acting for and on behalf of the Comanche Nation, does hereby authorize this Resolution for such intent.

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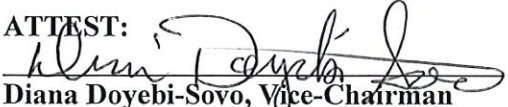
CERTIFICATION

The foregoing Resolution was adopted at a special meeting of the Comanche Business Committee held on the 19th day of September, 2025, at the Comanche Nation Tribal Complex, Lawton, Oklahoma, by a majority vote of 5 for, 0 against, and 0 abstaining, a legal quorum being present.



Forrest Tahnoodahnippah, Chairman

ATTEST:



Diana Doyebi-Sovo, Vice-Chairman



SOCIAL SERVICES

CNG Guidelines

Mission Statement:

To provide the best service possible to our Comanche people by allowing all who seek assistance to maintain their dignity and pride.

Services Provided:

This program is designed to assist eligible Comanche tribal members in need of financial or emergency assistance through direct assistance or referrals to other available resources within the tribe or outside agencies. Direct assistance includes payment made directly to the utility company and/or for shelter costs.

Emergency Assistance (Rent, Mortgage or Property Tax) is a one-time per fiscal year service, maximum assistance up to \$600.00 and/or assistance with utilities (Water, Gas, and/or Electric).

Eligibility Requirements:

- Enrolled member of the Comanche Nation.
- 18 years of age or older and must be the Head of Household.

Supporting Documentation Required:

- Service Application
- Personal Identification (Driver's License, State ID, Military ID)
- Copy of CDIB Card or Tribal Enrollment Letter w/ Official Seal
- Proof of Residence (for Utility Assistance; personal mail addressed to resident, if utility is not in tribal member name.)
- Lease Agreement (for Rental Assistance)
- Mortgage Statement (for Mortgage Assistance)
- Property Tax Document from County Treasurer (for Mortgage Assistance)
- Utility Assistance – Copy of the utility bill with identifying account number. Bill will need to be a current utility bill (within 30 days).
 - If utility bill is not in tribal member's name, we will need proof of residency (personal mail addressed to resident).
 - For New Utility Service: Documentation must be provided identifying the company's name and information, applicants name, new address, new account number and balance due for each utility.
- Rental Assistance: Must provide copy of the most current lease to include landlord contact information. Tribal member must be included on the lease.

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- Rental Deposit: Must provide a copy of the lease or a letter on letterhead with the company's information, applicant's name, new address and identifying deposit amount.
- Mortgage Assistance: Must provide a copy of the most updated mortgage statement.
 - Property Taxes: Must provide copy of the most updated property tax statement from the county treasurer's office.

Length of Service:

- Emergency Assistance (Rent, Mortgage, Property Tax and/or utilities) is one-time per fiscal year, at least 6 months after last approved application.

*Applications will not be processed until all required documentation is submitted.
Incomplete applications will be held for at least 30 days.
Services contingent upon funding availability.*