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**CHEROKEE NATION®**

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Office of the Principal Chief

**Chuck Hoskin Jr.**  
*Principal Chief*  
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**Bryan Warner**  
*Deputy Principal Chief*  
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May 16, 2025

TO: Canaan Duncan, Deputy Secretary of State

FR: Chuck Hoskin, Jr., Principal Chief

CC: Deputy Chief Bryan Warner, Chief of Staff Corey Bunch, Secretary of State Shella Bowlin, Executive Director of Transportation and Infrastructure Michael Lynn, Executive Director of CCO Savannah Smith, Senior Administrator of Construction Jon Asbill

**Administration Memorandum Directing PHWFA Funded Improvements to Sidewalks, Parking Lots, Driveways and Lighting at Cherokee Nation Community Buildings**

Under the PHWFA<sup>1</sup> annual spending framework of January 17, 2025<sup>2</sup>, \$3 million is allocated annually for PHW Capital Projects. For the reasons discussed herein, we should immediately assess, plan and execute as to improvements and expansion of sidewalks, parking lots, driveways and lifting at Cherokee Nation owned community buildings.

**PHW Capital Projects Fund**

Under the PHWFA Annual Spending Framework, \$3 million annually is available for:

*Small to medium wellness capital projects on Cherokee Nation property or adjacent (usually public) property beneficial to Cherokee Nation, such as sidewalks, public restrooms, and park improvements.*

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<sup>1</sup> [Public Health and Wellness Fund Act](#)

<sup>2</sup> *Administrative Memorandum Outlining the Annual Spending Framework under the Public Health and Wellness Fund Act*, January 17, 2025

As with any category in the spending framework, unspent funds return to the PHWFA surplus fund after each fiscal year.

Sidewalks, parking lots, driveways and lighting at public facilities have a clear impact on public health. Poor conditions as to these aspects of common areas exterior to such facilities create trip hazards, accessibility barriers for those with disabilities and vulnerabilities to property loss and damage among other detriments to public health and safety. Anecdotal evidence suggests widespread such conditions at Cherokee Nation community buildings that we have an obligation to investigate and address.

**Assessment of Cherokee Nation Community Building Sidewalks, Parking Lots, Driveways and Lighting; Prioritizing, Planning and Execution**

Effectively immediately, assemble a team to assess sidewalks, parking lots, driveways and exterior common area lighting at Cherokee Nation community buildings. The team may consist of the following or their designees:

- Michael Lynn, Executive Director of Transportation and Infrastructure
- David Moore, Executive Director of Facilities Management
- Savannah Smith, Executive Director of CCO
- Jon Asbill, Senior Administrator of Construction

Next, develop a simple assessment instrument to capture relevant information as to each site. Based on the assessment, prioritize the community buildings based on greatest need and determine which Cherokee Nation department(s) should develop an improvement plan for each site. Oversee each designated department as to an improvement plan, budget and schedule for executing each plan. Determine on a case-by-case basis whether, alternative to Cherokee Nation directly performing or contracting the work it is more feasible to provide the tenant CCO participating organization with a grant of funds to perform the same.

To the extent any of these projects require improvement to water drainage, those improvements should be included.

With specific respect to lighting, make every effort to choose lighting or power sources that minimize operating cost. Any common area lighting should be considered, including parking, driveway lighting and path lighting and security lighting.

Where a tenant CCO participating organization has an existing relevant project planned or underway using other grant programs, you should ordinarily yield to that project's completion.

These projects will doubtlessly cover multiple consecutive fiscal years. Given that only four months remain in FY 25 and given that this funding source caps annually at \$3 million, it is important that you and your team quickly identify projects that can be started in the current fiscal year.

Finally, this memorandum should be self-executing in terms of accessing funds from the Office of Financial Resources. Thus, each project is backed up by the PHWFA, the PHWFA annual spending framework, this memorandum and a spreadsheet you develop based on all of this authority which will include a budget.

A handwritten signature in black ink, reading "Chuck Hoskin Jr.", positioned above a horizontal line.

Chuck Hoskin Jr.  
Principal Chief