

**TO'HAJILEE NAVAJO CHAPTER/CANONCITO BAND OF NAVAJOS
HOUSING DISCRETIONARY FUNDS**

Table of Content

I.	Authorization	2
II.	Purpose	2
III.	Definitions	2
IV.	Types of Assistance	3
V.	Expenditure Requirement and Reporting	3
VI.	Project Application	4
VII.	Selection Process	5
VIII.	Award Process	5
IX.	Monitoring	6
X.	Amendments	7

TO'HAJIILEE NAVAJO CHAPTER/CANONCITO BAND OF NAVAJOS
HOUSING DISCRETIONARY FUNDS
POLICIES AND PROCEDURES

I. Authorization

- A. Pursuant to 26 N.N.C Section 101 (A), the To'Hajiilee Navajo Chapter has formulated, implemented, and operates by the Five Management System to ensure accountability and has developed policies and procedures for the Chapter Housing Discretionary Funds.
- B. Pursuant to the To'Hajiilee Navajo Chapter/Canoncito Band of Navajos Resolution #TNC-_____, the Chapter Housing Discretionary Funds Policies and Procedures is hereby approved.

II. Purpose

- A. The purpose of these policies and procedures is to provide guidance to chapters in administering the Chapter Housing Discretionary Funds.
- B. The To'Hajiilee Navajo Chapter/Canoncito Band of Navajos receives these funds to provide eligible Chapter members who are registered voters of the Chapter with housing building material assistance (housing repair and minor renovation services) and home site lease assistance.

III. Definitions

- A. Chapter Administration: the employee of the chapter which includes, but is not limited to, the Community Service Coordinator and Account Maintenance Specialist.
- B. Chapter Manager: a chapter employee who performs the duties prescribed in 26 N.N.C. SS 1004 (B), 1004 (C), and 2003 (B), and includes those employees referred to as Community Service Coordinators.
- C. Disabled: a person who is legally blind, legally deaf, physically disabled due to the loss of one or more limbs, chair or bed bound, unable to walk without crutches or walker, a mentally disabled adult who requires a companion to aid in basic needs, or prevented from minor physical exertion such as housework due to severe health or respiratory problems.
- D. Houses: framed construction (conventional, prefab, modular, steel, etc.) block and brick construction, log construction, Hogan construction (log or framed), adobe construction (traditional Pueblo adobe, stabilized or semi-stabilized adobe, compressed adobe block, adobe as filler material, rammed earth, etc.), solar energy construction (passive, active, and appropriate technology). Including mobile homes and NHA home buyers showing ownership such as title and verification from Navajo Housing Authority.
- E. Primary Residence: House in which the applicant eats, sleeps, and lives in.

IV. Types of assistance

- A. Category A (Minor Repair) is for minor repairs and maintenance type work for occupied existing houses.
- B. Category B (Major Repair or Addition) is for repairs if occupied existing houses to bring the structures up to safe and livable conditions and may include plumbing and electrical work. It also is for additions to adequate living spaces or bathrooms for sanitation reasons.
- C. Category C (Partial Assistance) is for partially financed, self-help construction of new houses. Electrical wiring and plumbing are allowed under this category, based on funds availability.
- D. Category D (New Construction) is for construction of new houses with electrical wiring and plumbing, based on funds availability.
- E. Category E (Home Site Lease) please refer to the Home Site Lease Policy for more information.
- F. No assistance will be given for Hogan or Storage repairs. That is the responsibility of the home owner.
- G. All categories are subject to funds availability and are for materials only, not services. Once approved, there is a five year wait to be re-eligible for this program.

V. Expenditure requirement and reporting

- A. All expenditures shall be duly approved by the chapter membership and set out in the budget.
- B. The chapter administration shall make proper accounting and bookkeeping entries for all expenditures.
- C. The chapter has the discretion to allow for preconstruction costs including costs associated with obtaining home site leases, including but not limited to, archeological survey costs, environmental clearance costs, and land survey costs. Refer to Home Site Lease Policy.
- D. Prior to commencing any work, the chapter manager shall conduct an assessment to determine requested repairs are enough or required.
- E. Upon completion of the work, the Community Services Coordinator shall complete a Completion Form to briefly describe the accomplishments as they relate to the Statement of Work.
- F. At the end of each quarter, the chapter administration shall prepare a written expenditures report which includes a brief description of the

expenditures and achievements for that quarter. The chapter administration shall submit the report to its Administrative Services Center.

VI. Project application

- A. To be eligible to receive Housing Discretionary Funds, an applicant must be:
1. An active registered member of the chapter for six (6) months;
 2. In possession of a Certificate Degree of Indian Blood;
 3. In possession of a Social Security Card;
 4. Able to prove home ownership by title or lease (home site lease) along with a copy of the survey plat;
 5. Able to prove the home needs renovation, repair, or improvement;
 6. Able to prove the house is the primary residence of the applicant.
- B. The applicant must submit:
1. A completed checklist of Required Documents (See sample form attached hereto as Attachment A);
 2. A completed Housing Application (See sample form Attached hereto as Attachment B);
 3. A completed Income Verification Statement.
 4. Evidence of land ownership in the form of an affidavit or documented proof of fee title, trust title, leasehold interest, use permit, indefinite assignment, or other exclusive possessory interest including customary use;
 5. For funding pursuant to Category D and on Navajo Nation trust or allotted trust land, Navajo Homesite Leases, Residential Leases, or allotment records are required. Certification from the Office of Navajo Land Administration can be utilized in lieu of Navajo Homesite or Residential Leases provided local clearances are in order and Homesite Leases processing is assured in the near future. Alternatively, an affidavit signed by the Chapter Officers and Grazing Committee Members stating there is no land disputes where construction is to occur can be utilized in lieu of the records or certification mentioned above;
 6. For funding pursuant to Category C, evidence that partial construction has occurred;
 7. Authorization for Release of Information (See sample form attached hereto as Attachment C);
 8. A map to the property;
 9. A copy of the Applicant's and household members Certificate Degree of Indian Blood; and
 10. A list of materials.

- C. The Community Services Coordinator shall make sure all documents have been properly complete, dated and signed by the applicant.

VII. Selection process

- A. The chapter membership shall annually appoint a selection committee which will evaluate, rank, and make awards.
- B. The selection committee shall develop and utilize a ranking system, which ensures priority for eligibility, serving those with the greatest needs first. The five basic factors in the ranking system shall include:
 - 1. Annual household income;
 - 2. Family size;
 - 3. Overcrowded living conditions;
 - 4. Unsanitary or unsafe living conditions; and
 - 5. Elderly, handicapped or disabled.
- C. The point allocation sheet shall be kept in each applicant's folder and record the points given to the applicant for each of the above-mentioned factors.

VIII. Award process

- A. Awards will be done on a case-by-case basis, dependent upon availability of funds.
- B. Application process:
 - 1. Individual must pick up an application packet from the Administrative Office.
 - 2. Once all the documents are received, the Account Maintenance Specialist will process the documents and submit the packet to the Community Services Coordinator for review and approval.
 - a. The Account Maintenance Specialist will inform the applicants that their packet will be included in the next Planning Meeting following the two-week processing time frame.
 - b. The packet will then be given to the Account Maintenance Specialist for assessment and photographs.
 - 3. Once the Community Services Coordinator reviews and approves the packet and the assessment and photographs are submitted, the packet will be forwarded to the Planning Meeting to be put on the agenda for community approval.
 - 4. During the Chapter Meeting, the Secretary/Treasurer will read the names of the applicant(s) requesting assistance. Once approved, the packet will then be returned to the Account Maintenance Specialist to process the assistance check.

- C. The application will be valid for thirty-days after the packet has been submitted to the Administrative Office.
 - 1. The application packet must be completed and all documents submitted.
 - 2. Any changes to the request must be completed within 10 days of the change, with an Assistance Change Form submitted for verification.
- D. If the packet is not complete, the applicant will be sent a letter informing them the folder has been closed and they will be eligible for Housing Material Assistance one year after the first submission date.

IX. Monitoring

- A. The Community Services Coordinator shall have the day-to-day oversight responsibility for the administration of all chapter activities involving the Housing Discretionary Funds.
- B. The Administrative Service Center shall have expenditure oversight and ensure that all chapter allocations are expended in accordance with applicable Navajo Nation, State and Federal Law.
- C. The Transportation and Community Development committee of the Navajo Nation Council shall have nationwide oversight responsibility for chapter Housing Discretionary and Fund activity.
- D. The Applicant will be given 30 days from the time they pick up their assistance check to complete their project.
- E. The Housing Material Assistance Program Completion Assessment Form will be completed by the Administrative Staff.
- F. If PEP was requested, then the thirty-day time limit will be lifted, and the project must be implemented as soon as possible.
- G. If the assistance is not used within thirty-days, an extension of fifteen (15) days will be given upon approval from the Chapter Manager.
 - 1. If the Applicant is not finished with utilizing their award, the applicant will be put on the waiting list for seven years before being eligible for housing material assistance.
 - 2. If the check has not been cashed a stop payment will be completed and if the client still wants the award, the stop payment fee will be deducted from the award and the client will be responsible for making up for the amount.
 - 3. If the materials have been purchased and no work completed, the chapter will consider confiscating the material until such time may be found to hire workers to complete the work needed. If there

are no funds available to hire PEP, the materials may be confiscated and returned to the lumber company for a refund and the client may be put on a waiting list for seven years

X. Amendments

The Housing Discretionary Funds Policies and Procedures may be amended as deemed necessary by the Transportation and Community Development Committee of the Navajo Nation Council.

DRAFT