



# Tselani/Cottonwood Chapter

## POLICY AND PROCEDURES for Housing Discretionary Funds

<b>POLICY NO.:</b>	<b>AMENDED DATE:</b> May 17, 2015
<b>RESOLUTION NO.:</b> TSEL-15-256	<b>EFFECTIVE DATE:</b> May 17, 2015

### I. PURPOSE:

The purpose of these policies and procedures is to provide guidance to chapters in administering Navajo Nation Housing Discretionary Funds. The Navajo Nation appropriates these funds to provide eligible Navajos with Housing assistance in the form of minor repair, major repair, and renovation.

### II. DEFINITIONS:

- A. "Chapter Administration" means the employee of the chapter which includes, but is not limited to, the Community Services Coordinator (CSC) and Accounts Maintenance Specialist (AMS).
- B. "Community Services Coordinator" means a chapter employee who performs the duties prescribed in 26 N.N.C. § 1004 (B), 1004 (C), and 2005 (B) and includes those employees referred to as Community Service Coordinator.
- C. "Disabled" means a person who is legally blind, legally deaf, physically challenged due to the loss of one or more limbs, chair or bed bound, unable to work without crutches or walker, a mentally challenged 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" means framed construction (conventional, prefab, modular, steel.), block and brick, log, Hogan, (log or framed), adobe (traditional pueblo, established or semi-stabilized, compressed block, as a material, rammed, earth.

### III. TYPE OF ASSISTANCE:

- A. Home Improvement Repair (up to \$800) for repairs of occupied existing houses to bring the structures up to safe and livable conditions, and may include plumbing and electrical work.
- B. The chapter has the discretion to allow for costs associated with obtaining home-site leases, including but not limited to archaeological survey costs, environmental clearance costs, and land survey expenses.

### IV. EXPENDATURE REQUIREMENTS AND REPORTING:

- A. All expenditure budget shall be duly approved by the chapter member-ship.
- B. The chapter administration shall make proper accounting and all book-keeping entries.
- C. Prior to commencing any work, the Community Services Coordinator shall prepare a Statement of Work to be undertaken that lists the construction expenditures and a brief description of the construction plan.
- D. Upon completion of the work, the Community Services Coordinator shall prepare a Performance Report briefly describing the accomplishments as they relate to the Statement of Work.
- E. The selected vendor is required to provide a receipt back to the chapter.

**V. PROJECT APPLICATION**

- A. To be eligible to receive Housing Discretionary Funds, an applicant must be:
  - 1. Must be registered member of the chapter.
  - 2. Able to prove home ownership by title or lease, which identifies them as the owner.
  - 3. Able to prove the home is the primary residence of the applicant.
  - 4. Able to prove the home is in need of renovation, repair, or improvement.
  
- B. The Applicant must submit:
  - 1. Housing Application with their original signature.
  - 2. Present a Certificate Degree of Indian Blood.
  - 3. Present a Social Security Card.
  - 4. Income Verification Statement or proof of income.
  - 5. Evidence of land ownership or potential ownership in the form of an affidavit signed by the Chapter Officials.
  - 6. A map to property.
  - 7. Copies of household Social Security Cards and Certification of Indian Blood.
  - 8. List of materials and quotes from three (3) vendors.
  
- C. The Community Services Coordinator shall make sure all documents have been properly completed, dated, and signed by the applicant.
  
- D. The Community Services Coordinator will provide an assessment to determine eligibility. If individuals are eligible, a written notification will be provided with specific time limits as to when individual(s) will be able to reapply for assistance.

**VI. SELECTION PROCESS:**

- A. Income based – Navajo Nation median income.
- B. Unsanitary or unsafe living conditions – professional referral or Chapter assessment.
- C. The assisted members file shall be kept in each applicant’s folder.
  
- D. The chapter administration will handle on a case by case basis any damages due to natural disasters the process will expedite and restore the home to – hail storm, flooding, high winds and/or tornados. Any severe weather related expenditures will be ratified at the next regular chapter meeting.

**VII. MONITORING:**

- A. The Community Services Coordinator shall have the day-to-day oversight responsibility for the administration for all chapter activities involving the Housing Discretionary Funds.
- B. The chapter officials shall have expenditure oversights and ensure that all chapter allocations are expended in accordance with applicable Navajo Nation, State, and Federal laws.
- C. The Community Services Coordinator and Chapter Officials will request a copy of the original receipt within thirty (30) days; you will not be eligible for further assistance.

**VIII. AMENDMENT:**

The Tselani/Cottonwood Chapter may amend the Housing Discretionary Funds Policy and Procedures from time to time as deemed necessary and approved at a duly called chapter meeting.

**TSELANI/COTTONWOOD CHAPTER  
HOUSING DISCRETIONARY FUNDS  
ASSESSMENT FORM**

Client Information:

**INCOME LEVEL GUIDELINE**

<b>Points</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Income</b>	0-2,000	2,001-4,000	4,001-6,000	6,001-8,000	8,001-10,000	10,001-12,000
<b>Points Household</b>						
<b>1</b>	5	4	3	2	1	0
<b>2</b>	4	5	4	3	2	1
<b>3</b>	3	4	5	4	3	2
<b>4</b>	4	5	4	3	2	1
<b>5</b>	5	4	3	2	1	0

*Add one (1) point per dependent*

<b>Household</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Points</b>	1	2	3	4	5	6

**TSELANI-COTTONWOOD CHAPTER #35  
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**HOME OWNERSHIP CERTIFICATION**

**DESCRIPTION:**

Structure:  Frame  Hogan  Mobile Home  
Condition:  Standard  Sub-Standard  New  Poor  
Year Built: \_\_\_\_\_ Number of years occupied by family: \_\_\_\_\_  
Primary or Secondary Home? \_\_\_\_\_  
Roof Type:  Gable  Slope  Hip  Other  
Floor Type:  Frame  Concrete  Other  
Total Floor area (width, length, etc.): \_\_\_\_\_

**LOCATION:**

Homesite: \_\_\_\_\_  
(Directions to homesite from Chapter)

**DESCRIPTION:**

Home-Site Lease  Land Use Permit  Grazing Permit  
 Other: \_\_\_\_\_

**HOME OWNER(S):**

_____	_____	_____
Print	Signature	CC#
_____	_____	_____
Print	Signature	CC#

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**C E R T I F I C A T I O N**

We, the undersigned, being duly elected **TSELANI-COTTONWOOD CHAPTER OFFICIALS** and with authority to act on community matters, have reviewed the information stated above which is corrected to the best of our knowledge and hereby certify this document accordingly on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Chapter Official \_\_\_\_\_ Grazing Representative