



Tselani/Cottonwood Chapter

POLICY AND PROCEDURES for Housing Discretionary Funds

POLICY NO.: 3-2024	AMENDED DATE: February 14, 2024
RESOLUTION NO.: TSEL-24-855	EFFECTIVE DATE: March 13, 2024

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 registered voters with housing assistance in the form of minor repairs, or homesite lease surveying and/or archeology clearance fee.

II. DEFINITIONS:

- A. "Chapter Administration" means the employees 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. "Houses" means framed construction, modular, mobile home, block, cabin, hogan, and adobe.
- D. "Referral" means a letter or document from a third-party professional for a support for assistance. This may include CHR, Doctor, AIHCW, Social worker, NTUA, OEH, Senior Center, Head Start, School Parent Coordinator, and NHA.

III. TYPE OF ASSISTANCE:

- A. Home Improvement Repair (up to \$700) for minor repairs of occupied existing houses and may include plumbing and electrical work. (Funds Availability)
- B. The chapter has the discretion to allow for costs associated with obtaining home-site lease surveying and/or archeology clearance fee.

IV. EXPENDATURE REQUIREMENTS AND REPORTING:

- A. All expenditure carryover budget shall be duly approved by the chapter membership.
- B. The chapter administration shall make proper accounting and subledger entries.

- C. The applicant is required to provide a receipt back to the chapter within 90 days. If the check has expired, there will be NO reissuing of the check.

V. PROJECT APPLICATION

- A. To be eligible to receive Housing Discretionary Funds, an applicant must be:
1. Must be a Navajo Nation Registered Voter of the chapter for six months or more.
 2. The applicant will have to provide a proof of the homesite lease or if no homesite lease is available, homesite has to be cleared by the Grazing Official.
 3. Able to prove the home is the primary residence.
 4. Able to prove the home is in need of repairs, and weatherizing.
- B. The Head of Household must submit:
1. Checklist/Assessment/Completion – Sign Off
 2. Housing Application
 3. Copy of Homesite Lease or Homeownership Form signed
 4. Draw a Map of Resident
 5. Signed Released of Information
 6. Valid ID or Driver's License
 7. Copy of Certificate of Indian Blood for each household member
 8. Copy of Social Security Card for each household member
 9. Income Verification Statement (income of the household)
 10. Referrals (C.H.R., Senior Center, In-Home-Care, Primary Physician, etc.)
 11. List of materials for repairs.
- C. The Community Services Coordinator shall make sure all documents have been properly completed, dated, and signed by the applicant.
- D. Homeowners will be notified for missing documents and must be submitted prior to the assessment.
- E. The Community Services Coordinator will provide an assessment to determine eligibility and a written notification will be sent to the applicant within 10 business days.
- F. Pictures will be attached.
- G. Arizona State Median Household Income will be utilized to determine income verification eligibility.

VI. SELECTION PROCESS:

- A. Income based – Social Services median income based.
- B. Unsanitary or unsafe living conditions – professional referral by Community Health Worker, Adult In-Home-Care, Head Start, Senior Center, Social Services, School Nurses and other Professionals with chapter assessment.

- C. The chapter administration will handle a case-by-case basis, any damages due to natural disasters (hail storm, flooding, high winds and/or tornados); if the chapter is unable to assist they will be referred to other agencies. (NN Emergency Management, Red Cross, US Army Engineer, NTUA, EMS, Navajo Police Department Apache County Sheriff, FEMA, etc.)

VII. MONITORING:

- A. The Community Services Coordinator shall coordinate with the project supervisor for all chapter activities involving repairs and weatherizing utilizing the Housing Discretionary Funds.
- B. The homeowner will request for Manpower from the Chapter to assist with the repairs.
- C. Upon completion of home repair, the project supervisor will conduct final inspection and sign/date the Close-Out Project.
- D. The Chapter Administration shall reconcile the housing discretionary funds on a monthly financial report at the Chapter Planning Meeting.

VIII. AVAILABILITY OF FUNDS:

The chapter Housing Discretionary Funds shall be provided upon the availability of funds.

IX. 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.