



TÍIS TSOH SÍKAAD CHAPTER

BATHROOM ADDITION ASSISTANCE POLICY AND PROCEDURE

I. PURPOSE

The purpose of this policy and procedure is to provide guidance to the Tiis Tsoh Sikaad Chapter in administering the Navajo Nation General Funds for Bathroom Addition. Policy and procedure does not include the use of Public Employment Program (PEP) funds to be used in conjunction with Navajo Nation General Funds for Bathroom Addition Project.

II. GUIDELINES

- A. Fairness in providing bathroom addition assistance
- B. Compliance with Five Management System and policies
- C. Assist those in the most need
- D. Conform to the Chapter budget
- E. Adherence to policy and procedure set forth

III. DEFINITIONS

- A. “Chapter Administration”, employees of the Chapter, which includes, not limited to, Chapter Manager and Administrative Assistant.
- B. “Chapter Manager”, Chapter employee who performs the duties prescribed in 26 N.N.C. §1004 (B), 1004(C), and 2005 (B).
- C. “Handicapped”, 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 the aid of crutches or walker, mentally disabled adult who requires a companion to aid in the basic needs, or prevented from minor physical exertion such as housework due to severe health or respiratory problems.
- D. “House”, framed construction (conventional, prefab, modular, steel, etc.) block and brick construction, log construction, Hogan construction (log or framed), adobe construction (traditional Pueblo adobe, established or semi-stabilized adobe, compressed adobe block, adobe as a filler material, rammed earth, etc.), solar energy construction (passive, active, and appropriate technology).

IV. TYPE OF ASSISTANCE

- A. ***Bathroom Addition*** (Major), for addition to **occupied** existing house in order to provide more adequate and sanitary bathroom. Chapter can only provide materials to construct exterior shell.

V. EXPENDITURE REQUIREMENT AND REPORTING

- A. All current fiscal year funds shall be duly approved by the Chapter membership.
- B. Chapter Administration shall make proper accounting and bookkeeping entries for all purchases.
- C. Tiis Tsoh Sikaad Chapter maintains the discretion to allow for pre-construction, including costs associated with home site lease to include but not limited to archaeological survey, environmental clearance, and land survey costs.
- D. Prior to approval of funds, the Chapter Manager shall make a site assessment to predetermine the construction expenditures and a brief description of the construction plan.
- E. Before and after pictures will be required.
- F. Quotations from three (3) different vendors. Material listing should be the same from each vendor.
- G. Applicant shall receive a one-time assistance within two fiscal years (FY).
Example: assistance received in FY 2019, not eligible until FY 2021.
FY runs from October 1st to September 30th the following year.
- H. Upon completion, Chapter Manager shall prepare a brief Performance and Expenditure Report describing accomplishment.

VII. APPLICATION PROCESS

- A. **To be eligible** to receive Bathroom Addition Assistance, an applicant **MUST**:
 1. Be a registered member of Tiis Tsoh Sikaad Chapter for at least six (6) months;
 2. Possession of a Certificate Degree of Indian Blood;
 3. Possession of Social Security Card;
 4. Must have home ownership by title or home site lease in the applicant's name;
 5. Proof the house is the primary residence of the applicant and;
 6. Able to prove the house is in need of bathroom addition (floor plan by OEH);
 7. No mobile home;
 8. Have not received assistance with Tiis Tsoh Sikaad Chapter Housing Discretionary

Funds within the previous two (2) fiscal years. Example: Received FY 2019, ineligible FY 2020, and eligible FY 2021.

- B. The **applicant must submit**:
 1. Completed Bathroom Addition application;
 2. Copy of all household members Income Verification Statement;
 3. Copy of Home Site Lease or Title in applicant's name;
 4. Signed Authorization for Release of Information;
 5. Map to property;
 6. A copy of each household member's Social Security card;
 7. Signed permission to enter premises form;
 8. Copy of CIB or Birth Certificate for all household members;
 9. Copy of Navajo Nation voter registration;
- C. Chapter Manager or designee shall ensure all documents have been properly completed, dated and signed by the applicant.

VII. SELECTION PROCESS

- A. Chapter Officials/Chapter Administration will evaluate, rank, and recommend to make awards.
- B. The Point Allocation Sheet shall be maintained in each applicant's folder documenting points granted to the applicant for each factors above.

VIII. MONITORING

- A. Chapter Manager shall have the day-to-day oversight responsibility for the administration for all Chapter activities involving Housing Discretionary Funds.
- B. Chapter Manager shall have expenditure oversight and ensure that all Chapter allocations are expended in accordance with applicable Navajo Nation, State, and Federal law.

IX. AMENDMENTS

The Bathroom Addition Assistance Funds policy and procedure shall be amended as deemed necessary in collaboration with the Tiis Tsoh Sikaad Chapter Officials/Administration.

**TIIS TSOH SIKAAD CHAPTER
PONT ALLOCATION SHEET**

APPLICANT: _____

CONDITION

Applicant's living condition	
Applicant's needs repair or renovation	
Applicant is elderly, disabled or veteran	
Overcrowded condition	
Unsafe/unsanitary condition	
Applicant family size and household income	
Total Points Allocated	

RESULT:

_____ Applicant is awarded. Award is in the amount of \$_____

_____ Applicant is awarded the amount of \$_____, which is less than the eligibility amount
because _____

_____ Applicant is denied. Denial is due to _____

**BATHROOM ADDITION ASSISTANCE FUNDS WILL BE AWARDED WILL DEPEND ON
AVAILABILITY OF FUNDS AND BASED ON TOTAL POINTS.**

Bathroom Addition Assistance

\$ - Bathroom Addition Material Cost