



TIIS TSOH SIKAAD CHAPTER

HOUSING DISCRETIONARY FUNDS 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 Housing Discretionary Funds. The Navajo Nation appropriates funds to provide eligible Navajos with housing assistance in the form of minor repair, major repair, renovation, addition, new construction cost, roofing and archaeology survey/clearances. Policy and procedure does not include the use of Public Employment Program (PEP) funds to be used in conjunction with Housing Discretionary.

II. GUIDELINES

- A. Fairness in providing housing 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). Storage shelter utilized as a house must be on a permanent foundation and free of financial lease.

IV. TYPE OF ASSISTANCE

- A. **Category A** (Minor), for purchase of materials for minor repairs and maintenance type work for **occupied** existing house includes replacement of windows, doors, and floor tiles. Repairs must be general in nature.
- B. **Category B** (Major), for repairs or renovation of **occupied** existing house to bring structure up to a safe and livable condition, may include replacement of wall, insulation, flooring, roof (roll roofing/shingles/pro-panels), plumbing and electrical work. It also is for addition to **occupied**

existing house in order to provide more adequate living space or bathroom. Purchase materials to construct a handicap ramp would be considered under this category.

- C. **Category C** (Archaeology Survey/Clearances), for Archaeology Survey and/or Clearance costs.

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 must 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. Applicant receiving Category A - Minor Repair will have 60 calendar days to complete their renovation, repair or improvement. Category B - Major Repair will have 90 calendar days to complete their renovation, repair or improvement.
- H. Upon completion, Chapter Manager shall prepare a brief Performance and Expenditure Report describing accomplishment.

VI. APPLICATION PROCESS

- A. **To be eligible** to receive Housing Discretionary Funds, an applicant **MUST**:
1. Be a registered member of Tiis Tsoh Sikaad Chapter for 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 renovation, repair, or improvement;
 7. No mobile home, only if the applicant shows ownership by an original title;
 8. Have not received assistance with Tiis Tsoh Sikaad Chapter Housing Discretionary Funds within the previous two (2) fiscal years. Example: Received FY 2021, ineligible FY 2022, and eligible FY 2023.
- B. The **applicant must submit**:
1. Completed Housing 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;
 10. If applicable, referral from Physician, Social Worker, Community Health Representative or other Entity of interest.
- 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. Chapter Officials/Chapter Administration will adopt the Navajo Nation Housing Discretionary Policy and Procedure with edits to ensure priority for eligibility, serving those with the greatest needs first. The basic ranking factors shall include:
1. Annual Household Income and Family Size
 2. Overcrowded living condition
 3. Unsanitary or unsafe living condition
 4. Age-Elderly, handicapped, disabled or Veteran
 5. Condition of the Applicant's House
 6. Utilities in the House
- C. 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 Housing Discretionary Funds policy and procedure shall be amended as deemed necessary in collaboration with the Tiis Tsoh Sikaad Chapter Officials/Administration.

MATERIALS NOT COVERED:

1. Screen Doors
2. Kitchen Cabinets
3. Bathroom Cabinets
4. Deck/Porch
5. Appliances-
 - Evaporative cooler
 - Air Conditioner
 - Dishwasher
 - Electric water boiler
 - Exhaust hood
 - Fan heater
 - Gas appliance
 - HVAC
 - Refrigerator
 - Microwave oven
 - Oven
 - Space heater
 - Cooking stove
 - Sump pump
 - Washing machine/Dryer
 - Water heater
 - Solar water heater

**TIIS TSOH SIKAAD CHAPTER
PONT ALLOCATION SHEET**

APPLICANT: _____

Category of assistance requested (A, B, C, or D): _____

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 _____

**HOUSING DISCRETIONARY FUNDS WILL BE AWARDED ACCORDING TO CATEGORIES.
ASSISTANCE WILL DEPEND ON AVAILABILITY OF FUNDS AND BASED ON TOTAL POINTS.**

Category A – Minor Repairs	\$ 1,000.00
Category B - Major Repairs	\$ 2,000.00
Category C – Arch Clearance	\$ 400.00
Survey	\$ 400.00

PROJECT COMPLETION

APPLICANT: _____

SCOPE OF WORK AND OBJECTIVE

- 1. Homeowner/designee is to [insert job to be done]
No supervision on site for job. No labor available from Chapter.
- 2. [Applicant(s)] applied and qualified for \$ for Category [] housing assistance.
Application was ranked at # points.

COMPLETION SUMMARY

Date complete Housing Application was filed and accepted by Chapter
 Date of Home Assessment Visit
 Before Pictures
 After Pictures
 Ranking Points
 Amount Qualified
 Check Number
 Check Amount

Vendor: _____

PEP PERSONNEL ASSIGNED

Date Work Started
 Date Work Completed

PROJECT COST SUMMARY: DETAILED REPORT IS ATTACHED

Material Cost
 Labor Cost
 TOTAL PROJECT SUMMARY

CONCLUSION

Signed:

Chapter Manager / Date

Applicant/Recipients / Date

STATEMENT OF WORK

APPLICANT: _____

PROJECT NO.: _____

Scope of Work

1. All work shall be done in accordance with the scope of work.
2. The Chapter will provide materials to perform the work specified in this scope of work by
3. No labor available by Chapter nor requested by homeowner.
4. There will be no supervision on site for installation.
5. Chapter will not be responsible for any unsafe work practice or clean up construction site.
6. Work hours will be the responsibility of the homeowner.
7. After construction pictures will be taken upon completion.

Observation Before Construction

Two bedroom constructed to be observed with framing studs only and installed windows and doors.

Budget

Applicant was eligible for \$ based on the ranking of # points for Category A.
Material cost is estimated at \$

Project Deliverables Planned

Homeowner/designee will place insulation within the framed walls of new constructed room and covered with drywall.

Work to Start: If no labor is needed:

We, Applicants names, agree that labor is not available from the Chapter. We will provide our own labor to complete our own labor to complete the work which Tiis Tsoh Sikaad Chapter has provided me with materials;

List of materials...

We, further agree that we will have the project completed by and ready for inspection:

We will allow the Tiis Tsoh Sikaad Chapter to take pictures of the completed work. If the work is not completed within a reasonable period of time or not later than xx/xx/xxx, we will forfeit the assistance materials and allow Tiis Tsoh Sikaad Chapter to pick up the supplies and materials if work is not completed.

Signed:

Chapter Manager/Date

Applicant/ Date