

WHIPPOORWILL CHAPTER

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PLAN OF OPERATION

FOR

HOUSING DISCRETIONARY FUND

**WHIPPOORWILL CHAPTER  
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HOUSING DISCRETIONARY FUND**

**I. ESTABLISHMENT:**

This Plan of Operation is hereby established to administer in the implementation and expenditure of the Housing Discretionary funds appropriated to Whippoorwill Chapter.

**II. PURPOSE:**

The purpose of the Plan of Operation is to provide a limited amount of financial assistance to eligible households of the Whippoorwill Chapter to obtain housing related materials.

**III. ELIGIBILITY CRITERIA:**

1. Applicant must be a Navajo Nation registered voter with Whippoorwill Chapter.
2. Applicant must reside within the Whippoorwill Chapter Service Area.
3. Priority of Assistance:
  - a. Emergency related: Burnouts, floods, collapse of home, etc.
  - b. Elderly, Physically and mentally challenged
  - c. Low income
  - d. Overcrowded living conditions
  - e. Unsanitary or unsafe living conditions
4. Possesses an approved Home Site Lease or a Certificate of Home Ownership.
5. Applicant must submit copies of all household members Social Security card, Certificate of Indian Blood and Income verification.
6. An affidavit signed by the Grazing Committee Representative shall be required should a land dispute occur where construction is to occur can be utilized in lieu of the records or certification mentioned above.
7. Able to prove the home is the primary resident.
8. Able to prove the current home is in need of repairs, renovation, or upgrade through assessment.
9. Community Services Coordinator and/or Designee shall make a home visit for assessment for repairs, renovation, or upgrade to determine qualification.

10. A completed Housing Discretionary Application must be submitted to the Chapter Administration Office. Any application lacking documents shall not be accepted. There will be no exceptions.

11. Three price quotations of material listing shall be attached to the applications.

#### **IV. REQUIRED DOCUMENTS:**

To be considered for assistance, the following required documents must be attached and submitted with the application by the closing date:

1. Housing Discretionary Fund Application
2. Copies of Social Security Card for all household members
3. Copies of Certificate of Indian Blood for all household members
4. Copy or Verification of Voter Registration by Chapter personnel
5. Income Verification for all household members
6. Approved Home Site Lease or Certificate of Home Ownership
7. Price quotation from 3 reliable vendors
8. Ranking and Evaluation Sheets.

#### **V. POLICIES:**

1. It is the policy of the Whippoorwill Chapter to administer its Housing Discretionary Funds to ensure that all funds are expended properly and in accordance to the Navajo Nation Budget Instructions Manual.
2. The administrative staff shall maintain a tracking sheet indicating: name of individual, date, time of call, purpose of call, results and initial of employee.
3. All applications received shall be kept confidential and shall only be viewed by the applicant, chapter administration staff and Chapter Officials.
4. Depending on availability of funds, each qualified and approved applicant will be eligible to receive the maximum amount of \$500.00. If the amount exceeds the maximum assistance, the recipient shall be responsible for the difference.
5. If there should be a deceased head of household, the surviving dependent shall be eligible for assistance with existing home.
6. If an applicant was assisted in prior fiscal year, he/she will be ineligible until 2 years from the date of assistance and will depend on availability of funds.

7. Any misuse of the Housing Discretionary Funds will result in disqualification of assistance for 3 years. This shall include reselling, trading, donating or using materials for another resident.
8. Applicant shall attend an orientation prior to picking up an application for assistance for Housing Discretionary Fund.

**VI. PROCEDURES:**

**A. Applicant's Responsibilities:**

1. Upon completion of an orientation, the applicant shall pick up and sign out for the application with the Chapter Administration Office.
2. The applicant shall fill out the application forms, sign them and attach all required documents listed on the face sheet of the application packet.
3. The applicant shall submit the complete application packet to the Chapter administration office by 5:00 pm of the following deadline dates:
  - First Quarter – Second Friday in March
  - Second Quarter – Second Friday in June
  - Third Quarter – Second Friday in September
  - Fourth Quarter – Second Friday in December
4. Applicant shall obtain three price quotations from three different vendors. The quotation sheet shall have the vendor's name, address, telephone number and fax number.
5. Recipient shall be responsible for receiving and hauling (freight) of the housing material purchased to their home location.
6. The Recipient shall be responsible to submit ORIGINAL RECEIPT(s) to the Chapter Administration for RECORDS. If recipient fails to submit receipts for accounting purposes, they shall not be assisted for three years
7. Recipient shall not lend, sell, donate, trade, neglect or use materials for another resident.
8. No tools or any other materials not listed on the original quotation sheet shall be purchased or exchanged. Recipient shall not make any change orders on their own at the store.

## **B. Chapter's Responsibilities:**

1. On a quarterly basis, the Community Services Coordinator shall conduct an orientation for interested applicants for Housing Discretionary Funds:
  - First Quarter – Second Friday in January
  - Second Quarter – Second Friday in April
  - Third Quarter – Second Friday in July
  - Fourth Quarter – Second Friday in October
2. The Accounts Maintenance Specialist shall receive complete application packet, date stamp it, verify completeness and forward to Community Services Coordinator for processing.
3. Community Services Coordinator or Designee shall review application packet, conduct housing assessment for and all complete applications.
4. Upon reviewing and assessing complete application packets, the Community Services Coordinator shall forward complete applications to the Chapter Planning Meeting for further consideration and to the Regular Chapter Meeting for community approval.
5. If the Community Services Coordinator or Designee is related to the applicant he/she shall remove him/herself from participating in the selection process.
6. Community Services Coordinator shall notify the applicants in writing on the outcome of the client's application.
7. Community Services Coordinator/ Accounts Maintenance Specialist shall issue out a check directly to the Vendor for the amount that was approved.
8. Upon close out of each project, the Community Services Coordinator or Designee shall make a final home assessment to ensure building materials were used for what was intended for and/or if services were rendered.
9. Accounts Maintenance Specialist shall collect and file all receipts for financial records and reporting.

## **VII. APPEAL PROCEDURES:**

If an applicant is not satisfied with the decision made on his/her application the following steps shall be adhered to:

1. The applicant shall file a written request for a meeting with the Community Services Coordinator to discuss and resolve the denial of his/her request for assistance. The request for appeal shall be filed within 10 working days after receiving the denial letter.
2. If the applicant is not satisfied with the outcome of the informal hearing, he/she may request within 5 working days an administrative hearing with the Hearing Officers in writing to request a Grievance Hearing. The Hearing Officers shall comprise of the three Chapter Officials: Chapter President, Chapter Vice President, and Chapter Secretary/Treasurer to render a final decision. The decision of the Hearing Officers shall be final.

**VIII. AMENDMENTS:**

This Plan of Operation for the Chapter Housing Discretionary Funds can be amended as deemed necessary by the Whippoorwill Chapter Membership.

1. This Plan-of-Operation was amended on July 10, 2011 at a duly called Chapter Meeting.
2. This Plan-of-Operation was amended on February 23, 2014 at duly called Special Chapter Meeting.