

WHIPPOORWILL CHAPTER HOUSING DISCRETIONARY FUNDS



POLICIES AND PROCEDURES

WHIPPOORWILL CHAPTER

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ATTACHMENT II

Revised per Resolution WC-23-35

March 9, 2023

WHIPPOORWILL CHAPTER HOUSING DISCRETIONARY FUNDS POLICIES AND PROCEDURES

I. AUTHORIZATION:

A. Pursuant to TCDCMA-20-01, the Transportation and Community Development Committee of the Navajo Nation Council adopted the Housing Discretionary Funds Policies and Procedures to assist and provide guidance to the Chapters in administering Navajo Nation Housing Discretionary Funds.

B. The Whippoorwill Chapter ~~here with pursuant to TCDC Resolution TCDC 20-01 hereby adopted the Chapter's Housing Discretionary Fund Assistance Policies and Procedures.~~ hereby adopted the Chapter's Housing Discretionary Fund Assistance Policies and Procedures pursuant to TCDC Resolution TCDC 20-01.

II. PURPOSE:

A. To ensure that all funds appropriated by the Navajo Nation Council and the expenditures of funds are accounted for, coordinated, reported and monitored appropriately consistent with the Chapter's Performance Base Budgeting and Navajo Nation Laws, Policies and Procedures.

B. General Principles of this policy manual are applicable to Whippoorwill Chapter, its Employees, community members, including Chapter Officials who will monitor to ensure all Housing Discretionary Fund Assistance Policies and Procedures are maintained and enforced.

C. To assist qualified Chapter Resident applicants by providing building materials, labor and cost associated with obtaining home site leases, including but not limited to land and archaeological survey, biological survey, and application filing fees.

III. TYPE OF ASSISTANCE BY CATEGORIES:

A. Minor Repair: Is for minor repairs and maintenance type of work for occupied existing houses.

B. Major Repair or Addition: Is for major repairs of occupied existing houses to bring the structures up to safe and livable conditions. This major repair shall include a one-time plumbing and electrical repair work based on availability of funds. The building material shall not exceed \$3,000.00 based on dire need of home structure. This amount shall also apply to an add-on addition to current occupied existing house in order to provide more adequate living spaces or bathrooms for personal hygienic and sanitation reasons.

C. Partial Assistance: Is for partially financed, self-help construction of new houses. There has to be evidence that partial construction of the house has occurred such as a foundation construction and shall not exceed \$3,000.00 and must be the only home for applicant and this partial assistance shall be a one-time assistance.

IV. SPECIAL FUNDING:

- A. Depending on availability of funds, the chapter can assist the partial assistance applicant with completion a new unit construction.
- B. Depending on availability of funds, the chapter can assist with an infrastructure power line/water line.
- C. Depending on availability of funds the chapter can assist with renovating a dilapidated house and bring it up to standard livable condition.
- D. Depending on availability of funds, the chapter will do a bulk purchase and transport building materials for Special Project Housing Renovation Project for cost savings.
- E. Depending on availability of funds the chapter can ~~assist with~~ provide monetary assistance for Homesite Lease processing.
 1. Any registered member of Whippoorwill Chapter seeking to acquire Homesite Lease can be assisted if the following documents are obtained with assistance from local Grazing Officials:
 - a) ~~Per Land Office, Completed~~ Completed Homesite Lease Application ~~must be completed~~ and acknowledged by local Grazing Official that the proposed site is free and cleared of dispute.
 - b) Signed Consent Form attached in the application must be signed by Grazing Officials and Land use/Permittee as an indication ~~for a~~ of consent for the applicant(s) to acquire a homesite lease.
 - c) ~~Per Homesite Lease requirement, it is the~~ Acknowledgement from responsibility of the applicant to hire a surveyor and an archaeologist.
 2. The chapter can assist with surveyor or archaeologist's fee but the assistance shall only be one time assistance.

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3. It is encouraged that homesite lease applicant become familiarize with Homesite Lease Policy. This segment covers only the critical part the application, the consent from Land use and concurrence by local Grazing Officials.

V. ELIGIBILITY CRITERIA:

A. To be eligible to receive Housing Discretionary Fund Assistance, an applicant must/ be:

1. ~~The applicant shall be~~ An active registered member of the Whippoorwill Chapter, including anyone over 18 years of age living in the home.
2. ~~The applicant and~~ That all household members are over 18 years of age shall be registered with Whippoorwill Chapter 3-months prior to applying for assistance.
3. ~~Must~~ Provide Social Security Number (XXX-XX-1234) and Certificate of Indian Blood (CIB).
4. ~~Must~~ Provide Home Site Lease ~~and/or~~ Homeownership Certificate to qualify for the home the applicant is applying for. Housing Discretionary Fund.
5. Verify the home is in need of repairs and/or improvements.
6. ~~Establish~~ verify the home is the primary residence of the applicant and ~~that~~ the home is to be repair must have been occupied for one (1) year prior before to applying for repairs.
7. ~~and for those currently under of~~ Any new construction must have evident of ~~footing and~~ new foundation.
8. The chapter will verify if the spouse of registered applicant is not registered with Whippoorwill Chapter, the Chapter shall assist only with 50% of the quotation amount.

B. The applicant must submit the following documents:

1. Housing Discretionary Funds Application Check List Form (Exhibit A)
2. Housing Assistance Application (Exhibit B)
3. Authorization for Release of Information (Exhibit C)
4. Income Verification Statement Form (Exhibit D)
5. Map to property (Exhibit E)
6. Material Listing/Quotation sheets from three (3) reliable vendors (Exhibit F)
7. The last 4-digit of Social Security Number (XXX-XX-1234) shall be written on application.
8. Copy of Certificate Indian Blood (CIB)
9. Income Verification for the applicant
8. Home Site Lease - For homes built after 1988

9. Certification of Homeownership – For homes built before 1988.

VI. POLICIES:

- A. All expenditure of funds shall be approved by the Chapter membership at a duly Chapter meeting.
- B. Selection of applications shall be based on following factors in the ranking system:
 - 1. Family Size;
 - 2. Annual Household Income;
 - 3. Overcrowded Living Conditions;
 - 4. Unsanitary or Unsafe Living Conditions;
 - 5. Elderly, Handicapped/Disabled and/or Veterans Status.
- C. If approved, all checks shall be made payable to the vendor.
- D. Applicant must not have been assisted from any housing programs within a two-year period.
- E. Applicant shall be given one time assistance to obtain a Homesite Lease.
- F. Applicant(s) shall be notified in writing whether she/he is eligible or ineligible.
- G. Recipient shall be responsible for transporting and safe keeping of their materials to and at their residence.
- H. For Chapter Community Special Projects: The Chapter Administration shall organize the lump sum purchases and delivery utilizing the Housing Discretionary Funds.
- I. Any misuse or abuse of materials including selling and/or using material for another project shall not be allowed subject to certain penalties.
- J. If in need of more renovation on same house, client(s) shall be eligible to apply again until 2 years from the date of their last assistance approval.
- K. Shall lose their housing discretionary fund assistance privileges for five years.

VII. PROCEDURES:

- A. Applicant shall request, pick up and submit a completed application packet, with all required documents listed on the checklist, to the Chapter Administration Office.

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- B. The Chapter Administration shall review the application packet for completeness. If additional information or documents are needed, the applicant shall be notified immediately.
- C. The Chapter Administration shall log-in and stamp the completed application packet and forward documents to the Chapter Manager for recommendation.
- D. The Chapter Manager and a Chapter Construction Supervisor shall conduct a housing assessment utilizing the Ranking and Evaluation Sheet (Exhibit G) for each complete application(s); complete the Point Allocation Summary Sheet (Exhibit H) and forward the application packet to the Chapter Meeting for final approval.
- F. The Administrative Assistant or Designee shall prepare checks to vendor(s).

VIII. MONITORING:

- A. The Chapter Manager shall have day-to-day oversight responsibility for the administration of all chapter activities involving the Housing Discretionary Funds.
- B. The Chapter Officials shall have oversight responsibility to ensure that the Chapter Administration is adequately meeting the Chapter's directives and expending funds according to the conditions of the Navajo Nation Council and/or the Chapter's annual budgetary objectives; and shall report to the Chapter membership pursuant to 26 N.N.C. Section 1001 (B) ().
- C. The Administrative Service Center shall have monitoring responsibility to ensure all chapter allocations are expended in accordance with applicable Navajo Nation, State and Federal Law.

IX. APPEAL PROCEDURES:

- A. If an applicant is denied for assistance the following steps shall be taken:
 - 1. Applicant must file a written appeal request for an administrative hearing with the Chapter Manager within ten (10) working days after receipt of the adverse decision letter.
 - 2. The Chapter Manager shall schedule an Administrative Hearing with the applicant within five (5) working days after receipt of the written request to resolve the denial.
 - 3. If the applicant is not satisfied with the outcome of the Administrative Meeting, he/she must request within (5) working days after conclusion of the Administrative Hearing in writing.

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4. A grievance hearing which consist of the Whippoorwill Chapter Officials as Hearing Officers shall be within ten (10) working days after receipt of the request. The decision rendered by the Hearing Officers of the Whippoorwill Chapter at the conclusion of the hearing shall be final.

X. AMENDMENT: The Whippoorwill Chapter shall strictly abide and comply with set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter Housing Discretionary Funds Program. The process to amend the Policies and Procedures shall be

recommended in writing by any registered community members at a duly called chapter planning meeting.

X. DEFINITION:

A. "Chapter Administration" means the employee of the chapter which includes, but is not limited to, the Chapter Manager, and Administrative Assistant.

B. "Chapter Manager" means a chapter employee who performs the duties prescribed in 26 N.N.C., Section 1004 (B), 1004 (C), and 2003 (B).

C. "Chapter Resident" is a person who dwells permanently or continuously within the boundaries of a Chapter.

D. "Handicapped" means a person who is legally blind, legally deaf, physically disabled due to the loss of one or more limbs, wheel chair or bed bound, unable to walk without crutches or walker, a mentally disabled 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.

E. "Houses" means framed construction (conventional, prefab, modular, steel, etc.), block and brick construction, log construction, Hogan construction (log or framed), adobe construction (traditional adobe, stabilized or semi-stabilized adobe, compressed adobe block, adobe as a filler material, rammed earth, etc.), solar energy construction (passive, active, and/or appropriate technology).

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

We, hereby certify that the foregoing Housing Discretionary Policies and Procedures was duly considered at a duly called Whippoorwill Chapter Meeting in Whippoorwill, (Arizona), Navajo Nation, at which a quorum was present and that same was passed by a vote of 6 in favor, 0 opposed, and 1 abstained on this 5 day of DECEMBER, 2022.

MOTIONED BY: GERALD AHASTEEN

SECONDED BY: PHILLIP TOM JR.



Aaron Yazzie, Chapter President



Gerald Ahasteen, Chapter Vice-President



Phillip Tom, Jr., Chapter Secretary/Treasurer