

**LOW MOUNTAIN CHAPTER
HOUSING DISCRETIONARY FUNDS
POLICY AND PROCEDURES
[REVISED – 10/30/2023]**

I. AUTHORIZATION:

- A. Pursuant to TCDCMA-20-01, the Transportation and Community Development Committee of the Navajo Nation Council adopted the Housing Discretionary Funds Policy and Procedures to assist and provide guidance to the Chapters in administering Navajo Nation Discretionary Funds.
- B. The Low Mountain Chapter here with pursuant to TCDC Resolution TCDC-20-01, hereby adopted the Chapter's Housing Discretionary Fund Assistance Policy and Procedures.

II. PURPOSE:

- A. To ensure that all funds appropriated by the Navajo Nation Council and expended of funds are accounted for, coordinated, reported, and monitored appropriately and Consistent with Performance Base Budgeting and Navajo Nation Laws, Policy and Procedures.
- B. General Principles of this policy manual are applicable to Low Mountain Chapter, its Employees, community members, including Chapter Officials who will monitor to ensure all Housing Discretionary Fund Assistance Policy and Procedures are maintained and enforced.
- C. To assist qualified Chapter Resident applicants by providing building materials, labor and cost associated with obtaining homesite leases, including but no limited to 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 a safe and livable conditions, and this major repair shall include a one-time plumbing and electrical repair work based on availability of funds or seek additional external assistance. The building material shall not exceed \$3,000.00 based on dire need of home structure. It also is for additions to occupied existing houses in order to provide more adequate living spaces or bathrooms for sanitation reasons.
- C. Partial Assistance: Is for partially financed, self-help construction of new homes. There has to be evidence that partial construction of the house has occurred such as a constructed foundation 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 with a complete 2-bedroom unit.
- B. Depending on availability of funds, the chapter can assist the partial assistance applicant with a maximum amount of \$3,000.00 towards a new unit construction.
- C. Depending on availability of funds, the chapter can assist with an infrastructure power line and/or water line, not to exceed \$3,000.00.

- D. Depending on availability of funds, the chapter can assist with renovating a dilapidated up to standard living condition.

V. ELIGIBILITY CRITERIA:

- A. To be eligible to receive Housing Discretionary Fund Assistance, an applicant must be:
1. An active registered member of the Low Mountain Chapter.
 2. Must provide Social Security Number (XXX-XX-1234) and Certificate of Indian Blood (CIB).
 3. Must provide a Homesite Lease for new unit construction. A Homeownership Certificate for a home renovation the applicant is applying for.
 4. Prove the home is in need of repairs or improvement.
 5. Provide proof the home is a primary resident of the applicant and that the home is occupied and/or currently under new construction-roofing and foundation.
 6. Must be a Chapter Resident within 10-mile radius from the Low Mountain Chapter Grazing boundaries.
- 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 State Form (Exhibit D)
 5. Map to Property (Exhibit E)
 6. Material Listing/Quotation Sheet from three (3) reliable vendors (Exhibit F)
 7. Copies of Social Security Cards (XXX-XX-1234), CIB, and Income Verification for all household members.
 8. Homesite 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 assistant per 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. Any misuse or abuse of materials including selling and/or using materials for another project shall not be allowed subject to certain penalties. Shall lose their housing discretionary fund assistance privileges for five years.
- I. 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.

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.
- 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 the documents to the Community Services Coordinator for recommendation.
- D. The Community Services Coordinator and a Chapter Official 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.
- E. The Accounts Maintenance Specialist or Designee shall prepare checks to vendor(s).

VIII. MONITORING:

- A. The Community Service Coordinator shall have a 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 Community Service Coordinator within ten (10) working days after receipt of the adverse decision letter.
 - 2. The Community Service Coordinator shall schedule an administrative hearing 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 five (5) working days after conclusion of the Administrative Hearing in writing.

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

X. AMENDMENT:

The Low Mountain Chapter shall strictly abide and comply with set Policy and Procedures unless otherwise changes or amendments have been made to the Chapter Housing Discretionary Funds Program Policy and Procedures. This process to amend the Policy and Procedure shall be recommended in writing by any registered community members at a duly called Chapter Planning Meeting.

XI. DEFINITION:

- A. "Chapter Administration" means the employee of the Chapter which includes, but is not limited to, the Community Services Coordinator, and Accounts Maintenance Specialist.
- B. "Community Services Coordinator" means a chapter employee who preforms 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

Pursuant to TCDCMA-20-01, the Low Mountain Chapter, hereby, certify that the foregoing Policy and Procedures was duly considered at a duly called Low Mountain Chapter, Chapter Meeting in Low Mountain, Navajo Nation, Arizona at which a quorum was present and that same was passed by a vote of 13 in favor, 0 opposed, and 04 abstained, on this 13 day of November, 2023.

Motion By: Clara Tsosie

Second By: Mae Yazzie

Ben Gonnie
Ben Gonnie, Chapter President

Roger B. George
Roger B. George, Chapter Vice President

Rose Ann Charley
Rose Ann Charley, Chapter Secretary/Treasurer