

**PINEDALE CHAPTER  
HOUSING DISCRETIONARY FUNDS  
POLICIES & PROCEDURES**

**I. PURPOSE**

The Navajo Nation appropriates Housing Discretionary Funds to provide eligible registered Pinedale Chapter community members with housing assistance in the form of minor repairs, major repairs, renovation, addition, electrical wiring, archeological clearance survey and/or land survey and new construction.

**II. DEFINITIONS**

- A. "Chapter administration" means the employees of the chapter or which includes, but is not limited to, the Community Services Coordinator and Accounts Maintenance Specialist.
- B. "Community Services Coordinator" means a chapter employee who performs the duties prescribed in 26 N.N.C. §§ 1004 (B), 1004 (C), and 2003 (B).
- C. "Disabled" means a person who is legally blind, legally deaf, physically disable due to the loss of one or more limbs, 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.
- D. "Elder" means a person who is over the age of 65, pursuant to the Elderly Older American Act".
- E. "Houses" means framed construction (conventional, prefab, modular, steel, etc.), block and brick construction, log construction, Hogan construction (log or framed), adobe construction (traditional pueblo adobe, stabilized or semi-stabilized adobe, compressed adobe block, adobe as a filler material, rammed earth, etc.), solar energy construction (passive, active, and appropriate technology).

**III. TYPE OF ASSISTANCE**

- A. Housing Repair Assistance is for repairs of occupied existing houses to bring the structures up to safe and livable conditions. It also is for additions to occupied existing houses to provide more adequate living spaces. Award funding shall not exceed annual budget allocations and subject to the committee's approval recommendations.
- B. Archeological Clearance survey and/or Land survey is for assistance to obtain survey for archeological and land. Award funding shall not exceed annual budget allocations and subject to the committee's approval recommendations.

#### **IV. EXPENDITURE REQUIREMENTS AND REPORTING**

- A. All expenditures shall be duly approved by the chapter membership through a chapter resolution based off recommended Housing Selection Committee resolution.
- B. The chapter administration shall make proper accounting and bookkeeping entries for all expenditures.
- C. All applicants shall return original receipt from selected vendor for proper accounting, failure to return any original receipt will result in future potential award.
- D. The Chapter has the discretion to allow pre-construction costs including costs associated with obtaining home site and/or residential lease, including but not limited to, archeological survey costs, environmental clearance costs, and land survey costs.
- E. A member of the Housing Selection Committee and chapter administration staff shall conduct a field visit and gather information such as: home improvement need, pictures and completed Direct Service form and present to Committee for consideration.
- F. Prior to commencing any work, the Community Services Coordinator shall prepare a statement of work to be undertaken which lists the construction expenditures and a brief description of the construction plan.
- G. Upon completion of the work, the Community Services Coordinator shall prepare a performance report briefly describing the accomplishments as they relate to the statement of work. A follow-up report shall be conducted by a member of Housing Selection Committee and chapter administration staff on first initial visit and succession of project.
- H. At the end of each quarter, the chapter administration shall prepare a written expenditures report which includes a brief description of the expenditures/achievements and field visit report for each project for that quarter. The chapter administration shall submit the report to the chapter officials and Navajo Nation Division of Community Development.

#### **V. PROJECT APPLICATION**

- A. To be eligible to receive Housing Discretionary Funds, an applicant must be:
  - 1. A registered voter of the Pinedale Chapter;
  - 2. Applicant shall have in possession a Certificate of Indian Blood;
  - 3. All household members must have in possession a Social Security Card;
  - 4. Applicant must be able to prove the home is their primary residence; and
  - 5. Applicant must be able to prove the home needs renovation, repair, or improvement.

B. The applicant must submit:

1. A completed checklist of required documents (See sample form attached hereto as Attachment A);
2. A completed FMS-approved housing application (See sample form attached hereto as Attachment B);
3. A completed income verification statement (See sample form attached hereto as Attachment C);
4. FMS-approved Authorization for release of information (See sample form attached hereto as Attachment D);
5. A map to the property;
6. A copy of all household members social security card;
7. A copy of the applicant and co-applicant Certificate Degree of Indian blood;
8. A list of materials and their cost or bid sheet from (3) three area vendors.

C. The Accounts Maintenance Specialist shall verify all documents have been properly completed, dated, and signed by applicant and co-applicant.

## **VI. SELECTION PROCESS**

- A. The chapter membership shall annually appoint a selection committee which will evaluate, rank, and make awards.
- B. The selection committee shall develop and utilize a ranking system which ensures priority for eligibility serving those with the greatest needs first. The five basic factors in the ranking systems shall include:
  1. Annual household income;
  2. Family size;
  3. Overcrowded living conditions;
  4. Unsanitary or unsafe living conditions and homelessness; and
  5. Elderly, handicapped, single parent.
- C. The committee shall use the recommended "ranking system" form to score all Housing Discretionary Assistance applications. All community members must score more than 50 points to be awarded assistance.

## **VII. MONITORING**

- A. The Community Services Coordinator shall have the day-to-day oversight responsibility for the administration of all chapter activities involving the Housing Discretionary Funds.
- B. The Chapter officials shall have expenditure oversight and ensure that all chapter allocations are expended in accordance with applicable Navajo Nation, and federal laws.

## **VIII. AMENDMENTS**

The Housing Discretionary Funds Policies and Procedures may be amended as deemed necessary by the Housing Selection Committee with the oversight of the chapter administration and officials through a resolution.