

CASAMERO LAKE CHAPTER HOUSING DISCRETIONARY FUNDS POLICIES AND PROCEDURES

The following policies and procedures shall former TCDC resolution #TCDCMA-20-01

I. AUTHORITY

- A. Pursuant to, 26NNC, Sect. 101(A), Casamero Lake Chapter Administration has formulated, implemented, and operates by the Five Management System (FMS) to ensure accountability on the use of Chapter Housing Discretionary Funds.
- B. Pursuant to Casamero Lake Chapter Resolution **CL# 06-11-2007**, the Chapter has developed, implemented and operates in accordance to these Housing Discretionary Fund Policies and Procedures as amended by RESOLUTION # CL 11-2018-00

II. PURPOSE

- A. The purpose of these policies and procedures are to provide guidance for the chapter administration to administer the Housing Discretionary Funds.
- B. These funds are received for housing assistance for any eligible registered voter(s) who are up-to-date with chapter registration. These funds are primarily for minor home repair(s), major repair(s), renovation(s), addition(s), electrical wiring(s) and self-help home construction(s).
- C. These funds are for providing short term housing assistance due to limited funds that's appropriated annually by the Navajo Nation Council.
- D. For long term (complete) housing construction(s), all applicant(s) have to go through Navajo Housing Authority (NHA) or for Veteran(s) through Navajo Nation Veterans Administration.

III. APPLICABLE LAWS

- A. Casamero Lake Chapter shall comply with all applicable State, Federal, and Navajo Nation Laws.

IV. DEFINITIONS

- A. Chapter Administration: Chapter Manager, Administrative Assistant, and Accounting Maintenance Specialist (AMS) are the Chapter Administration personnel.
- B. Chapter Manager: Responsible for administering the Five Management System (FMS).
- C. Disability: A person with a physical or mental condition which limits a person's mobility, comprehension, or coordination.
- D. Housing: 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).
- E. Fiscal Year (FY): Navajo Nation's financial annual allocations starts from October 1st to September 30th.

V. TYPES OF ASSISTANCE

- A. Minor Repair(s): Minor repairs are maintenance type of work on existing occupied home(s), which includes repairing or installing windows, doors, or walls (Interior or Exterior).

- B. Addition: New construction being added to an existing occupied home such as bathroom addition or additional bedroom.
- C. Minor Labor: A client requires minor jobs performed such as installation of windows, doors, etc. The applicant must request through Work Request Form for Public Employment Program, if needed.
- D. Self-Help Material Purchase(s): Chapter purchase(s) housing materials for repairs and clients are required to obtain labor at their own expense. Family/relatives members are encouraged to help.
- E. Mobil Home: Meter Pole – The Chapter will assist with partial payment on Meter Pole up to \$400.00 with remaining balance will be paid by the homeowner with a proof of Home site or Residential Lease prior to issuing payment to vendor.
- F. Due to high demand and approved by the Navajo Nation, the only appliance that the Chapter will purchase is water heater due to safe and livable conditions. The Chapter will assist with partial payment on water heater up to \$400.00 with the remaining balance will be paid by the homeowner. Due to liability, the chapter is encouraging homeowner to have the water heater installed by a certified electrician.
- G. The purpose of Housing Discretionary grants are to assist qualified applicants with housing repairs by providing building materials, and costs associated with obtaining home site lease, including, but not limited to, archeology surveys, environmental clearances and land surveys up to \$400.00 with the remaining balance with be paid by the applicant.

VI. POLICY

- A. The Chapter will assist up to (9) household with housing discretionary funds per quarter based on availability of fiscal year budget, a total of 36 households per year.
- B. The Chapter will provide five (5) pre-numbered applications to potential clients for fifteen (15) business days. Chapter Administration shall schedule the dates and the chapter shall not accept any late applications. Once the applicant submits the application, the chapter will conduct assessment for the application selection in accordance with Section IX. (The applications is good for only 30 days)
- C. The applicant(s) will only be assisted with Housing Discretionary Fund once every two (2) fiscal years. If an emergency does arises and upon availability of funds, then the client can be assisted with additional funding through chapter membership approval at a duly called regular chapter meeting.
- D. The Chapter will determine the amount of funds for housing assistance a client requires and upon the availability of funds.
- E. All purchases expenditures shall comply with the Casamero Lake Chapter Procurement Policies and Procedures and Navajo Nation Budget Instruction Manual (BIM).
- F. The Chapter Administration shall maintain accurate and updated records of all expenditures and projects as specified in the Casamero Lake Chapter Records Management Policies and Procedures.
- G. Prior to commencing any work or project, the Chapter Manager or the Project Supervisor shall prepare a Scope of Work, listing the construction expenditures, brief description of the construction plan by taking photo before the project commence. Any changes or amendment to the Scope of work will be approved by the Chapter manager in concurrence with Chapter Officials.

- H. Upon completion of the work or project, the Chapter Manager or Project Supervisor will prepare a Project Completion Report briefly describing the accomplishments as they relate to the Scope of Work.
- I. If a client is denied any housing discretionary fund, a denial letter of explanation, signed by the Chapter Manager in concurrence with Chapter President. A certified letter will be mailed to the client recipient or can be picked up by the client at the chapter.
- J. If the application is incomplete or missing documents, the Chapter Manager will contact the applicant by phone call and/or send a letter to the client requesting the required documents prior to deadline date.

VII. ELIGIBILITY

- A. All applicants must be a register voter of Casamero Lake Chapter verified through Navajo Nation Election Office.
- B. Chapter Manager will verify with neighboring Chapters if the applicant(s) has not received any assistance within the past one (1) fiscal year.
- C. If the applicant is building a new complete home (Major Construction) (Hogan, Framed Construction, office, and/or Mobile Home), the applicant must submit a complete NHA application to NHA at agency. NHA has its own required documents to be submitted with their applications.
- D. All applicants must be occupying/residing in current home year-round.
- E. If an applicant occupies a temporary home, he/she must have a permission or contractual agreement between the home owner and renter, prior to submitting their application to the Chapter Administration. The homeowner must sign agreement for home improvement to their property prior to commence any work is being conducted.
- F. Only one (1) Applicants per household within One Fiscal Year.
- G. Qualified applicants must attend Regular Chapter Meeting at the time of request for approval. If an applicant cannot make it to the Regular Chapter Meeting, he/she must send a representative with a signed letter authorizing him or her. If the applicant fails to attend the Chapter Regular Meeting, the applicant must resubmit their application and attend the next scheduled Chapter Regular Meeting.

VIII. REQUIRED DOCUMENTS

- A. An accurately completed pre-numbered Chapter Housing Discretionary Assistance Application.
- B. If an applicant is building a new complete home (Hogan, Framed Construction, and/or Mobile Home), the applicant must comply with Section VII.C of this policy.
- C. Signed Permission to Enter Premises Form.
- D. Signed Authorization for Release of Information Form.
- E. A Map of Property Location
- F. Navajo Nation Voter Registration Card
- G. Only the head of household Applicant will furnish a Copy of certificate of Indian Blood.

- H. Documentation/Referrals from other service providers verifying housing need. (I.e. Doctors statement, referral from Social Services and/or Community Health Representative, etc.)
- I. Applicant must provide three (3) Price Quotations from three (3) different Vendors up to \$400.00. If the applicant purchases beyond \$400.00, the applicant must pay the difference.
- J. Applicant and Chapter Manager must sign Memorandum of Understanding of the Chapter Housing Discretionary Fund Policies & Procedures.

IX. SELECTION PROCESS

- A. The Chapter shall select only completed application. Thereafter, the Chapter Manager shall present the names of applicant during Chapter Planning Meeting for Approval at Regular Chapter Meeting.

X. MONITORING

- A. The Chapter Manager & Chapter officials will have the daily oversight responsibility for the administering of all Chapter Projects involving the Housing Discretionary Funds.
- B. If the Chapter Officials or Chapter Manager is in conflict of interest, he or she must recuse himself/herself from the application process, reviewing, evaluating and approval process.
- C. All discussing of reviewing, evaluating and approval are subject to confidentiality pursuant to Navajo Nation 2 N.N.C. Sub. Sect. 83-85.

XI. PROJECT

- A. The Chapter shall prioritize projects based on the selection process in Section IX.
- B. Upon request from the applicant through Work Request Form, the Chapter shall advertise through media and select the PEP workers for the project.
- C. The Chapter will reserve the right to refuse service to clients who are not willing to work with the Chapter on their project or when the clients are displaying vulgar and profanity languages, and disrespectful behavior towards the workers or the Chapter Administration.

XII. AMENDMENTS

This policy can be amended from time to time with accordance to the Five Management System (FMS) Policies and Procedures.

XIII. COMPLIANCE

The Chapter will comply with the FMS Policies and Procedures for Procurement, Fiscal, Records, Personnel, and Property.

MEMORANDUM OF UNDERSTANDING

DATE: _____

TO: _____
All Chapter Housing Discretionary Fund Recipients

FROM: **Casamero Lake Chapter**

SUBJECT: Understanding of the Chapter Housing Discretionary Fund Policies & Procedures

I, _____, have read and understood the Chapter Housing Discretionary Fund Policies & Procedures. I have received in the amount of \$400.00 to be spent within 90 days from this date. I also understand that I have to get assistance one (1) per fiscal year to be qualified for my next Housing Discretionary Assistant from the Chapter.

SIGNATURE:

Housing Discretionary Fund Recipient

Date

Chapter Manager

Date

Minor Repair: A repair that will not affect the quality of airworthiness

Major Repair:

Renovation:

Addition the house:

Electrical Wiring:

Self-Help Construction.