

POLICIES & PROCEDURES

ASSISTANCE WITH HOME RNOVATION MATERIALS/HOUSING RELATED MATERALS UNDER THE TSE'LICHII CHAPTER DISCRESTIONARY HOUSING FUND

I. PURPOSE

- A.** To provide a system for the established housing assistance committee/Chapter administration to assist the most needy in an objective and timely manner.
- B.** To provide a procedure for the Chapter membership to apply for and obtain assistance with housing related materials or alleviate cost involving home renovations.
- C.** To provide applications with understandable and consistent procedures in obtaining assistance with housing related materials for home renovations or improvements.

II. USE

These procedures shall be used by the Home Improvement Committee/ Chapter Administration to evaluate, rank, and make awards to qualified applicants requesting help with home renovation materials or home improvement related materials.

III. RESPONSIBILITIES

- A. Applicant**
 - 1. Shall compile his/her material listing and obtain cost estimate from three lumber companies/vendors and turn then in with the application packet.
 - 2. Shall be present (in person) at the time of application date for application information and questions related to request for assistance. Exception to be made for applicant that cannot attend due to health or medical reasons, (Doctor's Statement)
 - 3. Shall provide all required documents for type of renovation need as mentioned herein.
- B. Chapter Administration**
 - 1. Shall issue and accept application packets.
 - 2. Shall help the applicant fill out application form (if required by applicant).
 - 3. Shall explain the application process to individual applicant including date of next regular housing committee meeting.
 - 4. Shall explain to applicant where to go to obtain certain required document(s).
 - 5. Shall explain the process in obtaining home site lease or residential lease.
 - 6. Shall explain the requirements and methods in obtaining utility systems (electricity, water, and telephone, propane) to home.
 - 7. Shall give completed applications to the Home Improvement Committee/Chapter Administration.
- C. Chapter Officials**

1. Shall provide for opportunity for assistance to the community people by explaining the process and eligibility requirements during Chapter meetings.
2. Shall encourage local referrals from CHR program, and the Senior Citizen Committee, or any other existing programs.
3. Shall consult with the committee to coordinate PEP labor to install issued housing materials.
4. Shall mediate the settle disagreement(s) or dispute(s) between the committee members, between committee, member(s) and applicants(s), and to make and issue decision on any matter and subject stated in this procedure. The decision issued by the Chapter Officials shall be final.

IV. GENERAL PROVISIONS

- A. An assessment of the project home may be made by chapter administration or committee member(s) to determine eligibility:
 1. To verify applicant's primary residence.
 2. Ensure material estimates are true and correct.
 3. Verify if electric power and running water available.
 4. Verify number of household members.
 5. Obtain floor plan & ascertain condition of home.
 6. Picture of project home.
- B. Assistance shall be provided only to homeowners that have homes physically located within Tse'Lichii Community. Homes or residences located outside of Tse'Lichii area, in City of Gallup, and in another Chapter area shall not be eligible to receive assistance. (Assistance shall be provided to homeowners that are registered with Tse'Lichii Chapter under the Navajo Nation).
- C. Any other resources with the Tse'Lichii Chapter will applications shall be considered with following documents to be provided:
 - 1) Referral letter from resources of the Tse'Lichii Chapter
 - 2) Consideration referrals to HIC/Chapter Administration shall only be when funds are available,
 - 3) Applications can also be a request to match funds,
 - 4) HIC/Chapter Administration shall make referrals to other programs when funds become depleted.

NOTE: Resource – Veterans, Senior Citizen Center, CLUPC, CHR, Education, Chapter Officials and Administration.

- D. Any client that received prior assistance maybe eligible again pending on the discretion of the Committee Members/Chapter Administration assessment. Tse'Lichii shall have first time application as priority clients.
- E. The level of assistance shall be the ceiling maintained in all categories of requests for assistance and consider application depending on allocated funds for fiscal year as follows:

Category	Description	Amount
A	Minor Renovation	\$500.00
B	Legal Survey	\$300.00
C	Arch Clearance	\$300.00

- F. The assistance shall be comprised of fifteen (15) applications per quarter in a fiscal year.
- G. Assistance may be made by the committee for cases involving multiple needs. **EXAMPLE:** Interior water pipe with housing materials or heating system with housing materials. This provision shall apply only under one application.
- H. The following shall be disallowable: Request for assistance with utility payment, (water, wastewater, electricity, telephone) including arrears & reconnection cost; rent payment; septic tank cleaning; down payment on house/mobile home; home installment payment; miscellaneous labor work.
- I. All application shall be reviewed by the committee. No application shall be denied (all applications to go through review process) to anybody who wants to apply. There shall be no discrimination against community members, chapter administration, chapter officials, homeowners or applicants.

V. AWARDING PRIORITIES

Priority shall be pending on discretion of the Home Improvement Committee Member's/Chapter Administration assessment according to ranking sheet.

The priority(s) shall complement the ranking score given to each applicant on the ranking sheet. This tool identifies need(s) based on established rating factors. The rating assigns rights to limited fund (Discretionary Housing Fund) and related housing services.

The Tse'Lichii Chapter shall not go into contracts relating to construction or installation of housing materials. Relevant scope of work shall be issued of specialty work such as, plumbing repair or electric meter pole installation, and electrical house-wiring contingent for signature by license person as required by utility companies.

VI. DOCUMENTS REQUIRED FOR EXISTING HOME/NEW HOME CONSTRUCTION/PARTIAL ASSISTANCE

- A. Complete Housing Application Form
- B. Income Verification Statement
- C. Copy of family card or Certificate of Indian Blood (CIB) for applicant; each household member
- D. Evidence of Land Ownership/Verification of Home Ownership if living in Boarder Town.

- a. Grazing Permit, or
 - b. Letter by Chapter Officials verifying customary use, or
 - c. Acknowledgement by chapter that applicant is lifelong resident of community, or
 - d. Indian Allotment Land papers
- E. Doctor's Statement on medical condition if applicable
- F. Pictures of residence you want renovated
- G. Material costs estimates (quotes) from three (3) local lumber companies
- H. Navajo Nation Voter's Registration Card for applicant/current registered at least six (6) months or more with Tse'Lichii Chapter.

VII. DOCUMENTS REQUIRED FOR NEW HOME CONSTRUCTION

- A. Complete Housing Application Form.
- B. Income Verification Statements
- C. Copy of family card or Certificate of Indian Blood (CIB) for each household member
- D. Evidence of Land Ownership.
 - 1. Home site lease if for Tribal Trust Land
 - 2. Residential Lease if for Indian Allotment Land.
 - 3. Site Clearance Reports – archaeological survey, environmental assessment, etc.
 - 4. Letter from Land Department in lieu of pending process of lease.
 - 5. No known land dispute(s)
 - 6. Verification letter showing applicant is ineligible for other housing assistance programs.
- E. Doctor's Statement for Medical Condition if applicable.

New Implement under VII:

DOCUMENTS REQUIRED FOR LEGAL SURVEY

- 1. Completed Housing Improvement Assistance Application Form
- 2. Household Income Verification
 - a. Check Stub
 - b. Award Letter
 - c. Statements
- 3. Copy of Certificate of Indian Blood (CIB) for applicant

4. Evidence of Land Ownership

- a. Copy of residential/home site lease summary report

5. Navajo Nation Voter's Registration Card for Application

VIII. DOCUMENTS REQUIRED FOR PARTIAL ASSISTANCE

A. Complete Housing Application Form

B. Income Verification Statements

C. Copy of Family Card or Certificate of Indian Blood (CIB) for each household member.

D. Evidence of Land Ownership.

- a. Existing Home

- i. Grazing Permit or

- ii. Letter by Chapter Officials verifying customary use, or

- iii. Letter by an Official that applicant is a lifelong resident of the community.

- b. Major Renovation

- i. Home site Lease if on Tribal Trust Land

- ii. Residential Lease if on Indian Allotment Land.

- iii. Letter from Land Department in lieu of process of lease.

- c. Home Addition

- i. Home site lease if on Tribal Trust Land

- ii. Residential Lease if on Indian Allotment Land

- iii. Site Clearance

- iv. Letter from Land Department in lieu of pending process of lease.

- d. New Construction

- i. Home site Lease if on Tribal Trust Land

- ii. Residential Leases if on Indian Allotment Land

- iii. Site Clearance Reports

- iv. Letter from Land Department in lieu of pending process of lease

- v. Verification letter showing applicant is ineligible for other housing assistance programs.

- vi. No known land disputes.

New Implement Under VIII:

DOCUMENTS REQUIRED FOR ARCH CLEARANCE

1. Completed Housing Improvement Assistance Application Form
2. Housing Income Verification
 - a. Check Stub
 - b. Award Letter
 - c. Statement
3. Copy of Certificate of Indian Blood (CIB) for applicant
 - a. Copy of Legal Survey Plat
4. Navajo Nation Voter's registration card for applicant

IX. PERCONSRUCTION COSTS

A. Land Survey

- a. Three vendor contacts/three vendor price quotes concept shall apply to obtain lowest bid. Given quotes must include all potential cost such as upfront fee, mileage & travel costs, actual survey costs, report writing and the making & issuance of plat.
- b. The client must show there is/are no land dispute(s) where the lease will be located. If land dispute exists then assistance cannot be provided (until dispute is resolved by all parties).

B. Archaeological Clearance.

- a. Three vendor contacts/three vendor price quotes concepts shall apply. Given quotes must include all potential cost such as upfront fee, mileage & travel costs, actual – survey cost, report writing and cost involving issuance of finalized report.
- b. The application mush have an alternate site if primary site is likely to not be feasible. If the primary site is discovered containing cultural resources for which assistance with already provided then the client cannot request for additional help.

The Community Service Coordinator Home Improvement Committee shall have the discretion to recommend vendors for any of the two provision mentioned above or reject if the price quote is/are not feasible. The committee shall have the discretion to allow for preconstruction help.

X. EXPENDITURE REQUIREMENT

- A. The Chapter Administration shall be responsible for all accountability of expenditure under the Tse'Lichii Housing Discretionary Fund.

XI. INSTALLATION OF MATERIALS ISSUED/PROTECTION

- A. It shall be the policy that all issued materials must be protected by the homeowner; Protection from theft, exposure to weather elements and shall not give partial or all materials to another person.
- B. It shall be encumbered upon the homeowner to solicit help from immediate family members, relatives or friends or install all materials without prolong delay.
- C. The Home Improvement Committee shall have the discretion to coordinate carpentry help form the Chapter under the PEP Program.

XII. APPROVALS/DISAPPROVAL OF AWARDS

- A. When application are approved by the committee it will inform the Chapter Administration. The Chapter Administration shall then issue payment to proper vendor(s) accordingly.
- B. If an application is disapproved, the application shall not be closed, but instead will be given opportunity to be made eligible via explanation of discrepancies to the applicant. The application packet will not be returned to applicant. It will be under active file for three years at which time it will be given reconsideration or earlier if need be.

XIII. REFERRALS

The Home Improvement Committee shall have the discretion to refer client(s) to other housing programs such as Veterans Housing Assistance, BIA Housing, NAHASDA Housing Development, Southwest Indian Foundation and other entity that an provide help.

XIV. AMENDMENT

The Home Improvement Committee shall have the discretion to amend, change or revise these procedures, in paragraph(s), Sentence(s), or word(s) from time to time as may be necessary.

Revised by Home Improvement Committee: October 13, 2013

Approved by Chapter Membership:

Vote: