**INDIAN WELLS CHAPTER**

**HOUSING DISCRETIONARY FUNDS POLICIES AND PROCEDURES**

**AUTHORIZATION**

1. Pursuant to 26 N.N.C., Section 101 (A), the Indian Wells Chapter has formulated, implemented, and operates by the Five Management System (FMS) to ensure accountability and has developed policies and procedures for the Chapter Housing Discretionary Funds.
2. Pursuant to the Indian Wells Chapter Resolution **IWC-22-14**, the Chapter Housing Discretionary Funds Policies and Procedures is hereby approved.
3. **PURPOSE**

The purpose of these policies and procedures is to provide guidance to Indian Wells Chapter in administering Navajo Nation Housing Discretionary Funds where the chapter lacks policies and procedures of its own. The Navajo Nation appropriates these funds to provide eligible Navajos with housing assistance in the form of minor repair, major repair, renovation, addition, electrical wiring, and new construction costs.

1. **DEFINITIONS**
2. “Chapter administration” means the employees of the chapter which includes, but is not limited to, the chapter Community Service Coordinator and Accounts Maintenance Specialist.
3. “Community Service Coordinator” means a chapter employee who performs the duties prescribed in 26 N.N.C., subsections 1004(B), 1004(C), and 2003(B), and includes employees referred to as community service coordinators.
4. “handicapped” means a person who is legally blind, legally deaf, physically disabled due to the loss of one more limbs, chair or bed bound, unable to walk without crutches or a walker, a mentally disabled adult who requires a companion to aid in the basic needs or prevented from minor physical exertion such as housework due to severe health or respiratory problems.
5. “houses” means framed construction (conventional, prefabricated, 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).
6. **TYPES OF ASSISTANCE**
7. Category A (Minor Repair) is for minor repairs and maintenance type for occupied existing houses not to exceed $2,000.00.
8. Category B (Major Repair or Addition) is for repairs of occupied existing houses to bring the structures up to safe and livable conditions and may include plumbing and electrical work. It also is for addition to occupied existing houses to provide more adequate living spaces or bathroom for sanitation reasons not to exceed $2,000.00.
9. Category C (Partial Assistance) is for partially financed self-help construction of new houses. Electrical wiring and plumbing are allowed under this category not to exceed $2,000.00.
10. Category D (New Construction) is for construction of new houses with electrical wiring and plumbing. ($0.00).
11. **EXPENDITURE REQUIREMENTS AND REPORTING**
12. All expenditures shall be duly approved by the Chapter membership and set out in the budget.
13. The Chapter Administration shall make proper accounting and bookkeeping entries for all expenditures.
14. The Chapter has the discretion to allow for pre-construction costs including costs associated with obtaining residential lease/home site leases, including but not limited to archaeological survey cost, environmental clearance costs and land survey costs not to exceed $500.00.
15. Prior to commencing any work, the chapter CSC shall prepare a Statement of Work to be undertaken which lists the construction and a brief description of the construction plan.
16. Upon completion of the work, the Chapter CSC shall prepare a Performance Report briefly describing the accomplishments as they relate to the Statement of Work.
17. At the end of each quarter, the Chapter Administration shall prepare a written expenditure report which includes a brief description of the expenditure and achievements for that quarter. The Chapter Administration shall submit the report to the Administrative Service Center.
18. The Community Member shall be assisted once every two (2) years with Housing Discretionary Funds.
19. **PROJECT APPLICATION**
20. To be eligible to receive Housing Discretionary Funds, an applicant must be:
21. A registered member of the Chapter
22. In possession of a Certificate Degree of Indian Blood
23. In possession of a Social Security Card
24. Able to prove home ownership by title or lease
25. Able to prove the home is the primary residence of the applicant, and
26. Able to prove the home needs renovation, repair, or improvement
27. The Applicant must submit:
28. A completed Checklist of Requested Documents (Attachment A)
29. A completed Housing Discretionary Application (Attachment B)
30. Authorization for Release of Information (Attachment C)
31. A Map to the property (Attachment D)
32. A list of Materials and three (3) quotes (Attachment E)
33. Evidence of land ownership or potential ownership in the form of an affidavit or documented proof of fee title, true title, leasehold interest, use permit, indefinite assignment or other including customary use.
34. For funding pursuant to Category C, evidence that partial construction has occurred.
35. A copy of Applicant’s Certification Degree of Indian Blood
36. The Chapter CSC and Committee shall make sure all documents have been properly completed, dated, and signed by the applicant.
37. **SELECTION PROCESS**
38. The Chapter Membership shall appoint annually a selection committee which will evaluate, rank, and make awards. The selected committee shall make a report to the Chapter Officials each quarter.
39. The Housing Discretionary 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 system shall include:
40. Family size
41. Overcrowded living conditions
42. Unsanitary or unsafe living conditions
43. Elderly/handicapped or disabled
44. Referrals from other agencies
45. The point allocation sheet shall be kept in each application for each of the above-mentioned factors.
46. Chapter staff and officials are not to participate in or decide on housing assistance that involves a family member, relative related by blood, or significant other, i.e., husband, wife.
47. **MONITORING**
48. The Housing Discretionary Committee shall have a monthly meeting which shall be on the first Monday of the month.
49. The Housing Discretionary Application drive will be on-going.
50. The Administrative Service Center (ASC) shall have expenditure oversight and ensure that all chapter allocations are expended in accordance with applicable Navajo Nation Law.
51. The Resources and Development Committee of the Navajo Nation Council shall have nationwide oversight responsibility for Chapter Housing Discretionary Fund activity.
52. **AMENDMENTS**

The Housing Discretionary Funds Policies and Procedures may be amended as deemed necessary by the Indian Wells Chapter.