

THE NAVAJO NATION
INDIAN WELLS CHAPTER
Fort Defiance Agency
ARCHEOLOGICAL SURVEY ASSISTANCE PROGRAM
FOR HOME SITE AND RESIDENTIAL LEASES
FISCAL YEAR 2012

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

All applications for Archeological Survey Assistance Program for Home Site and Residential Leases are reviewed and evaluated by the Indian Wells Chapter Housing Discretionary Committee and Administration, therefore it is to your advantage to provide all of the information requested and attach copies of any applicable documents asked for requested. If a question does not apply, indicate by "NOT APPLICABLE" or "N/A" to indicate that you have read the questions.

If your application is approved for funding and it is learned that the funds have been used for the benefit of another person not named on the application and for a different house other than the house for which assistance is requested, reimbursement will be requested and any future requests for financial assistance through the Indian Wells Chapter will be denied.

- Application for Archeological Survey Assistance Program for Home Site and Residential Leases (be sure to **Sign** and **Date**)
- Identification Card/Driver's License for Applicant
- Social Security Cards for all household members
- Certificate of Indian Blood for Applicant
- Map to the site where Archeological Survey is to be done
- Navajo Election Administration Release of Information Form for Applicant

If you need assistance in completing the Application or have questions, contact the Indian Wells Chapter Administration. (928) 654-3289 or (928) 654-3280

INDIAN WELLS CHAPTER
ARCHEOLOGICAL SURVEY ASSISTANCE PROGRAM
FOR HOME SITE AND RESIDENTIAL LEASES
POLICIES AND PROCEDURES

1. Purpose
 - a. The purpose and overall goal of the Indian Wells Chapter is to provide Home Site Lease/Residential Lease Survey and Archeological Assistance Program that provides funding assistance to community members on getting their home site leases started and eventually completed so that they can build their own homes. The amount awarded to approved applicant is \$260.00.
2. Qualifications
 - a. The individual must be registered with Indian Wells Chapter; and
 - b. You must have completed the Navajo Nation Home Site Lease application with the \$15.00 money order and current Certificate of Indian Blood submitted to the Navajo Land Department; or
 - c. You must have your residential lease paperwork in process with the BIA Realty Office; and
 - d. The individual must be able to pay the difference if using a private surveyor.
3. Restrictions
 - a. The individual seeking assistance must be registered with the Indian Wells Chapter for one year before assistance is considered and granted.
 - b. The proposed home site/residential lease site must be within the Indian Wells Chapter boundary.
 - c. This is a one-time award package for both the survey and archeological surveys.
 - d. If name is on the list and payment is not made within one month of approval, the individual will be moved to the bottom of the list.
4. Processing
 - a. Home Site Lease
 - i. In order to be considered for assistance, a home site lease application packet must be submitted to the Indian Wells Chapter who will then forward it to the Navajo Land Department.
 - ii. Once complete, a copy will be made at the Indian Wells Chapter Administration Office and a Survey Assistance form will be provided that needs to be completed.
 - iii. If using a private surveyor the balance needs to be paid within one month of completing the application, if not, then the application will be put on hold until payment is made and approval will be given until payment is made.
*once the survey has been completed by the private surveyor, a copy of the plat and topography map must be submitted to the chapter.
 - iv. If using a private surveyor the balance needs to be paid before a Housing Discretionary Committee resolution can be approved for the individual. If

it is not paid, then the individual will be put on hold until the payment is made.

- v. Once the archeological survey is completed by the Navajo Archeological Department, then a copy of the report as well as the topography map must be submitted to Navajo Historical Preservation Office for Compliance Form to be issued by the HPO and BIA.
- vi. Once the Compliance Form has been issued, the individual must submit a copy to the Indian Wells Chapter Administrative Office so that it may be submitted to the Navajo Land Department to prepare for Navajo Nation Review and then to the BIA for review and approval.
- vii. Once the home site lease has been approved, then a copy must be submitted to the Indian Wells Administrative Office for our records.

b. Residential Leases

- i. The individual must take the heir of an Allotment area to the BIA Realty Office and request for a Residential Lease packet.
- ii. Once the signatures are complete, a copy needs to be submitted to the Indian Wells Chapter Administrative Office and a Survey Assistance form needs to be completed.
- iii. If using a private surveyor the balance needs to be paid within one month of completing the application, if not, then the application will be put on hold until payment is made and approval will be given until payment is made.
*Once the survey has been completed by the private surveyor, a copy of the plat and topography map must be submitted to the Indian Wells Chapter Administrative Office.
- iv. If using a private surveyor the balance needs to be paid before a Housing Discretionary Committee resolution can be approved for the individual. If it is not paid, then the application will be put on hold until the payment is made.
- v. Once the archeological survey is completed by the Navajo Archeological Department, then a copy of the report as well as the topography map must be submitted to the Navajo Historical Preservation Office for a Compliance Form to be issued by the HPO and BIA.
- vi. Once the Compliance Form has been issued, the individual must submit a copy to the Indian Wells Chapter Administrative Office so that it may be submitted to the Navajo Land Department to prepare for Navajo Nation Review and then to the BIA for review and approval.

5. Amendments

- a. Amendments to the Survey and Archeological Assistance Program policy and procedures can be amended as needed during a duly called chapter meeting.

INDAIN WELLS CHAPTER ARCHEOLOGICAL SURVEY ASSISTANCE FORM To Conduct ARCHAEOLOGICAL SURVERYS AND PREPARE TECHINCAL REPORTS FOR HOME-SITE AND RESIDENTIAL LEASE.	INFORMATION REQUIREMENT APPROVED
	FOR OFFICE USE ONLY
	Request No.
	Reviewed and Approved by:
1. Name of Applicant	
2. Mailing Address	
3. Telephone Number(s)	
4. Social Security Number:	
5. Census Number:	
6. Location of Proposed Work (Provide a map to location on reverse side of this application)	
7. Period During Which Work Will be Conducted From:	
To:	
8. Name of Individual(s) Responsible for Planning & Supervising Field Work & Approving Reports, Evaluations, & Recommendations:	
9. Signature of Applicant /s/	
Date:	
10. Signature of Indian Wells Chapter Housing Discretionary Committee member /s/	
Date:	

Attach Additional Sheets of Information as Necessary