

**COYOTE CANYON CHAPTER
HOUSING DISCRETIONARY FUNDS
POLICIES AND PROCEDURES**

I. PURPOSE

The purpose of these policies and procedures is to provide guidance to chapters 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.

II. DEFINITIONS

- A. "Chapter Administration" means the employees of the chapter which includes but is not limited to, the Chapter Manager and Clerk-Typist.
- B. "Chapter Manager" means a chapter employee who performs the duties prescribed in NNC 1004 (B), 1004 (C), 2004 (B) and includes those employees referred to as Community Service Coordinators.
- C. "Handicapped" means a person who is legally blind, legally deaf, physically disabled due to 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. "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. TYPES OF ASSISTANCE

- A. Category A (minor repair) is for minor repairs and maintenance type work for occupied existing houses.
- B. Category B (major repair or addition) is for repairs of occupied existing houses to bring the structures up to safe and livable conditions and any include plumbing and electrical work. It also is for additions to occupied existing houses in order to provide more adequate living spaces or bathrooms for sanitation reasons.

- C. Category C (partial assistance) is for partially financed, self-help construction of new houses. Electrical wiring and plumbing is allowed under this category.
- D. Category D (new construction) is for construction of new houses with electrical wiring and plumbing.

IV. EXPENDITURES REQUIREMENTS AND REPORTING

- A. All expenditures shall be duly approved by the chapter membership and set out in the budget.
- B. The Chapter Administration shall make proper accounting and bookkeeping entries for all expenditures.
- C. The chapter has the discretion to allow for pre-construction costs including costs associated with obtaining home site leases, including but not limited to, archeological survey costs, environmental clearance costs and land survey costs.
- D. Prior to commencing any work, the Chapter Manager shall prepare a Statement of Work to be undertaken which lists the construction expenditures and a brief description of the construction plan.
- E. Upon completion of the work, the Chapter Manager shall prepare a Performance Report briefly describing the accomplishments as they relate to the Statement of Work.
- F. At the end of each quarter, the Chapter Administration shall prepare a written expenditures report which includes a brief description of the expenditures and achievements for that quarter. The chapter administration shall submit the report to its Local Governance Support Center.

V. PROJECT APPLICATION

- A. To be eligible to receive Housing Discretionary Funds, the applicant must be:
 - 1. A registered member of the chapter.
 - 2. In possession of a Certificate of Indian Blood.
 - 3. In possession of a Social Security Card.

4. Evidence of land ownership or potential ownership in the form of an affidavit or documented proof of fee title, trust title, leasehold interest, use permit, indefinite assignment or other exclusive possessory interest including customary use.
 5. For funding pursuant to Category D and on Navajo Nation trust or allotted trust land, Navajo Home site Leases, Residential Leases or allotment records are required. Certification from the Office of Navajo Land Administration can be utilized in lieu of Navajo Home site or Residential Leases provided local clearances are in order and Home site Lease processing is assured in the near future. Alternatively, an affidavit signed by the Chapter Officers Grazing Committee members stating there is no land disputed where construction is to occur can be utilized in lieu of the records or certification mentioned above.
 6. For funding pursuant to Category C, evidence that partial construction has occurred.
 7. Authorization for Release of Information (See sample attached hereto as Attachment D).
 8. A map to the property.
 9. A copy of each household member's social security card.
 10. A copy of the applicant's Certificate of Indian Blood.
 11. A list of materials and their cost or bid sheet.
- C. The Chapter Manager shall make sure all documents have been properly completed, dated and signed by the 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 system shall include:
 1. Annual household income.

2. Family size.
3. Overcrowded living conditions.
4. Unsanitary or unsafe living conditions.
5. Elderly handicapped or disabled.

C. The point allocation sheet shall be kept in each applicant's folder and record the points given to the applicant for each of the above-mentioned factors.

VII. MONITORING

- A. The Chapter Manager shall have the day-to-day oversight responsibility for the Administration of all chapter activities involving the Housing Discretionary Funds.
- B. The Local Governance Support Center shall have expenditures oversight and ensure that all chapter allocations are expended in accordance with applicable Navajo Nation, state and federal law.
- C. The Transportation and Community Development Committee of the Navajo Nation Council shall have nationwide oversight responsibility for chapter Housing Discretionary Fund activity.

VIII. AMENDMENTS

The Housing Discretionary Funds Policies and Procedures may be amended as deemed necessary by the Transportation and Community Development Committee of the Navajo Nation Council.