

**Black Mesa (Kits'iili) Chapter  
Housing Discretionary Funds  
Policies and Procedures**

**I. ESTABLISHMENT:**

Pursuant to Black Mesa (Kits'iili) Chapter resolution BLAC-05-06-126. The Black Mesa (Kits'iili) Chapter Housing Discretionary Funds is hereby established.

**II. PURPOSE:**

The purpose of these policies and procedures is to regulate and provide guidance to Black Mesa (Kits'iili) Chapter in administering Navajo Nation Housing Discretionary Funds. 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 homesite lease processing, once a year based on assessment criteria and on availability of funds.

**III. DEFINITION:**

- ~~A.~~ "Chapter Administration" means the employees of the chapter which includes, but is not limited to, the Community Services Coordinator/Chapter Manager and ~~Office Specialist/Clerk Typist.~~ **Account Maintenance Specialist.**
- B. "Community Services Coordinator or Chapter Manager" means a chapter employee who performs the duties prescribed in 26 N.N.C. ~~ss~~ §1004 (B), §1004 (C), and § 2003 (B), and includes those employees referred to as community service coordinators.
- C. "Handicapped or Disabled" means a person who is legally blind, legally deaf, physically disabled due to the 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, ~~solar energy construction (passive, active, and appropriate technology).~~

**IV. TYPES OF ASSISTANCE:**

- A. Category A- ~~(Minor Repair)~~ is for minor repairs and maintenance type work for occupied existing houses.
- B. Category B- ~~(Major or addition)~~ is for repairs of occupied existing houses to bring the structure up to safe and livable conditions and may include plumbing and electrical work. It also is for additions to occupied existing houses in order to provide more adequate living space or bathrooms for sanitation reasons.

~~C. Category C (Partial Assistance) is for partially financed, self-help construction of new houses. Electronical Electrical wiring and plumbing is allowed under this category.~~

D. Category C- The Black Mesa (Kits'iili) 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.  
Priority Listing (FMS manual)

## V. EXPENDITURE REQUIREMENTS AND REPORTING:

- A. All expenditures shall be approved by the Black Mesa (Kits'iili) Chapter at a duly called chapter meeting.
- B. The ~~Black Mesa (Kits'iili)~~ Chapter administration shall make proper accounting and bookkeeping entries for all expenditures.
- C. **Prior to commencing any work, the Community Services Coordinator/Chapter Manager shall prepare a Scope of Work to be undertaken which lists the construction expenditures and a brief description of the construction plan.**
- D. The Community Service Coordinator/Chapter Manager shall conduct on site assessment of the proposed existing structure using the assessment form provided by the chapter.
- E. Upon completion of the Assessment, the Community Services Coordinator/Chapter Manager shall prepare a performance report briefly describing the accomplishments as they relate to the scope of work.
- F. At the end of each quarter, the chapter administration shall prepare a written expenditure report which includes a brief description of the expenditures and achievements for that quarter. The chapter administration shall submit the report to its Administration Services Center. ~~local governance support center.~~
- G. All expenditures are based on eligibility criteria as listed in part Category D.

## VI. PROJECT APPLICATION:

- A. To be eligible to receive Housing Discretionary Funds, an applicant must be:
  - 1. A registered voting member of the Black Mesa (Kits'iili) Chapter. If transferring from another chapter the applicant must be registered with the chapter for 1 year.
  - 2. In possession of a Certificate Degree of Indian Blood (Census #).
  - 3. In possession of a Social Security Card;
  - 4. Able to prove home ownership by title or lease;
  - 5. Able to prove the home is the primary residence of the applicant;
  - 6. Able to prove the home is in need of renovation, repair, or improvement.
  - 7. ~~As assessed and determined as a livable home approved~~ by the Community Service Coordinator/Chapter Manager .
- B. The applicant must submit:
  - 1. A completed Checklist of Required Documents (See sample form attached hereto as Attachment A);
  - 2. A completed Housing Application (See sample form attached hereto as Attachment B)

- ~~3. Evidence of **land** home ownership and home site lease. **or potential ownership in the form of an affidavit or documented proof of fee title, trust title, leasehold interest, use permit, or other exclusive possessory interest including customary use;**~~
4. For funding pursuant to Category ~~D~~ **C** ~~and/or~~ in Navajo Nation trust ~~or~~ land, ~~Navajo~~ Homesite Leases and Home ownership, ~~or allotment records~~ are required. ~~Certification from the Office of Navajo Land Administration can be utilized in lieu of Navajo Homesite provided local clearances are in order and Homesite Lease processing is assured in the near future.~~
- ~~5. For funding pursuant to Category **C**, evidence of partial construction:~~
6. Authorization for Release of Information (See sample form attached hereto as Attachment D);
7. A map to the property.
8. A copy of each house hold members social security cards.
9. A copy of the applicant's Certificate Degree of Indian Blood;
10. A list of materials and their cost or bid sheet.
11. Three quotes with all the same quantities from the vendor.

## **VII. SELECTION PROCESS:**

- A. Submission of the completed application to the Community Service Coordinator/Chapter Manager.
- B. Community Service Coordinator/Chapter Manager shall conduct on site assessment of home to determine eligibility.
- C. If the applicant is determined eligible CSC, will recommend to planning meeting.
- D. Applicant must be present when application is being presented at the chapter meeting for approval.
- E. Upon approval the applicant will purchase materials as stated on the quote.
- F. CSC/Supervisor will conduct a post inspection to ensure funds were utilized as requested on the application.
- G. ~~The Black Mesa (Kits'ili) Chapter planning committee membership shall annually evaluate, rank and make awards to the eligibility criteria.~~
- H. The planning committee shall develop and utilize a ranking system which ensures that financial assistance is made to applicants with the greatest needs first.
- I. Priority Listing Criteria:
  1. Renovations/Repairs: Roofs, doors, windows, floors, walls, ~~coal/wood~~ ~~stoves~~, tiles, cabinets.  
Weatherization: ~~assist with purchase of coal/wood stoves, storm/weather related damages.~~
  - ~~2. Renovations/Sanitation: roof, doors, windows, floors, walls,~~

2. ~~Additions~~/Sanitation/Others: Bathroom, ~~Septic Tank, eistern system,~~ bedroom, partitions, electricity/wiring, plumbing, solar energy, porches, handicap ramps.

## VIII. MONITORING:

- A. The Community Service Coordinator/Chapter Manger shall have the day-to-day oversight responsibility for the administration of all chapter activities involving the Housing Discretionary Funds.
- B. The ~~Administrative Services Centers Local Governance Support Center~~ shall have expenditure oversight and ensure that all chapter Housing Discretionary Funds are expended in accordance with applicable Navajo Nation, state and federal law.
- C. The ~~Budget and Finance Transportation and Community Development~~ Committee of the Navajo Nation Council shall have nationwide oversight responsibility for chapter Housing Discretionary fund activity.

## IX. AMENDMENTS:

~~The Housing Discretionary Funds Policies and Procedures may be amended as deemed necessary by the Black Mesa (Kits'ihli) Chapter, upon a recommendation by planning committee, the community service coordinator/chapter manager, or the chapter officers.~~

The ~~Black Mesa (Kits'ihli)~~ Chapter may make any changes to the Policies & Procedures upon membership or recommendation by the ~~Black Mesa (Kits'ihli) Chapter Community Services Coordinator/Chapter Manager~~ Chapter Administration or the Chapter Officers.

## CHECK LIST OF REQUIRED DOCUMENTS

- \_\_\_\_\_ 1. **Housing Application**
- \_\_\_\_\_ 2. ~~Income Verification Statement~~
- \_\_\_\_\_ 3. **Evidence of Land Ownership (Home Ownership, Homesite Lease)**
- \_\_\_\_\_ 4. **Authorization of Release of Information**
- \_\_\_\_\_ 5. **Map of Property**
- \_\_\_\_\_ 6. **Copy of Social Security Card for Each Household Member**
- \_\_\_\_\_ 7. **Copy of Applicant's Certificate Degree of Indian Blood**
- \_\_\_\_\_ 8. **Referrals from Physician, Social Worker, Community Health**

**Representative, or other Entity (If Applicable)**

\_\_\_\_\_ **9. Three price quotations from three different vendors for the project**