



# COVE CHAPTER

## Housing Discretionary Funds Policies & Procedures

### I. AUTHORIZATION

- A. Pursuant to TCDCMA-20-01, The Transportation and Community Development Committee of the Navajo Nation Council, adopted the Housing Discretionary Funds Policies and Procedures to assist and provide guidance to Chapters in administering Navajo Nation Housing Discretionary Funds where chapters lack Policies and Procedures as long as those Policies and Procedures are consistent with; The Transportation and Community Development Committees Housing Discretionary Fund Policies and Procedures embodies in TCDCMA-20-01.
- B. The Cove Chapter Government approves the Cove Chapter Housing Discretionary Fund Assistance Policies and Procedures on May 8, 2014 pursuant to the Cove Chapter Resolution No. COV-14-044.

### II. PURPOSE AND SCOPE OF POLICY

- A. The purpose of the policy is to ensure that all funds appropriated by the Navajo Nation Council and expanded are accounted for, coordinated, and reported and monitored appropriately and consistent with Navajo Nation Laws, Policies and Procedures.
- B. General principles of this policy manual are applicable to Cove Chapter, its employees, community members, and Chapter Officials who will monitor to ensure all Housing Discretionary Fund Assistance Policies and Procedures are maintained and enforced.
- C. The Housing Discretionary Fund Assistance is to assist qualified applicants for housing services by providing building materials, labor and cost associated with obtaining home site leases, including but not limited to archeological, biological, and land surveys.

### III. TYPES OF ASSISTANCE BY CATEGORY

- A. Category A (Minor Repair) is for minor repairs and maintenance type of work for existing and occupied homes.
- B. Category B (Major Repair or Addition) is for repairs of existing and occupied homes to bring the structures up to safe and livable conditions and may include plumbing and electrical work. Also, for additions to existing and occupied 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 a new house. Electrical wiring and plumbing are allowed under this category – for funding pursuant to Category C, evidence that partial construction has occurred must be provided by the applicant.
- D. Category D (New Construction) is for construction of new houses with electrical wiring and plumbing. For funding pursuant to Category D and on Navajo Nation Trust Land Navajo home site lease, home ownership, or residential rent-to-own lease is required. Certification from the Navajo Land Department can be utilized in lieu of Navajo home-site or home ownership lease, provided local alternately, an affidavit signed by the Chapter Grazing Official or Land Board Member stating there is no land disputes where construction is to occur.

- E. Category E (Archeological or Biological Survey) is for cost associated with Archeological or Biological Survey to plot for new home construction or existing home.
- F. Category F (Weatherization Assistance) is cost associated with weatherization of a home, minor repairs, wood stove, or a water heater (based upon availability of funds).

#### **IV. EXPENDITURE REQUIREMENT AND REPORTING POLICIES**

- A. It shall be the policy of Cove Chapter that all expenditures shall be consistent with equal protection and due process under the provisions of the Navajo Nation law and in accordance with the Chapter's Procurement Policies and Procedures.
- B. To ensure that equal protection and due process are followed, the Chapter shall have a Screening Committee to evaluate, rank, and recommend the type of assistance.
- C. Priority shall be given to those qualified applicants of the greatest needs.
- D. Point allocation sheet shall be kept in each applicant's folder and shall record the points given to the applicant for the following factors:
  - 1. Annual household income
  - 2. Family size
  - 3. Overcrowded conditions
  - 4. Unsanitary or unsafe living conditions
  - 5. The elderly, disabled, Veteran and/or Unemployed.
- E. All budgets and expenditures shall be duly approved by the Chapter membership.
- F. The Chapter Manager shall make proper accounting and book keeping entries for all expenditures.
- G. Prior to commencing any work, the Chapter Manager shall prepare a statement of work to be undertaken which lists the construction cost including labor and construction materials and a brief description of the construction plan.
- H. Upon completion of the work, the Chapter Manager shall prepare a Performance Report briefly describing the accomplishment as they relate to the Statement of Work.
- I. The Chapter Manager shall include in the chapter's quarterly financial report to the Administrative Services Center, a written expenditure report which shall include a brief description of the expenditures and achievements for that quarter, in compliance with the Accounting, Coordination, Reporting and Monitoring Policy as adopted by the Budget and Finance Committee of the Navajo Nation Council.
- J. An assessment of the house shall be required to determine if the house is in need of repairs. The Chapter Manager shall be responsible for this determination.

#### **V. APPLICATION AND ELGIBILITY REQUIRMENTS**

- A. To be eligible to receive Housing Discretionary Fund Assistance, an applicant must be:
  - 1. A registered voter of Cove Chapter (Active Status)
  - 2. In possession of a Certificate Degree of Indian Blood (CIB)
  - 3. In possession of Social Security Card

4. Able to prove home ownership by title or home site lease. With exception, 1<sup>st</sup> year applied will be accepted under the Grandfather Clause. 2<sup>nd</sup> year applied must have home site lease, this gives the applicant 1 year to obtain a home site lease.
  5. Able to prove the home is occupied and primary residence of applicant.
  6. Able to prove the home is in need of renovation, repair, or improvement.
  7. Applicant will be eligible for assistance on a yearly basis (Chapter Fiscal Year, October to September).
- B. The Applicant must submit the following;
1. A completed checklist form of required documents (See sample form attached Exhibit A).
  2. A completed housing application (See sample form attached Exhibit B).
  3. Evidence of Land Ownership or potential ownership in the form of an affidavit or documented proof of fee title, trust title, leasehold interest, customary use permit, indefinite assignment, or another exclusive possessor interest. IF the Applicants home is considered "Grandfather Clause" status, a written statement would be needed from the nearest neighbor. 1<sup>st</sup> year applied will be accepted under the Grandfather Clause. 2<sup>nd</sup> year applied must have home site lease, this gives the applicant 1 year to obtain a home site lease.
  4. Authorization for release of information (See sample form attached Exhibit C).
  5. A map to the property.
  6. Photographs of the home where the project will take place.
  7. A list of materials and their cost or price quotation from at least three (3) reputable vendors.
- C. Assistance shall be limited to once per family every 12 months, unless specified otherwise. For the purpose of this section, "family" is defined as those persons related either by blood or marriage who reside at the same domicile. "Unless specified otherwise," means otherwise lawful expenditure of funds in extraordinary circumstance that are approved by community resolution. (p 25, Fiscal Policies Manual)
- D. The Chapter Manager shall make sure all required documents have been properly completed, dated and signed by the applicant before forwarding it to the Screening Committee.

## **VI. SELECTION DUTIES AND RESPONSIBILITIES OF SCREENING COMMITTEE**

- A. Pursuant to Title 26 N.N.C.; Section 1001 (B)(1)(d), the Chapter President shall recommend the establishment of an appointment to the standing and special committees of the Chapter to the membership for approval.
- B. The Chapter membership shall appoint a Screening committee every four (4) years. Which will evaluate, rank, and recommend awards to eligible and qualified clients; also, the committee shall have a Plan of Operation to guide them.
- C. The Screening Committee in consultation with the Chapter Manager will set a date for opening and closing for accepting all Housing Applications.
- D. The Screening Committee shall develop and utilize a ranking system which ensures priority for eligibility: serving those with the greatest needs first. (See sample form attached hereto as Exhibit D).  
The 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, and
  5. The elderly, disabled, Veteran and/or Unemployed.

- E. The point of allocation shall be kept in each applicant's folder and the record the points given to the applicant for each of the above-mentioned factors.
- F. The Screening Committee, after completing its review of all completed documents for each applicant, shall return all documents back to the Chapter Manager with the recommendations of awards.

## **VII. CHAPTER ADMINISTRATION RESPONSIBILITIES**

- A. The Chapter Administrative Assistant/Office Assistant will log and date stamp the completed housing application package and forward to the Chapter Manager for review.
- B. The Chapter Manager will then forward all documents to the Housing Screening Committee to review, rank and make recommendations on the Housing application.
- C. The Chapter Procurement Policies and Procedures, Section VI, Purchasing Systems and Procedures will be followed to ensure proper accountability and filing of all Housing Discretionary Funds.

## **VIII. MONITORING POLICIES AND PROCEDURES**

- A. The Chapter Manager shall have day to day oversight responsibility for the administration of all chapter activities involving the Housing Discretionary Funds.
- B. The Chapter Officials shall have oversight responsibility to ensure that the Chapter Administration is adequately meeting the Chapter's directives and expanding fund according to the conditions of the Navajo Nation Council and/or the Chapter's annual budgetary objectives; and shall report to the chapter membership: 26 N.N.C., Section 1001 (B)(j).
- C. The Administrative Services Center shall have expenditure oversight and ensure that all chapter allocations are expended in accordance with applicable Navajo Nation, State and Federal Laws; and in compliance with the Accounting, Coordination, Reporting and Monitoring Policy as adopted by the Budget and Finance Committee of the Navajo Nation Council annually.

## **IX. AMENDMENT(S)**

- A. Procedures and Requirements for Submitting Amendments:
  - 1. Any proposed amendments to the Housing Discretionary Fund Policies and Procedures must be submitted in writing to the Chapter Manager.
  - 2. Any recommendation for amendments can be made by Chapter staff, officials, and community members.
  - 3. Any proposed amendments must be drafted in a legislative format by the Chapter Manager; new languages underlined and old language over-stricken.
  - 4. Chapter Officials may direct the Chapter Manager to set a public hearing date, time, and location if the amendments are significant and substantial to warrant a public hearing.
  - 5. Based upon public input and participation, the Chapter Manager will forward a finalized draft of recommended amendment(s) to chapter members for approval or disapproval at a regular duty called chapter meeting with a simple majority vote.
  - 6. Upon approval, the Chapter Administration will make all changes to the housing to the Housing Discretionary Fund Policies and Procedures with a supporting chapter resolution.

## X. DEFINITIONS

- A. Language contained in this section applies generally to this Policies and Procedures except as otherwise provided elsewhere in the Five Management System.
1. Accounting System – means the methods and records established and maintained to identify, assemble, and analyze, classify, record and report a Chapter's financial transaction and to maintain accountability, in accordance with Generally Accepted Accounting Principles (GAAP), of such transaction and for the related assets and liabilities.
  2. Administration Functions – are those activities of the Chapter government which are non-legislative, and involve the conduct of programs.
  3. Allotment – means a parcel land either owned by the United States in trust for the Indian (trust allotment) or owned by an Indian subject to restrictions imposed by the United States against alienation (restricted fee allotment).
  4. Chapters – are unites of local governments which are political subdivisions of the Navajo Nation.
  5. Chapter Employee – means any person or entity working for, or rendering any services or performing any act for or on behalf of the Chapter in return for any form of payment or other compensation or thing of value received or to be received at any time temporarily, permanently, or indefinitely, in any capacity, whether as agent, servant, representative, consultant, advisor, independent, contractor, or otherwise.
  6. Chapter Manager – means a chapter employee who performs the duties prescribed in 26 N.N.C., Section 1004(B), 1004(C), 2003(B).
  7. Chapter meeting minutes – means the record of all action taken at a duty called meeting of the chapter.
  8. Chapter membership – means:
    - a. For voting purpose and participation in chapter government, all registered votes of the chapter.
    - b. For purposes of services and benefits, all tribal members, young and old, who either resides within or are registered in the Chapter. An individual may not be a member of more than one Chapter.
  9. Chapter Officials – means the following public officials elected by the Chapter membership: Chapter President, Chapter Vice President and the Chapter Secretary/Treasurer.
  10. Chapter resident – means one who dwells permanently or continuously within the boundaries of a Chapter.
  11. Chapter resolution – means the document recording the official action taken by the chapter membership at a duty called the chapter meeting.
  12. Five Management System (FMS) – means a management system which includes: Accounting, Procurement, Filing, Personnel, and Property Management.
  13. Physically 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.
  14. House – 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 block, adobe as a filter material, rammed earth, etc.) solar energy construction (passive, active, and appropriate technology).
  15. Navajo Nation Law – means Navajo statutes, administrative regulations and Navajo common law.
  16. Oversight – means the general supervision of administrative function by the chapter officials and/or the Chapter Manager to ensure accountability.
  17. DD Form 214 - Certificate of Release or Discharge from Active Duty, generally referred to as a "DD 214", is a document of the United States Department of Defense, issued upon a military service member's retirement, separation, or discharge from active duty in the Armed Forces of the United States, e.g., U.S. Air Force, U.S. Army, U.S. Coast Guard, U.S. Marine Corps, or U.S. Navy.