

Lukachukai Chapter

*Housing
Discretionary
Funds Policies
and Procedures*

**LUKACHUKAI CHAPTER
HOUSING DISCRETIONARY FUNDS
POLICIES AND PROCEDURES**

I. AUTHORITY

- A. Pursuant to 26 N.N.C., Section 101 (a), the Lukachukai Chapter is required to adopt and operate under a Five Management System to ensure accountability. The Chapter will develop policies and procedures consistent with Navajo Nation law.
- B. The Lukachukai Chapter hereby approves and adopts the revised Chapter Housing Discretionary Funds Policies and Procedures, which sets forth the administrative procedures for Chapter resources management.
- C. The Lukachukai Chapter hereby approves and adopts the Chapter Housing Discretionary Funds Policies and Procedures by Resolution No. LUK21-52.

II. PURPOSE

- A. The purpose for the establishment of the Chapter Housing Discretionary Funds Policies and Procedures are to provide control and guidance to the Lukachukai Chapter in administrator the funds. The Navajo Nation appropriates these funds to provide eligible community member with Housing Assistance in the form of minor repairs, major repairs, renovation, addition, electrical wiring, and new construction costs.
- B. The Policies and Procedures are designed to assist and support the Chapter Administration and Officials to define and agree with Chapter Housing Assistance issues: and to ensure decision(s) are in accordance with the chapter plans and goals.

III. DEFINITIONS

- A. Chapter Administration - the employee of the Chapter that includes, but not limited to the Community Service Coordinator (CSC) and Account Maintenance Specialist (AMS).
- B. Community Service Coordinator - a Chapter employee who performs the duties prescribed in 26 N.N.C. sub-section 1004 (B), 1004(C), and includes those employees referred to as Chapter Manager.
- C. Disability - 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, and 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.

- D. Houses - framed construction (conventional, prefab, modular, steel, block and brick construction, log construction, mobile home, Hogan construction, (log framed), adobe construction, solar energy construction (passive, active and appropriate technology).

IV. TYPES OF ASSISTANCE

- A. Category A: (Minor Repairs) is for minor home repairs and maintenance type of work for occupied existing home. This includes replacement of broken windows, doors, small room repairs, repainting interior and exterior walls.
- B. Category B: (Major Repairs) is for repairs of occupied existing home to bring the structures up to safe and livable conditions. This includes the repair of Roof, Ceiling, Floor, Interior Walls or it may include plumbing.
- C. Category C: (Partial Assistance or Addition) is for partially financed, self-help construction of an addition to the existing home. The homeowner must show evidence and provide that partial construction has occurred. This may include additions to occupied existing home in order to provide more adequate living spaces or bathroom for sanitation reasons. Septic Tank Cleaning Services, Electrical wiring and plumbing is allowed under this category.
- D. Category D (New Construction) is for construction of a new home, on existing home site. The homeowner has already started the foundation and frame. The homeowner must show evidence and provide that partial construction has occurred. This may include the Roof, Windows, Doors, and Exterior Walls or include electrical wiring.
- E. Based upon availability of funds, the limit of assistance per household will depend on the assessment but not to exceed over One thousand five-hundred dollars (\$1,500.00).
- F. If there should be any additional cost it will be the responsibility of the applicant (homeowner).

V. EXPENDITURE REQUIREMENTS AND REPORTING

- A. All expenditures will be duly approved by the Chapter membership as set in the approved budget.

- B. The Lukachukai Chapter Administration will make proper accounting and bookkeeping entries for all expenditures.
- C. Prior to commencing any work, the Community Service Coordinator and/or Chapter Officials will work with homeowner to conduct an assessment of the home.
- D. Upon completion of the work, the Community Service Coordinator and/or Chapter Officials will prepare a brief Progress Report describing the accomplishment as they relate to the Home Assessment.
- E. At the end of each quarter, the Lukachukai Chapter Administration will prepare a written expenditure report, which includes a brief description of the expenditures, and achievement for the quarter to the Chapter Officials and Chapter membership.
- F. All client records shall be kept in a locked file cabinet at the Chapter Administration Office for purpose of confidentiality.

VI. PROJECT APPLICATION

- A. To be eligible for Housing Discretionary funds, an applicant must be:
 - 1. A registered voter member of the Lukachukai Chapter.
 - 2. A newly registered voting member, must be registered for more than six (6) months with Lukachukai Chapter.
 - 3. Provide proof of home ownership by lease or Affidavit of Home Ownership verified by the Community Service Coordinator and/or Chapter Official and/or Grazing Official; with exception, the applicant must start the process of obtaining a homesite lease for any future assistance.
 - 4. Provide proof the home is the primary resident of the applicant; or leased to individual (applicant).
 - 5. Provide proof the home is in need of renovation, repair and/or improvement.
 - 6. Applicant may be eligible to apply for Housing Discretionary Assistance every five (5) years.
 - 7. The house must be renovated within 45 days after the award, if weather permits. It is the responsibility of the Community Service Coordinator and/or Chapter Officials to follow-up on the completion of the renovation, repair and/or improvement.

B. The applicant must submit:

1. A completed Checklist of Required Documents
2. A completed Housing Discretionary Application
3. Evidence of land ownership or potential ownership in the form of an affidavit or document proof of title; trust title; leasehold interest; or other exclusive possessory interest customary use.
4. Authorization of Release of Information form shall be completed.
5. A map of the location of home.
6. A copy of Social Security cards and Certification of Indian Blood for all household members.
7. A list of materials and Current price quotes from three (3) different vendors.
8. Navajo Nation Voter's Registration. (This may be verified by Lukachukai Chapter Administration).
9. Photograph of the house (interior/exterior), to prove the house is in need of renovation, repair and/or improvement.
10. For funding pursuant to Category C and D, on Navajo Nation Trust Land or Allotment Trust Land, Navajo Homesite Lease, Residential Lease or Allotment records are required. Certification from the Office of Land Administration can be utilized in lieu of Navajo Homesite or Residential Lease, provided local clearances are in order and Homesite Lease processing is assured in the near future.

The documents may be mail, fax or email to:

Lukachukai Chapter
 P.O. Box 248
 Lukachukai, Arizona, 86507

Fax Number #: (928) 787-2332
 Email: lukachukai@navajochapters.org.
 Phone Number #: (928) 787-2500

- C. The Chapter Administration will make sure all documents have been properly completed, dated and signed by the applicant.

VII. SELECTION PROCESS

- A. The application assessment(s) will be processed internally by Lukachukai Chapter Community Service Coordinator and/or Chapter Officials.

- B. The Community Service Coordinator and/or Chapter Officials will develop and utilize a ranking system which ensures priority for eligibility. The five basic factors in the ranking system shall include:
1. Family Size
 2. Overcrowding living conditions
 3. Unsanitary or unsafe living conditions
 4. Elderly, Handicapped or Disabled
 5. Medical Conditions and/or Referrals (Optional)
- C. The point ranking system shall be kept in each applicant's folder and record of the points given to the applicant for each of the above-mentioned factors.
- D. Upon completion of the application; the CSC and/or Chapter Officials shall conduct a home assessment to determine the need for the housing assistance.
- E. The Community Service Coordinator and/or Chapter Officials shall ensure that the eligible applicant receive their materials no later than 10 days from award, due to monthly and quarterly reports.
- F. It shall be the responsibility of the homeowner to dispose properly of all housing materials replaced.
- G. The Community Service Coordinator and/or Chapter Officials will revisit the home to do a final inspection, and complete close-out reports.

VIII. MONITORING

- A. The Community Service Coordinator and Account Maintenance Specialist will have the day-to-day oversight responsibility for the administration of the Housing Discretionary Fund.
- B. The Chapter Officials and Administration Service Center has the expenditure oversight and ensure that all chapter allocations are expended in accordance with applicable Navajo Nation, State, and Federal Laws.

IX. AMENDMENTS

The Lukachukai Chapter Housing Discretionary Funds Policies and Procedures will be amended by a majority vote by the Chapter Membership at a duly called Regular Chapter Meeting upon recommendation at the Chapter Planning Meeting.

X. APPENDICES

- A. Housing Assistance Check List
- B. Chapter Housing Discretionary Application
- C. Authorization to Release Information
- D. Map to the Property
- E. Point Ranking Summary Sheet
- F. Ranking Sheet