



**COPY**

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President, Ramona J. Nelson  
Vice President, Ellen Young Thomas  
Secretary/Treasurer, Lucy Antone  
Land Board, Davina Spencer  
Community Service Coordinator, Jay Chee  
Accounts Maintenance Specialist, Brenda Chicharello*

# THE NAVAJO NATION

## TSAYATOH CHAPTER

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### TSAYATOH CHAPTER

#### APPROVING AND ADOPTING THE TSAYATOH CHAPTER REVISED HOUSING DISCRETIONARY FUND POLICY AND PROCEDURES.

Resolution No. TSA2024-11-007

#### WHEREAS:

1. Tsayatoh Chapter is a Local Governance Certified Chapter of the Navajo Nation, 26 NNC § 101 et seq. with delegated authority and responsibility to promote, to receive, to act upon and protect the interest and general welfare of its constituents and to interact with other entities of the Navajo Nation, Federal and Local Government Agencies that serve and affect the Tsayatoh Chapter; and
2. Tsayatoh Chapter has a Heavy Equipment Policy in place, however, has received a copy of a Department of Justice (DOJ) approved policy; and
3. The proposed change is to adopt the Revised Housing Discretionary Fund Policy issued by DOJ and Division of Community Development; and
4. Tsayatoh Chapter community is supporting the action to approve the Revised Housing Discretionary Fund Policy and Procedures to be put into action upon approval.


#### NOW THEREFORE BE IT RESOVED THAT:


1. Tsayatoh Chapter approves and adopts the DOJ-approved the Revised Housing Discretionary Fund Policy and Procedures.
2. Tsayatoh Chapter reviewed the revised policy on November 17, 2024, and determined it is in the best interest of the Chapter to adopt.

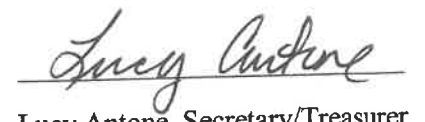
#### CERTIFICATION

**WE HEREBY CERTIFY** that the foregoing Resolution was duly considered by Tsayatoh at a duly called chapter meeting at Tsayatoh, Navajo Nation, at which a quorum is present and that the same passed by a vote of 5 in Favor, 3 Opposed and 8 Abstain this 17<sup>th</sup> day of November 2024.

MOTION: Elizabeth Mosley  
SECOND: Ernest John

  
Ramona J. Nelson, President

  
Ellen Young-Thomas, Vice President

  
Lucy Antone, Secretary/Treasurer

TSAYATOH CHAPTER  
HOUSING DISCRETIONARY FUNDS  
POLICIES AND PROCEDURES

I. PURPOSE

- A. The purpose of this Housing Discretionary Funds Policies and Procedures is to provide housing assistance to eligible chapter members in a form of minor or major repairs, renovation, bathroom addition, plumbing, electrical wiring to existing homes, construction of a new home or hogan, and other pre-construction costs associated in acquiring homesite or residential lease such as archaeological, environmental, or land survey cost.

II. TYPE OF FINANCIAL ASSISTANCE

- A. Category A (Minor Repairs) is for minor repairs and maintenance type work for occupied existing homes. Not to exceed \$1,000.00 (upon availability of funds).
- B. Category B (Major Repairs 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 spaces or bathroom for sanitation reasons. Not to exceed \$1,000.00 (upon availability of funds).
- C. Category C (Partial Assistance) is for partially financed, self-help construction of a new house. Electrical plumbing (septic tank) is allowed under this category. Funds will be matched up to \$1,000.00 and not to exceed the limit (upon availability of funds).
- D. Category D (Partial Construction) is for fund construction not to exceed \$1,000.00 (upon availability of funds). Eligibility of applicant to be considered to be homeless, to meet all the five eligibility requirements with justification and referrals.
- E. Category E (Pre-Construction Costs) is for environmental and Archaeological survey and legal survey for a homesite and/or residential lease. Not to exceed \$1,000.00 (upon availability of funds).

III. EXPENDITURE REQUIREMENTS AND REPORTING

- A. All expenditures shall be duly considered and/or approved by the chapter membership and subject to availability of funds.
- B. The Community Service Coordinator shall make proper accounting and bookkeeping for all expenditures.
- C. The Community Services Coordinator have the discretion to allow for pre-construction costs. Costs associated with obtaining home site/residential lease such as archeological survey costs, environmental clearance costs, and land survey costs.
- D. Prior to commencing and work, the Maintenance Specialist shall prepare a home assessment with the Community Services Coordinator to prepare for a brief description (Scope of Work) of the materials needed, construction plans, as necessary.

- E. Upon completion of the project, the Chapter Administration shall provide an expenditures reports correlating to the Scope of Work provided by the Community Service Coordinator to the Secretary/Treasurer to report to the community.

#### IV. PROJECT APPLICATION

- A. To be eligible to receive Housing Discretionary Funds, and applicants must be:

1. Current "Registered Voter" of the Tsayatoh Chapter.
2. Have Census Number/Voter Registration Card and Social Security Card.
3. Able to prove home ownership to provide copy of executed Homesite and/or residential lease.
4. Able to prove he and /or she is the permanent and the primary occupant of the house to be repaired.
5. In need of house renovation, repairs, or improvements

- B. The applicant shall submit:

1. A checklist of Required Documents
  - a. Housing Application
  - b. Applicant must be registered with the Chapter for 6 months
  - c. Income Verification Statement (check stubs, social security, supplemental security, general assistance, etc.)
  - d. Evidence of land ownership (homesite lease and/or residential lease) plus copy of legal survey document).
  - e. Home must be within the Tsayatoh Chapter Service Boundaries
  - f. Authorization for Release of Information.
  - g. Map to Property.
  - h. Copy of Social Security Card for the Applicant.
  - i. Copy of Certificate Degree of Indian Blood for household.
  - j. Referrals from Physician, Social Worker, Community Health Representative or other entity (OPTIONAL).
  - k. Material list of items needed for repair/construction.
  - l. Price Quotes based upon the submitted material list from three (3) Vendors – Items of materials to be same on each quote.
2. IF there is a land dispute (complaint(s) by a community member), then an Alternatively, an affidavit signed by the local Land Board member stating there is no land disputes where construction is to occur can be utilized in lieu of the records of certification.
3. Applicant may be eligible again after two (2) year subject to availability of funds.

- C. The Accounts Maintenance Specialist and/or Community Services Coordinator shall make sure all documents have been properly completed, dated and signed by all the applicants for chapter membership consideration and approval.
- D. First phase applications will open March 1<sup>st</sup> and close March 31<sup>st</sup>. Second phase applications will open June 1<sup>st</sup> and close June 30<sup>th</sup>. These deadlines will be adhered to and no late packets will be accepted. No exceptions.

V. SELECTION OF PROCESS

- A. The Tsayatoh Chapter Community Services Coordinator/Project Manager will evaluate and rank the Housing Discretionary Fund Applicant.
- B. The Tsayatoh Chapter Community Services Coordinator/Project Manager will submit their recommendation during a duly called chapter meeting for approval.
- C. The Tsayatoh Chapter Community Services Coordinator/Project Manager shall utilize the policies and procedures of the eligibility, serving those with the greatest needs first. The point system shall include:
  1. Family Size
  2. Overcrowded living conditions.
  3. Unsanitary or unsafe living conditions
  4. Elderly, Handicapped, or disabled. Single Parent with children under 18 years old (high risk individuals).
  5. Annual Household Income (does not impact the process)

VI. AWARDING PROCESS

- A. Once the application has been reviewed and they are qualified, the list will be given to the Secretary/Treasurer for a resolution.
- B. Once approved, the Accounts maintenance Specialist will contact the applicant to get updated quotes before a check is issued based upon their approved category.
- C. The applicant will have ten (10) days to purchased materials and submit a copy of the receipt.
- D. The Community Services Coordinator/Project Manager will follow up with the applicant in thirty-(30) days to close out the project.
- E. If the materials were not used in the manner in which It was approved for, the applicant will not be eligible to receive assistance for an additional two (2) years.

VII. MONITORING, REQUEST FOR FINANCIAL ASSISTANCE

- A. The Community Services Coordinator shall have the daily custodian responsibility for the administering of all chapter funds involving the Housing Discretionary Funds.

- B. The Administrative Services Center shall have the expenditure monitoring and compliance that all chapter allocations are expended in accordance with applicable Navajo Nation "Condition of Appropriation".
- C. The Resources and Development Committee of the Navajo Nation Council shall have reservation-wide oversight responsibility for Chapter Housing Discretionary Funds.

#### VIII. AMENDMENTS

- A. The Housing Discretionary Funds Policies and Procedures may be amended as deemed necessary by the Tsayatoh Chapter Community Services Coordinator per the recommendation of the Tsayatoh Chapter Administration and approved during a duly called Chapter Meeting.

#### IX. DEFINITIONS

- A. "Chapters" are units of local governments, which are political subdivisions of the Navajo Nation.
- B. "Chapter Employee" means any person or entity working for, or rendering or exchanging any services or performing any act for or on behalf of the Chapter in return for any form of payment or other compensations or things 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.
- C. "Chapter Officials" means the following public officials elected by the chapter membership; Chapter President, Chapter Vice-President, Chapter Secretary/Treasurer.
- D. "Chapter Resident" means one who dwells permanently or continuously within the boundary of a chapter.
- E. "Chapter Resolution" means the document recording the official action taken by the Chapter membership at a duly called chapter meeting.
- F. "Custodian" means having day to day charge of official books, records, documents, equipment's, property and funds of the chapter.
- G. "Governmental Purposes" means activities carried out by the Chapter for the general health, safety and welfare of the Chapter Membership.
- H. "Community Services Coordinator" means the individual who is responsible for administering the Five Management System and the Administration of the Chapter.
- I. "Navajo Nation Law" means Navajo statutes, administrative regulations and Navajo common law.
- J. "Registered voter" means having one's name officially placed on a list of eligible voters.
- K. "Handicapped" means a person who is unable to provide for himself or herself due to: blindness, deafness, physically disabled, mentally disabled adult who requires aid in basic needs.

- L. "Home" means framed house construction, log construction, framed hogan construction.
  - M. "Single Parent" a single parent who has the sole responsibilities of his/her children under the age of 18 years old.
- X. ATTACHMENTS
- A. Housing Discretionary Application
  - B. Income Verification Statement Form
  - C. Material List
  - D. Quote Tracking Sheet
  - E. Assessment/Recommendation Form
  - F. Completion Form

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