

**TSAILE/WHEATFIELDS CHAPTER
HOUSING DISCRETIONARY FUNDS
POLICIES AND PROCEDURES**

I. AUTHORIZATION

- A. Pursuant to 26 N.N.C., Section 101 (a), the Tsaile/Wheatfields Chapter is required to adopt and operate under a Five Management System to ensure accountability. The Chapter will develop policies and procedures for a consistent manual applicable with Navajo Nation law.
- B. The Tsaile/Wheatfields Chapter hereby, adopts the Housing Discretionary Fund Assistance Policies and Procedures Manual, which set forth the administrative procedures for chapter resources management.

II. PURPOSE AND SCOPE OF POLICY

- A. The purpose of this policy is to ensure that all funds appropriated by the Navajo Nation Council and expended are accounted for, coordinated, reported and monitored appropriately and consistent with Navajo Nation laws, policies, and procedures.
- B. General Principles of this policy manual are applicable to Tsaile/ Wheatfields Chapter, its employees, community members, including 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 community applicants for housing services by providing renovation housing materials, housing wiring materials and burn-out cases.

III. TYPES OF ASSISTANCE

- A. Minor Repairs and maintenance type of work for an occupied existing home.
 - 1. Repairs include minor window, door, painting and other minor repairs and any repairs up to \$1,500.00.
- B. Major Repair is for repairs of an occupied existing home to bring the structure up to safe and livable conditions and may include plumbing and electrical work.
 - 1. Major repairs including roofing, electrical, foundation and other major repairs up to \$3,000.00.

IV. EXPENDITURE REQUIREMENTS AND REPORTING POLICIES

- A. It shall be the policy of Tsaile/Wheatfields Chapter that all expenditures shall be consistent with the equal protection and due process provisions of 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, an evaluation team consisting of the Community Service Coordinator, Chapter Official, Community Health Representative, Grazing Official and a representative from the Senior Citizen Center shall evaluate, rank and recommend the type of assistance.
- C. Priority shall be given to those qualified applicants referred by a medical provider: with 1) mobility issues, 2) chronic medical condition.
- D. All expenditures shall be approved according to the chapter budget and availability of funds.
- E. The Community Service Coordinator shall make proper accounting and bookkeeping entries for all expenditures in coordination with the Chapter Secretary/Treasurer.
- F. Upon completion of the work, the Community Service Coordinator shall prepare a Performance Report briefly describing the accomplishments as they relate to the Statement of Work and shall be approved by the evaluation team.
- G. The Community Service Coordinator shall include in the chapter's quarterly financial report to the Administrative Service 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.

V. APPLICATION AND ELIGIBILITY REQUIREMENTS:

- A. To be eligible to receive Housing Discretionary Fund Assistance, an applicant must be:
 - 1. A registered voter
 - 2. Able to prove the home is in need of renovation, repair or improvement.
 - 3. An assessment of the home shall be required to determine the home is in need of repairs. The Community Service Coordinator shall be responsible for this assessment.
- B. The applicant must submit the following:
 - 1. A completed housing application.
 - 2. A map to the property;
 - 3. A list of materials and their cost or price quotations from at least three (3) reputable vendors.
- C. The Community Service Coordinator shall make sure all required documents have been properly completed, dated and signed by the applicant.

VI. CHAPTER ADMINISTRATION RESPONSIBILITIES

- A. The Chapter Office Specialist will log and stamp the completed housing application package and forward to the Community Service Coordinator for review and recommendation by the Evaluation Team.
- B. The Office Specialist will notify those applicant(s) recommended for financial assistance, as well as those that did not qualify, by letter or in person and recommend the applicant attend the chapter meeting at which the request will be voted on by the community.
- C. The Chapter Procurement Policies and Procedures will be followed to ensure proper accountability and filing of all Housing Discretionary Funds.

VII. MONITORING POLICIES AND PROCEDURES

- A. The Community Service Coordinator 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 expending funds according to the conditions of the Navajo Nation Council and/or the Chapter's annual budgetary objectives; and shall report to the Chapter membership.
- C. The Administrative Service 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.

VII. AMENDMENT(S)

- A. The Tsaile/Wheatfields Chapter Housing Discretionary Funds Policies and Procedures Manual shall be amended by a majority vote by the Chapter Membership at a duly called regular meeting upon recommendation by the Chapter Membership, Community Service Coordinator, and the Chapter Officials.

IX. DEFINITIONS

- A. 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 transactions and for the related assets and liabilities.
- B. Administrative functions – are those activities of the Chapter government which are non-legislative and involve the conduct of programs.

- C. Allotment – means a parcel of land either owned by the United States in trust for an Indian (trust allotment) or owned by an Indian subject to restrictions imposed by the United States against alienation (restricted fee allotment).
- D. Chapters – are units of local governments which are political subdivisions of the Navajo Nation.
- E. 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.
- F. Community Service Coordinator – means a chapter employee who performs the duties prescribed in 26 N.N.C., Section 1004(B), 1004(C), and 2003(B).
- G. Chapter resident – means one who dwells permanently or continuously within the boundaries of a Chapter.
- H. Five Management System – means a management system which includes: Accounting, Procurement, Filing, Personnel, and Property Management.
- I. Handicapped – 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.
- J. 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 filler material, rammed earth, etc.), solar energy construction (passive, active, and appropriate technology).
- K. Navajo Nation law – means Navajo statutes, administrative regulations and Navajo common law.
- L. Oversight – means the general supervision of administrative functions by the chapter officials and/or the Community Service Coordinator.

XI. APPENDIXES