TSE’II’AHI’ CHAPTER

HOUSING DISCRETIONARY ASSISTANCE FUNDS

POLICY AND PROCEDURES

**POLICY**

The purpose of the Housing Discretionary Fund Policy and Procedures is to provide guidance in administering the Housing Discretionary Funds.

The Navajo Nation appropriates funds to provide eligible registered voters of Tse’ii’ahi Chapter with housing materials assistance in the form of ~~minor~~ home improvement/repair; electric house wiring, plumbing, this also includes land clearances such as survey, environmental clearance, fish and wildlife and archaeological survey.

**DEFINITIONS:**

1. “Home” means primary family resident shall be occupied.
2. “Minor repairs” means maintenance type of work for occupied existing house which include repairing exterior/interior, windows, doors, walls and roof.
3. “Electrical Materials” means when an electrician inputs wiring/conduits, of lights, outlets and meter box.
4. “Plumbing Materials” means materials for installations or repair in household plumbing.
5. “Heating/Coolant” means providing heat and coolant for a home. For example, a set permanent installation.
6. “Home site Lease Survey” means a land withdrawn by description by acre lot for home site construction and dwelling.
7. “Archeological Clearance” means clearance of Anaszi’ Ruins within the proposed home site lease area.
8. “Environmental Clearance” means it’s an assessment for species, plants and soil.

**ELIGIBILITY**

1. Applicant(s) shall be registered voters of Tse’ii’ahi’ Chapter. Must be registered within\*\*\*
2. Eligibility is based on the attendance of Planning AND Regular Meetings.
3. Applicant shall only receive Housing Assistance ~~every~~ per Fiscal Year. (October to September)
4. Receipts shall be returned to Chapter administration within 60 days from date of purchase.
5. Navajo Housing Authority (NHA) Homebuyers/Owners are eligible for housing assistance with proof of home ownership.
6. If applicant misuses or abuses assistance, they will be ineligible for two fiscal years.

**~~ELIGIBLE PROJECTS:~~**

1. ~~Primary residence~~
2. ~~Heating/Coolant~~
3. ~~Electrical Materials~~
4. ~~Plumbing Materials~~
5. ~~Home site lease Survey~~
6. ~~Environmental, Fish & Wildlife & Archeological Clearance~~

**REQUIREMENTS:**

1. The applicant shall provide the following documents:
	1. Voter Registration
	2. Map to primary residence
	3. Copy of Certificate of Indian Blood (CIB)
	4. Current Three (3) vendor price quotes (same items on each quote)
	5. If applicable, Physician, Social Worker, PHN (Public Health Nurse)/CHR Referrals
2. Applicant complete application with all requirements and submit to administration. Email or Fax copies will not be accepted.
3. Applicant and/or representative must attend the planning and regular meeting.

The Chapter administration shall make sure all documents have been properly completed, dated and sign by the applicant and all required documents are attached to the Tse’ii’ahi’ Housing Discretionary application packet.

**PROCEDURES**

1. The Applicant shall pick up a housing discretionary application from Chapter Administration.
2. Complete and submit application with all supporting documents attached; (three price quotations)
3. The Chapter Administration will review the application to verify all supporting documents and inform the applicant, they MUST attend planning & regular meeting.
4. Chapter administration will review & introduce the application at the chapter planning meeting and forward to regular meeting.
5. Chapter administration will issue the check directly to the vendor, it’s the responsibility of the applicant to hand carry to vendor.
6. Applicant must purchase the housing materials within the 90 days of check issuance date. If, the check expires, the applicant has forfeited the purchase.
7. The applicant must return the receipt within 30 days from purchase date. If the receipt is not returned, applicant shall not be eligible until the receipt is returned.

**AMMENDMENTS**

The Tse’ii’ahi’ Chapter Housing Financial Assistance Policies and Procedures may be amended as proposed by the Chapter Membership within consultation of the Chapter Administration and no changes within the Fiscal year, referencing within the eligibility criteria .

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**ELIGIBILITY**

1. Applicant(s) shall be registered voters of Tse’ii’ahi’ Chapter. Eligibility starts after six (6) months from date of registration.
2. Eligibility is based on the attendance of Planning AND Regular Meetings.
3. Applicant shall only receive Housing Assistance per Fiscal Year. (October to September)
4. Receipts shall be returned to Chapter administration within 60 days from date of purchase.
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6. If applicant misuses or abuses assistance, they will be ineligible for two fiscal years.

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