

NAHODISHGISH HOUSING DISCRETIONARY FUND

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Memorandum: Understanding

NAHODISHGISH CHAPTER HOUSING DISCRETIONARY FUNDS
POLICIES AND PROCEDURES

The following policies and procedure will supersede the policies and procedures sit by the TCDC Resolution.

I. AUTHORIZATION:

- A. Pursuant to 26 N.N.C. Section 101 (A), The Nahodishgish Chapter has formulated, implemented, and operates according to the Five Management System to ensure accountability and has developed policies and procedures for the Chapter Housing Discretionary Funds.

II. PURPOSE:

- A. The purpose of these policies and procedures is to provide guidance to chapters in administering the Chapter Housing Discretionary.
- B. The Nahodishgish Chapter receives these funds to provide community member who are registered voters of the Chapter.
- C. Provide short and long-term relief for the improvement in the community.

III. APPLICABLE LAWS:

- A. The Nahodishgish Chapter shall comply with all applicable State, Federal, and Navajo Nation Laws.

IV. DEFINITIONS:

- A. Chapter Administration: the employee of the chapter which includes, but is not limited to, the Chapter Manager and Office Specialist.
- B. Chapter Manager: a chapter employee who performs the duties prescribed in 26 N.N.C. §§ 1004(B), 1004(C), and 2003(B), and includes those employees referred to as Community Service Coordinators.
- C. Handicapped: a person who is legally blind, legally deaf, physically disabled due to the loss of one or more limbs, chairs 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.

- D. Houses: 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, compressed adobe block, adobe as a filler material, rammed earth, etc.), solar energy construction (passive, active, and appropriate technology).
- E. Primary House: the house that is currently occupied by the homeowner.

IV. TYPES OF ASSISTANCE:

- A. Minor Repairs is replacements of windows, doors, or walls for existing homes.
- B. Major Repairs is for major maintenance type work for occupied existing homes which might include roof repairs, plumbing repairs, exterior or interior repair, to bring the structure up to safe and livable conditions.
- C. Renovation is when there are major repairs and maintenance type work to occupied existing homes which might include breaking down walls, roof, or plumbing.
- D. Electrical Wiring is when an electrician inputs electrical wiring for electrical input such as electrical wiring, lights, meters, outlets, etc.
- E. Other types of housing assistance will be determined on a case by the case basis.

VI. POLICY:

- A. Community Members will be assisted once every two years with Housing Discretionary Funds.
- B. All expenditures shall be approved by the chapter membership at the regular scheduled meeting.
- C. All expenditures or purchases shall comply with the Nahodishgish Chapter Procurement Policies and Procedures.
- D. The Chapter Administration shall maintain accurate and updated record of all expenditures and projects as specified in the Nahodishgish Chapter Records Management Policies and Procedures.

- E. The Housing Discretionary Fund can cover costs associated with obtaining home site leases, archeological survey, environmental clearance, and land surveys. Misuse of the funds will be prosecuted....
- F. All applicants who are assisted needs to provide receipts and/or invoices to the chapter administration before the next quarter.

VII. ELIGIBILITY:

- A. Must be a registered member of the Nahodishgish Chapter for six (6) months.
- B. Applicants must attend the planning meeting to make their request.
- C. Applicants must attend the regular chapter meeting for community approval of funds.
- D. Applicant must be a primary home owner.

VII. REQUIREMENTS:

- A. An accurately complete Chapter Housing Discretionary Assistance Application.
- B. All applicants must provide current Home Site Lease (copy) or an (copy) of Residential Lease
- C. Applicant must obtain three (3) current price quotations from vendors. (Same items listed)
- D. Applicant must attend the Planning Meeting to request for funds.
- E. Applicant must attend the Regular Meeting for community approval of fund.

IX. MONITORING:

- A. The Chapter Officials and Chapter Manager shall have the daily oversight responsibility for the administration of all chapter activities involving the Housing Discretionary Funds.

X. PROJECT:

- A. The Chapter Manager shall define the number of projects to be conducted during the year and prepare a budget accordingly.
- B. The Project shall be prioritized by the Chapter Manager.

- C. The Chapter Manager shall select and hire the worker for the project.
- D. The Chapter Manager shall encourage the family members to help with the minor work on the project to reduce cost.
- E. The Chapter Manager will reserve the right to refuse service to clients who are not will to work with the Chapter on their project or when the clients are displaying vulgar and profanity language, and non-respectful behavior towards the workers of the Chapter Administration.

XI. AMENDMENTS:

- A. Any amendments to the Nahodishgish Housing Discretionary Funds Policies and Procedures may be recommended by any of the chapter staff or community members in written format, and forward supportive and argumentative documentation to the Chapter Manager and Chapter Officials for assessment. All proposed amendments would be presented by the Chapter President at a regular chapter meeting for final approval with a simple majority vote of the chapter membership and with consultation with Navajo Nation Division of Justice.
- B. The Foundation to add, delete, or revise any section(s) or provision(s) of the Nahodishgish Chapter Housing Discretionary Fund Policies and Procedures Manual would be subject to the following condition(s):
 - 1. The administration has grown in size due to additional regular full-time staff position(s) added, which would require further segregation of duties and responsibilities.
 - 2. A Change in the Nahodishgish Chapter's organization structure.
 - 3. The present Housing Discretionary Fund Policies and Procedures Manual are no longer adequate to address the needs of the Nahodishgish Chapter.
- C. Procedures and Requirements for Submitting Amendments:
 - 1. Any proposed amendments to the Housing Discretionary Fund Policies and Procedures Manual must be submitted in writing with supportive documentation by the Chapter Manager.
 - 2. The proposed amendments must be drafted in a legislative format. The new language underlined and old language stricken.

3. The Chapter Manager in consultation with the Navajo Nation Department of Justice and the Office of Auditor General will review the proposed amendments to assure compliance with applicable federal, state and Navajo Nation Laws, necessity or realistic.
4. If requirements 1, 2, 3 and above are met, the Chapter Manager will forward the proposed amendments to the Chapter Officials for review and discussion at a regular Scheduled planning meeting.
5. The Chapter Officials may instruct the Chapter Manager to set a public hearing date, time and location depending on whether the amendments are substantial and sufficient to warrant a public hearing.
6. If the proposed amendments(s) are favorable by the public input process, the Chapter Officials will forward the recommendations to the chapter membership for approval of disapproval at a regular schedule chapter meeting with a simple majority vote.
7. Upon approval, the Chapter Manager will make all recommended changes to the Housing Discretionary Fund Policies with a supporting resolution.

XIII. COMPLIANCE:

- A. The Chapter will comply with the Five Management System Policies and Procedures for Procurement, Fiscal, Records, Personnel, and Property.