

BÁÁHÁÁLÍ CHAPTER
HOUSING MATERIAL ASSISTANCE PROGRAM

I. PURPOSE

The purpose of these policies and procedures is to provide guidance to provide eligible community members with housing assistance in the form of minor repair, major repair, renovation, addition, electrical wiring, and new construction to their primary residence.

II. DEFINITIONS

- A. “Applicant”: Person(s) who apply for the Housing Material Assistance Program.
- B. “Chapter Administration”: means the employees of the chapter which includes but is not limited to, the chapter manager, administrative assistant, and office assistant.
- C. “Chapter Manager”: means 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.
- D. “Handicapped”: means a person who is legally visually impaired, legally hearing impaired, physically challenged due to the loss of one or more limbs, chair or bed bound, unable to walk without crutches or walker, a mentally challenged adult who requires a companion to aid in basic needs, or prevented from minor physical exertion such as housework due to severe health of respiratory problems.
- E. “Houses”: means framed construction (conventional, prefab, modular, steel, etc.), block and brick construction, Hogan construction (log or framed, adobe block, adobe as a filler material, rammed earth, etc.), and/or solar energy construction (passive, active, and appropriate technology).
- F. “Primary Residence”: House in which the applicant eats, sleeps, and lives in.

III. TYPES OF ASSISTANCE

- A. Category A (minor repairs) is for minor repairs and maintenance type work for occupied existing houses.
- B. Category B (Major Repair or Addition) is for repairs of occupied existing housing to bring the structures up to safe and livable conditions, and may include plumbing and electrical work. It also is for an additional to occupied existing houses in order to provide more adequate living space or bathrooms for sanitation reasons.
- C. Category C (Partial Assistance) is for partially financed, self-help construction of new houses. Electrical wiring and plumbing is supplies are allowed under this category.
- D. Category D (New Construction) is for construction of new houses with electrical wiring and plumbing, if funds are available.
- E. No assistance will be given for Hogan or Storage repairs. That is the responsibility of the home owner.

IV. EXPENDITURE REQUIREMENTS AND REPORTING

- A. All expenditures shall be duly approved by the chapter membership and comply with the approved budget.
- B. The Administrative Assistant shall make proper accounting and bookkeeping entries for all expenditures.
- C. The chapter has the discretion to allow for pre-construction costs including costs associated with obtaining home site leases, including but not limited to, archeological survey costs, environmental clearance costs, and land survey costs. These costs are dependant upon the approved budget for the Bááháálí Chapter.
 - 1. Refer to the Home Site Lease Assistance Program policy.
- D. At the end of each quarter, the Administrative Assistant shall prepare a written expenditure report which includes a brief description of the expenditures and achievements for that quarter. The Administrative Assistant shall submit the report to its Local Governance Support Center.

V. PROJECT APPLICATION

- A. To be eligible to receive Housing Material Assistance Program, an applicant must be:
 - 1. A registered member of the chapter for one year;
 - 2. In possession of a Certificate Degree of Indian Blood;
 - 3. Able to prove home ownership by title or lease;
 - 4. Able to prove the home is the primary residence of the applicant; and
 - 5. Able to prove the home is in need of renovation, repair, or improvement.
- B. The applicant must submit:
 - 1. A completed Housing Application;
 - 2. Evidence of land ownership or potential ownership in the form of an affidavit or documented proof of fee title, leasehold interest, use permit, indefinite assignment, other exclusive possessory interest including customary use;
 - 3. For funding pursuant to Category D and on Navajo Nation trust or allotted trust land, Navajo Home Site Leases, Residential Leases, or allotment records are required. Certification from the Office of Navajo Land Administration can be utilized in lieu of Navajo Home Site or The BIA Realty Office Residential Leases provided local clearances are in order and Home Site Lease/Residential Lease processing is assured in the near future. Alternatively, an affidavit signed by the Chapter Officers and Grazing Committee Members stating there is no land disputes where construction is to occur can be utilized in lieu of the records or certification mentioned above;
 - 4. For funding pursuant to Category C, Evidence that partial construction has occurred;

5. Authorization for Release of Information;
 6. A map to the property;
 7. A copy of the applicant's Certificate Degree of Indian Blood; and
 8. A list of materials and their cost or bid sheet.
- C. The Administrative Assistant shall make sure all documents have been properly completed, dated and signed by the applicant.

VI. AWARD PROCESSING

- A. Awards will be done on a case by case basis, dependent upon availability of funds.
- B. Application process:
1. Individual must pick up an application packet from the Administrative Office.
 2. Once all the documents are received, the Administrative Assistant will process the documents and submit the packet to the Chapter Manager for review and approval.
 - a. The Administrative Assistant will inform the applicants that their packet will be included in the next Planning Meeting following the two week processing time frame.
 - b. The packet will then be given to the Administrative Assistant for assessment and photographs.
 3. Once the Chapter Manager reviews and approves the packet and the assessment and photographs are submitted, the packet will be forwarded to the Planning Committee to be put on the agenda for community approval.
 4. During the Chapter Meeting, the Secretary/Treasurer will read the names of the applicant(s) requesting assistance. Once approved, the packet will then be returned to the Administrative Assistant to process the assistance check.
- C. The application will be valid for thirty-days after the packet has been submitted to the Administrative Office.
1. The application packet must be completed and all documents submitted.
 2. Any changes to the request must be completed within 10 days of the change, with an Assistance Change Form submitted for verification.
 3. If the packet is not complete, the applicant will be sent a letter informing them the folder has been closed and they will be eligible for Housing Material Assistance one year after the first submission date.

VII. MONITORING

- A. The Applicant will be given 30 days from the time they pick up their assistance check to complete their project.
- B. The Housing Material Assistance Program Completion Assessment Form will be completed by the Administrative Staff.

- C. If PEP was requested, then the thirty-day time limit will be lifted, and the project must be implemented as soon as possible.
- D. If the assistance is not used within thirty-days, an extension of fifteen (15) days will be given upon approval from the Chapter Manager.
 - 1. If the Applicant is not finished with utilizing their award, the applicant will be put on the waiting list for seven years before being eligible for housing material assistance.
 - 2. If the check has not been cashed a stop payment will be completed and if the client still wants the award, the stop payment fee will be deducted from the award and the client will be responsible for making up for the amount.
 - 3. If the materials have been purchased and no work completed, the chapter will consider confiscating the material until such time may be found to hire workers to complete the work needed. If there are no funds available to hire PEP, the materials may be confiscated and returned to the lumber company for a refund and the client may be put on a waiting list for seven years.

VIII. AMENDMENTS

The Housing Material Assistance Program Policies and Procedures may be amended as deemed necessary by the Bááháálí Chapter.