

BAAHAALI CHAPTER
HOME SITE LEASE/RESIDENTIAL LEASE ASSISTANCE PROGRAM

1. Purpose

- a. The purpose of the Bááháálí Home Site Lease/ and Residential Lease Assistance Program is to provide assistance to community members in securing their home site/residential leases so as to establish long-term residency. The program provides financial assistance on a cost-sharing basis for applicant to have their land survey and archeological survey completed, a requirement for securing a certified home site/residential lease, and become residents and voting members of the Bááháálí Community.

2. Definitions

- a. Allotment: a parcel of land granted to an Individual Indian by the United States and held in trust or restricted status for the Individual by the Government.
- b. Cost Sharing/matching funds: payment made by individual to share in the cost of a fee.
- c. "Home site Lease" – means a written document evidencing approval from approved by the Navajo Nation and the BIA Bureau of Indian Affairs to lease one (1) acre or less of Navajo Nation Tribal trust or fee land for residential purposes for 65 years.
- d. Navajo Nation Trust Land: lands where the Federal Government holds the fee title for the Tribe and is subject to a fiduciary responsibility to the Navajo Nation.
- e. Residential Lease: One-acre tract approved by the Bureau of Indian Affairs Realty Office for the purpose of home-ownership on Allotment Land.

3. Requirements

- a. The applicant must be registered with Bááháálí Chapter;
- b. Applications
 - i. Must have completed the Navajo Nation Home Site Lease application with the \$15.00 processing fee money order and current Certificate of Indian Blood submitted to the Navajo Land Department; or
 - ii. Must have the residential lease paperwork in process with the BIA Realty Office; and
- c. The applicant must pay matching fee to Bááháálí Chapter within one month of the application submission.

4. Qualifications/Restrictions

- a. The applicant seeking assistance must be registered with Bááháálí Chapter for one year before assistance is considered and granted, unless a long-time resident of Bááháálí Chapter.
- b. The proposed home site /residential lease site must be within the Bááháálí Chapter Boundary.
- c. This is a one-time cost sharing award package for both the land and archeological surveys.
- d. If the name is on the list and payment is not received within one month of approval, the applicant will be moved to the bottom of the list.

5. Processing

- a. Home Site Lease
 - i. In order to be considered for assistance, a home site lease application packet must be submitted to the Navajo Land Department.
 - ii. Once complete, a copy needs to be submitted to the Bááháálí Chapter Administrative Office and the Assistance form needs to be completed, this will cover both the Survey and Archeological Survey.
 - iii. The cost-sharing payment must be submitted prior to work commencing.
 - iv. Once the survey has been completed by the private surveyor, and a copy of the plat and topography map has been submitted to the chapter, the applicant, and the Navajo Land Department, the documents will be forwarded to the Navajo Archeology Department along with a completed Navajo Archeology Form

- v. Once the Compliance Form has been issued, the applicant must submit a copy to the Bááháálí Chapter Administrative Office. The Administrative Assistant will submit the packet to the Navajo Land Department for review, who will send it forward to the BIA for review and approval.
 - vi. Once the home site lease has been approved, a copy must be submitted to the Bááháálí Administrative Office for our records.
- b. Residential Leases
- i. In order to request for a Residential Lease packet, the applicant must be accompanied by the heir of Allotment area to the BIA Realty Office.
 - ii. Once the signatures are complete, a copy needs to be submitted to the Bááháálí Chapter Administrative Office and an Assistance form needs to be completed.
 - iii. The matching funds must be paid within one month of completing the application, if not, the applicant will be put on hold until payment is made and approval will be given until payment is received.
 - iv. Once the survey has been completed by the private surveyor, a copy of the plat and topography map will be submitted to the chapter, the applicant, and the BIA Realty Services.
 - v. The matching funds for the Archeology Survey Assistance must be paid before the survey, topography map, and the Navajo Archeology Form is submitted.
 - vi. Once the archeological survey is completed by the Navajo Archeological Department, a copy of the report as well as the topography map must be submitted to the Navajo Historical Preservation Office for a Compliance Form to be issued by the HPO and BIA.
 - vii. Once the Compliance Form has been issued, the applicant must submit a copy to the Bááháálí Chapter Administrative Office so that it may be submitted to the BIA-Realty Services for review and approval.
 - viii. Once the residential site lease has been approved, a copy must be submitted to the Bááháálí Administrative Office for their records

6. Approval Procedures

- a. The applicant seeking a home site or residential lease must complete a home site lease packet or give a copy of the residential lease packet to the Bááháálí Administrative Office.
- b. A Home Site Lease Assistance form must be completed with a payment of \$260.00 (in money order payable to Bááháálí Chapter) to be given to the Chapter Manager for review and approval.
- c. The Administrative Assistant will then make arrangements with the hired surveyor and archeologist to complete the work.
- d. Receipt of the survey plat and archeological report will constitute a receipt for each type of assistance and the compliance form must be submitted to complete the packet.
- e. Upon submission of the packet to the Navajo Nation Home Site Lease Office or the Bureau of Indian Affairs Realty Services Office, a copy of the approved packet must be submitted to the Bááháálí Chapter Administrative Office to complete the file.

7. Amendments

- a. Amendments to the Survey and Archeological Assistance Program policy and procedures can be made as needed during a duly called chapter meeting.