



# THE NAVAJO NATION TOHATCHI COMMUNITY CHAPTER

Post Office Box 287 Tohatchi, New Mexico 87325 Tel: (505) 733-2845/2846 FAX: (505) 733-2847

Harry "Sonny" Moore, Jr.  
Chapter President

W. Mike Halona  
Chapter Vice-President

Jean Crawford  
Chapter Secretary/Treasurer

Gerald Moore  
Grazing Official

Pernell Halona  
Council Delegate

## TOHATCHI CHAPTER HOUSING DISCRETIONARY FUNDS POLICIES AND PROCEDURES

### Table of Content

I.	Authorization	2
II.	Purpose	2
III.	Applicable Laws	2
IV.	Definitions	2
V.	Types of Assistance	3
VI.	Policy	3
VII.	Eligibility	4
VIII.	Required Documents	4
IX.	Selection Process	5
X.	Monitoring	5
XI.	Project	5
XII.	Amendments	6

TOHATCHI CHAPTER HOUSING DISCRETIONARY FUNDS  
POLICIES AND PROCEDURES

*The following policies and procedures will supersede the policies and procedures set by the TCDC Resolution  
TCDCMA - 20 - 01*

**I. AUTHORIZATION**

- A. Pursuant to 26 N.N.C. Section 101 (A), the Tohatchi Chapter has formulated, implemented, and operates by the Five Management System to ensure accountability and has developed policies and procedures for the Chapter Housing Discretionary Funds.
- B. Pursuant to the Tohatchi Chapter Resolution #TOH 088-08-2021, the Chapter Housing Discretionary Funds Policies and Procedures is hereby approved.

**II. PURPOSE**

- A. The purpose of these policies and procedures is to provide guidance to the chapter in administering the Tohatchi Chapter Housing Discretionary Funds.
- B. The Tohatchi Chapter receives these funds to provide eligible and qualified Chapter members who are registered voters of the Tohatchi Chapter with housing material and home site lease land clearance assistance.

**III. APPLICABLE LAWS**

- A. The Tohatchi 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 Community Service Coordinator, Accounts Maintenance Specialist, Office Assistant, and the Receptionist.
- B. **Community Service Coordinator:** 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. **Disabled:** 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.
- 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 adobe, compressed adobe block,

adobe as a filler material, rammed earth, etc.), solar energy construction (passive, active, and appropriate technology).

## V. TYPES OF ASSISTANCE

- A. Category A: Minor Repair - for minor repairs and maintenance type work for occupied existing houses. Housing Materials are windows, doors, shingles, lumber, sheetrock, and paint. Total amount not to exceed \$1,500.
- B. Category B: Major Repair or Addition - for repairs and additions of occupied exiting houses to bring the structure up to safe and livable conditions and provide more adequate living spaces or bathrooms for sanitation reasons. This may include a handicap ramp. Total amount not to exceed \$2,000.
- C. Category C: Cost of Homesite Lease - Cost of obtaining a homesite lease for a one-acre land which includes the archeological clearance or the land survey. The chapter will assist the applicant with \$200 for the cost of the land survey and \$300 for the cost of archeological clearance. The costs are deemed "cost sharing" where the applicant will be responsible for the difference or balance.
- D. Category D: Plumbing and Electrical Materials. Total amount not to exceed \$600. The applicant shall use a certified plumber and a license electrician for home improvement work; the chapter will not be responsible for poor quality or incomplete work.

## VI. POLICY

- A. All expenditures shall be reviewed and process by chapter administration.
- B. The Chapter administration will not be responsible for obtaining required documents for the applicant.
- C. A Community Member will only be assisted once every (2) YEARS with the Housing Discretionary Funds.
- D. All expenditures or purchases shall have (3) three price quotations. All receipts from purchases will be submitted to the Chapter Administration.
- E. The home assessment will also determine if the home is ready for construction and the applicant will have 60 days to complete project after supplies and materials are purchased. If project is not ready for construction, the project will be placed on hold.
- F. Assessment Phase - The chapter will determine the Scope of Work, type of housing assistance an applicant requires, and the dimensions of such home repair. During the initial assessment, a material listing will be developed, along with photos, and at this point it will be determined if chapter labor or the applicant's own labor will be used.
- G. Construction Phase - The chapter will use the Cost Summary Sheet on all projects to keep track of materials, labor, and equipment being used on the project. The CSC or a designated person will be required to make periodic visits to the construction site.

- H. Completion Phase - The chapter administration will use the Project Close Out form on all projects to determine the final cost of the project. This will include the materials used, total labor, equipment, and including any left-over materials. Pictures of the final project will be also be included and filed into the applicant's folder.
- I. Upon completion of the work or project, the Community Service Coordinator or a designated person will perform a final inspection of the project and will sign the Project Close Out form to signify the project has been completed. The Chapter President will also sign the form to acknowledge completion of project.
- J. The CSC will provide a written summary of the accomplishment of planned projects and shall be shared with community members at Chapter Planning Meetings.
- K. The Chapter Administration shall maintain accurate records of all expenditures utilizing the Cost Summary Sheet and the Project Close Out form for all projects throughout the year.
- L. All completed projects will be kept on file at chapter for 5 years.

## VII. ELIGIBILITY

- A. A Member of the Tohatchi Chapter and a registered voter for six (6) months prior to applying for assistance.
- B. Chapter member will be required to attend Planning Meeting to request for assistance.
- C. Copy of Legal Homesite Lease of applicant's primary home.

## VIII. REQUIRED DOCUMENTS

- A. An accurately completed Chapter House Discretionary Assistance Application.
- B. Three (3) price quotations
- C. Veteran's DD214 form.
- D. Driver's License or ID.
- E. Social Security Card.
- F. Medical Statement from Doctor.
- G. Map of the Property Location.
- H. Copy of Certificate of Indian Blood
- I. Voter Registration Card or Verify in Official Voter Registry

- K. Permission from an Adult to enter premises and will also be required to be home when Chapter employee(s) are on premises.
- L. Chapter administration will protect the privacy and integrity of the applicant's documents. Chapter shall obtain signature to give consent before sharing information.

## IX. SELECTION PROCESS

- A. The Receptionist will accept applications and collect and copy all required documents for this fund. Applications will then be forwarded to the Community Service Coordinator for review and approval.
- B. The Community Service Coordinator shall review each application and make the selections according to the need's assessments and will be presented at the Planning Meeting.
- C. The need assessments will include the five (5) Basic Factors:
  - 1. Family Size
  - 2. Overcrowded living conditions
  - 3. Unsanitary or unsafe living conditions
  - 4. Elderly, handicapped, or disable
  - 5. Referral from other agencies

## X. MONITORING

- A. The Chapter President and or the Community Service Coordinator shall have oversight during the renovations or improvements as well as the overall responsibility for the administration of all Chapter activities involving the Housing Discretionary Funds.

## XI. PROJECT

- A. The Chapter Administration:
  - 1. Shall define the number of projects to be conducted during the year and prepare a budget accordingly.
  - 2. Shall prioritize the projects based on need assessments.
  - 3. Shall select and hire the workers for the project.
  - 4. can receive verbal obligation from the applicant/family members to help with minor work on the project to reduce cost. The chapter will not be held responsible or liable for any work completed by family members.
  - 5. reserves the right to refuse service to Community members who display inappropriate, offensive use of profanity or is non-compliant by threatening physical

abuse. Such actions shall be grounds for applicant's ineligibility for the housing discretionary funds.

6. Will refrain from entering the premises of an applicant's home if the applicant has an aggressive dog/ animal on premises that could endanger the life of a chapter staff.
7. Will acknowledge if the client needs additional materials/ equipment/ supplies for the completion of the project, it will be the applicant's responsibility to supply those additional needs for the project completion and to reduce cost.

## XI. AMENDMENTS

- A. The Housing Discretionary Funds Policy and Procedures shall be reviewed and amended if deemed necessary on an annual basis by Tohatchi Chapter Administration.
- B. The Tohatchi Chapter Housing Discretionary Policy and Procedures was revised and updated on September 22, 2021 using Resolution Number TOH 088-08-2021