



RESOLUTION OF THE NAZLINI CHAPTER
NAZL-2015-08-043



NAZLINI CHAPTER GOVERNMENT

JOHNSON CLAW

• PRESIDENT

JOSEPH DEDMAN, JR.

• VICE PRESIDENT

JOANN DEDMAN

• SECRETARY/TREASURER

Nazlini Chapter

Housing Discretionary Assistance
Policies and Procedures

KEE ALLEN BEGAY, JR.

COUNCIL DELEGATE •

IRVIN SHIRLEY

GRAZING REPRESENTATIVE •

JUDY DONALDSON

COORDINATOR •

I. ESTABLISHMENT:

The Nazlini Chapter Housing Discretionary Assistance Policies and Procedures are hereby established to provide guidance and to regulate the implementation and expenditure of the Housing Discretionary Fund appropriated by the Navajo Nation Council.

II. PURPOSE:

The purpose of the housing discretionary financial assistance is to provide assistance to eligible voting members of the Nazlini Chapter with weatherization, renovation, minor home repairs, stove purchase, plumbing, water, septic, sewer system, electrical wiring and/or hookup, costs associated with obtaining a homesite lease including but not limited to; archaeological clearance, environmental assessment, biological clearances, land survey and home improvement related services.

III. ELIGIBILITY CRITERIA:

- A. Primary applicant must be an active registered voter of Nazlini Chapter for a minimum of six (6) months prior to applying and must provide proof of Navajo Nation voter registration.
- B. Applicant must provide proof of home ownership.
- C. Applicant must provide proof that the home is the primary residence.
- D. Applicant must provide proof that need for assistance exists.

IV. REQUIRED DOCUMENTS:

- A. Completed “**Housing Discretionary Assistance Application Form**”
- B. Original Navajo Nation Voter Registration Card
- C. Release of Information Form
- D. Evidence of Home Ownership (Homesite Lease, Home Owner Certification, N.T.U.A. bill, or mortgage payments).
- E. Completed Map to Property Site

- F. Permission to Enter Premises Form
- G. Three (3) price quotes of the same items from three different vendors.

V. POLICIES:

- A. Applicant shall be a registered voter of Nazlini Chapter.
- B. Housing Discretionary Assistance award shall not exceed *\$800.00 per household*.
- C. All checks shall be made payable directly to the vendor.
- D. One (1) applicant per household can be assisted with housing discretionary funds only once per chapter fiscal year based on the availability of funds.
- E. Applicant is responsible for all travel costs related to hand-carrying the check to the vendor, transporting materials to site, returning invoices to Nazlini Chapter and labor costs to complete project.
- F. Applicant has ninety (90) calendar days to complete purchases and return all invoices to Nazlini Chapter.
- G. Any check held by the applicant beyond ninety (90) calendar days of the check date not be re-issued.

VI. PROCEDURES:

- A. Applicant shall complete a “**Housing Discretionary Assistance**” Application Form (Exhibit A) and submit with all required supporting documents.
- B. Administrative Assistant will review for completeness using a checklist.
- C. If complete, Administrative Assistant will log in the application using a dated stamp and forward application packet to Chapter Manager. Incomplete applications will not be forward.
- D. Chapter Manager or assigned personnel shall conduct an onsite assessment to verify the need for assistance and confirm the list of needed materials.
- E. Based on the assessment, Chapter Manager will either approve or deny the application for assistance within ten (10) working days of the onsite assessment.
- F. Administrative Assistant shall notify the applicant within ten (10) working days of the Chapter Manager’s decision, in writing by mailing the decision letter to address listed on the application. No information shall be released through telephone, facsimile, e-mail or text messaging. Applicant may inquire in person of application

status.

- G. Account Maintenance Specialist shall prepare a check payable to the selected vendor and follow the check disbursement section of the Fiscal Policies and Procedures.
- H. Chapter Manager shall conduct ongoing onsite assessment to verify progress and completion of project.

VII. APPEAL PROCEDURES:

- A. Applicant must file a written request for an administrative meeting with the Chapter Manager within ten (10) working days of receipt of denial decision letter.
- B. Chapter Manager shall schedule an administrative meeting with applicant within five (5) working days after receipt of written request.
- C. If applicant is not satisfied with the outcome of the administrative meeting, He/she may request, within five (5) working days after conclusion of administrative meeting, in writing, an appeal hearing with the hearing officers. The Hearing Officers shall consist of the three (3) Chapter Officers; President, Vice President and Secretary/Treasurer.
- D. An appeal hearing shall be held within ten (10) days of receipt of the request. The decision rendered by the hearing officers shall be final.

VIII. AMENDMENTS:

The Housing Discretionary Assistance Policies and Procedures may be amended as deemed necessary by the Chapter Officials, Chapter Employees and Chapter Membership at a duly called chapter meeting by a majority vote of the chapter membership.

CERTIFICATION

We, hereby certify that the foregoing amended Nazlini Chapter Housing Discretionary Policies and Procedures was considered at a duly called chapter meeting at which a quorum was present and that same was passed by a vote of 27 in favor, 0 opposed and 0 abstained, this 11th day of August, 2015.


Motioned by: Art Tracy Sr.


Johnson Claw, President


JoAnn Dedman, Secretary/Treasurer

Seconded by: Ruth Brenner


Joseph Dedman Jr., Vice President


Navajo Nation Council Delegate