



TS'AH BII KIN CHAPTER HOUSING DISCRETIONARY ASSISTANCE APPLICATION

TBK-HDF

GENERAL ELIGIBILITY AND CHECKLIST

1. Will be a Ts'ah bii kin Chapter registered voter for at least six (6) months.
2. Will utilize funds on home located in the vicinity of Ts'ah biik chapter community
3. Member will complete and submit all necessary documents as required in the housing discretionary funds application.
4. Housing Discretionary funds application will be returned to the Administration Office five (5) days prior to the Planning Advisory Meeting.

Required documents will be complete and signed.	OS Denial	OS Approval	CSC Denial	CSC Approval
Completed Housing Discretionary Assistance Application				
Signed Permission to Enter Premises Form				
Signed Release of Information Form				
Map of the Property Location				
Copy of Social Security Card				
Copy of Voter Registration Card				
Copy of Certificate of Indian Blood				
Copy of Home Site Lease or Verification of Residency				
Copy of Income Statement				
Doctor Statement (If applicable)				
Material Listing				
Price Estimate from Applicant's choice of vendor				
Read and sign Understanding of Housing Discretionary Policy and Procedures				
Point System Form Signed				

Type of Assistance Requesting:

- | | | | | |
|--|---|---|--|--|
| <input type="checkbox"/> Minor Repair | <input type="checkbox"/> Major Repairs | <input type="checkbox"/> Renovation | <input type="checkbox"/> Addition | <input type="checkbox"/> Electrical Wiring |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Kitchen/Bathroom Appliance | <input type="checkbox"/> New Construction | <input type="checkbox"/> Plumbing | |
| <input type="checkbox"/> Archeological Clearance | <input type="checkbox"/> Environmental Assessment | <input type="checkbox"/> Survey | <input type="checkbox"/> Historical Assessment | |

PLEASE NOTE:

Copy of Purchase Receipt and completion of project will be documented for file.

Point System will be utilized by Planning Advisory Board per Housing Discretionary Assistance Policy and Procedures.

FOR OFFICE USE ONLY

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TS'AH BII KIN CHAPTER Housing Discretionary Assistance Application

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APPLICANT'S NAME:		SOCIAL SECURITY NUMBER:	
CENSUS NUMBER:	DATE OF BIRTH:	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
SPOUSE'S NAME:		SOCIAL SECURITY NUMBER:	
PHYSICAL ADDRESS:			
MAILING ADDRESS:			
HOME PHONE #:	CELL PHONE #:	WORK PHONE #:	
EMAIL ADDRESS:		MESSAGE PHONE #:	
CHAPTER AFFILIATION: Ts'ah Bii Kin	AGENCY: Western Navajo	COUNTY:	
NAME OF ANY RELATIONS YOU HAVE WHO ARE EITHER EMPLOYED BY THE CHAPTER OR SERVE AS AN ELECTED OFFICIAL OF INSCRIPTION HOUSE:			
NAMES OF ALL INDIVIDUALS CURRENTLY LIVING IN THE HOUSEHOLD:			
INCOME INFORMATION OF ALL INDIVIDUALS OVER THE AGE OF 18 YEARS OLD LIVING IN THE HOUSEHOLD; BEGINNING WITH THE APPLICANT'S INCOME (ATTACH W-2 FORMS, WAGE STUBS, SOCIAL SECURITY STUBS, RETIREMENT, UNEMPLOYMENT STUBS, COURT ORDERED CHILD SUPPORT AND/OR SPOUSAL MAINTENANCE.			
TOTAL ANNUAL/MONTHLY INCOME WITH VERIFICATION:		\$ _____	

TS'AH BII KIN CHAPTER
Housing Discretionary Assistance
PERMISSION TO ENTER PREMISES FORM

I (we), _____ understand that the chapter and/or its representative needs to check on the completion of Housing Discretionary project, therefore, I (we) hereby give permission for them to enter premises to take assessment of project for documentation for filing applicant file.

Signature of Applicant

Date

Signature of Spouse (if applicable)

Date

TS'AH BII KIN CHAPTER
Housing Discretionary Assistance
AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ hereby authorize the Ts'ah Bii Kin Chapter to verify the information given in my housing application. Further, I hereby release all persons and organization from liability for providing legally-relevant information in connection with my housing application

Signature of Applicant

Date

Signature of Spouse (if applicable)

Date

**TS'AH BII KIN CHAPTER
HOUSING DISCRETIONARY ASSISTANCE APPLICATION**

TBK-HDF

MAP TO PLACE OF RESIDENCY

APPLICANT'S NAME: _____

SPOUSE NAME (IF APPLICABLE) _____

PHYSICAL ADDRESS: _____



A large rectangular frame with a double-line border, containing the text fields and a large empty space for a map or drawing.

**TS'AH BII KIN CHAPTER
Housing Discretionary Assistance
INCOME VERIFICATION STATEMENT**

APPLICANT NAME: _____

DATE: _____

APPLICANT'S SOCIAL SECURITY NUMBER: _____

Attach Income Statement here:

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TS'AH BII KIN CHAPTER  
Housing Discretionary Assistance

Point System Form

I (we), \_\_\_\_\_ understand that the Planning Advisory Board will use the Points System in the event that there are more applicants than the funds available to determine which applicants will be eligible to receive assistance from the Chapter.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse (if applicable)

\_\_\_\_\_  
Date

**TS'AH BII' KIN CHAPTER  
HOUSING DISCRETIONARY FUNDS  
POLICIES AND PROCEDURES**

**I. PURPOSE**

The purpose of these policies and procedures is to provide guidance to the Ts'ah Bii Kin Chapter in administering Navajo Nation Housing Discretionary Funds. The Navajo Nation appropriates these funds to provide eligible Navajos with housing assistance in the form of minor repair, major repair, renovation, addition, electrical wiring and new construction costs.

**II. DEFINITIONS**

- A. "Chapter Administration" means Chapter Manager and Accounts Maintenance Specialist.
- B. "Chapter Manager" means a chapter employee who performs the duties prescribed in 26 N.N.C., Section 1004(B), 1004(C), and 2003(B), and includes those employees referred to as Community Service Coordinators (CSC).
- C. "Handicapped" means 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 person 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" means 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).

**III. FUNDING AMOUNT:**

Funding Amount of only one (1) assistant per home, every three (3) Navajo Nation Fiscal Year as stated in the Ts'ah Bii' Kin Chapter Budget.

**IV. TYPES OF ASSISTANCE**

- A. Category A - (Renovation/Additions) is for elderly community members for repairs, maintenance, or addition type work for occupied existing houses. To bring the structures up to a safe and livable condition, and may include plumbing and electrical work. It is also for additions to occupied existing houses in order

to provide more adequate living space (s) or bathroom (s) for sanitation reasons. Awarded in the amount of \$1000.00 per elderly, the Chapter Administration will purchase the materials in the amount awarded and will hire PEP personnel to complete the job.

- B. Category B - (Renovation/Additions/New Construction) is for community members for repair, maintenance, or addition type work for occupied existing homes and is for construction of new houses with electrical wiring and plumbing. Awarded in the amount of \$750.00.
- C. Category C - (Major Appliance) is for the purchase of Kitchen cooking stove, Refrigerator, water heater, and wood or coals stove. To be a cost share not to exceed \$500.00, applicant must provide remaining cost of item to the Chapter Administration in form of Money Order. The Chapter Administration will purchase the needed item and deliver to applicants home.
- D. Category D - (Land Surveying/Archeological Clearance) is for new home sites or existing home site without a lease. Chapter Administration will solicit surveying and clearance consultants and issue payment directly for such services not to exceed \$500.00 per applicant for both surveying and clearance. If only one or the other is needed, Chapter will not exceed \$250.00 per individual. Five or More people must be approved before solicitation starts.
- E. Housing Discretionary Assistance will be made available within ten (10) working days after final approval from regular chapter meeting. The Chapter Administration will contact applicant upon processing of assistance.
- F. Each type of assistance shall have a resolution detailing the awardee, the amount awarded, and the Category they are being awarded under.

## V. EXPENDITURE REQUIREMENTS AND REPORTING

- A. All expenditure shall be duly approved by the chapter membership and set out in the budget.
- B. The chapter administration 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.
- D. At the end of each quarter, the Chapter administration shall prepare a written expenditures and achievements for that quarter. The Chapter administration shall submit report to appropriate agencies.

- E. The resolution number will be documented on all applications after approval at a duly called chapter meeting.

## VI. PROJECT APPLICATION

- A. All Applicants name and information received will be kept confidential.
- B. To be eligible to receive Housing Discretionary Assistance Funds, an applicant must be:
  - a. A registered **VOTING** member of the chapter;
  - b. In possession of a Certificate Degree of Indian Blood;
  - c. In possession of a Social Security Card;
  - d. Able to prove home ownership by title or lease;
  - e. Able to prove the home is the primary residence of the applicant;
  - f. Able to prove the home is in need of renovation repair, or improvement, etc., and
  - g. Must not have received Housing Discretionary Funds within three (3) years:
    - a) Example One: January 1, 2004 to December 31, 2007
    - b) Example Two: September 30, 2006 to September 29, 2009
  - h. Be able to prove their home is situated within the boundaries of the Ts'ah Bii Kin Chapter.
  - i. The names will be forward and mention in public chapter meeting
- C. The applicant must submit:
  - 1. A completed checklist of required documents (see sample form attached hereto as Attachment "A");
    - a. Housing Discretionary Assistance Application
    - b. Income Verification Statement
    - c. Evidence of land ownership or potential ownership in form of a Home site lease or Verification of Residency.
    - d. Voter Registration card for all individuals in the home over the age of 18 years old.
    - e. Authorization for Release of Information.
    - f. Map to place of residency.
    - g. Copy of Social Security Card for all household member in home
    - h. Copy of Applicants Certificate of Indian Blood (CIB)
    - i. Floor Plan (detailed and measurement) and Pictures of home/project being renovated or maintenance
    - j. Material Listing and Three Price Quotes.
    - k. Referrals from Physician, Social Service, Community Health or other entity (If applicable).

- D. The Chapter Administration shall make sure all required documents have been properly completed, dated and signed by the applicant(s) before accepting the application packet.

## **VII. SELECTION PROCESS**

- A. The chapter administration and officials will evaluate each application and forward to the Chapter Meeting for Community Approval.
- B. If a surplus of applications are turned in, each application will be ranked and scored by the Chapter Administration and Chapter Officials. Based on the amount of funding available, those whom are deemed priority will be referred to the Chapter Meeting for Community Approval.

## **VIII. AMENDMENTS**

- A. The Ts'ah Bii' Kin Chapter Housing Discretionary Funds Policies and Procedures can be amended by the Chapter Administration while adhering to the Budget Instructions Manual and depending on the availability of funding.