



Bahastl'ah (Twin Lakes) Chapter
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HOUSING DISCRETIONARY FUND POLICY

I. PURPOSE

The Housing Discretionary Fund shall provide housing improvement opportunities to registered voters with the Bahastl'ah (Twin Lakes) Chapter to assist with repairs on an existing home, renovation, addition, and electrical wiring. The Housing Discretionary Fund assistance is based solely on availability of funds for each fiscal year beginning October 1st and ending in September 30th. The Chapter can assist up to and not exceed one thousand dollars for (\$1,000.00) materials needed per household, once every two years. The chapter will pay the Vendor for home improvement materials, not the applicant.

II. ELIGIBILITY CRITERIA

A. To be eligible to receive Housing Discretionary Funds, an applicant must be:

1. A registered member/voter of Bahastl'ah (Twin Lakes) Chapter for at least one fiscal year prior to apply for assistance.
2. Must have a Certificate of Indian Blood (CIB).
3. Must have a Social Security Card.
4. The home must be the primary/permanent residence of the applicant (not seasonal or temporary) located within the interior boundaries of Bahastl'ah (Twin Lakes) Chapter.
5. Applicant(s) shall attend both the Chapter Planning Meeting and Regular Meeting for final approval.
6. Pictures of repairs needed on the home will be taken before and after the project is completed.
7. The Elderly, Veterans, or Individuals with a disability will be considered priority.

III. CATEGORIES AND DEFINITIONS

Category A:

Comprises of minor repairs and maintenance for an existing occupied home. It will consist of renovation projects; minor plumbing repairs (lavatory fixtures), interior and exterior weatherization projects, ceiling and floor repairs. Materials/supplies shall not exceed \$1,000.00. If the materials exceed over \$1,000.00, the applicant will be responsible to pay the difference of the amount owed to the Vendor. Mobile Home, NHA Mutual Help Homes and Modular Home must show proof of Title or Lien Release from the Finance Company or other previous owner to be eligible for assistance and the homes must have a solid foundation.

Caveat:

Applicants requesting for a complete home will be referred to the appropriate resources, (i.e. Housing Improvement Program (HIP), Community Housing and Infrastructure Department (CHID), the Navajo Department of Emergency Management, Navajo Housing Authority, the Community Health Representative, the Senior Center, Southwest Indian Foundation, the Red Cross, etc.).

SELECTION CRITERIA AND PROCEDURES

- A. All Community Members will be allowed to apply for assistance and all assistance will be based on the eligibility criteria and availability of funds.
- B. Procedures:
1. Applicants shall complete and submit a signed Housing Discretionary Application and required documents to the Community Services Coordinator (CSC) for review.
 2. The CSC will screen, review, and verify all information; All incomplete applications will be reviewed with the applicant by the Chapter Administration, the applicant will be allowed to resubmit their application with all required documents per instruction by the Chapter Administration;
 3. For completed applications, a pre-assessment and visitation to the home of the applicant will be conducted by the Chapter Administration within five business days;
 4. The applicant will provide three vendor quotes of material listing for their home renovation/repairs and submit the quotes to the Chapter Administration;
 5. Applicant must attend the Bahastl'ah (Twin Lakes) Chapter Planning Meeting to request for assistance from Community Members;
 6. The applicant(s) who attend the Planning Meeting will be placed on the agenda for the Chapter Regular Meeting to have their request considered and approved by the Community Members;
 7. Upon approval of the applicant's assistance request, a check will be issued to the Vendor to purchase materials (check will not be issued to the applicant);
 8. After purchasing materials, the applicant must return the original receipt to the Administration.
 9. The applicant is responsible to arrange for the delivery of materials and shall be used within ninety (90) days from the date purchase; A post-assessment and visitation to the home of the approved applicant will be conducted by the Chapter Administration;
 10. When an applicant fails to use the materials within the ninety (90) days he/she shall forfeit any future housing discretionary assistance.
 11. The CSC will provide a report of all activities and a final project report to community members at a regularly scheduled Planning Meetings to be filed with the Chapter Administration.

V. PROJECT EXTENSION

A project may extend beyond its original completion due date (within ninety (90) days from the date of purchase) for various reasons such as inclement weather, emergencies, and unforeseen circumstances. The Chapter Officials and CSC will approve project extension based on the following:

- A. Request is made by the applicant to extend the project;
- B. Legitimate justification on the extension of the project;
- C. Extension is within a reasonable time;
- D. No additional funding to the project.

VI. AMENDMENTS

The Housing Discretionary Fund Policy may be amended from time to time as recommended by the Community Services Coordinator, the Chapter Officials, and as approved by Registered Chapter members at a duly-called Chapter Planning Meeting and Regular Meeting.

Resolution No.: BAH-25-08-13-38

Approved on: August 13, 2025

Regular Chapter Meeting Date: August 13, 2025

Motioned by: Thomasina Willie

Seconded by: Roy Lee Yazzie

Vote Count: 30-02-03