



Bahastl'ah Chapter

Post Office Box 4424
Yahtahey, New Mexico 87375
Phone: 505-735-2600 Fax: 505-735-2605
twinlakes@navajochapters.org



JONATHAN NEZ
Navajo Nation President

MYRON LIZER
Navajo Nation Vice-President

Pernell Halona
Council Delegate

Elouise Johnson
President

Tom Begay
Vice President

Joan M. Nez
Secretary/Treasurer

Larry Tsosie
Grazing Official

POLICY

Housing Discretionary Fund

I. PURPOSE

The Housing Discretionary Fund is to provide registered Bahastl'ah Chapter members assistance in the form of minor repairs on an existing home. All requests made should be project-ready. The Housing Discretionary Fund is to be utilized dependent on availability of funds.

II. CATEGORIES AND DESCRIPTIONS

- CATEGORY A
Shall include **minor** repairs and **small** renovation projects. More specifically, Handicap access and assistance, **minor** plumbing repairs (including fixtures if needed), **small** interior and exterior weatherization projects, ceiling and floor repairs (materials may be less than, but not to exceed \$650.00), and other **minor** repairs and renovations to an existing home.
- CATEGORY B
For homes needing major repairs, applicants shall be **referred** to appropriate resources (i.e., The Navajo Department of Emergency Management, Navajo Housing Authority, the Community Health Representative, the Senior Center, Southwest Indian Foundation, the Red Cross, etc.).

III. REQUIREMENTS AND ELIGIBILITY

- A. This is a one-time assistance per household **once every other** calendar year although, materials may be less than \$650.00.
- B. Applicant is required to attend both a Planning and Regular Meeting before approval is made.
- C. Applications for Housing Discretionary Fund will only be accepted from **April 1 through June 30** of each year.

- D. The identified home must be within the boundaries of Bahastl’ah community (a map to the applicant’s property is required).
- E. The identified home must be the primary residence of the applicant, and the applicant must have occupied the home for at least one year or more.
- F. Proof of Need for repairs is required (acceptable proof includes pictures, referrals, assessment, etc.)
- G. A home assessment is to be conducted before and after the project.
- H. Applicants are responsible for providing a list of materials needed for home repairs and will be required to pick up materials from vendors for project completion. No material orders can be modified or changed. **Bahastl’ah Chapter will not be responsible for picking up and delivering building materials.**
- I. All applicants are required to submit three (3) quotes from lumber companies. Vendor with the lowest bid shall be chosen.
- J. Applications must be completed prior to the next Planning Meeting.
- K. Home appliances and tools will not be purchased by the Chapter (i.e., stove, refrigerator, furniture, microwave, etc.).
- L. Housing Discretionary applications submitted to the Chapter Administration must be fully completed, signed, and dated. All supporting and requested documents must be included. Any incomplete applications will be returned to the applicant.
- M. The Accounts Maintenance Specialist (AMS) shall maintain Housing Discretionary applications and complete purchase processes as needed. All checks for housing discretionary assistance will be made payable to the Vendors.

IV. AMENDMENTS

The Housing Discretionary Fund Policy may be amended from time to time in writing by the Community Service Coordinator and the Chapter Officials. Thereafter, the amended Policy will be presented at duly-called Chapter Planning and/or Regular meetings, and in accordance with the Navajo Nation Fiscal Policies and Procedures, Section VII (K).

Approved on:	<u>April 12, 2019</u>
Meeting Date:	<u>April 14, 2019</u>
Resolution No.:	<u>BAH-19-04-14-195</u>
Motioned by:	<u>Marilyn Johnson</u>
Seconded by:	<u>Rosemary Smith</u>
Vote Count:	<u>18 - 00 – 04</u>