

## DENNEHOTSO CHAPTER

### POLICIES AND PROCEDURES FOR THE HOUSING DISCRETIONARY FUNDS

#### I. PURPOSE

The purpose of these policies and procedures is to provide guidance to Dennehots Chapter to provide eligible community members with housing assistance in the form of minor repair, major repair, renovation, addition, electrical wiring, and new construction.

#### II. DEFINITIONS

- A. "Chapter Administration": means the employees of the chapter which includes but is not limited to, the chapter manager and office specialist.
- B. "Chapter Manager": means 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. "Handicapped": means a person who is legally visually impaired, legally hearing impaired, physically challenges due to the loss of one or more limbs, chair or bed bound, unable to walk without crutches or walker, a mentally challenged adult who requires a companion to aid in basic needs, or prevented from minor physical exertion such as housework due to severe health if respiratory problems.
- D. "Houses": means framed construction (conventional, prefab, modular, steel, etc.), block and brick construction, Hogan construction (log or framed), adobe block, adobe as a filler material, rammed earth, etc.), and/or solar energy construction (passive, active, and appropriate technology).

#### III. TYPES OF ASSISTANCE

- A. Category A (Minor Repairs) is for minor repairs and maintenance type work for occupied existing houses.
- B. Category B (Major Repair or Addition) is for repairs of occupied existing housing to bring the structures up to safe and livable conditions, and may include plumbing and electrical work. Also, it is for addition(s) to occupied existing houses in order to provide more adequate living space or bathrooms for sanitation reasons.
- C. Category C (Partial Assistance) is for partially financed, self-help construction of new houses. Electrical wiring and plumbing is allowed under this category.
- D. Category D (New Construction) is for construction of new houses with electrical wiring and plumbing.

**IV. EXPENDITURE REQUIREMENTS AND REPORTING**

- A. All expenditures shall be duly approved by the Chapter membership and comply with the approved budget.
- B. The Chapter manager 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. These costs are contingent upon the approved budget for the Dennehots Chapter.
- D. Prior to commencing any work, the Chapter manager shall prepare a Statement of Work to be undertaken which lists the construction expenditures and a brief description of the construction plan. The applicant must read and sign this Statement of Work before any construction begins to ensure clarity between both parties on construction.
- E. Upon completion of the work, the Chapter manager in coordination with the Housing Committee shall prepare a Performance Report briefly describing the accomplishments as they relate to the Statement of Work.
- F. At the end of each quarter, the Chapter manager shall prepare a written expenditure report which includes a brief description of the expenditures and achievements for that quarter. The Chapter manager shall submit the report for presentation to the Chapter membership.

**V. PROJECT APPLICATION**

- A. To be eligible to receive Housing Discretionary Funds, an applicant must be:
  - 1. A registered member of the chapter for one year;
  - 2. In possession of a Certificate of Indian Blood (CIB);
  - 3. In possession of a Social Security Card;
  - 4. Able to prove the home is the primary residence of the applicant; and
  - 5. Able to prove the home is in need of renovation, repair or improvement.
- B. The applicant must submit:
  - 1. A completed Checklist of Required Documents (Attachment A)
  - 2. A completed Housing Application (Attachment B);
  - 3. A completed Income Verification Statement (Attachment C);
  - 4. Authorization for Release of Information (Attachment D);
  - 5. A map to the property;
  - 6. A copy of the applicant's Certificate of Indian Blood; and
  - 7. A list of materials and their cost or bid sheet (3 quotes).
- C. The Chapter manager shall make sure all documents have been properly completed, dated and signed by the applicant.
- D. Application process:
  - 1. Individual must pick up an application packet from the Chapter Administrative Office.

2. Once all the documents are received, the Office Specialist will process them and submit the packet to the Chapter manager for review and approval.
3. The Office Specialist will inform the applicants that their packet will be included in the next Planning Meeting following the two week processing time frame.
4. The packet will then be given to the Chapter Vice President for assessment (Attachment E) and photographs.
5. Once the Chapter Manager reviews and approves the packet and the assessment and photographs are submitted, the packet will be forwarded to the Planning Committee to be put on the agenda for community approval.
6. During the Chapter Meeting, the Secretary/Treasurer will read the names of the applicant(s) requesting assistance. Once approved, the packet will then be returned to the Office Specialist to process the assistance check.

## VI. AWARD PROCESSING

- A. Awards will be done on a case by case basis, dependent upon availability of funds.
- B. Prior to Housing Committee review and ranking, the Chapter manager will ensure that all necessary documents are attached to the applications and established procedures are complied with.
- C. Applications will be reviewed and ranked by the Housing Committee. Thereafter, it will be presented for consideration by the Chapter membership at the Chapter's regular meeting on the first Tuesday in March and August of each year. The Chapter manager will ensure that these applications are first considered at the Chapter Planning meeting.
- D. All community members considering applying for consideration under this program must show evidence of participating in 2 or more Chapter meetings in a one (1) year period.

## VII. MONITORING

- A. The Applicant will be given 30 days from the time they pick up their assistance check to complete their project.
- B. The Housing Discretionary Completion Assessment Form (Attachment F) will be completed by the Administrative Staff.
- C. If PEP was requested, then the thirty-day time limit will be lifted, and the project must be implemented as soon as possible.
- D. If the assistance is not used within thirty-days, an extension of fifteen (15) days will be given

**VIII. AMENDMENTS**

The Housing Discretionary Funds Policies and Procedures may be amended as deemed necessary by the Dennehotso Chapter.