



Churchrock Chapter

Post Office Box 549 Churchrock, New Mexico 87311
Tel. 505-488-2464

VACANT, *Council Delegate*
VACANT, *LDA*
Noreen Kelly, *Land Board Member*
Valanesia Johnson,
Account Maintenance Specialist (AMS)

Email: churchrock@navajochapters.org

Housing Discretionary Fund Application Process

1. Applicant(s) come to the Office requesting for an application packet.
2. Application **must be completely filled out and signed** to be stamped for the receiving date.
3. **All** required documents **MUST** be attached to the application upon submission.
4. Office Assistant/Administrative Assistant checks for **all required** documents being turned in:
 - a) HDF application form signed and dated
 - b) Driver's License or ID
 - c) CIB
 - d) SS Card
 - e) Voter's Registration Card
 - f) Completed Homesite or Residential Lease
 - g) Household Income
 - h) (2) Quotes required, after a home visit is done and pictures taken
4. Applicant(s) must attend a Planning Meeting to make the request official. If they are unable to attend due to work then a family member may make the request for applicant(s).
5. Once their name(s) appears on the agenda, the applicant(s) must wait for the Regular Chapter Meeting before receiving word if they have been awarded the HDF.
6. The Secretary/Treasurer must have a resolution prepared for the HDF award so that it can be included in the resolution log as well as the applicant(s) file.
7. At the Regular Chapter Meeting, the community votes to approve or disapprove the applicant(s) whose name(s) appears on the list for HDF.
8. Once the approval is complete, the AMS then processes the check for the applicant(s), made payable to the applicant(s). A copy of the check and resolution is included in the applicant(s) file.

Deadlines must be followed. Deadlines will be posted and/or announced on the radio stations.



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Housing Discretionary Fund (HDF) Agreement Form

No. Online

In order to be considered for Housing Discretionary Assistance, the following must be met:

1. Applicant(s) must not have received any type of assistance from the HDF Program in the last 3 (three) years.
2. **Housing Discretionary Fund Application must be completed with all required documents turned in before any assistance is determined.** The documents include: *Driver's License or State Issued ID, Social Security Card, Certificate of Indian Blood (CIB), Voters Registration, Income Verification, Signed and Certified Homesite Lease or Residential Lease, Land Survey and Archeological/Biological Clearances.*
3. The **Permission to Enter Premises, Authorization for Release of Information and Map to Residence Forms** must be signed and dated, with map legible and with clear instructions before submitting to the Churchrock Chapter Office Administration.
4. All information submitted by the applicant(s) must be current and correct with the names of all household members listed.
5. A list of materials needed for the project must be submitted to the Churchrock Chapter within 10 working days (2 weeks). A **Work Order Form** can also be submitted to allow a PEP worker(s) to perform Home Assessment to obtain a material listing.
6. Applicant(s) must attend the Churchrock Monthly Planning Meeting and request for HDF assistance. The applicant(s) must pick up the HDF package and begin gathering required documents. After the application has been approved by the Chapter Administration, the applicant's name(s) will be placed on a Chapter Resolution to be voted on by the community members during a monthly Regular Chapter Meeting.
7. All purchasing records, i.e., *Purchase Receipts, Invoices, Will-Call Orders* must be returned to the Churchrock Chapter within 90 days of the check being picked up by the applicant(s) for record keeping. Failure to do so by the applicant(s) can result in future ineligibility until receipts are turned in, or unless otherwise waived by the Churchrock Chapter Management.
8. Acknowledgement that this **Housing Discretionary Fund Agreement Form** follows the standards set by the *Churchrock Chapter Housing Discretionary Fund*

Policies & Procedures Manuel, and any failures by the applicant(s) to meet any of the policies set forth can result in immediate ineligibility.

I have read (or explained to me in Navajo) the **Housing Discretionary Fund Agreement Form** and understand and agree to comply with it.

Applicant Signature

Date

Applicant Signature

Date

CRC Administration Signature

Date



Johnny Henry, Jr., *President*
 Dr. Carolene Whitman, *Vice President*
 Louise Jim, *Secretary/Treasurer*
 Jay Chee, *Community Service*
 Coordinator (CSC)

Website: churchrock.navajochapters.org

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PROJECT APPLICATION CHECKLIST

Name: _____ Date Submitted: _____

Address: _____ Phone No.: _____

REQUIRED DOCUMENTS:

1. _____ Project Application
 - _____ Sign & Dated Permission for Entering and Authorization for Information Release
 - _____ Accurate & Detailed Map to Residence
2. _____ Driver's License or State Issued Identification Card (ID)
3. _____ Certificate of Indian Blood (CIB)
4. _____ Copy of Social Security Card(s)
5. _____ Copy of Voter's Registration or Verified in Voter's Registration Book: _____
 (Date verified & By)
6. _____ **Signed and Certified** Copy of Home Site or Residential Lease
 - _____ Archeological Survey/Clearance
 - _____ Survey Plot
7. _____ Household Income
8. _____ Agreement Form; signed & dated
9. _____ HD Project List Form & 'Before' pictures need to be completed
10. _____ Must attend Planning Meeting _____ & Regular Meeting _____

ACCEPTED BY: _____

Application verified by: _____ Date: _____

COMMENTS: _____

ADMINISTRATION USE ONLY

Income Guidelines for households of _____ members is \$ _____. Based on the above information

Applicant is: _____ ELIGIBLE _____ NOT ELIGIBLE _____ PENDING

Reason(s) for ineligibility: _____

CRC- _____ - _____ - _____

Administration Signature: _____ Date: _____

PERMISSION TO ENTER PREMISES

I, _____ as the owner/authorized agent for the building located at

_____ understand and hereby grant permission for the representative(s) of Churchrock Chapter to enter the premises to collect data, documentation from/of the resident and conduct a work plan which may include home assessment for house renovation.

Applicants Signature

Date

Co-Applicants Signature

Date

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ hereby authorize the Churchrock Chapter to obtain all pertinent information needed to complete my assistance. I understand and acknowledge this information will be used to determine my eligibility.

Applicants Signature

Date

Co-Applicants Signature

Date

MAP TO HOME LOCATION:

E

Longitude: _____

Latitude: _____

N

S

W

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HOUSING DISCRETIONARY PROJECT LIST FORM

Name: _____ Phone No: _____

Mailing Address: _____

Physical Address: _____

Type of work to be done:

Will PEP workers be required: YES NO If yes, fill out a Work Order

Type of materials/supplies requesting:

- 1) _____ 2) _____ 3) _____
4) _____ 5) _____ 6) _____
7) _____ 8) _____ 9) _____
10) _____ 11) _____ 12) _____

Applicant Signature

Date

Administration

Date

Approved

Disapproved

Pending _____

Project Manager/CSC

Date

ATTACH BEFORE & AFTER PHOTOS

Notes:

Before Photos taken on: _____

After Photos taken on: _____