



NAVAJO NATION DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

ETHEL B. BRANCH
Attorney General

HEATHER CLAH
Deputy Attorney General

DEPARTMENT OF JUSTICE
INITIAL ELIGIBILITY DETERMINATION
FOR NAVAJO NATION FISCAL RECOVERY FUNDS

RFS/HK Review #: _____

Date & Time Received: _____

Date & Time of Response: _____

Entity Requesting FRF: _____

Title of Project: _____

Administrative Oversight: _____

Amount of Funding Requested: _____

Eligibility Determination:

- ☐ FRF eligible
☐ FRF ineligible
☐ Additional information requested

FRF Eligibility Category:

- ☐ (1) Public Health and Economic Impact
☐ (2) Premium Pay
☐ (3) Government Services/Lost Revenue
☐ (4) Water, Sewer, Broadband Infrastructure

U.S. Department of Treasury Reporting Expenditure Category: _____

- ☐ Missing Form
- ☐ Supporting documentation missing
- ☐ Project will not be completed by 12/31/2026
- ☐ Ineligible purpose
- ☐ Submitter failed to timely submit CARES reports
- ☐ Additional information submitted is insufficient to make a proper determination
- ☐ Expenditure Plan incomplete
- ☐ Funds will not be obligated by 12/31/2024
- ☐ Incorrect Signatory
- ☐ Inconsistent with applicable NN or federal laws

[illegible]

Name of DOJ Reviewer: _____

Signature of DOJ Reviewer: MRodis

If additional information has been requested and you wish to provide it, please resubmit all the required forms updated to include the additional information. Full resubmission will expedite the Initial Eligibility Determination process. Therefore, please include a new RFS form indicating resubmission, revised Appendix A, Budget Form 1, and other supporting documents. **Please email your resubmission to arpa@nndoj.org.** Please be aware that under Resolution BFS-31-21 a Project or Program can only be reviewed twice, therefore it is critical that you include all the requested additional information for your second submission.

An NNDNJ Initial Eligibility Determination is based on the documents provided, which NNDNJ will assume are true, correct, and complete. Should the Project or Program change in any material way after the initial determination, the requestor must seek the advice of NNDNJ. An initial determination is limited to review of the Project or Program as it relates to whether the Project or Program is a legally allowable use – it does not serve as an opinion as to whether or not the Project or Program should be funded, nor does it serve as an opinion as to whether or not the amount requested is reasonable or accurate.

THE NAVAJO NATION
FISCAL RECOVERY FUNDS REQUEST FORM & EXPENDITURE PLAN
FOR GOVERNANCE-CERTIFIED CHAPTERS

Part 1. Identification of parties.

Governance-Certified Chapter requesting FRF: Littlewater Chapter Date prepared: 04-19-23

Chapter's PO Box 1898 phone & email: 505-786-2120
mailing address: Crownpoint New Mexico 87313 website (if any): littlewater@navajochapters.org

This Form prepared by: Genevieve Castillo phone/email: 505-786-2126
Chapter Manager gcastillo@nnchapters.org
CONTACT PERSON'S name and title CONTACT PERSON'S info

Title and type of Project: Littlewater Community Housing Assistance

Chapter President: Thomas Barbone phone & email: barbonethomas80@gmail.com
Chapter Vice-President: Ernest Yazzie phone & email: eyazzie371@gmail.com
Chapter Secretary: June Barbone phone & email: junebarbone@yahoo.com
Chapter Treasurer: June Barbone phone & email: junebarbone@yahoo.com
Chapter Manager or CSC: Genevieve Castillo phone & email: gcastillo@nnchapters.org
DCD/Chapter ASO: phone & email:

List types of Subcontractors or Subrecipients that will be paid with FRF (if known): Littlewater Chapter Officials/staff

☐ document attached

Amount of FRF requested: \$590,800.11 FRF funding period: 10/01/2023 to 09/30/2026
indicate Project starting and ending/deadline date

Part 2. Expenditure Plan details.

(a) Describe the Program(s) and/or Project(s) to be funded, including how the funds will be used, for what purposes, the location(s) to be served, and what COVID-related needs will be addressed:

Littlewater Community Housing Assistance for Bathroom Additions, Roof Repairs, Bathroom Modifications for Elders, Window Replacements, etc. to community members' homes. The funds will be used to purchase lumber and supplies in order to construct and renovate with minor repairs to homes for the community members specifically high risk elders, single parents, disable individuals. The COVID-19 related needs will be met, as each requesting applicant shall receive needed repairs to make home more livable, to meet the safety standards, and to improve their livelihood.

☐ document attached

(b) Explain how the Program or Project will benefit the Navajo Nation, Navajo communities, or the Navajo People:

The Littlewater Community Housing Assistance for Bathroom Additions, Roof Repairs, Bathroom Modifications for Elders, Window Replacements, etc project will benefit the Navajo Nation, the needs of Littlewater community and our Navajo People by housing assistance to their living quarters. The Chapter would construct and repair homes with local hired manpower and delivery of materials and equipment to the project site.

☐ document attached

(c) A prospective timeline showing the estimated date of completion of the Project and/or each phase of the Project. Disclose any challenges that may prevent you from incurring costs for all funding by December 31, 2024 and/or fully expending funds and completing the Program(s) or Project(s) by December 31, 2026:

APPENDIX A

Littlewater Community Housing Assistance Project timeline: Littlewater Chapter resolution will be on February 8, 2023 Planning Meeting and Regular Meeting on February 15, 2023; Navajo Nation and DOJ review submission Summer 2023; Purchases and Construction Fall 2023 (FY24). Challenges would include Navajo Nation review timeline and purchasing in bulk from local vendors.

☐ document attached

(d) Identify who will be responsible for implementing the Program or Project.

Division of Community Development will provide oversight of the project in conjunction with the Littlewater Chapter.

☐ document attached

(e) Explain who will be responsible for operations and maintenance costs for the Project once completed, and how such costs will be funded prospectively:

The homeowners will be responsible for the operation and maintenance of their homes once project is completed.

☐ document attached

(f) State which of the 66 Fiscal Recovery Fund expenditure categories in the attached U.S. Department of the Treasury Appendix 1 listing the proposed Program or Project falls under, and explain the reason why:

Housing Support: Other Housing Assistance 2.18
Provision of Government Services 6.1

☐ document attached

Part 3. Additional documents.

List here all additional supporting documents attached to this FRF Expenditure Plan (or indicate N/A):

Littlewater Chapter Resolution, Housing Discretionary Application and other pertaining documents.

☐ Chapter Resolution attached

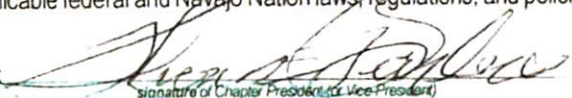
Part 4. Affirmation by Funding Recipient.

Funding Recipient affirms that its receipt of Fiscal Recovery Funds and the implementation of this FRF Expenditure Plan shall be in accordance with Resolution No. CJY-41-21, the ARPA, ARPA Regulations, and with all applicable federal and Navajo Nation laws, regulations, and policies:

Chapter's
Preparer:


signature of Preparer/CONTACT PERSON

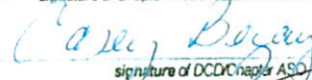
Approved by:


signature of Chapter President or Vice President

Approved by:


signature of Chapter Manager or CSC

Approved by:


signature of DCD Chapter ASD

Approved to submit
for Review:


signature of DCD Director

FY 2023

**THE NAVAJO NATION
PROGRAM BUDGET SUMMARY**

Page 1 of 6
BUDGET FORM 1

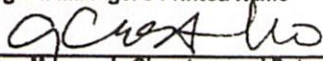
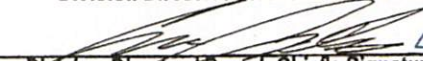
PART I. Business Unit No.: <u>NEW</u>		Program Title: <u>Housing Assistance</u>		Division/Branch: <u>DCD/Executive Branch</u>	
Prepared By: <u>Genevieve Castillo</u>		Phone No.: <u>505-786-2120</u>		Email Address: <u>littlewater@navajochapters.org</u>	

PART II. FUNDING SOURCE(S)	Fiscal Year /Term	Amount	% of Total	PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference or Total
NN Fiscal Recovery Funds	10-1-23 to 9-30-26	590,800.11	100%	2001 Personnel Expenses				
				3000 Travel Expenses				
				3500 Meeting Expenses				
				4000 Supplies				
				5000 Lease and Rental				
				5500 Communications and Utilities				
				6000 Repairs and Maintenance				
				6500 Contractual Services				
				7000 Special Transactions				
				8000 Public Assistance	1		\$ 590,800.11	\$ 590,800.11
				9000 Capital Outlay				
				9500 Matching Funds				
				9500 Indirect Cost				
				TOTAL		\$0.00	\$ 590,800.11	\$ 590,800.11


PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	0	0
Total # of Vehicles Budgeted:	0	0

TOTAL: \$590,800.11 100%	
--------------------------------------	--

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

SUBMITTED BY: <u>Genevieve Castillo</u> Program Manager's Printed Name  Program Manager's Signature and Date	APPROVED BY: <u>Calvin Castillo, Executive Director</u> Division Director / Branch Chief's Printed Name  <u>4/28/2023</u> Division Director / Branch Chief's Signature and Date
--	---

James Adakai, Deputy Director

 4-28-23

FY 2024THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIAPage 2 of 6
BUDGET FORM 2

PART I. PROGRAM INFORMATION:

Business Unit No.: NEW

Program Name/Title:

Housing Assistance

PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:

PART III. PROGRAM PERFORMANCE CRITERIA:

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual

1. Goal Statement:

to assist housing assistance for Littlewater community

Program Performance Measure/Objective:

to assist 5 clients per quarter with either bathroom additions, roof repairs, bathroom modification

5		5		5		5	
---	--	---	--	---	--	---	--

2. Goal Statement:

Program Performance Measure/Objective:

--	--	--	--	--	--	--	--

3. Goal Statement:

Program Performance Measure/Objective:

--	--	--	--	--	--	--	--

4. Goal Statement:

Program Performance Measure/Objective:

--	--	--	--	--	--	--	--

5. Goal Statement:

Program Performance Measure/Objective:

--	--	--	--	--	--	--	--

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

JAMES ADAKAI, DEPT. MANAGER II

Program Manager's Printed Name

3-30-23
Program Manager's Signature and DateCALVIN CASTILLO

Division Director/Branch Chief's Printed Name

3/30/2023
Division Director/Branch Chief's Signature and Date

FY 2025THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIAPage 3 of 6
BUDGET FORM 2

PART I. PROGRAM INFORMATION:

Business Unit No.: NEW

Program Name/Title:

Housing Assistance

PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:

PART III. PROGRAM PERFORMANCE CRITERIA:

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual

1. Goal Statement:

to assist housing assistance for Littlewater community

Program Performance Measure/Objective:

to assist 5 clients per quarter with either bathroom additions, roof repairs, bathroom modification

5		5		5		5	
---	--	---	--	---	--	---	--

2. Goal Statement:

Program Performance Measure/Objective:

--	--	--	--	--	--	--	--

3. Goal Statement:

Program Performance Measure/Objective:

--	--	--	--	--	--	--	--

4. Goal Statement:

Program Performance Measure/Objective:

--	--	--	--	--	--	--	--

5. Goal Statement:

Program Performance Measure/Objective:

--	--	--	--	--	--	--	--

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

JAMES ADAKAI, DEPT. MANAGER II

Program Manager's Printed Name


Program Manager's Signature and DateCALVIN CASTILLO, DIVISION DIRECTOR

Division Director/Branch Chief's Printed Name


Division Director/Branch Chief's Signature and Date

3/30/2023

FY 2024

THE NAVAJO NATION DETAILED BUDGET AND JUSTIFICATION

Page 4 of 6
BUDGET FORM 4

PART I. PROGRAM INFORMATION:			
Program Name/Title: <u>Housing Assistance</u>		Business Unit No.: <u>NEW</u>	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
8000	Assistance		295,400.06
6724	Housing - Financial Assistance	295,400.06	
TOTAL		295,400.06	295,400.06

FY 2025

THE NAVAJO NATION DETAILED BUDGET AND JUSTIFICATION

Page 5 of 6
BUDGET FORM 4

PART I. PROGRAM INFORMATION:			
Program Name/Title: <u>Housing Assistance</u>		Business Unit No.: <u>NEW</u>	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
8000	Assistance		295,400.06
6724	Housing - Financial Assistance	295,400.06	
TOTAL		295,400.06	295,400.06

**THE NAVAJO NATION
PROJECT BUDGET SCHEDULE**

Page 6 of 6
PROJECT FORM

PART I. Business Unit No.: <u>NEW</u> Project Title: <u>Littlewater community housing assistance</u> Project Description <u>Assist in community members with bathroom additions, roof repairs, bathroom modifications</u> Check one box: <input checked="" type="checkbox"/> Original Budget <input type="checkbox"/> Budget Revision <input type="checkbox"/> Budget Reallocation <input type="checkbox"/> Budget Modification															PART II. Project Information Project Type: <u>Housing Assistance</u> Planned Start Date: <u>10/1/2023</u> Planned End Date: <u>9/30/2025</u> Project Manager: <u>Genevieve Castillo</u>																	
PART III. List Project Task separately; such as Plan, Design, Construct, Equip or Furnish.		PART IV. Use Fiscal Year (FY) Quarters to complete the information below. O = Oct.; N = Nov.; D = Dec., etc.																								Expected Completion Date if project exceeds 8 FY Qtrs.						
		FY <u>2024</u>												FY <u>2025</u>												Date <u>09-30-2025</u>						
		1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.									
		O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	
Housing Assistance - 5 homes per quarter Assessment Compile Supplies List Quote Request / Procurement Schedule and Start Construction		X			X			X			X			X			X			X			X									
		X			X			X			X			X			X			X			X									
			X	X		X	X		X	X		X	X		X	X		X	X		X	X		X	X							
				X		X				X		X				X		X				X		X								
PART V. Expected Quarterly Expenditures		\$			\$			\$			\$			\$			\$			\$			\$			PROJECT TOTAL						
																										590,800.11						

FOR OMB USE ONLY: Resolution No: _____ FMIS Set Up Date: _____ Company No: _____ OMB Analyst: _____

LITTLEWATER CHAPTER

Post Office Box 1898
Crownpoint, New Mexico 87313
PHONE: (505) 786-2120
FAX: (505) 786-2125



WEBSITE: www.littlewaterchapter.nndes.org

CHAPTER ADMINISTRATION
Genevieve Castillo
Chapter Manager
AnnJanette Bebo
Administrative Assistant
Email: littlewater@navajochapters.org

Thomas Barbone
President

Ernest Yazzie
Vice President

June Barbone
Secretary/Treasurer

George Tolth
Council Delegate

Herbert Enrico, Sr
Land Board Member

RESOLUTION OF THE LITTLEWATER CHAPTER OF EASTERN NAVAJO AGENCY

LITT-04-23-3193

**APPROVING AND SUPPORTING THE LITTLEWATER CHAPTER ARPA
PROJECTS UNDER THE HONORABLE COUNCIL DELEGATE GEORGE TOLTH'S
REGION IN THE AMOUNT OF \$8,802,340 ALLOCATION FOR THE EIGHT (8)
CHAPTER ALLOCATION OF \$1,100,292.50 FOR LITTLEWATER COMMUNITY
HOUSING ASSISTANCE FOR BATHROOM ADDITIONS, ROOF REPAIRS, ETC
FOR \$590,800.11 AND LITTLEWATER CHAPTER TEMPORARY EMPLOYMENT
FOR \$509,492.39**

WHEREAS:

1. Pursuant to 26 N.N.C., Section 3 (A) the Littlewater Chapter is a duly recognized certified Chapter under the Navajo Nation Government, as listed at 11 N.N.C., part 1, section 10, and
2. Pursuant to 26 N.N.C., Section 1 (B) Littlewater Chapter is vested with authority to review all matters affecting the community and to make appropriate correction when necessary and make recommendation to the Navajo Nation and other local agencies for appropriate actions, and
3. To support the efforts of the Navajo Nation to mitigate the effects of the COVID-19 Pandemic, the American Rescue Plan Act (ARPA) Fiscal Recovery Funds were allocated to develop the basic infrastructure to improve lives of people who have lived without water, electricity and "basic services to support their daily activities, health, welfare"; and
4. The Navajo Nation Council approved CJN-29-22, in response to the COVID-19 Pandemic in the best interest of the Navajo people: "An Action Relating to the Naabik'iyáti' Committee and Navajo Nation Council; Allocating \$1,070,298,867 of Navajo Nation Fiscal Recovery Funds; Approving the Navajo Nation Fiscal Recovery Fund Expenditure Plans for: Chapter Assistance; Public Safety Emergency Communications, E911, and Rural Addressing Projects; Cyber Security; Public Health Projects; Economic Development Projects; Hardship Assistance; Water and Wastewater Projects; Broadband Projects; Home Electricity Connection and Electricity Capacity Projects; Housing Projects and Manufactured Housing Facilities; Bathroom Addition Projects; Construction Contingency Funding; and Reduced Administrative Funding"; and
5. The total amount for Littlewater Chapter Delegate George Tolth Region is \$8,802,340.00; and
6. The eligible attached Exhibit One (1): Littlewater Community Housing Assistance was selected as a Project to be included on the Navajo Nation Council Delegate George Tolth's Chapter Region in the amount of \$590,800.11 for Littlewater Chapter; and
7. The eligible attached Exhibit Two (2): Littlewater Chapter Temporary Employment was selected as a Project to be included on the Navajo Nation Council Delegate George Tolth's Chapter Region in the amount of \$509,492.39 for Littlewater Chapter; and

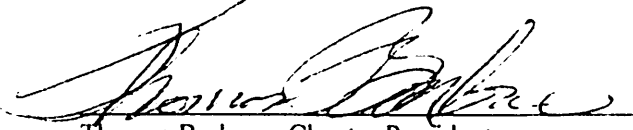
8. The Littlewater Chapter affirms that the Chapter will only use the awarded Fiscal Recovery Funds and Implement this FRF Expenditure Plan in compliance with the ARPA, ARPA Regulations, and with all applicable federal and Navajo Nation laws, regulations, and policies.

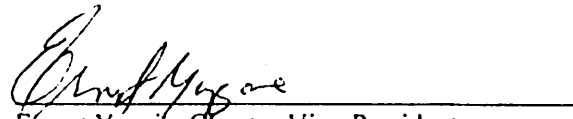
NOW, THEREFORE BE IT RESOLVED THAT:

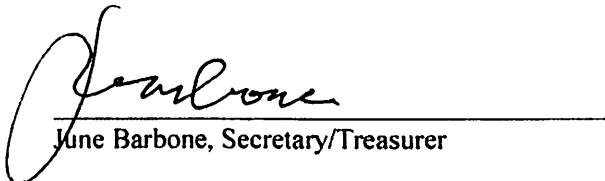
1. The eligible attached Exhibit One (1): Littlewater Community Housing Assistance was selected as a Project to be included on the Navajo Nation Council Delegate George Tolth's Chapter Region in the amount of \$590,800.11 for Littlewater Chapter; and
2. The eligible attached Exhibit Two (2): Littlewater Chapter Temporary Employment was selected as a Project to be included on the Navajo Nation Council Delegate George Tolth's Chapter Region in the amount of \$509,492.39 for Littlewater Chapter; and

CERTIFICATION

WE HEREBY CERTIFY THAT THE FOREGOING RESOLUTION was duly considered by and moved for adoption by Betty Begay, seconded by Ernest Yazzie, thoroughly discussed and adopted by a vote of 13 in favor, 0 opposed and 8 abstained at a duly called meeting at Littlewater Chapter, Navajo Nation (New Mexico) on this 19th day of April 2023.


Thomas Barbone, Chapter President


Ernest Yazzie, Chapter Vice-President


June Barbone, Secretary/Treasurer

**LITTLEWATER CHAPTER
HOUSING DISCRETIONARY FUND ASSISTANCE PROGRAM**

CHECKLIST OF REQUIRED DOCUMENTS

NAME OF APPLICANT: _____

- _____1. Housing Discretionary Fund Assistance Application (Pg 4 & 5)
- _____2. Permission to Enter Premises (Included in Packet – Pg 6)
- _____3. Authorization for Release of Information (Included in Packet – Pg 7)
- _____4. Map to Property (Included in Packet – Pg 8)
- _____5. Evidence of **APPLICANT's** Land Ownership (Residential/Homesite Lease) - **REQUIRED**
- _____6. Copy of **APPLICANT's** Identification (ID, Driver's License)
- _____7. Copy of Social Security Card(s) for **Each Household Member**
- _____8. Copy of **APPLICANT's** Certificate of Indian Blood (CIB)
- _____9. Copy of **APPLICANT's** Voter's Registration Card
- _____10. Income Verification Statement for **Each Household Member**
- _____11. Referrals from Physicians, Social Worker, Community Health Representative, or other Entity (if applicable)
- _____12. 3 Price Quotes from three (3) different Vendors

DOCUMENTS VERIFIED BY: _____ **Date:** _____

LITTLEWATER CHAPTER HOUSING DISCRETIONARY FUND ASSISTANCE PROGRAM APPLICATION

All questions in this application must be answered.

APPLICANT'S NAME:		TELEPHONE NUMBER:	
CENSUS NUMBER:		WORK/MESSAGE NUMBER:	
SPOUSE'S NAME:		TELEPHONE NUMBER:	
CENSUS NUMBER:		WORK/MESSAGE NUMBER:	
MAILING ADDRESS:		CHAPTER ENROLLED AT:	
CITY:		STATE: ZIP CODE:	
TYPE OF RESIDENCE:		TYPE OF PRIMARY HEATING:	
<input type="checkbox"/> Room <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Rental Unit <input type="checkbox"/> Single Family <input type="checkbox"/> Mobile Home <input type="checkbox"/> Subsidized Housing <input type="checkbox"/> Multiple Dwelling		<input type="checkbox"/> Wood <input type="checkbox"/> Coal <input type="checkbox"/> Kerosene <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Propane <input type="checkbox"/> Other	
		Average Monthly Heating Bill:	
		(before): \$	
		(after): \$	
		Cost of B.T.U. saved: \$	
		Comments:	
INCOME VERIFICATION OF HOUSING UNIT:			
NAME OF EACH HOUSEHOLD MEMBER (INCLUDING SELF)	AGE	SEX	SOCIAL SECURITY NO.
			RELATIONSHIP TO HEAD OF HOUSEHOLD

Note: An elderly person is a person 65 years of age or older. Determination whether a resident in the household is handicapped can be made in any of the following (1) They provide a copy of a letter from the Veteran's Administration that is a percentage of disability letter or (2) The Social Security benefit verification letter under section 1.e.10 indicates payments are for the disability or (3) Written determination from Federal, State or other agency providing assistance for handicapped Person or (4) The Subgrantee observes a visible handicap.

Littlewater Chapter Office Use Only:	
Income Guidelines for a household of _____ members is \$ _____.	
On the basis of the above information, this household is: ELIGIBLE / NOT ELIGIBLE.	
Reason for ineligibility: _____	
CHAPTER MANAGER SIGNATURE:	DATE:
TYPE OF LABOR TO BE UTILIZED: (Littlewater Chapter Use Only/Projected hours per project)	
<input type="checkbox"/> Public Employment Program (PEP): <input type="checkbox"/> Client Self-Help: <input type="checkbox"/> Church Group: <input type="checkbox"/> Contractor: <input type="checkbox"/> Other:	

LITTLEWATER CHAPTER
HOUSING DISCRETIONARY FUND ASSISTANCE PROGRAM
POST OFFICE BOX 1898
CROWNPOINT, NM 87313

AUTHORIZATION FOR RELEASE OF INFORMATION

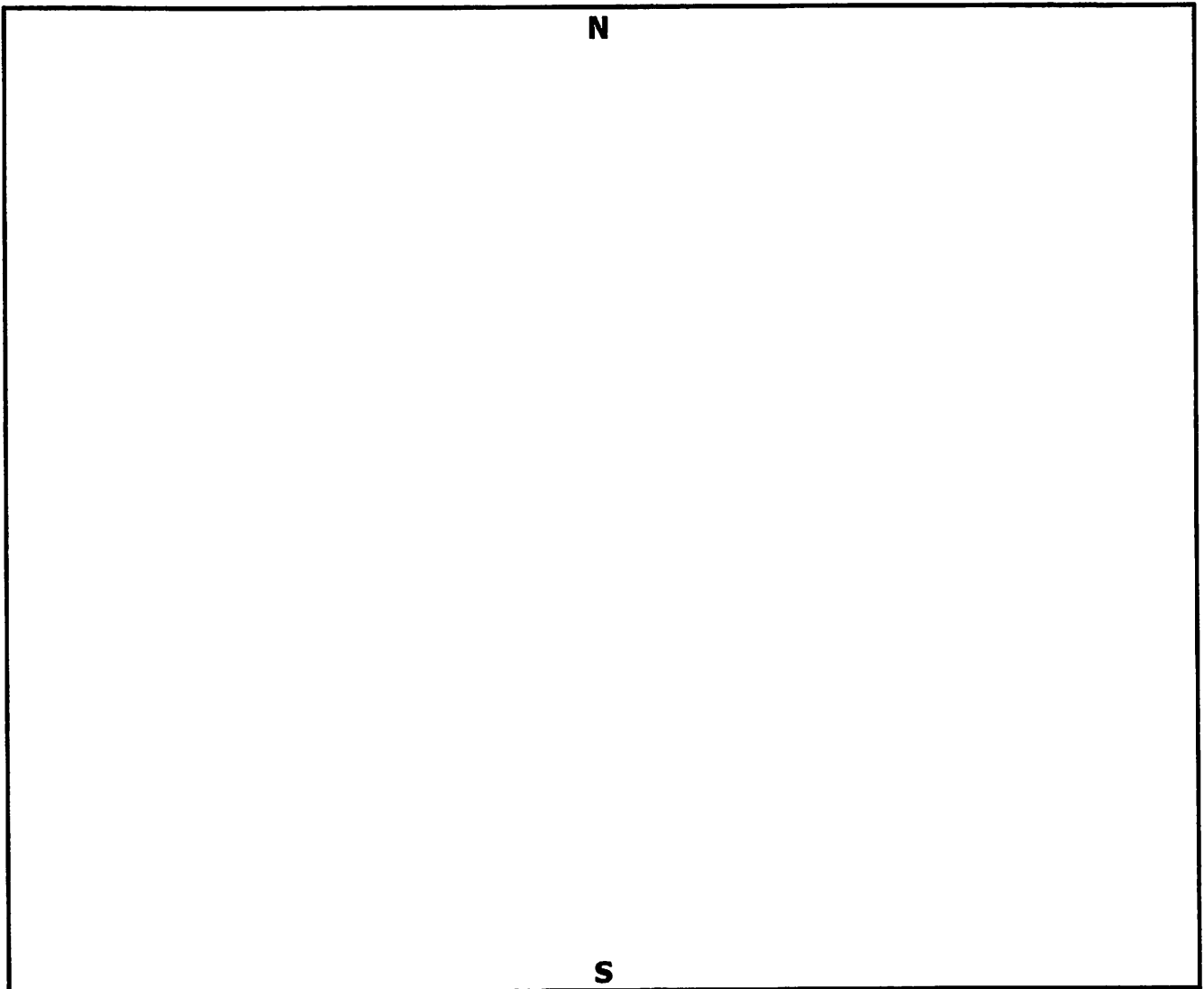
I, _____, hereby authorize the Navajo Nation through the Littlewater Chapter Housing Assistance Program to obtain all necessary information for completion of my application for housing assistance including information on my interest on land and household income. I understand and acknowledge this information will be used in determining my eligibility and extent of Housing Assistance through the Littlewater Chapter or other housing project sources.

SIGNATURE: _____ DATE: _____
APPLICANT

SIGNATURE: _____ DATE: _____
CO-APPLICANT

LITTLEWATER CHAPTER
HOUSING DISCRETIONARY FUND ASSISTANCE PROGRAM
POST OFFICE BOX 1898
CROWNPOINT, NM 87313

MAP TO PROPERTY
Project Site Locations



SIGNATURE: _____ DATE: _____
APPLICANT

SIGNATURE: _____ DATE: _____
CHAPTER MANAGER

LITTLEWATER CHAPTER

Post Office Box 1898
Crownpoint, New Mexico 87313
PHONE: (505) 786-2120
AX: (505) 786-2125



WEBSITE: www.littlewaterchapter.nndes.org

CHAPTER ADMINISTRATION

Genevieve Castillo
Chapter Manager
AnnJanette Bebo
Administrative Assistant
Email: littlewaterchapter@yahoo.com

President
Thomas Barbone

Vice President
Ernest Yazzie

Secretary/Treasurer
June Barbone

Council Delegate
Daniel Tso

Land Board Member
Herbert Enrico, Sr.

MEMORANDUM

TO : ALL HOUSING DISCRETIONARY FUND RECEIPIENTS

FROM : Littlewater Chapter

DATE : November 1 – January 31

SUBJECT : UNDERSTANDING THE CHAPTER HOUSING DISCRETIONARY FUND POLICIES & PROCEDURES

_____, have read and understood the Chapter Housing Discretionary Fund Policies & Procedures.

SIGNATURE: _____
APPLICANT

DATE: _____

SIGNATURE: _____
CO-APPLICANT

DATE: _____

HOUSING DISCRETIONARY FUND**Table of Contents**

I.	Authorization	3
II.	Purpose	3
III.	Applicable Laws	3
IV.	Definitions	3
V.	Types of Assistance	4
VI.	Policy	4
VII.	Eligibility	5
VIII.	Required Documents	5
IX.	Selection Process	6
X.	Monitoring	6
XI.	Project Management	6
XII.	Five Management System Policies and Procedures	7
	Memorandum: Understanding of Policies and Procedures	1
	Housing Discretionary Fund Forms	

- D. Houses: 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).

V. TYPES OF ASSISTANCE

- A. Minor Repair is for minor repairs and maintenance type work for occupied existing houses which might include, but not limited to, repairs of heating systems, roofs, ceilings, windows, doors, floors, baseboards, etc.
- B. Major Repair is for major maintenance type work for occupied existing homes which might include roof repairs, plumbing repairs, exterior or interior repairs to bring the structure up to safe and livable conditions.
- C. Renovation is when there are major repairs and maintenance type work to occupied existing homes which might include breaking down walls, roof or plumbing.
- D. Addition is when there is a new construction being added to an existing occupied home like a bathroom addition or additional bedroom added.
- E. Electrical wiring is when an electrician installs/repairs electrical wiring for electrical input such as electrical wiring, lights, meters, outlets, etc.
- F. New Construction is when there is no existing home. The construction is started from ground up with footing, floor, walls, etc.

VI. POLICY

- A. The Chapter shall accept housing applications each year beginning November 1st with a closing date of January 31st.
- B. The recipient shall only be assisted once every twelve (12) months with the Housing Discretionary Funds.
- C. The Chapter shall determine the type of housing assistance an applicant requires.
- D. The Housing Discretionary Fund budget shall be approved by the Chapter membership.
- E. All expenditures or purchases shall comply with the Littlewater Chapter Procurement Policies and Procedures.
- F. The Chapter Administration shall maintain accurate and updated record of all expenditures and projects as specified in the Littlewater Chapter Records Management Policies and Procedures.

IX. SELECTION PROCESS

- A. The Chapter staff shall review the applications for completeness and eligibility.
- B. If necessary, the Housing Selection Committee (or a delegated individual) shall evaluate the applications based on site-visits to assess the applicant's living conditions (overcrowding, unsanitary or unsafe). The committee shall document the assessments.
- C. The established Housing Selection Committee shall make the selections by reviewing, evaluating, and ranking each application and referring to the Point System Sheet (Form 8).
- D. The Point System shall consider the following factors in prioritizing the application:
 - 1. Annual Household Income
 - 2. Family Size
 - 3. Overcrowded living conditions
 - 4. Unsanitary or unsafe living conditions
 - 5. Elderly, handicapped, or disable
 - 6. Referral from other agencies or individuals
- E. The point allocation sheet shall be kept in each applicant's folder and document the points given to the applicant for each of the above-mentioned factors.

X. MONITORING

- A. The Chapter Officials and Chapter Manager shall have daily oversight responsibility for the administration of all Chapter activities involving the Housing Discretionary Funds.

XI. PROJECT MANAGEMENT

- A. The Chapter shall define the number of housing projects (per applicant) to be completed during the year based on funds availability and prepare a budget accordingly.
- B. The applicant shall be prioritized by the Chapter based on the established selection process.
- C. The Chapter shall select and hire the workers for the project.
- D. The Chapter encourages the family members to help with minor work on the project to reduce cost.
- E. The project manager or supervisor shall inform the Chapter Manager if the client is requesting additional material/supplies or work for the project.
- F. Any material/supplies/work that is in addition to the approved budget and award shall be the responsibility of the recipient.

LITTLEWATER CHAPTER

Post Office Box 1898
Crownpoint, New Mexico 87313
PHONE: (505) 786-2120
FAX: (505) 786-2125



CHAPTER ADMINISTRATION
Genevieve Castillo
Chapter Manager
AnnJanette Bebo
Administrative Assistant
Email: littlewater@navajochapters.org

WEBSITE: www.littlewaterchapter.nndes.org

Thomas Barbone
President

Ernest Yazzie
Vice President

June Barbone
Secretary/Treasurer

George Tolth
Council Delegate

Herbert Enrico, Sr.
Land Board Member

RESOLUTION OF THE LITTLEWATER CHAPTER OF EASTERN NAVAJO AGENCY

LITT-02-23-3184

**APPROVING AND SUPPORTING THE LITTLEWATER CHAPTER ARPA
PROJECTS UNDER THE HONORABLE COUNCIL DELEGATE GEORGE TOLTH'S
REGION IN THE AMOUNT OF \$8,802,340 ALLOCATION FOR THE EIGHT (8)
CHAPTER ALLOCATION OF \$1,100,292.50 FOR LITTLEWATER COMMUNITY
HOUSING ASSISTANCE FOR BATHROOM ADDITIONS, ROOF REPAIRS, ETC
FOR \$590,800.11 AND LITTLEWATER CHAPTER TEMPORARY EMPLOYMENT
FOR \$509,492.39**

WHEREAS:

1. Pursuant to 26 N.N.C., Section 3 (A) the Littlewater Chapter is a duly recognized certified Chapter under the Navajo Nation Government, as listed at 11 N.N.C., part 1, section 10, and
2. Pursuant to 26 N.N.C., Section 1 (B) Littlewater Chapter is vested with authority to review all matters affecting the community and to make appropriate correction when necessary and make recommendation to the Navajo Nation and other local agencies for appropriate actions, and
3. To support the efforts of the Navajo Nation to mitigate the effects of the COVID-19 Pandemic, the American Rescue Plan Act (ARPA) Fiscal Recovery Funds were allocated to develop the basic infrastructure to improve lives of people who have lived without water, electricity and "basic services to support their daily activities, health, welfare"; and
4. The Navajo Nation Council approved CJN-29-22, in response to the COVID-19 Pandemic in the best interest of the Navajo people: "An Action Relating to the Naabik'íyáti' Committee and Navajo Nation Council; Allocating \$1,070,298,867 of Navajo Nation Fiscal Recovery Funds; Approving the Navajo Nation Fiscal Recovery Fund Expenditure Plans for: Chapter Assistance; Public Safety Emergency Communications, E911, and Rural Addressing Projects; Cyber Security; Public Health Projects; Economic Development Projects; Hardship Assistance; Water and Wastewater Projects; Broadband Projects; Home Electricity Connection and Electricity Capacity Projects; Housing Projects and Manufactured Housing Facilities; Bathroom Addition Projects; Construction Contingency Funding; and Reduced Administrative Funding"; and
5. The total amount for Littlewater Chapter Delegate George Tolth Region is \$8,802,340.00; and
6. The eligible attached Exhibit One (1): Littlewater Community Housing Assistance was selected as a Project to be included on the Navajo Nation Council Delegate George Tolth's Chapter Region in the amount of \$590,800.11 for Littlewater Chapter; and
7. The eligible attached Exhibit Two (2): Littlewater Chapter Temporary Employment was selected as a Project to be included on the Navajo Nation Council Delegate George Tolth's Chapter Region in the amount of \$509,492.39 for Littlewater Chapter; and

NOW, THEREFORE BE IT RESOLVED THAT:

1. The eligible attached Exhibit One (1): Littlewater Community Housing Assistance was selected as a Project to be included on the Navajo Nation Council Delegate George Tolth's Chapter Region in the amount of \$590,800.11 for Littlewater Chapter; and
2. The eligible attached Exhibit Two (2): Littlewater Chapter Temporary Employment was selected as a Project to be included on the Navajo Nation Council Delegate George Tolth's Chapter Region in the amount of \$509,492.39 for Littlewater Chapter; and

CERTIFICATION

WE HEREBY CERTIFY THAT THE FOREGOING RESOLUTION was duly considered by and moved for adoption by Lathan Barbone, seconded by Cynthia Jimmie, thoroughly discussed and adopted by a vote of 14 in favor, 0 opposed and 8 abstained at a duly called meeting at Littlewater Chapter, Navajo Nation (New Mexico) on this 15th day of February 2023.


Thomas Barbone, Chapter President


Ernest Yazzie, Chapter Vice-President


June Barbone, Secretary/Treasurer