

Housing Policy

Navajo Revitalization Fund Board (NRFB)

9/25/2011

1. The Navajo Revitalization Fund Board (NRFB) will consider housing assistance requests for those families that have the most need for housing; especially those that have not received housing assistance from any other program. The requesting Chapter or organization will ensure that the client proposed to be assisted has not already been assisted with funding from another housing agency within the past 15 years.
2. The NRFB seeks the assistance of local authorities to help target those with the greatest need. All requesting individuals must use the NRFB Housing Client Application and must work directly with their respective Chapter in preparing their assistance requests. All requests, budget preparation, updates and progress reports will be processed through the Chapter.
3. All requests must follow the applicable chapter project policies and guidelines. The Navajo Nation housing policies may be adopted if the Chapter does not have an established policy. Each chapter must have written policies and procedures that are fair and equitable, that address conflict of interest and insure equal opportunity for all chapter residents. Before any proposals will be considered, Chapters will be required to submit a copy of their housing policies and procedures to the NRFB.
4. A finalized Home Site Lease shall be required in order to process all new purchases. Housing may not be located off the Utah Navajo Reservation; the client will document the land is secured prior to construction of the home's foundation. NRFB will not fund or finance any portion of a land only purchase.
5. A tentative schedule of work phases should be prepared and included with the proposal package which shows the proposed dates of: - Material purchases - Construction start-up - Construction end - Utility hookups and - Close-out
6. Match-funding is recommended; the matching agencies shall be identified and commitment letters from each agency shall be included in the proposal package.
7. All new construction must be based on a floor plan showing all components of the dwelling to be constructed. The blue print must include a specific cost sheet covering all materials to be used, and an estimate of total man-hours for construction of the unit. Depending on distances to utility sources and/or a decision by the Chapter and the applicant, homes planned to be constructed in remote areas do not necessarily need to include electrical wiring, nor complete plumbing.
8. Other documents required shall be an **approved resolution from the Chapter** along with the housing priority listing that supports the proposed request. It is recommended that similar housing improvements be packaged into projects and proposed as a batch so that labor and any match-funded sources can be better coordinated to maximize building materials price advantages through bulk purchases.
9. Requests for payment must include a materials receipt verification document signed by the homeowner. This document verifies that the homeowner agrees that building materials for their home were in fact delivered and accounted for, and will safeguard it from theft or damage from the natural elements.
10. The Board's desire is to leverage housing assistance funds with other public and private sources to achieve a 50/50 cost split. However, if other sources are not available each home shall receive no more than \$85,000 in total NRFB assistance.
11. Chapter officials are not eligible for assistance without verification of a conflict of interest policy and documentation of compliance with said policy.