

BÁÁHÁÁLÍ CHAPTER HOME SITE LEASE ASSISTANCE PROGRAM

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PRIOR TO 2007

- ❖ Many community members did not understand the home site lease process, so there were many pending folders at the Eastern Navajo Land Department and at the Home Site Lease Office in Window Rock
- ❖ In 2007, Bááháálí Chapter began working with the Window Rock Home Site Lease Office to determine how many current pending folders there are.
- ❖ 22 Home Site Leases were completed in 2007, which was an increase from 2003-2006

2007 ACTIVITIES

- ❖ When we began working on home site leases in 2007, we did not have a program in place; we mostly worked with the Survey Section to get as many survey plats completed from the applications that were dormant at the Home Site Lease Section Office and the Eastern Navajo Land Department
- ❖ For the archeological reports, we worked with the Office of Environmental Health to get copies of reports for clients who had their waterline completed. This worked for a short time and was cost efficient for the time being.
- ❖ As a result of our efforts, we were able to get 22 applications off the survey and archeological list, and began work for the following year.

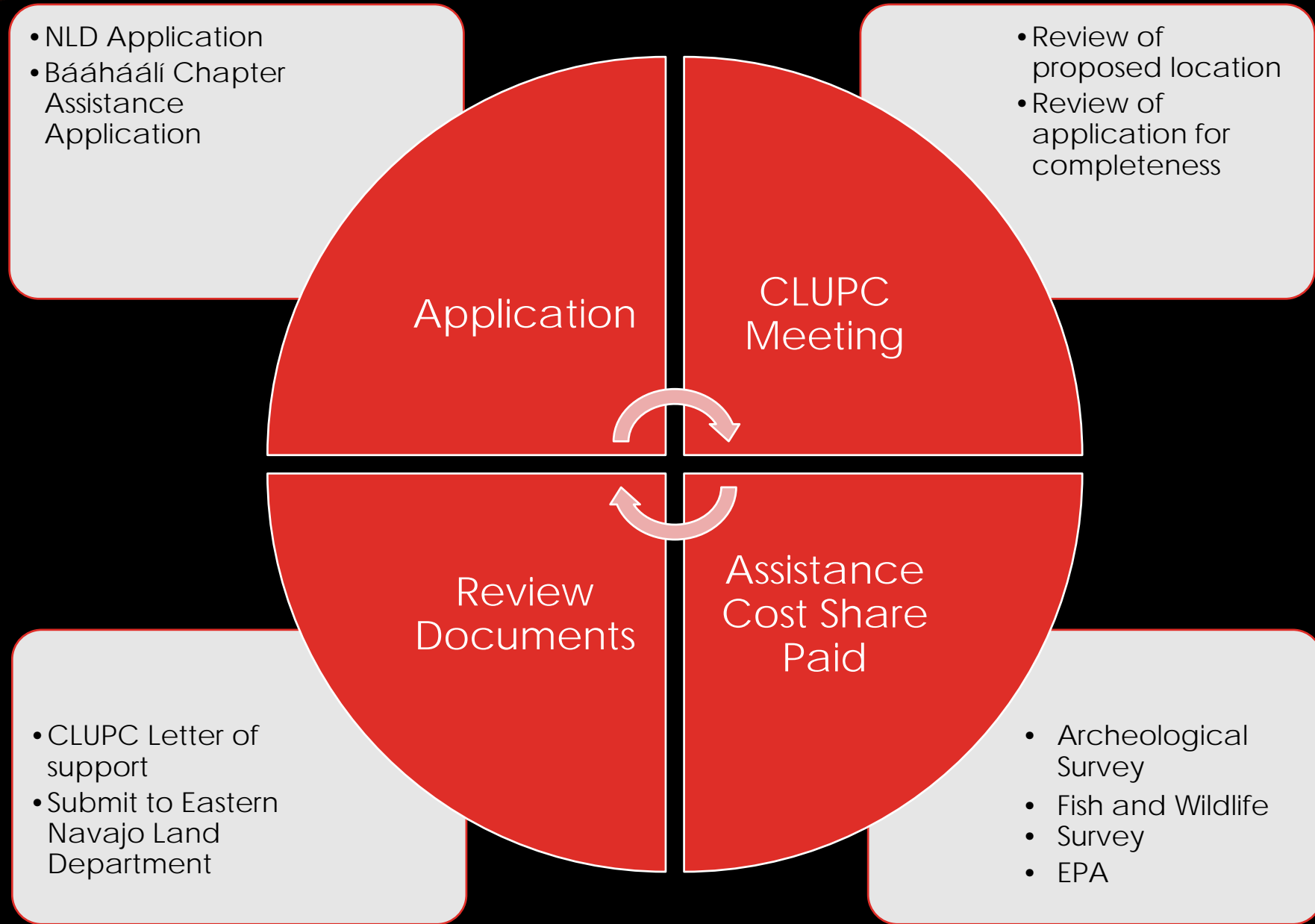
PROGRAM DEVELOPMENT

- ❖ 2009-began working on developing a program that would involve creating more of a Cost-Sharing Program utilizing Housing Discretionary Funds
- ❖ This program was developed after the Chapter became LGA Certified, as a pilot project to prepare us for the time that we may begin processing our own home site leases
- ❖ The community supported the concept, especially after sharing with them, the number of home site leases we were able to complete in the 2-year span we began taking the initiative to get them completed
- ❖ The program began with the applicant paying \$258.00 for the survey and archeological clearance to be completed. It has increased slightly since 2013



Program Process

1. Application
2. CLUPC Meeting
3. Cost Sharing
4. Review Documents



HOME SITE LEASE ASSISTANCE POLICY

First developed in 2009

Has gone through two revisions since then

Is not limited to just Home Site Leasing, it also incorporates Residential Site Leasing as well

BAAHAALI CHAPTER HOME SITE LEASE/RESIDENTIAL LEASE ASSISTANCE PROGRAM

1. Purpose
 - a. The purpose of the Bááháálí Home Site Lease/ and Residential Lease Assistance t Program is to provide assistance to community members in securing their home site/residential leases so as to establish long-term residency. The program provides financial assistance on a cost-sharing basis for applicant to have their land survey and archeological survey completed, a requirement for securing a certified home site/residential lease, and become residents and voting members of the Bááháálí Community.
2. Definitions
 - a. Allotment: a parcel of land granted to an Individual Indian by the United States and held in trust or restricted status for the Individual by the Government.
 - b. Cost Sharing/matching funds: payment made by individual to share in the cost of a fee.
 - c. "Home site Lease" – means a written document evidencing approval from approved by the Navajo Nation and the BIA Bureau of Indian Affairs to lease one (1) acre or less of Navajo Nation Tribal trust or fee land for residential purposes for 65 years.
 - d. Navajo Nation Trust Land: lands where the Federal Government holds the fee title for the Tribe and is subject to a fiduciary responsibility to the Navajo Nation.
 - e. Residential Lease: One-acre tract approved by the Bureau of Indian Affairs Realty Office for the purpose of home-ownership on Allotment Land.
3. Requirements
 - a. The applicant must be registered with Bááháálí Chapter;
 - b. Applications
 - i. Must have completed the Navajo Nation Home Site Lease application with the \$15.00 processing fee money order and current Certificate of Indian Blood submitted to the Navajo Land Department; or
 - ii. Must have the residential lease paperwork in process with the BIA Realty Office; and
 - c. The applicant must pay matching fee to Bááháálí Chapter within one month of the application submission.
4. Qualifications/Restrictions
 - a. The applicant seeking assistance must be registered with Bááháálí Chapter for one year before assistance is considered and granted, unless a long-time resident of Bááháálí Chapter.
 - b. The proposed home site /residential lease site must be within the Bááháálí Chapter Boundary.
 - c. This is a one-time cost sharing award package for both the land and archeological surveys.
 - d. If the name is on the list and payment is not received within one month of approval, the applicant will be moved to the bottom of the list.
5. Processing
 - a. Home Site Lease
 - i. In order to be considered for assistance, a home site lease application packet must be submitted to the Navajo Land Department.
 - ii. Once complete, a copy needs to be submitted to the Bááháálí Chapter Administrative Office and the Assistance form needs to be completed, this will cover both the Survey and Archeological Survey.
 - iii. The cost-sharing payment must be submitted prior to work commencing.
 - iv. Once the survey has been completed by the private surveyor, and a copy of the plat and topography map has been submitted to the chapter, the applicant, and the Navajo Land Department, the documents will be forwarded to the Navajo Archeology Department along with a completed Navajo Archeology Form

HOME SITE LEASE ASSISTANCE APPLICATION

Application provides vital information, without having to have the actual HSL application handled so many times.

There is another form we use for those clients who request for a payment plan

Payments are accepted in the form of Money Orders, Cash, and Credit/Debit Cards

BÁÁHÁÁLÍ CHAPTER HOME SITE LEASE ASSISTANCE PROGRAM APPLICATION

NAME: _____ DATE: _____
ADDRESS: _____ PHONE NO: _____
PHONE 2: _____

- REGISTERED MEMBER OF THE CHAPTER
- APPLICATION AND FEE PAID WITH NAVAJO NATION HOME SITE SECTION
- MONEY ORDER PAYABLE TO BÁÁHÁÁLÍ CHAPTER IN AMOUNT OF \$276.25.

COMMENTS: _____

SIGNATURE OF APPLICANT _____ DATE _____

INTAKE: _____
ADMINISTRATION

OFFICE USE ONLY:	
DATE OF APPROVAL: _____	APPROVAL SIGNATURE: _____ CHAPTER MANAGER
MONEY ORDER SUBMITTED: _____	AMOUNT SUBMITTED: _____
SERVICES NEEDED: <input type="checkbox"/> Survey <input type="checkbox"/> Archeological Clearance	
DATE OF SURVEY COMPLETED: _____	
DATE OF ARCHEOLOGICAL SURVEY COMPLETED: _____	

HSL ASSISTANCE COST SHARE BREAKDOWN

Applicant

- \$276.25 is paid by money order to the Chapter
 - \$150.00 for Survey
 - \$110.00 for Archeological Survey
 - \$16.25 for Fish and Wildlife report

Bááháálí Chapter

- \$543.25 is paid by the Chapter
 - \$375.00 for Survey
 - \$152.00 for Archeological Survey
 - \$16.25 for Fish and Wildlife report

SURVEY & ARCHEOLOGY

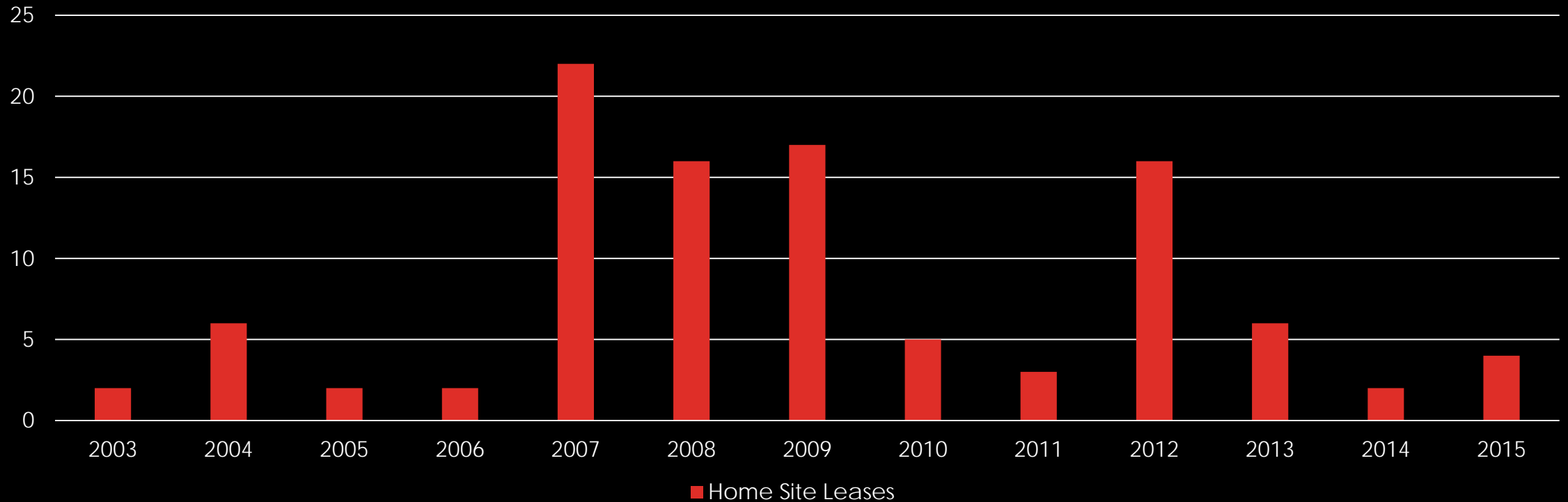
- ❖ Bááháálí Chapter works with one principal surveyor and archeologist to keep costs down
- ❖ The client is given flaggers to indicate where the center point is of their potential home site lease, to aid the Surveyor and Archeologist
- ❖ A copy of the Application contact sheet and the Assistance application are given to the surveyor and archeologist to refer to the location.
- ❖ No work begins for the client until the \$276.25 has been paid in full

FISH AND WILDLIFE

- ❖ Because we don't have the technical support of the Land Board to get the Center Point GPS reading, we rely on the Archeologist to provide that information
- ❖ Once we receive the arch report, we submit the request to the Fish and Wildlife Department for processing
- ❖ While the report is being processed at Fish and Wildlife, we continue processing for the survey plat and once all the documents come together, we submit it to EPA

HOME SITE LEASE ASSISTANCE PROGRAM

Home Site Leases



THANK YOU
ANY QUESTIONS??

