



HO-CHUNK HOUSING & COMMUNITY DEVELOPMENT AGENCY

P.O. Box 730 • Tomah, WI 54660

Title: MEPA Account Funds by Homebuyer Policy	Effective Date: 11/08/01	Review Date:
		Revision Dates:
	Attachment:	Revision Number: 2
Board Chairman Signature: <i>Lee Brown Jr.</i>		Executive Director Signature: <i>Myra J. [Signature]</i>
Subject: Monthly Equity Payment(s) Account		Page 1 of 1

PURPOSE:

The primary purpose of the MEPA loan is to provide funds for the non-routine maintenance of the home, which consists of the infrequent and costly items of maintenance and replacement of dwelling equipment. Such maintenance may include the replacement of dwelling equipment (such as range and refrigerator); replacement of the roof, flooring, major repairs to heating and plumbing systems, etc. The MEPA loan shall not be used for such maintenance that is attributable to the Homebuyer's negligence.

The secondary purpose of the MEPA loan is to provide funds for necessary improvements to the home. Such improvements can include additions to the home to increase living space to accommodate a change in family composition. Other improvements can include a garage, or energy conservation item(s) such as solar panels and insulation.

The home buyer cannot use MEPA funds for home furnishing and luxury items.

I. Eligibility

The homebuyer shall be in compliance with all terms and conditions of the Mutual Help Occupancy Agreement including, including lease payments, any items listed on the inspection report and not have any lease violations in the last twelve months.

II. Application Process

The homebuyer shall submit the completed MEPA loan application to the Development Director of the TDHE. Alterations on the home shall be accompanied by plans, blueprints, and cost estimates for the work to be done and shall be in compliance with any applicable building codes and permits.

III. Amount of MEPA Loan and Repayment Schedule

The amount of the MEPA loan cannot exceed the amount the homebuyer has contributed to his/her MEPA account. The homebuyer will continue to make regularly scheduled lease payments as well loan repayment. The length of the loan shall not exceed five years at an interest rate not to exceed eight per cent.

IV. Approval Process

The completed loan packet shall be presented to the TDHE board of Commissioners at the regularly scheduled meeting. The homebuyer shall be encouraged to attend in order to answer any questions or satisfy any concerns the board members may have.



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Use of MEPA Funds

If the homebuyer is in compliance with the terms of the Mutual Help Occupancy Agreement, the TDHE may agree to allow the homebuyer to use the funds in the MEPA for betterments and additions to the MH home. These funds are loaned to the homebuyer at an interest rate not to exceed 8 per cent. **The homebuyer cannot use the MEPA funds for luxury items.** All bids, plans, or drawings for betterment and/or addition shall accompany this application for approval. If approved, the check will go directly to the contractor that is selected.

If your application is denied for financial reasons, would you be willing to attend financial counseling or a training session? () Yes () No

Certification

I certify that the information provided to the Ho-Chunk Housing Authority has been supplied truthfully, accurately, and voluntarily. Any intentional or negligent misrepresentation of the information contained herein may result in denial of processing this application and any future application submitted to this program.

Applicant's Signature

Date

Co-Applicant's Signature

Date

Office Use Only

If any answers are marked "no" for questions 1 -3 and marked "yes" for questions 4 - 8 will require an explanation. This will be submitted with the application to the Board of Commissioners for review.

1. Are the monthly payments currently up to date? () Yes () No
2. Are sufficient funds available in the applicant's MEPA account? () Yes () No
3. Has the applicant received any delinquency notices? () Yes () No
4. Has the home had any major damage since the applicant lived there? () Yes () No
5. Will the addition or betterment require an architect or engineer report? () Yes () No
6. Will the addition be outside the confines of the specified lot size? () Yes () No
7. Does any Tribal zoning laws need to be considered? () Yes () No
8. Will a Tribal building permit be required? () Yes () No

Board of Commissioners Approval (attach meeting minutes)

() Yes () No