



HO-CHUNK NATION DEPARTMENT OF HOUSING

HEAVY EQUIPMENT REQUEST GUIDELINES MAXIMUM AMOUNT: Site Development is not to exceed \$7500.00

PREPARING THE SITE (EXCAVATION) INCLUDES:

- Land Clearing/Grubbing (Removal of trees, brush and stumps) 50 feet around existing/proposed house.
- Demolition if needed for proposed house site.
- Backfill – which the fill must be organic, fill must not be frozen, and back fill may occur after the 28-day cure time is up and adequately braced.
- Final Grade with a depth up to 6 inches including sidewalk preparation not to exceed 50 ft perimeter of existing /proposed house.
- Gravel driveways (new or repair) with a length of up to 300 feet, 16 foot wide, 6 inch breaker, 6 in road base, a turnaround 20 feet long by 20 feet wide, and a culvert if needed.
- Assistance with Nation's Environmental Health Department with proper drain field repair.
- Inter-Department Mobilization.
- There will be no heavy equipment projects between February and mid April due to road bands.
- The deadline for basement excavation will be October 15th. (Exceptions to this will be the southern states)

CLIENT RESPONSIBILITIES:

- Shall be an enrolled Ho-Chunk Tribal Member.
- Shall be 18 years of age, and legally competent.
- To submit an application for each request.
- Shall be the permanent/primary residence of the homeowner.
- To provide proof of ownership (copy of deed/will) and certified survey.
- To provide certificate of homeowners insurance, when applicable.
- To provide all necessary permits.
- To contact Diggers Hotline, when necessary.
- Any landscaping such as lawn seeding, planting of trees, flowers or shrubs are the responsibility of the homeowner.
- Any settling of the final grade after the work is completed is the responsibility of the homeowner to cure.
- Homeowner shall be responsible for any cost beyond the allowed \$7,500.00 any additional cost shall be paid to the Department of Housing one (1) week in advance of the estimated start date. Contact the Heavy Equipment Division for current cost of material.

TERMS AND CONDITIONS:

- Must be current on mortgage, homeowner's insurance, and real estate taxes or have a signed Home Ownership Program client agreement form in place.
- Home Ownership Program (HOP) recipients are ineligible for repairs for five (5) years from the date of closing.
- Work is to be completed by the Ho-Chunk Nation Housing and Public Works staff or a Certified Professional Contractor.



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HEAVY EQUIPMENT APPLICATION

NOTE: All questions on the application must be answered. Incomplete applications shall be returned. Information shall be obtained from the financial institution and the homeowner's insurance company and may be determination for approval.

Name: _____ **Date:** _____

Address: _____ **Daytime Phone:** _____

City: _____ **State:** _____ **Zip:** _____

Enrollment #: _____

Fire number and directions to site:

Is the site on trust land? _____ **Yes** _____ **No**

List work requested, and explain why it is needed:

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Please check each item and include this with you application packet.

- Completed application**
- Copy of deed for home or copy of land lease**
- Copy of certified land survey**
- Signed release of information (Found on page 4 of the Application)**
- Provide certificate of homeowner's insurance**

All new home construction projects utilizing this program will have to include the following:

- Closing documents or signed guarantee stating home loan is approved by lender**
- Contractors estimated start date _____**

**** All new home construction projects will be following the HOP guidelines****



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Statement of Understanding and Work Waiver

- I certify that the information given by me on this application is true and correct to the best of my knowledge. I understand that false statements will void this application and disqualify me from receiving housing assistance, and fraudulent use may result in prosecution.
- I hereby request the Ho-Chunk Nation Department of Housing to perform the above work. I am the owner of the aforementioned property and waive all rights and claims against the Ho-Chunk Nation concerning the work performed by the Ho-Chunk Nation Department of Housing.
- I understand that the Department of Housing will perform only the written agreed upon and approved work.
- I understand that all work is subject to funding availability.
- I understand that if approved, there is a three (3) year waiting period for those who have been serviced by the Department of Housing to be met for further requests.
- I understand that said application is valid for one year and does not automatically renew.
- I understand that I may not sell my home for five (5) years or I will be required to pay back the entire amount.
- I understand that I must sign the work order for the finished work or I will not be eligible for further request.

Signature of Applicant

Date

Funerals and HOP shall have priority over all requests and may cause denials and delays in timeline and/or work completion.



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AUTHORIZATION FOR THE RELEASE OF INFORMATION

I / we, the undersigned, with this document, authorize the HO-CHUNK NATION DEPARTMENT OF HOUSING and their agents to obtain any and all information necessary, to process the application. This information may be obtained from the following sources: any Program of the HO-CHUNK NATION, insurance agencies and financial institutions. This list is not all-inclusive and may include any additional agency, government or private source as deemed necessary by the HO-CHUNK NATION DEPARTMENT OF HOUSING and / or their agents or designates.

I / we, the undersigned, with this, release the HO-CHUNK NATION and the DEPARTMENT OF HOUSING and / or their agents, insurance agencies, financial institutions, and any individual of any liability for providing the requested information.

The information requested may be given by fax, telephone or in writing. This release is valid for one year from the date of the signature. This release is valid if photocopied and does not have to have an original signature.

I / we, have read the terms and conditions of this release and with this give consent for the release of any requested information.

Date

Printed name of applicant

Signature of applicant

Enrollment number

Heavy Equipment Request Process

