




HO-CHUNK NATION

POLICY TEMPLATE

Subject: Sub-Standard and Non Repairable Housing	Title: Department Determination
Scope: Department of Housing	Effective Date 07.06.16
Issuing Authority: Executive Director Department of Personnel	Responsible Official Signature: 
Legislative Authority: Employee Relations Act 6 HCC § 5 4 b. (2) : Each department, division, or unit of the Nation with the approval and consultation of the Executive Director of the Department of Personnel may develop, implement, and revise as necessary internal procedures and operating rules pertaining to the unique operational requirements of the work unit for efficient and effective performance. 8 HCC § 5: 3. General. The Ho-Chunk Nation Department of Housing shall provide centralized leadership to develop equal housing opportunities using funds allocated for this purpose more strategically and efficiently, improving the use of socio-economic resources, and by creating unified goals and objectives stimulating durable housing options which benefit Ho-Chunk members by improving access to safe and affordable housing.	Policy Number: DOH-HOP-001-07-06-16

1.0 Policy Statement:

1.1 This policy will provide the Department of Housing opportunities for durable housing options which benefit Ho-Chunk Nation members by improving access to safe and affordable housing, by establishing administrative guidelines in making a determination of sub-standard and non-repairable housing.

2.0 Purpose:

2.1 This policy was developed to address immediate concerns of Ho-Chunk Nation members that may live in a house that could be considered sub-standard and non-repairable.

3.0 Rational and Background:

3.1 Certain circumstances exist where a Ho-Chunk Nation member lives in a house that is extremely sub-standard, unhealthy and not safe for the family. In addition, the house would require repairs that would exceed the value of the house or the repairs would not be feasible due to the age or condition of the house.



3.2 The determination of sub-standard and non-repairable housing will assist the Department of Housing to provide a safe and affordable housing option. Budget restrictions may dictate the policy implementation and completion time.

4.0 Policy:

4.1 These guidelines are established to declare that the dwelling is Sub-Standard and Non-Repairable which would then allow the applicant to be moved to the top of the waiting list for the Housing for the General Welfare of Veterans, Elders and Non-Elders Program, providing all criteria has been met according to the following guidelines.

4.2 Requirements

4.2.1 Must be an Enrolled Ho-Chunk Nation Member.

4.2.2 Must be a Homeowner and have owned and have lived in the house as the primary residence for a minimum of ten (10) years. Verification of ownership shall be provided by the Homeowner.

5.0 Procedure:

5.1 Inspection Reports

5.1.1 A Property Inspection Report directed to the; structure, electrical, plumbing, foundation, roof, hazardous, and environmental conditions must be submitted to the Real Estate Director, Department of Housing.

5.1.2 If applicable, the Department of Housing may request the Residential Inspector of the Ho-Chunk Nation to perform an Inspection of the dwelling regarding code deficiencies, safety and structural conditions of the dwelling. The Inspector shall submit the report to the Real Estate Director.

5.1.3 The Department of Housing Director shall request Property Inspection Reports from other Ho-Chunk Nation Departments related to housing and or other governmental agencies. These reports would state the condition of the dwelling as related to the health and safety issues and concerns. If the HCN Member resides outside the State of Wisconsin, the Housing Department shall use the appropriate local inspectors, as needed to determine the Sub-Standard, Non-Repairable condition of the dwelling.

5.2 Review Process

5.2.1 The Real Estate Director along with the Residential Construction Supervisor shall review these documents to ensure that all required documents have been provided and this applicant meets all the criteria for further processing. If all the required documents have been received, they will be forwarded to the Executive Director of Housing for further review and processing.



5.3 Final Approval or Denial

5.3.1 Determination made by the Executive Director to declare that the dwelling unit is Sub-Standard & Non-Repairable.

5.3.2 Denied as Sub-Standard & Non-Repairable HCN Member will be notified as to the denial with recommendations and referrals will be provided to the applicant.

5.4 Notice to Proceed

5.4.1 HCN Member applicant will be moved to the top of the waiting list.

5.4.2 HCN Member will be assigned a Project Coordinator to proceed with the acquisition of a different home or to construct a new home.

5.4.3 Ho-Chunk Nation Department of Housing shall proceed utilizing all processes and Budget restrictions of Ho-Chunk Nation.

5.4.4 The approved applicant will sign all documents that are required for the Ho-Chunk Nation Housing Home Ownership Program.

