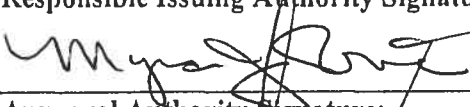
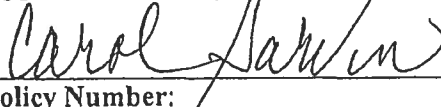




HO-CHUNK NATION POLICY

Title: Heavy Equipment Assistance	Subject: Interdepartmental Mobilization
Scope: Ho-Chunk Nation Departments	Effective Date: 04/11/18
Issuing Authority: Executive Director Department of Housing	Responsible Issuing Authority Signature: 
Approval Authority: Executive Director Department of Personnel	Approval Authority Signature: 
Legislative Authority: Ho-Chunk Nation Employee Relations Act (ERA) 6 HCC § 5, Ho-Chunk Nation Department of Housing Establishment and Organization Act of 2001 1 HCC § 7	Policy Number: DOH-HQA-04-11-18-001

1.0 Policy Statement:

- 1.1 This policy will establish a process for assisting Ho-Chunk Departments with site development.

2.0 Policy Purpose:

- 2.1 The Interdepartmental Mobilization Heavy Equipment Assistance is designed to assist Ho-Chunk Nation departments with site projects in order to maintain and preserve the condition of Ho-Chunk Nation owned property.

3.0 Rationale and Background:

- 3.1 Interdepartmental Mobilization provides departments with a low cost alternative to contracting services outside of the Nation.
- 3.2 This Policy will ensure the Nations resources are used in a reasonable and prudent manner.

4.0 Policy:

- 4.1 Departments requesting assistance from the Department of Housing Heavy Equipment Division must fill out an Interdepartmental Mobilization Heavy Equipment Assistance Application and attach the copies of:
 - 4.1.1 Land survey and elevation map.
 - 4.1.2 Signed "Inter-fund Billing Charge" (original copy).
- 4.2 The property cannot be on another Tribe's land.
- 4.3 Heavy Equipment Assistance can be requested for projects involving land clearing, tree removal, excavation and materials such as fill sand, top soil, gravel, etc.
- 4.4 Drain field installation or repair can be requested with assistance from Ho-Chunk Nation Environmental Services.
- 4.5 Demolition of structures can be requested with proper authorization.
- 4.6 Other requests not specifically listed will be considered on a case by case basis.



HO-CHUNK NATION

POLICY

- 4.7 There will not be any Heavy Equipment projects between February 1 and April 30 that require transporting of machines or use of quad axle dump trucks due to the road bans, unless it is an emergency and necessary permits are obtained.
- 4.8 Projects will not be scheduled until there is a signed agreed upon scope of work and the project has been approved by the Executive Director of Housing.
- 4.9 The Department of Housing may decline or delay a project based on scope of work requested, project schedule workload, or location.
- 4.10 The Department of Housing will supply an estimate, however, the requesting department will be responsible for actual project costs.

5.0 Procedures for Emergency Heavy Equipment Assistance:

- 5.1 Emergency Assistance will be granted without an application as long as Heavy Equipment Division has documented verbal approval from the Executive Director of Housing or the Office of the President.
- 5.2 Hazard tree removal will be documented, but will not be billed out if it is a result of storm damage.

6.0 Related Document(s):

- 6.1 Interdepartmental Mobilization Heavy Equipment Assistance Application
- 6.2 Ho-Chunk Nation Department of Housing Establishment and Organization Act of 2001 1HCC § 7, amended June 5, 2017, page 3
- 6.3 Ho-Chunk Nation Employment Relations Act, amended May 23 2017, page 5

7.0 Policy History:

04/06/18: Issued by the Executive Director Department of Housing

04/11/18: Approved by the Executive Director Department of Personnel

- b. Providing and/or assisting with residential resources to the Ho-Chunk tribal members.

5. Internal Organization.

a. The Department of Housing shall consist of an Executive Director and such divisions, branches, and offices necessary for the execution of its mission, performance of the mandated functions, and achievement of goals and objectives for submission in the Nation's Annual Report.

b. The Department shall employ staff professionals, support personnel, and/or contract with professional service firms as the Executive Director shall determine consistent with the Nation's *Finance Manual (5 HCC § 5)*, other laws of the Nation, and the legislatively approved budgetary authority.

c. The Department shall maintain a current fiscal year organizational chart. The organizational chart shall accompany its annual budget submission and any budget modifications during the fiscal year in accordance with the Nation's *Appropriations and Budget Process Act (2 HCC § 4)*.

6. Executive Director.

a. Executive Director.

(1) The Executive Director shall be appointed by the President of the Ho-Chunk Nation and confirmed by the Ho-Chunk Nation Legislature (*Confirmation Process of Executive Directors Act (2 HCC § 9)*).

(2) The Executive Director shall be exempt and paid within the standards of compensation established by the Legislature. Compensation shall be commensurate with his or her skills, education, experience, and responsibilities.

(3) The Executive Director shall be responsible for operating within the annually appropriated budget for the Department.

7. Board of Directors.

a. Board of Directors. The Constitution of the Ho-Chunk Nation under

(i) Article V, Legislature, Section 1. Composition of the Legislature. (c) To constitute a Board of Directors for each Department..., and

b. Departments and Units.

(1) Each department, division, or unit of the Nation, with the prior approval and consultation of the Executive Director of the Department of Personnel, may develop, implement, and revise as necessary internal procedures, operating rules and policies pertaining to the unique operational requirements of the work unit for efficient and effective performance. Advance notice of internal unit procedures and rules shall be provided to employees and must be posted in public places to serve as notice to all employees.

(2) Internal unit procedures, rules and policies shall not conflict with this Act. Where conflicts may arise between internal rules and procedures, this Act will govern.

5. **Employment Clause.**

a. Equal Employment Opportunity. With the exception of Ho-Chunk and Native American Preference in Employment as set forth in paragraph (b), below, it will be a violation of this Act to discriminate based on an individual's sex, race, religion, national origin, pregnancy, age, marital status, sexual orientation, or disability.

b. Ho-Chunk Preference in Employment Clause. The Nation exercises Native American Preference in employment and shall exercise Ho-Chunk Preference in employment under limited circumstances, which furthers a legitimate governmental purpose, including the goal of employing Ho-Chunk members at a rate to meet or exceed a majority (50% plus 1) total employees.

(1) The Nation will exercise Ho-Chunk and Native American Preference in Employment, prioritized as follows:

- (a) Enrolled Hocak Wazijaci member.
- (b) Spouse or Parent of a dependent Hocak Wazijaci member.
- (c) Enrolled Native American of a federally recognized tribe.

When the Ho-Chunk Nation is the Employer providing funding, it shall give preference in Equal Opportunities first to Ho-Chunk Members, then to Spouses or Parents of Ho-Chunk Members, and then to other Native Americans; provided, that the Tribal Member, Spouse or Parent of a Tribal Member, or Native American, as the case may be, meets the minimum necessary qualifications. If no candidate for an Employment Opportunity meets the Minimum Necessary Qualifications, then preference shall be given first to Ho-Chunk Members, then to Spouses or Parents of Ho-Chunk Members, and then to other Native Americans, who are capable of being trained to the Minimum Necessary Qualifications of the position. Thereafter, the Employment Opportunity shall be open to any other candidate who meets the Minimum Necessary Qualifications of the position.



HO-CHUNK NATION
DEPARTMENT OF HOUSING
INTERDEPARTMENT MOBILIZATION
Heavy Equipment Assistance Application

All questions on the application must be answered. **Incomplete applications will NOT be processed.**

APPLICATION INFORMATION					
Applicant's Name (include Jr. or Sr. if applicable)			Mailing Address		
		State:		Zip:	
Department	Phone	Email	County	Land	District
				Trust / Heirship / Fee Simple	1 / 2 / 3 / 4 / 5

REQUESTED ASSISTANCE		
Street Address of Property: _____		
City: _____		State: _____ Zip: _____
<input type="checkbox"/> LAND CLEARING/GRUBBING	<input type="checkbox"/> EXCAVATION	<input type="checkbox"/> DRIVEWAY / ROAD (REPAIR)
<input type="checkbox"/> TREE REMOVAL	<input type="checkbox"/> SUBGRADE	<input type="checkbox"/> CULVERT (NEW)
<input type="checkbox"/> STUMP REMOVAL	<input type="checkbox"/> FINAL GRADE	<input type="checkbox"/> CULVERT (REPLACEMENT)
<input type="checkbox"/> FILL SAND	<input type="checkbox"/> GRASS SEED / FERTIZLIZER	<input type="checkbox"/> EROSION CONTROL
<input type="checkbox"/> TOP SOIL	<input type="checkbox"/> GRAVEL / ROCK	<input type="checkbox"/> OTHER (detail below)
Explain why work is needed: _____		

* Please attach the following documents with your completed and signed Heavy Equipment Assistance application:		
1. Copy of certified land survey. Please include an elevation map.		
2. Signed "Inter-Fund Billing Charge" form.		
3. Required permits, if applicable.		

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 have the authority to make decisions regarding the aforementioned property and waive all rights and claims against the Ho-Chunk Nation, the Department of Housing and its employee's concerning work performed by the Ho-Chunk Nation Department of Housing and its employees.
- I understand that the Department of Housing will perform only the written agreed upon and approved work.
- I understand that this project will not be scheduled until my application has received final approval by the Executive Director of Housing.
- I understand that this application is valid for one year and does not automatically renew.
- I understand that the approval only covers the work requested, the estimated and agreed upon work between the Heavy Equipment Division and myself and final approval of the Executive Director of Housing. If I decide that additional work is needed or wanted, I must submit an addendum to this original application and it must be approved prior to any additional work being done above and beyond this original request.

Applicant Signature _____

Date _____

Approved: _____ Denied: _____, reason: _____

Executive Director Approval: _____
02/16/2018

Date: _____



HO-CHUNK NATION
DEPARTMENT OF HOUSING
INTER-FUND BILLING CHARGE

Date: _____

P.O.# _____

Department: _____

Amount Authorized: _____

Account Number: _____

Purpose: Department of Housing, Heavy Equipment Division Assistance

Project name: _____

Authorized By: _____

Title: _____ Date: _____

By signing this form, you are authorizing the Department of Housing to process payment through the Ho-Chunk Nation Department of Treasury and confirming that you have approved budgeted funds available to cover the transactions. A journal entry will automatically deduct from the account number listed.