HO-CHUNK NATION
POLICY

Title: Individual Site Development	**Subject:** Heavy Equipment Assistance
Scope: Eligible Ho-Chunk Nation Enrolled Members	**Effective Date:** 04-16-2018 Revision Date: 12-10-2024
Issuing Authority: Dean Brown Heavy Equipment Manager – Department of Housing	**Issuing Authority Signature:** Dean Brown
Approval Authority: Denise Wright Executive Director – Department of Housing	**Approval Authority Signature:** Denise Wright
Legislative Authority: Ho-Chunk Nation Employment Relations Act (ERA) 6 HCC § 5, Ho-Chunk Nation Department of Housing Establishment and Organization Act of 2001 1 HCC § 7	**Policy Number**: **DOH-HEA-12-10-2024-001**

1.0 Policy Statement:

1.1 The Ho-Chunk Nation Department of Housing shall develop housing opportunities using funds allocated for this purpose 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.

1.2 This policy will establish a process for assisting enrolled Ho-Chunk Nation members with site development, in accordance with the Ho-Chunk Nation Department of Housing Establishment and Organization Act of 2001.

2.0 Policy Purpose:

2.1 The Heavy Equipment Assistance Request is designed to assist enrolled Ho-Chunk Nation members by providing a free benefit of up to $10,000.00 to improve or construct a home site, in order to maintain and preserve the condition of the home or property.

3.0 Rationale and Background:

3.1 The rationale is the need to clearly outline; eligibility, application requirements, benefit terms, approval process and scheduling of Heavy Equipment Assistance requests.

4.0 Policy:

4.1 Applicants must provide documentation that they are the homeowner.

A) The homeowner must fill out and sign a Heavy Equipment Assistance application and attach the copies of: Deed for home (title for mobile home)

B) Land Lease, Warranty Deed, or current tax statement showing ownership.

C) Certified land survey and elevation map, if applicable.
D) Home Owners Insurance Declaration.
E) Completed and signed "Authorization for Release of Information" (original copy).
F) Completed and signed Scope of Work
G) Completed and Signed Stipulation Agreement

4.1 New home construction projects must include:

A) Assistance from the Home Ownership Division Project Coordinator
B) The Project Coordinator will coordinate with a state Licensed General Contractor to assist Heavy Equipment staff.
C) The Project Coordinator will set up a site development meeting plan prior to breaking ground on any new construction project.
D) Fee simple/trust/allotment parcels will need to be reviewed for the following
    a. Lot approval
    b. Zoning
    c. Ordinances and Covenants
    d. Building Codes
    e. Permits and Plans
E) Copy of blue prints will be required.
    a. Blue prints will not be altered without a change order once submitted to the Project Coordinator.
    b. Foundation plan

4.1.1 Copy of signed guarantee of home loan or closing documents.
4.1.2 The Project Coordinator will email site development invite notice to all parties involved.

4.2 New Construction on Tribal parcel will include the Ho-Chunk Nations Department of Labor Residential Inspection Office

4.2.1 New Construction on Tribal parcels will require the following:

A) Copy of land use permit
B) Approval from Department of Heritage and Preservation
C) Approval from Department of Environmental Health
D) Approval from Department of DNR
E) The Project Coordinator will set up a site development meeting plan prior to breaking ground on any new construction project.

4.3 Heavy Equipment Assistance can be requested for the following work projects:

4.3.1 Land clearing/grubbing to include brush removal associated with land clearing within 50 feet around existing or proposed house site.
4.3.2 Tree removal to include stump grinding and filling hole with dirt.
4.3.2.1 Non-hazardous tree removal is usually scheduled in the colder months to reduce damage to the ground.
4.3.2.2 Oak Trees will not be cut during Oak Wilt season. Dates vary each year; generally from mid-March through August.
4.3.3 New home Construction or Addition to home:

4.3.3.1 Excavation for a Basement or crawl space.

A) Deadline for basement excavation is October 15th.

B) Backfill after 7-28 day cure time is up and basement or crawl space is adequately braced.

C) Subgrade and fill for site, to include 6-8 inches of gravel under foundation as a radon mitigation technique.

1.4.4 Final grade (topsoil) with a depth up to 6 inches including sidewalk preparation not to exceed 50 feet perimeter of existing/proposed house within legal guidelines.

D) Any settling of final grade after work is complete, is the responsibility of the homeowner (applicant) to cure.

E) Lawn seeding and fertilizer will be covered, within the allowed $10,000.00 benefit.

4.4 Gravel Driveways (new or repair) up to 7000sq ft.

4.4.1 Driveways generally are 16' wide, with 6 inch breaker, 6 inch road base, a turnaround 20 feet long by 20 feet wide, and a culvert if needed.

4.4.1.1 Ditching at least one foot below the edge of the road.

4.4.1.2 Heavy Equipment Assistance can be used for Certified Land Survey. This service will be contracted out and homeowner must attach a bid along with their completed Heavy Equipment Application.

4.4.1.3 Heavy Equipment Assistance can be used for demolition and refuse costs up to the $10,000.00 benefit amount **when** a dwelling must be removed to construct or set a new home in the same spot.

4.5 All applications will be routed to the Office Manager for review and processing.

4.6 The Office Manager will scan the application and supporting documentation into the Housing Everyone shared drive, under the Heavy Equipment folder for all HE requests.

4.6.1 Incomplete applications or applications missing attached documentation will not be processed.

4.6.2 A letter will be sent to the applicant within 5 business days, informing the applicant of information missing to complete the application.

4.6.3 The applicant must provide the information within 14 business days to the Department of Housing Heavy Equipment office.

4.6.4 If the information is not received, a follow up letter will be sent within 5 business days, reminding the applicant of any outstanding missing items to complete the application.

4.6.5 The applicant must provide the information within 14 business days to the Department of Housing Heavy Equipment office.

4.6.6 If the information is not received, a final notice letter will be sent within 5 business days, reminding the applicant of any outstanding missing items to complete the application.

4.6.7 If the information is not received within 14 business days, the applicant will need to reapply and prioritization will be set back to the new date of a complete application.

4.6.8 If the application received is complete and has all supporting documentation, the Office Manager will notify the Heavy Equipment Manager the application is ready for an estimate.

4.7 The Heavy Equipment Manager or Designee will go on-site to gather necessary information to complete an estimate for the homeowner.

4.8 The completed estimate will be provided by the Office Manager to the applicant for signature. The applicant must return the signed estimate back to the Office Manager.

4.9 When the Office Manager receives the signed estimate from the applicant, the Office Manager has the Heavy Equipment Manager or Designee sign the estimate as well.

4.10 When the estimate is signed by the applicant and the Heavy Equipment Manager or Designee, it is scanned into applicants file and added to the supporting documentation.

4.11 When the application received is complete and has all supporting documentation, the Office Manager will notify the Executive Director of required signature on a completed application with the name and location of the documents in the share drive.

4.12 The Executive Director will print and sign all required documents after reviewing the application and file. The Executive Director will provide the Office Manager the signed documents.

4.12.1 If the Executive Director does not approve the project in part, or whole, the Executive Director must provide reason to the Office Manager as to why the request does not meet the criteria of this policy.

4.12.2 The Office Manager will provide a letter to the applicant of the work that was approve and identifying the work that was not approved.

4.13 The Office Manager will provide a letter to the applicant of the work that was approved and notice that their work is being added to the list of work orders for Heavy Equipment.

4.14 The Office Manager will scan all documents signed by the Executive Director and save them to the applicants file in the shared everyone drive under all HE requests.

4.15 The Office Manager will then add the applicant to the list of work orders and assign the job to one of the Heavy Equipment Operator Engineers.

4.16 Heavy Equipment projects, which require equipment transport or dump trucks, will not be scheduled between February 1 and April 30 due to road bans.

4.17 Projects will not be scheduled until there is a signed and agreed upon estimate of materials needed and a scope of work between the Department of Housing and the homeowner (applicant), and the project has been approved by the Executive Director of Housing.

4.17.1 Due to varying circumstances, projects generally take two to nine months to complete but may take up to one year.

4.18 The Department of Housing may decline to do a project based on project schedule workload, type of work requested, and location or for legal reasons.

4.18.1 If the Department of Housing declines the project, homeowners may turn in three bids from certified contractors for consideration.

4.19 Approved applicants are ineligible for Heavy Equipment Assistance for a period of three (3) years from the date of completion of a scheduled Heavy Equipment Assistance project.

4.20 Upon completion of the Heavy Equipment Assistance project, the homeowner and the Heavy Equipment Manager or Designee must sign the Heavy Equipment Assistance Scope of work.

4.21 The Office Manager will scan all signed completion documents to the recipients file in the shared everyone drive under all HE requests.

4.22 The Office Manager will provide a letter to the recipient notifying him/her that all documents closing out the project are complete with notice that he/she will be ineligible for the heavy equipment assistance for a period of three years. This Office Manager will also scan and save a copy of this letter in the recipient's folder in the shared everyone drive under the all HE Requests folder.

5.0 Terms and Conditions:

5.1 The $10,000.00 benefit is awarded on a first come, first served basis when completed Heavy Equipment Assistance Application and required documents are received.

5.2 Heavy Equipment Assistance is contingent on annual program funding.

5.3 The benefit awarded shall not exceed the maximum amount of $10,000.00.

5.4 Homeowner must agree to reside in the home as primary residence for a period of three (3) years.

A) Each year the homeowner resides in the home, $3,333 is forgiven.

B) If homeowner resides in the home less than three (3) years the homeowner will be required to repay the amount that has not been forgiven.

5.5 There will not be any reimbursement or distribution of funds to the homeowner.

5.6 Repayment of the full Heavy Equipment Assistance benefit will be required if the homeowner defaults on their mortgage or forecloses on the home within three (3) years their project was completed.

5.7 Home Ownership Program (HOP) recipients are ineligible for Heavy Equipment Assistance for a period of five (5) years from the date of closing.

5.8 Homeowners must be current on mortgage, homeowners insurance, and real estate taxes in order to qualify for Heavy Equipment Assistance.

5.9 Work is to be completed by the Ho-Chunk Nation Department of Housing Heavy Equipment Division staff or a Certified Professional Contractor.

6.0 Homeowner Responsibilities:

6.1 The homeowner will be responsible for contacting digger's hotline and obtaining any necessary permits.

6.2 The homeowner is responsible for landscaping, other than seeding final grade.

6.3 The homeowner shall be responsible for any cost beyond the allowed $10,000.00

6.3.1 The Department of Housing will supply an estimate, however, the homeowner will be responsible for actual time and material costs.

6.3.2 Payment for work beyond the allowed $10,000.00 must be paid in full prior to the work being scheduled.

7.0 Policy History:

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

04/16/18: Approved by the Executive Director Department of Personnel
05/21/18: Issued by the Executive Director Department of Housing
05/21/18: Approved by the Executive Director Department of Personnel
08/10/21: Issued by the Executive Director Department of Housing
08/19/21: Approved by the Executive Director Department of Personnel
01/00/23-Revised by the Executive Director Department of Housing
12/10/24 – Revised by the Executive Director Department of Housing