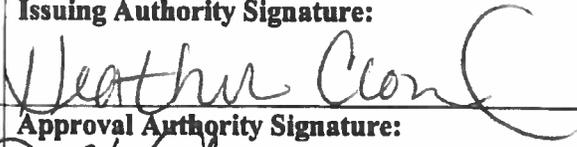




HO-CHUNK NATION POLICY AND PROCEDURE

Title: Home Repair Loan (HRL) Program	Subject: HRL Policy and Procedure
Scope: Ho-Chunk Nation Enrolled Homeowners	Effective Date: 05-18-2020
Issuing Authority: Heather Cloud Executive Director – Department of Housing	Issuing Authority Signature: 
Approval Authority: Kimberly Lonetree Executive Director - Department of Personnel	Approval Authority Signature: 
Legislative Authority: Employment Relations Act of 2004, 6 HCC § 5. 4 a; Materials Management and Procedures.	Policy Number: DOH-HOP-05-18-17-002

1.0 Policy Statement:

- 1.1 This policy replaces the former Home Repair Loan (HRL) Program Policy DOH-HOP-05-17-17-001.
- 1.2 The Ho-Chunk Nation (HCN) Department of Housing's mission is: To serve the housing needs of the Nation by providing safe, quality, affordable housing while promoting self-sufficiency.
- 1.3 The HRL Program was approved by the Housing Standing Sub-Committee of the Ho-Chunk Nation Legislature on 8/19/13. Actions of the Housing Sub-Committee were ratified and approved on 8/20/13 by the HCN full Legislature.

2.0 Policy Purpose:

- 2.1 The HRL is designed to assist enrolled Ho-Chunk Nation members by providing a loan to improve or repair their homes, in order to maintain and preserve the condition of the home or property.
 - 2.1.1 Emergency repairs as defined in 4.12.1 will receive priority loan status at the time the application is received.
- 2.2 Repairs and improvements shall be performed by a licensed contractor OR self-contractor.
 - 2.2.1 All work performed shall be in accordance to all local, state, or tribal building codes. Applicant is responsible for all permits, inspections, payments, and quality of work.
- 2.3 The Ho-Chunk Nation is not responsible for the quality of workmanship, materials used, or any guarantee of the above.

3.0 Rationale and Background:

- 3.1 The HRL will assist enrolled Ho-Chunk Nation members to access interest-free



HO-CHUNK NATION POLICY AND PROCEDURE

funds as an alternative to seeking financial assistance with an outside lender of the Ho-Chunk Nation.

4.0 Policy:

- 4.1 Applicants must be an enrolled Ho-Chunk Nation Member and provide proof of enrollment, 18 years of age or older, and be legally competent.
- 4.2 Must submit a completed HRL Application, including proof of ownership (copy of warranty deed, land lease), certificate of homeowners insurance, proof of enrollment, signed release of information, financial pay stubs (including per cap/child support/social security/spousal income/etc.), HCN release of liability, and at least one contractor bid.
- 4.3 The applicant shall obtain at least one (1) bid to include the scope of work.
 - 4.3.1 Each bid will need to be signed and dated by the company representative, and valid for 60 days.
 - 4.3.2 The agreement for services will be between the applicant and the selected contractor, and will be subject to current tribal and/or state regulations regarding building codes, dispute resolution, non-performance, and lien laws.
 - 4.3.3 Applicants who perform the work themselves will assume all liability for the workmanship and quality.
 - 4.3.3.1 Applicants performing the work themselves must provide an estimate of the material cost from the vendor and one (1) bid from a contractor to complete application.
 - 4.3.4 Neither the Ho-Chunk Nation, nor the Department of Housing are liable for unsatisfactory workmanship done by the applicant's selected contractor or the applicant themselves.
- 4.4 Must be current on loans with the Ho-Chunk Nation or any outside lender.
 - 4.4.1 Loan delinquencies must be cured prior to approval.
 - 4.4.1.1 Student loans, and medical expenses are exempt from 5.4.
- 4.5 Loans shall be given on an emergency priority basis when the completed application and required documents are received, and contingent on program funding.
- 4.6 Applicants must sign an Irrevocable Per Cap agreement.
- 4.7 Eligibility will be determined by the current debt-to-income ratio. A credit report will be pulled from one of the three credit bureaus (Trans Union, Experian, and Equifax) to verify debt.
- 4.8 Loans shall not exceed the maximum amount of \$15,000.00, contingent on affordability.
- 4.9 Loans will be assessed an administration fee of \$50.00 per \$1,000.00 borrowed.
- 4.10 Payments are due and payable on the first (1st) of each month, unless payments



HO-CHUNK NATION POLICY AND PROCEDURE

are withdrawn from the applicant's quarterly Per Cap (3 payments). If payment is not received by the tenth day of each month, a late fee of \$25 per delinquent month will be assessed to the loan.

4.10.1 Payment(s) will start thirty (30) days after the down payment has been distributed to the contractor (i.e. if the down payment is distributed on April 15th, the first monthly payment will be due on June 1st).

4.10.2 Per Cap payments will start on the next Per Cap cycle, but the applicant is responsible to make monthly (1st of month) payments prior to the next distribution.

4.11 If the loan is 60 days delinquent, the Home Ownership Office shall submit the Irrevocable Per Capita Agreement for payment.

4.11.1 If payments are not received from the Irrevocable Per Capita Agreement, the file will be forwarded to the Department of Justice to begin the collection process.

4.12 If the applicant has defaulted on the loan, they will be subject to a five (5) year waiting period to be eligible for another HRL.

4.13 Applicants may have a maximum of two (2) separate HRL loans only if the combined loans have a total sum of \$15,000.00 or less. The 2nd loan is contingent for emergencies only providing applicant meets affordability guidelines and is current on all Ho-Chunk Nation existing loans.

4.13.1 Emergencies are defined as:

4.13.1.1 Replacement of furnace, AC units, and water heaters, septic/well, limited plumbing/electrical, limited roof repair, and any other emergency with written justification.

4.13.1.2 The Executive Director of Housing will approve or deny any emergency applications.

4.13.1.3 Reimbursement for emergency repair will be granted to the applicant in the event the repair needs to be completed immediately.

4.13.1.4 For reimbursement, the tribal member must submit the completed application with the invoice for the repair that was made.

4.14 If the approved applicant fails to proceed within sixty (60) days after approval, the applicant shall be notified by U.S. mail that they no longer have approved status. Terminated files cannot be reactivated, and a new application would need to be submitted.

4.14.1 In the event of a delay due to the weather and/or the contractor's schedule, a written justification must be submitted by the applicant and/or contractor prior to the completion of the sixty (60) day approval period.



HO-CHUNK NATION POLICY AND PROCEDURE

5.0 Procedure for Contractors:

- 5.1 Applications received by the Department of Housing will be date-stamped on the application and forwarded to the Home Ownership Office (HOO).
 - 5.1.1 Applications will be entered into the HRL Database by the Project Coordinator (PC).
- 5.2 The HOO will verify the application is complete, that all requested documentation has been submitted, and will determine which applicants are Veterans and/or Elders. Complete applications will include proof of ownership, a certificate of homeowners insurance, a copy of the applicant's Tribal ID, a current credit report, a signed Release of Information, financial pay stubs including Per Cap, spouse's financial pay stubs, and at least one (1) contractor's bid.
- 5.3 Once the completed application has been verified, the HOO will submit an HRL Fiscal Verification form to Treasury and a Housing Fiscal Verification form to the Housing Junior Accountants to verify if the applicant has previous loan(s) or outstanding debt with the Ho-Chunk Nation.
- 5.4 The HOO will complete an Affordability Worksheet to determine Debt-to-Income Ratio. Debt-to-income ratio shall not exceed 45%.
- 5.5 The HOO will forward the completed packet to the Housing HRL Review panel for approval.
 - 5.5.1 The packet will include:
 - 5.5.1.1 The Affordability Worksheet, which includes the applicant's monthly debt (mortgage, car payments, credit card, etc.) along with the applicant's income (pay stubs, child support, spouse's income, etc.) to determine the debt-to-income ratio.
 - 5.5.1.2 The HRL Review Panel will evaluate the Review Form. The Review Form will include the amount requested, monthly total payment, and approval or denial from the panel.
 - 5.5.1.3 At least one (1) contractor's bid, with the applicant's approved bid being listed first.
- 5.6 The panel will forward their recommendation for approval or denial to the Executive Director (ED). The ED will decide to approve of the recommendation or override it, and will provide final signature.
- 5.7 The Executive Director will forward signed files to the Home Ownership Division.
 - 5.7.1 Upon approval, the HOO will send a letter to the applicant via U.S Postal Service or email. Documents will include an approval letter, irrevocable per capita agreement, payment stipulation letter, and voluntary claim against per capita. Applicant must sign and return documents to HOO.
 - 5.7.2 Upon denial, the HOO will prepare a letter to be sent via U.S Postal Service or email to the applicant with the justification for denial within five (5) business days.
- 5.8 The Irrevocable Per Capita Agreement, Payment Stipulation Letter, and Voluntary Claim Against Per Capita need to be signed and returned to the HOO before funds are distributed.
- 5.9 Once the bids have been reviewed, a contractor will be chosen by the applicant.
 - 5.9.1 The contractor will need to fill out a W-9 along with a signed bid for the Home Repair Loan.



HO-CHUNK NATION POLICY AND PROCEDURE

- 5.9.1.1 PC will submit a draw request for down payment to the contractor for materials.
- 5.9.1.2 PC will fill out a draw request and submit it to the Junior Accountant for signature.
- 5.9.1.3 PC will submit the draw request to the Executive Director of Housing for signature.
- 5.9.1.4 PC will give the draw request to Junior Accountant to process the down payment and mail to approved contractor.
- 5.9.1.5 The applicant will schedule work to be completed with the Contractor. When work is completed, PC will schedule an inspection to verify that the scope of work has been completed.
- 5.9.1.6 PC will obtain a letter of satisfaction from the applicant.
- 5.9.1.7 The contractor will submit a bill for final payment.
- 5.9.1.8 PC will fill out a draw request for final payment and submit it to the Junior Accountant and Executive Director of Housing for signature.
- 5.9.1.9 PC will submit the draw request to the Junior Accountant to process the final payment for -the Department of Treasury to mail to the Contractor.
- 5.9.1.10 The PC will send the file and all documents pertaining to the project to Records to be scanned and stored.
- 5.9.2 Projects are to be completed within six (6) months of funds disbursement.
- 5.10 Repayment of the loan will begin thirty (30) days after the down payment is disbursed to the contractor.
- 5.11 The file is closed.
 - 5.11.1 The file will be transported to Records per Records Transfer Policy.

6.0 Procedure for Self-Contractors:

- 6.1.1 Applications received by the Department of Housing will be date-stamped on the application and forwarded to the HOO.
- 6.1.2 Applications will be entered into the HRL Database by PC.
- 6.1.3 The HOO will verify that the application is complete, requested documentation has been submitted, and determine which applicants are Veterans and/or Elders. A complete application will include proof of ownership, certificate of homeowners insurance, proof of enrollment, current credit report, a signed Release of Information, financial pay stubs including Per Cap, spouse's financial pay stubs, at least one (1) contractor's bid, and a Materials Cost Cover Sheet.
- 6.1.4 Once the application has been verified as complete, the Home Ownership Office will submit an HRL Fiscal Verification form to Treasury and a Housing Fiscal Verification form to the Housing Junior Accountants to verify if the applicant has previous loan (s) or outstanding debt with the Ho-Chunk Nation.
- 6.1.5 The Home Ownership Office will complete an Affordability worksheet to determine Debt-to-Income Ratio. Debt-to-income ratio shall not exceed 45%.
- 6.2 The Home Ownership Office will forward the completed packet to the Housing HRL Review Panel for approval.



HO-CHUNK NATION POLICY AND PROCEDURE

- 6.2.1 The packet will include:
 - 6.2.1.1 An Affordability worksheet, which includes the applicant's monthly debt (mortgage, car payments, credit card, etc.) along with the applicant's income (pay stubs, child support, spouse's income, etc.) to determine the debt-to-income ratio (8.2).
 - 6.2.1.2 The HRL Review Panel will evaluate the Review Form. The Review Form will include the amount requested, monthly total payment, and approval or denial from the panel.
 - 6.2.1.3 At least one (1) contractor's bid with the materials cost cover sheet listed first.
- 6.3 The panel will forward their recommendation for approval or denial to the Executive Director (ED). The ED will decide to approve of the recommendation or override it, and will provide final signature.
- 6.4 The Executive Director will forward the applicant's file to the HOO.
 - 6.4.1 Upon approval, the Home Ownership Office will send a letter to the applicant via U.S Postal Service or email. Documents included in the approval letter are the Irrevocable Per Capita Agreement, Payment Stipulation Letter, and Voluntary Claim Against Per Capita.
 - 6.4.2 Upon denial, the Home Ownership Office will prepare a letter to be sent via U.S Postal Service or email to the applicant with the justification for denial within five (5) business days.
- 6.5 The Irrevocable Per Capita Agreement, Payment Stipulation Letter, and Voluntary Claim Against Per Capita need to be signed and returned to the Home Ownership Office before funds are distributed.
 - 6.5.1 PC will submit a draw for down payment or the full amount to the applicant/contractor for materials.
 - 6.5.2 PC will fill out a draw request and submit it to the Junior Accountant for signature.
 - 6.5.3 PC will submit the draw request to the Executive Director of Housing for signature.
 - 6.5.4 PC will give the draw request to the Junior Accountant to process the payment and mail to the approved applicant/contractor.
- 6.6 The applicant must reconcile all funding awarded by providing original receipts and photographs of the work completed according to the request.
 - 6.6.1 The applicant has 60 calendar days from the date the check is disbursed to reconcile all related purchases. Written justification is needed if the applicant requires more than 60 days to reconcile.
 - 6.6.2 If the applicant fails to provide the required reconciliation, the unreconciled balance on the loan will be accelerated, and become due immediately.
 - 6.6.3 The loan will be recaptured through the Irrevocable Per Capita Agreement until the loan is satisfied.
 - 6.6.4 PC will obtain a letter of satisfaction from the applicant.
 - 6.6.5 The file is closed out. The PC will send the file and all documents pertaining to the project to Records to be scanned and stored.
- 6.7 Projects are to be completed within six (6) months of funds disbursement.



HO-CHUNK NATION POLICY AND PROCEDURE

- 6.8 Repayment of the loan will begin thirty (30) days after the down payment is disbursed to the contractor.
- 6.9 The file is closed.
 - 6.9.1 Files will be transferred to Records per Records Transfer Policy.

7.0 References and Definitions:

- 7.1 Ho-Chunk Nation Employment Relations Act amended July 23, 2019
<https://drive.google.com/file/d/1KcotbKplm57C1mj7PIWQ1KHoJvCT3DGP/view>
- 7.2 Workmanship- Work completed by the contractor or self-contractor to the applicant's home.
- 7.3 Affordability worksheet- worksheet that Home Ownership Office uses to input applicants income, and monthly debts to calculate the debt-to-income ratio.
- 7.4 Voluntary Claim Against Per Capita- Form used by applicant that gives authority to have monthly payments taken out of Per Cap.
- 7.5 Bid (s) - A contractor will make an estimate, or bid on the work that the applicant would like completed on their home that will include cost of materials, and scope of work.
- 7.6 Payment Stipulation Letter- A letter of agreement of the loan terms that the applicant agrees to. Which will include monthly payments, and length of the loan.
- 7.7 Request for Proposal (RFP) - Bids that go through the Contract Database for approval.
- 7.8 Letter of Satisfaction- Letter from the applicant that they're satisfied with the work completed by the contractor.
- 7.9 Irrevocable Per Capita Agreement – A signed agreement made to ensure payment when a loan becomes delinquent.
- 7.10 Debt to Income Ratio: The debt-to-income ratio (DTI) is a personal finance measure that compares an individual's monthly debt payment to his or her monthly gross income. Gross income is your pay before taxes, and other deductions are taken out. Monthly debt payments include your mortgage, vehicle loan, credit cards, and personal loans.

$$\text{DTI} = \frac{\text{Total of Monthly Debt Payments}}{\text{Gross Monthly Income}}$$

- 7.11 Scope of Work – The area in an agreement where the work to be performed is described.

8.0 Policy History:

- 05/18/17: Issued by the Executive Director - Department of Housing
- 05/18/17: Approved by the Executive Director - Department of Personnel
- 05/13/20: Revised by the Executive Director - Department of Housing
- 05/13/20: Approved by the Executive Director - Department of Personnel



HO-CHUNK NATION
DEPARTMENT OF HOUSING

Home Improvement Repair Loan Application

All questions on the application must be answered. **Incomplete applications will be returned.**

APPLICATION INFORMATION					
Applicant's Name (include Jr. or Sr. if applicable)			Co-Applicant's Name (include Jr. or Sr. if applicable)		
Tribal Enrollment #	Phone Number	District	Tribal Enrollment #	Phone Number	District
Mailing Address (street, city, state, county, zip code)			Mailing Address (street, city, state, county, zip code)		
Date of Birth	Email Address		Date of Birth	Email Address	

PROPERTY INFORMATION
Street Address of Property: _____ City: _____ State: _____ Zip: _____
County of Residence Property is located: _____
Please list of repairs or improvements to be made: _____

FINANCIAL INSTITUTION/INSURANCE INFORMATION
Financial Institution/Lender Name: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Phone: _____ Ext: _____
Please attach the following documentation with your application: Incomplete applications will not be considered.
<ol style="list-style-type: none"> 1. Proof of ownership (copy of deed or title). 2. Verification of Home Owners Insurance. 3. Copy of credit report (official credit report or any free credit report such as Credit Karma) 4. Must fill out monthly basic living expense worksheet and attach applicable documentation. 5. Verification of income for last sixty (60) days at the time of application submission.



HO-CHUNK NATION
DEPARTMENT OF HOUSING

AUTHORIZATION FOR THE RELEASE OF INFORMATION

I/we, the undersigned, with this, authorize the Ho-Chunk Nation Department of Housing and their agents to obtain any information, necessary, to process the Ho-Chunk Nation Department of Housing Assistance Application. This information may be obtained from the following sources, any of the Programs of the Ho-Chunk Nation, federal, state, and local governments and any of their agencies and representatives, law enforcement agencies, financial institutions, and current and prior landlords. 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.

I/we, the undersigned, with this release the Ho-Chunk Nation Department of Housing and/or their agents any requested information from the following agencies: federal, state and local governments, law enforcement agencies, financial institutions, and current or prior landlords.

The information requested may be given by fax, telephone or in writing. This release is valid for fifteen (15) months from the date of the applicant's 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 the AUTHORIZATION FOR THE RELEASE OF INFORMATION and with this, give consent for the release of any requested information.

Printed Name of Applicant
Date

Signature of Applicant

S.S.N. of Applicant

Date of Birth of Applicant

Printed Name of Co-Applicant
Date

Signature of Co-Applicant

S.S.N. of Co-Applicant

Date of Birth of Co-Applicant