





HO-CHUNK NATION POLICY

Title: Individual Site Development	Subject: Heavy Equipment Assistance
Scope: Eligible Ho-Chunk Nation Enrolled Members	Effective Date: 05/21/18
Issuing Authority: Executive Director Department of Housing	Issuing Authority Signature: 
Approval Authority: Executive Director Department of Personnel	Approval Authority Signature: 
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-05-21-18-001

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 \$7,500.00 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 be an enrolled member of the Ho-Chunk Nation, age 18 or older and provide proof of enrollment.
- 4.2 Applicants must provide documentation that they are the homeowner.
 - 4.2.1 The homeowner must fill out and sign a Heavy Equipment Assistance Application and attach the copies of:



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- 4.2.1.1 Deed for home (title for mobile home).
- 4.2.1.2 Land Lease or current tax statement showing ownership.
- 4.2.1.3 Certified land survey and elevation map.
- 4.2.1.4 Home Owners Insurance Declaration.
- 4.2.1.5 Signed "Authorization for Release of Information" (original copy).
- 4.2.2 New home construction projects must also include:
 - 4.2.2.1 Copy of signed guarantee of home loan or closing documents.
- 4.3 Incomplete applications or applications missing attached documentation will not be processed.
- 4.4 Property must be the homeowner's permanent primary residence.
- 4.5 The property cannot be located on another Tribe's land.
- 4.6 Heavy Equipment Assistance can be requested for the following work projects:
 - 4.6.1 Land clearing/grubbing to include brush removal associated with land clearing within 50 feet around existing or proposed house site.
 - 4.6.2 Tree removal to include stump grinding and filling hole with dirt.
 - 4.6.2.1 Non-hazardous tree removal is usually scheduled in the colder months to reduce damage to the ground.
 - 4.6.2.2 Oak Trees will not be cut during Oak Wilt season. Dates vary each year; generally from mid-March through August.
 - 4.6.3 New home Construction or Addition to home:
 - 4.6.3.1 Excavation for a Basement or crawl space.
 - 4.6.3.1.1 Deadline for basement excavation is October 15th.
 - 4.6.3.2 Backfill after 7-28 day cure time is up and basement or crawl space is adequately braced.
 - 4.6.3.3 Subgrade and fill for site, to include 6-8 inches of gravel under foundation as a radon mitigation technique.
 - 4.6.3.4 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.
 - 4.6.3.4.1 Any settling of final grade after work is complete, is the responsibility of the homeowner (applicant) to cure.
 - 4.6.3.4.2 Lawn seeding and fertilizer will be covered, within the allowed \$7,500 benefit.
 - 4.6.4 Gravel Driveways (new or repair) up to 7000sq ft.
 - 4.6.4.1 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.
 - 4.6.4.2 Ditching at least one foot below the edge of the road.
 - 4.6.5 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.
 - 4.6.6 Heavy Equipment Assistance can be used for demolition and refuse costs up to the \$7,500.00 benefit amount **when** a dwelling must be removed to construct or set a new home in the same spot.
- 4.7 Heavy Equipment projects, which require equipment transport or dump trucks, will not be scheduled between February 1 and April 30 due to road bans.



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- 4.8 Projects will not be scheduled until there is a signed agreed upon scope of work between the Department of Housing and the homeowner (applicant), and the project has been approved by the Executive Director of Housing.
 - 4.8.1 Due to varying circumstances, projects generally take two to nine months to complete but may take up to one year.
- 4.9 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.
 - 4.9.1 If the Department of Housing declines the project, homeowners may turn in three bids from certified contractors for consideration.
- 4.10 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.

5.0 Terms and Conditions:

- 5.1 The \$7,500 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 \$7,500.00.
- 5.4 Homeowner must agree to reside in the home as primary residence for a period of three (3) years.
 - 5.4.1 Each year the homeowner resides in the home, \$2,500 is forgiven.
 - 5.4.2 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 \$7,500.00.
 - 6.3.1 The Department of Housing will supply an estimate, however, the homeowner will be responsible for actual time and material costs.

7.0 Related Documents/Forms:

- 7.1 Heavy Equipment Assistance Application
- 7.2 Ho-Chunk Nation Department of Housing Establishment and Organization Act of 2001 1 HCC § 7 amended June 5 2017, pages 2, 3



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7.3 Ho-Chunk Nation Employment Relations Act amended May 23 2017, page 5

8.0 Policy History:

05/21/18: Issued by the Executive Director Department of Housing

05/21/18: Approved by the Executive Director Department of Personnel



HO-CHUNK NATION
DEPARTMENT OF HOUSING

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:
HCN Enrollment #	Phone	Email	County	Land	District
				Trust / Heirship / Fee Simple	1 / 2 / 3 / 4 / 5

REQUESTED ASSISTANCE		
Street Address of New Property: _____ City: _____ State: _____ Zip: _____		
<input type="checkbox"/> LAND CLEARING/GRUBBING	<input type="checkbox"/> EXCAVATION FOR BASEMENT	<input type="checkbox"/> DRIVEWAY (NEW) Max. 7000 ft ²
<input type="checkbox"/> TREE REMOVAL	<input type="checkbox"/> BACKFILL AROUND BASEMENT	<input type="checkbox"/> DRIVEWAY REPAIR Max. 7000 ft ²
<input type="checkbox"/> STUMP REMOVAL	<input type="checkbox"/> EXCAVATION FOR ADDITION	<input type="checkbox"/> CULVERT (NEW)
<input type="checkbox"/> FILL SAND	<input type="checkbox"/> SUBGRADE	<input type="checkbox"/> CULVERT (REPLACEMENT)
<input type="checkbox"/> TOP SOIL	<input type="checkbox"/> FINAL GRADE	<input type="checkbox"/> ROCK / DECKS & PATIOS
Explain why work is needed: _____		

* Please attach the following documents with your completed and signed Heavy Equipment Assistance application:		
1. Copy of deed for home or copy of land lease.		
2. Copy of certified land survey. Please include an elevation map.		
3. Copy of certificate of homeowners insurance.		
4. Original signed "Authorization For Release Of Information".		
* All New Home Construction projects utilizing this program must include:		
1. Copy of signed guarantee stating home loan is approved by lender or copy of closing documents.		
2. Provide contractor information: _____		

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 am the owner of 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 my project will not be scheduled until my application has received final approval by the Executive Director of Housing.
- I understand that all work is subject to funding availability.
- I understand that this application is valid for one year and does not automatically renew.

Homeowner (applicant) Signature _____

Date _____

Approved: _____ Denied: _____, reason: _____

Executive Director Approval: _____ Date: _____
02/16/2018



HO-CHUNK NATION

AUTHORIZATION FOR RELEASE OF INFORMATION

Name

Maiden Name (if applicable)

Social Security No.

Tribal Identification No.

_____/_____/_____
Date of Birth

Tribal Affiliation

Street Address with City, State, and Zip Code

Mailing Address if different from Street Address

I, the undersigned, authorize any Ho-Chunk Nation program agent to obtain any information necessary to process my application for assistance from their program. This information may be exchanged with, released to, and obtained from the following sources; Programs of the Ho-Chunk Nation, Federal, State, and Local governments, Financial Institutions, current and/or prior landlords; any of their agencies and agents/representatives.

I understand that this Authorization for Release of Information is voluntary. I understand that I may revoke the Authorization for Release of Information at any time by notification in writing, but if I do, it will not have any effect on any actions took before receiving the revoke notification.

This Authorization for Release of Information is valid for fifteen (15) months from the date of the applicant's signature. This Authorization for Release of Information is valid if photocopied and does not have to have an original signature.

Signature of Applicant/Applicant's Representative

Representative's Authority

Print Name of Applicant/Applicant's Representative

Today's Date



HO-CHUNK NATION
DEPARTMENT OF HOUSING

Heavy Equipment Assistance Application
ADDENDUM

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		
HCN Enrollment #	Phone	Email	County	State:	Zip:
			Land	District	
			Trust / Heirship / Fee Simple		1 / 2 / 3 / 4 / 5

REQUESTED ASSISTANCE			
Street Address of New Property: _____		City: _____ State: _____ Zip: _____	
<input type="checkbox"/> LAND CLEARING/GRUBBING <input type="checkbox"/> TREE REMOVAL <input type="checkbox"/> STUMP REMOVAL <input type="checkbox"/> FILL SAND <input type="checkbox"/> TOP SOIL	<input type="checkbox"/> EXCAVATION FOR BASEMENT <input type="checkbox"/> BACKFILL AROUND BASEMENT <input type="checkbox"/> EXCAVATION FOR ADDITION <input type="checkbox"/> SUBGRADE <input type="checkbox"/> FINAL GRADE	<input type="checkbox"/> DRIVEWAY (NEW) Max. 7000 ft ² <input type="checkbox"/> DRIVEWAY REPAIR Max. 7000 ft ² <input type="checkbox"/> CULVERT (NEW) <input type="checkbox"/> CULVERT (REPLACEMENT) <input type="checkbox"/> ROCK / DECKS & PATIOS	
Explain why work is needed: _____			

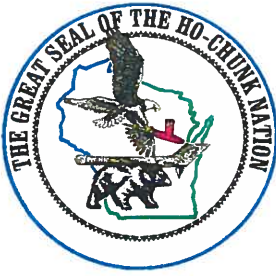
Statement of Understanding and Work Waiver:

- I certify that the information given by me on this application is true and correct to the best of my knowledge.
- I am the owner of 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 my project will not be scheduled until my application has received final approval by the Executive Director of Housing.
- I understand that all work is subject to funding availability.
- I understand that this application is valid for one year and does not automatically renew.

Applicant Signature _____ Date _____

Approved: _____ Denied: _____, reason: _____

Executive Director Approval: _____ Date: _____
02/16/2018



HO-CHUNK NATION

DEPARTMENT OF HOUSING
Home Ownership Program
Heavy Equipment Assistance Stipulation Agreement

I, _____, agree to the following Heavy Equipment Assistance stipulations.
(PLEASE PRINT FIRST AND LAST NAME)

There are five (5) stipulations to this Grant, please *initial* stipulations 1 - 5:

- _____ 1. I understand that I may not sell my home or property for five (5) years from date of approval. If I do I will be required to pay back the entire amount of the Heavy Equipment Assistance benefit I received.
- _____ 2. I understand that I may not use my home or property for collateral on any loan for a period of five (5) years from the date of approval, other than the mortgage loan itself.
- _____ 3. I understand that the maximum amount of the Heavy Equipment Request benefit is \$10,000 and I will be responsible to pay any actual costs incurred above the maximum benefit amount if the project cost exceeds \$10,000.00.
- _____ 4. I understand that HOP/VHOP applicants are ineligible for Heavy Equipment Assistance for a period of five (5) years from the date of closing.
- _____ 5. I understand that approval of my request only covers the work requested, the estimated and agreed upon work between the Heavy Equipment Division and myself, and final approval by the Executive Director of Housing. If I decide that additional work is needed, I must submit an addendum to my original application and it must be approved, prior, to any additional work being done above and beyond the original request.

Please sign below and return the original to the Housing Department, along with your **Heavy Equipment Assistance Request**. (You may also send via fax to 608-374-1233 or email to: housingap@ho-chunk.com and mail the original).

Homeowner Signature

Date

Executive Director of Housing

Date