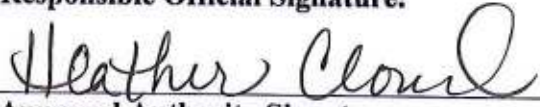





HO-CHUNK NATION

Subject: Roof Repair/Roof Replacement	Title: Elder Roof Policy
Scope: Assist enrolled Ho-Chunk Nation elder members with costs for roof replacement.	Effective Date 05/21/22
Issuing Authority: Heather Cloud Executive Director Department of Housing	Responsible Official Signature: 
Approval Authority: Garland Decorah Acting Executive Director of Personnel	Approval Authority Signature 
Legislative Authority: Employee Relations Act 6 HCC § 5 4 b. (1) :	Policy Number: DOH-HOP-04-21-22-004

1.0 Policy Statement:

- 1.1 This policy supersedes previous policies DOH-HOP-03-09-17-001, DOH-HOP-03-09-17-002 and DOH-HOP-10-21-19-003
- 1.2 This policy will establish a process for assisting enrolled Ho-Chunk Nation Elder members with cost of roof repair/replacement by
 - 1.2.1 Determining eligibility and selection criteria for applicants seeking Elder Roof Repair/Replacement assistance.
 - 1.2.2 Establish policy and procedures for the Department of Housing staff to administer Elder Roof Assistance.
 - 1.2.3 Elder Roof replacement is once in a lifetime benefit.

2.0 Purpose:

- 2.1 The purpose of the Elder Roof Assistance Policy is assisting Elders with critical roof repair/replacement by determining eligibility and selection criteria based upon an evaluation of the condition of the roof being repaired.

3.0 Rational and Background:

- 3.1 This policy shall carry out the delegated constitutional authority of the Executive Branch to execute and administer the laws of the Ho-Chunk Nation.
- 3.2 This policy will ensure the Nation's resources are used in a reasonable and prudent manner, by addressing the critical needs for Elder roof repair/replacement.

4.0 Policy:

4.1 Eligibility

- 4.1.1 Must be an enrolled Ho-Chunk Nation member 55 year of age or older.
- 4.1.2 Elders who are in need of assistance with roof repair/replacement must fill out an Elder Roof Repair/Replacement Application.



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- 4.1.2.1 Applications can be obtained from the Ho-Chunk Nation website www.ho-chunknation.com or the Department of Housing Office.
- 4.1.3 Must be a home owner and provide proof of ownership by providing a Warranty Deed, Tax bill or Land Lease.
- 4.1.4 Must have home owners insurance and provide proof of insurance by providing the home owners insurance declaration page from home insurance company.
 - 4.1.4.1 Insurance deductible will be paid by the HCN Elder Roof Repair program only if the Elders Home Insurance Company will pay partial, or full cost of the roof repair/replacement.
 - 4.1.4.2 A statement is required from the insurance company documenting payment will be made by the insurance company for the cost the roof repair/replacement less the policy deductible amount.
 - 4.1.4.3 Deductible payment will be made to the vendor/contractor.
- 4.1.5 Elders must hold the warranty deed/title to the home, or lease, and it must be their primary residence.
- 4.1.6 Must provide copies of two (2) monthly utility services to the Home Ownership Office.
- 4.1.7 Elder must submit all supporting documentation for an application to be considered complete.
- 4.1.8 Project Coordinator (PC) will verify the application is complete.
 - 4.1.8.1 If application is not complete the PC will contact applicant for additional information to complete the application by email, phone or with a letter sent through the US Postal Service.
- 4.2 Selection
 - 4.2.1 The Home Ownership Office will coordinate the evaluation and rating of the roof replacement for all applicants.
 - 4.2.1.1. Districts 1-3 will be rated by the Department of Labor's Residential Home Inspector with coordination from the PC.
 - 4.2.1.2 District 4 will have a licensed Contractor provide pictures of the roof with a bid for roof repair/replacement.
 - 4.2.2 Roofs will be rated as applications are completed.
 - 4.2.3. Ratings will be based on the following scale:
 - 4.2.3.1 One (1) very poor condition-roof life expectancy is 0-2 years
 - 4.2.3.2 Two (2) poor condition- roof life expectancy is 3-5 years.
 - 4.2.3.3 Three (3) good condition- roof life expectancy is 6-10 year
 - 4.2.3.4 Four (4) very good condition- roof life expectancy is 11 + years
 - 4.2.4 Only roofs ranked one (1) and two (2) will be considered for repair/replacement.
- 4.3 Roof repair/replacement
 - 4.3.1 Roof replacement will be raised seam metal or asphalt upon request
 - 4.3.2 Roof repair/replacement to include the following but not limited to:
 - 4.3.2.1 Removal of old roof and disposal of material



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- 4.3.2.2 #30 felt underlayment
- 4.3.2.3 Roof ventilation
- 4.3.2.4 Five (5) year workmanship warranty
- 4.3.2.5 Ice and water shield (where applicable)
- 4.3.2.6 Evaluation of roof deck sheathing, replace where needed
- 4.3.2.7 Gutter installation; if recommended by contractor

4.3.3 Roof repair/replacement will not include the following:

- 4.3.3.1 Exterior wall work
- 4.3.3.2 Detached garage roofs
- 4.3.3.3 Installation or repair of skylights
- 4.3.3.4 Solar tubes
- 4.3.3.5 Repair of interior structure water damage
- 4.3.3.6 Repairs will not be made to the structure of the home.
- 4.3.3.7 Satellites and antennas will not be replaced by the HOO.

5.0 Procedure:

5.1 Tribal member request an application.

5.2. The Home Ownership Office will send an application to Tribal member to fill out, and return by mail (US Postal Service), email or fax.

5.3 Once application is received it will be stamped and reviewed by the Project Coordinator (PC) for completeness. Completed applications must have the following documents:

5.3.1 Application

5.3.2 Proof of ownership (Deed, lease, tax bill etc.)

5.3.3 Proof of home owners insurance.

5.3.4 Letter from insurance company

5.3.4.1 Letter stating if insurance company is covering any of the cost for roof repair/replacement.

5.3.4.2 Insurance denial letter stating insurance company will not cover costs for roof repair/replacement.

5.3.5 Provide copies of two (2) months of utility bills (water, gas, electric etc.)

5.3.6 Copy of Tribal ID or proof of enrollment.

5.4 PC will verify with the HOM if funds are available for project.

5.4.1 If funding is unavailable the applicant will be placed on a waiting list until funds are available.

5.5 PC will enter information into the Contract Database

5.6 PC will schedule a home inspection with the Ho-Chunk Nation Residential Inspector to inspect the applicants home to rate the condition of the roof.

5.6.1 Applicants who are outside of Service area (District 4) must provide pictures of the whole roof by the contractor, and any damage that may be occurring inside the home by applicant.

5.6.2 Applicants within our services area (District 1-3) must be available for the Residential Inspector as he/she may have to access the inside of the property to evaluate any interior damage due to leaking, or insulation issues.

5.6.3 Roofs will be rated on scale 1-4; reference 4.2.3



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5.6.4 Residential Inspector will provide the PC a report of the roof to review and prioritize

5.6.5 Selection of the applicant will be determined by rating of the roof.

5.7 Once the roof has been selected for repair/replacement the applicant shall be contact either by: phone, email, fax or by US Postal Service.

5.8 PC will help assist the applicant in searching out three (3) request for proposal (RFP) bids from the contractors in their respected areas per the Material Management Policies , and Procedures Manual 3 19.

5.8.1 Contractors may also be chosen by the pre-existing contracts obtained by the Procurement through the Treasury Department.

5.8.1.1 If contractor is selected from the Procurement then the PC may bypass the Contract Database.

5.8.2 When three (3) RFP bids have been received they will be review to ensure that all items needed to repair the roof repair/replacement are included.

5.8.3 Once the bids have been reviewed a contractor will be chosen.

5.8.3.1 Contractor will need to provide proof of insurance, and complete a service provider agreement and W-9 along with a signed bid for the roof repair/replacement.

5.8.3.2. PC will complete a contract cover sheet with attached contract, W-9, service provider agreement, and proof of the contractors insurance.

5.8.3.2.1 Submit for signature to Finance Manager and ED of Housing

5.8.3.2.2 Approved, documents will be uploaded into the contract database. Documents will need to be approved by PC, HOM, Executive Director of Housing, Department of Justice and Office of the President for the final approval and signature.

5.8.4 PC will receive signed contract from the Department of Justice.

5.8.4.1 PC will send copies of the signed contract to the applicant and approved contractor.

5.8.4.2 PC will submit a draw request for the down payment to begin the project.

5.8.4.2.1 PC will fill out draw request and submit to the Home Ownership Manager for signature.

5.8.4.2.2 The Home Ownership Manager will take the draw request to the Finance Manager for signature.

5.8.4.2.3 The Finance Manager will request signature for the Executive Director of Housing to process payment.

5.8.4.2.4 The Finance Manager will give the draw request to the Junior Accountant to process the down payment and mail to approved contractor.

5.8.5 PC will schedule rood replacement with Contractor and applicant.

5.8.5.1 Upon completion of work the PC will schedule the roof inspection with the Nations Residential Inspector.

5.8.5.2 PC and Inspector will provide a list of deficiencies if applicable.



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- 5.8.5.3 PC will obtain a letter of satisfaction from the applicant.
- 5.8.5.4 PC will fill out the draw request for final payment.
- 5.8.5.5 PC will reference 5.8.4.2.1 -5.8.4.2.2
- 5.8.5.6 Once the project is completed the file is closed and sent to Records

with cover sheet for Records to store.

6.0 Attachment/Forms:

- 6.1 Resolution No. 8/11/99 E
- 6.2 General Council Ho-Chunk Nation Elder age Resolution 10/11/03
- 6.3 Employment Relations Act 6 HCC 5 4 b, (1) page 5.
- 6.4 Legislature Regular meeting 11-08-11 pages 1-2
- 6.5 Material Management Policy and Procedure pages 14, 19
- 6.6 Elder Roof Replacement Application

7.0 Definitions:

- 7.1 **Down Payment** – An initial or partial amount paid.
- 7.2 **Draw Request** – Process used to request payment to contractor.
- 7.3 **ED**- Executive Director
- 7.4 **Elder**- Any individual fifty-five (55) years of age or more who is an enrolled Ho-Chunk Nation member.
- 7.5 **Finance Manager**- Financial manager monitors Housings finances, as well as perform data analysis.
- 7.6 **Homeowner's insurance**- A comprehensive policy designed to protect the property, general liability, and other acts of God.
- 7.7 **HOM**- Home Ownership Manager
- 7.8 **Letter of Satisfaction**- A letter form the applicant stating that they are satisfied with the work completed on their home.
- 7.9 **PC**- Project Coordinator
- 7.10 **Primary Residence**- A person can only have one primary residence at any given time, as this is their main residence, or dwelling.
- 7.11 **Service area**- Area's designated by the Ho-Chunk Nation districting.
- 7.12 **Outside service area**- District 4 members are outside of the Housing travel area.
- 7.13 **Request for Proposal** – Document that is sent to contractors that outlines the scope of work to be bid on.
 - 7.5 **Scope of Work** – The area in an agreement where the work to be performed is described.
 - 7.6 **Service Provider Agreement** – The Ho-Chunk Nation contract.
 - 7.7
 - 7.8 **Warranty Deed** -- A deed that guarantees a clear title to the buyer of real property.

8.0 Policy History

- 03/09/17: Approved by the Executive Director of Department of Personnel.
- 11/30/17: Modification approved by the Executive Director of Department of Personnel.
- 10/21/19: Modification approved by the Executive Director of Department of personnel, Executive Director of Housing Executive Director of Labor and the Department of Justice.
- 04/21/22: Revised by Executive Director of Housing



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04/21/22: Modification approved by Acting Executive Director of Personnel



**HO-CHUNK NATION DEPARTMENT OF HOUSING
ELDER ROOF REPAIR APPLICATION**

APPLICANT INFORMATION			
Applicant's Name (include Jr. or Sr. if applicable)			
MAILING ADDRESS		EMAIL ADDRESS	
TELEPHONE	DATE OF BIRTH	AGE	TRIBAL ID#

PROPERTY INFORMATION			
STREET ADDRESS (IF DIFFERENT FROM ABOVE)			District: 1 2 3 4 CIRCLE ONE
CITY	STATE	ZIP CODE	COUNTY
TYPE OF HOME:	<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> DUPLEX	<input type="checkbox"/> OTHER:

Must submit with application:

- * Copy of Tribal ID.
- * Proof of Ownership (copy of deed, land lease, or tax statement).
- * Provide a certificate of Homeowners Insurance.
- * Provide letter of denial for roof repair or replacement from Home Owners Insurance.
- * Provide copies of two months of utility service bills.
- * D4 applicants must provide names and contact information for three contractors

NOTE: incomplete applications will not be prioritized and will be returned:

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 understand that false statements will void this application and disqualify me from receiving housing assistance, and fraudulent use may result in prosecution.
- * I hereby request the Ho-Chunk Nation Department of Housing to perform the above work or have a certified contractor perform the above work.
- * I am the owner of the aforementioned property and waive all rights and claims against the Ho-Chunk Nation concerning the work performed by or for the Ho-Chunk Nation Department of Housing
- * I understand that all work is subject to funding availability.
- * I understand that this is a once in a lifetime benefit and limited to one per household.

_____ signature of applicant date	_____ signature of co-applicant date
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