

H O M E O W N E R ' S C H E C K L I S T

Here's what you can expect from the Indian Health Service (IHS) as we install your water or wastewater facilities and a few things we will need from you to keep your project moving forward.

Follow the outline, below, of the tasks involved and timelines for completing each phase. All timelines are approximations and begin after you provide your portion. If, at anytime, through this process you have questions, please feel free to call the Seattle District IHS at (206) 615-2799.

- Check when completed

PHASE 1: GETTING STARTED

What you give us:

- A complete IHS application
- A copy of your deed or lease to your land
- A clear idea of your property's boundaries

What we do for you – *within about 3 weeks after all documents are received:*

- Call you to outline the process
- Visit your home site to look it over with you and discuss the plan

PHASE 2: DRAWING IT UP

What you give us:

- Any specific information you have regarding the composition of your land: soils, surveys, well logs, etc.
- Prompt feedback if/when we need it

What we do for you – *within about 1 month after all information is received:*

- Gather technical information about your property
- Plan out your water and wastewater facilities based on your feedback
- Design the facilities and estimate the cost
- Apply for well and or septic installation permits

PHASE 3: GETTING IT DONE

What you give us:

- Access to your nearly completed new or existing home

What we do for you – *within about 1 month after foundation is complete and power is available:*

- Solicit bids for and award the contract
- Organize the construction schedule
- Oversee and inspect construction

PHASE 4: FINISHING IT OFF

What you do:

- Call the contractor (who is under warranty) to service your system
- Call IHS if the contractor doesn't respond
- Provide feedback--How can we improve?

What we do for you – *within about 1 month after construction is complete:*

- Provide a "Homeowner's Information Packet" with everything to help you understand about caring for your water or wastewater system
- Act as an ongoing resource for questions about your water or wastewater system



APPLICATION

For
Individual Site Sanitation Facilities
Portland Area Indian Health Service
Seattle District Office

HOMEOWNER INFORMATION

1. Name(s): _____
2. Telephone--Home: _____ Work: _____ Cell: _____
3. Email Address: _____
4. Current Mailing Address: _____

5. Have you previously received sanitation facilities from IHS? _____ If so, what year? _____
6. Of which Tribe are you a member? _____

HOMESITE INFORMATION

7. Site Address: _____

8. County: _____
9. Township: _____ Range: _____ Section: _____
10. Directions to/location of home to be served: *(from Seattle)* _____

11. Best time of day for IHS site visit: 8 am-Noon _____ Noon-4 pm _____
Note: To make site accessible for visit, please move vehicles and leash animals.
12. Land Status: Trust (Tribal): _____ Trust (Indiv): _____ Fee: _____ Divided Interest: _____
If leased, number of years: _____
Note: A legal deed or lease, establishing the applicant as the owner or lessee, must be submitted.
13. Type of Home: Stick-built _____ Modular _____ Mobile _____
Note: Mobile homes must be off of wheels and have complete skirting.
14. Year that home was built: _____ Years you have lived in home: _____
15. Number of bedrooms: _____ bathrooms: _____ residents: _____
16. Home is or will be primary residence: Yes: _____ No: _____
17. Home constructed/on site? Yes: _____ No: _____

18. Date home will be constructed/delivered: _____

19. Electrical power available at site: Yes: _____ No: _____ If not, when: _____

Note: Construction cannot begin until power is available at site.

20. Existing Water facilities currently at site:

- Individual Well, with Pump and Pressure System
- Community Water Connection
- Are existing facilities failing or insufficient?
- None

21. Existing Sewer Facilities currently at site:

- Septic Tank & Drainfield
- Community Sewer Connection
- Are existing facilities failing or insufficient?
- None

22. Likely Water Facilities Requested:

- Individual Well
- Well Pump w/Pressure System
- Community Water Connection

23. Likely Sewer Facilities Requested:

- Individual Septic Tank/Drainfield
- Community Sewer Connection
- Other _____

24. Reason(s) for Requested Service:

- Service to new home
- Service to rehabilitated home
- Replacement of failed facilities
- Other _____

25. Please attach the following documents to this application (if available):

- Legal deed or long-term (10 yr.) lease (**required**)
- Proof of tribal membership
- Legal survey of land by licensed surveyor
- Site plan showing property lines and location of all future or existing buildings, roads, water, etc.
- As-built drawings for existing water or sewer facilities
- Plans showing dimensions of future home
- Proof of any easement required for service

Note: In some cases, property corners set by a licensed surveyor will need to be visible to install sanitation facilities.

INDIVIDUAL SITE GUIDELINES

HOMEOWNER AUTHORIZATION

I hereby certify that the information in this Application is true and accurate to the best of my knowledge. I hereby agree:

- To allow IHS or its authorized representatives to enter upon my property to evaluate the site and to construct or inspect the facilities requested in this application.
- To obtain all easements and permits necessary for the requested sanitation facilities.
- To accept ownership upon completion of the requested sanitation facilities, and to operate and maintain them in a satisfactory manner.

I understand that these facilities will be provided only if funding is available and if this application meets IHS qualification requirements.

If requesting an individual septic system, I have read the septic care information attached to this application.

26. _____
Signature of Head of Household Date

TRIBAL Liaison Designation

27. The _____ Tribe appoints _____ as liaison to coordinate Tribal participation in serving this applicant.

Liaison Phone Number: _____ Fax Number: _____

Liaison Mailing Address: _____

Liaison Emailing Address: _____

TO BE COMPLETED BY TRIBAL PERSONNEL ONLY

Applicant is applying for sanitation facilities with IHS , OE&E, please verify the applicants eligibility.

TRIBE _____

- Applicant is within the Tribe/ Nation contract Health Service Delivery Area (CHSDA).

VERIFICATION _____
Authorizing Official Date

28. Zoning:
Is the proposed home site in conformance with zoning regulations? _____
Is there any reason that this site is not acceptable for residential construction? _____

Remarks: _____

29. Land Status Certification: The Tribe has reviewed the applicant's land status as reported above and hereby certifies that the information **is** _____ or **is not** _____ current and accurate.
If not, what is the actual status? _____

30. **Tribal Eligibility and Endorsement:** This application has been reviewed by the Tribe. The applicant is a member of a Federal Recognized Tribe and the application is eligible. Therefore; the applicant is recommended for services.

Signature of Tribal Chairperson or Liaison Date

Note: Incomplete or unsigned forms will be returned for completion.

INDIAN HEALTH SERVICE ACKNOWLEDGEMENT

31. Application Received:

IHS Service Request Manager

Date



Department of Health & Human Services
INDIAN HEALTH SERVICE
Office of Environmental Health and Engineering (OEHE)
Seattle District Office; 701 Fifth Ave., Suite 1600, M/S 30, Seattle, WA 98104
(206) 615-2799

About Us

The Sanitation and Facilities Construction (SFC) Program and the Office of Environmental Health and Engineering (OEHE) were created within Indian Health Service (IHS) to support necessary components of IHS. The SFC Program provides American Indian homes and communities with essential water supply, sewage disposal, and solid waste disposal facilities. SFC and OEHE environmental engineers plan, design and manage water and wastewater construction projects for tribal members in Washington State and throughout the nation.

Our goal is to raise the health status of American Indians to the highest possible level by providing public health services. The SFC Program also supplies technical and financial assistance to the Tribes for cooperative development and continued operation of safe water, wastewater, and solid waste systems and related support facilities.

What is an Onsite Sewage System?

An onsite sewage system (OSS) is also known as a septic system. OSS are designed to help prevent the spread of illness and disease by collecting, treating and dispersing wastewater from a home or business into the native soils near that building.

An OSS is typically comprised of two or more components linked together by pipes. There are two general types of systems used most often in Washington State. The unique site conditions for each individual lot (e.g., soil type and depth, size of lot, distance to surface waters and wells, etc.) determine which type of OSS can be installed. Different combinations of components may be used to best suit site conditions and owner preferences.

General Types of OSS

Standard Gravity OSS

This is the most common type of system and it usually has two main parts: the septic tank and the drainfield. Sometimes a pump tank is also used in a standard system to transport the effluent to a drainfield above the septic tank.

Indian Health Service (IHS) strongly recommends pumping the septic tank at least once every three years.

Alternative OSS

This type of system is required where soil depth and/or other site conditions do not allow a standard gravity system to be used. IHS highly recommends that alternative OSS have annual operation and maintenance (O&M) and be inspected at least once a year by a certified maintenance provider.

Onsite Sewage System: DO's

DO Know Where Your OSS is Located and Protect it:

Have a copy of your as-built drawing or map the location of all parts of your septic system. IHS or your local health district can provide you with a copy.

If you move, remember to provide all records and information to new owners or tenants.

Keep a "rainy day fund" to cover possible repair and maintenance costs.

Educate your family, guests or renters on how to care for the system.

DO Inspect Your OSS Yearly:

Keep accurate, detailed records of any repairs and pumping.

Maintain an operations and maintenance contract with a licensed specialist.

DO Use Water Wisely:

Conserve water through the use of low-flow fixtures, doing laundry throughout the week rather than on one specific day, limit shower length and fix any plumbing leaks promptly.

Direct runoff from roofs, streets, driveways and adjoining property away from the sewage system area.

Keep any irrigation (sprinkler) system at least 10 feet from the edge of the on-site sewage system.

Drain water from hot tubs and water softeners away from the drainfield, storm drains and surface waters.

Onsite Sewage System: DON'Ts

DON'T Compact Soils of Drainfield or Reserve Area in any Way by:

Driving/parking vehicles, boats or heavy equipment in the OSS area.

DON'T Disturb the Drainfield or Reserve Area by:

Building, burning or grazing livestock in the area.

Covering it with landscaping materials—other than grass.

Driving across the sewage system, grading, leveling, filling or cutting the area.

Installing a sprinkler system or planting deep-rooted water-loving plants over the drainfield.

Planting a vegetable garden for human consumption on your drainfield or mound.

DON'T Overload the System by:

Using too much water.

Using a garbage disposal.

Using tank additives or "miracle" septic system cleaners.

Discarding medications or strong household cleaning products down the drain or toilet.

Allowing backwash from water softeners or conditioners.

Pouring shortening or meat fats down the drain (which will turn into solids in cold water).

MOST IMPORTANT: Pump your septic tank at least once every three years!



Indian Health Service
Office of Environmental Health and Engineering
Seattle District Office
701 Fifth Ave., Suite 1600, M/S 30
Seattle, WA 98104

Applicant Certification

I understand these facilities will be provided only if funding is available and if this application meets all IHS qualification requirements. (Please Read and Initial A – G Below)

I hereby understand and agree:

- A. _____ Water and Sewer projects may take up to four months and occasionally longer from completion of application to start construction.
- B. _____ To allow the IHS or its authorized representatives to enter upon my property to evaluate the site and to construct or inspect facilities requested in this application.
- C. _____ To obtain all easements and permits necessary for the requested sanitation facilities.
- D. _____ To accept ownership upon completion of the requested sanitation facilities and to operate and maintain them in a satisfactory manner.
- E. _____ To assume responsibility for minor site cleanup (e.g., settlement around installed facilities) after the system installation is complete and equipment has been removed from the site.
- F. _____ I have disclosed to the IHS if I have been served with sanitation facilities in the past.
- G. _____ The IHS has a funding cost cap per home site. Any costs over and above such limit is the home owner’s responsibility.

I certify all answers given are true, complete, and correct to the best of my knowledge and belief and are made in good faith. This certification is made with the knowledge that the information will be used to determine eligibility to receive benefits and false or misleading statements may constitute a violation of 18 U.S.C. 1001.



Signature of Applicant

Date

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

RETURN APPLICATION TO:

**Indian Health Service
701 FIFTH AVENUE
SUITE 1600 / MS 30
SEATTLE, WA. 98104**

Application Received: _____

OEH&E Representative

Date

PROJECT PARTICIPATION INFORMATION
Public Law 86 121 Sanitation Facilities Construction Program
Division of Sanitation Facilities Construction
Office of Environmental Health and Engineering
Portland Area Indian Health Service

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INTRODUCTION

Under the authority of Public Law 86-121, the Indian Health Service (IHS), Office of Environmental Health and Engineering is presently engaged in a program *to* assist Indian families with the construction of sanitation facilities which include water supply and sewage disposal facilities. The funding for this program is provided by the Congress to the Indian Health Service. These funds are to be used for items such as water wells, septic tanks, drainfields, lagoons, and community water and sewer hookups.

GENERAL ELIGIBILITY CRITERIA

- You must be a member of a Federally recognized Indian tribe, band, or group.
- You must own the property on which your home is located and provide to the IHS a copy of the deed, title, 10 year lease, or contract for sale. (See "Special Circumstances Relating to Proof of Ownership")
- If you are building a new home or moving a home or mobile home to a site, the site must be evaluated by the IHS and found to be suitable for the provision of sanitation facilities. (See "Feasibility")

PROJECT PARTICIPANT INFORMATION

- Your home must meet minimum construction standards and be your primary place of residence. (See "Minimum Home Construction Standards")
- If your home was built or purchased by an Indian housing authority through a Department of Housing and Urban Development (DHUD) program and is still under housing authority management, it is not eligible for assistance under the Public Law 86-121 program.
- If your house was previously served by the IHS under the Public Law 86-121 program, you may not be eligible for additional assistance and you will have to talk with an IHS representative at your local service unit for information about these services.

TYPE OF PROJECTS

The Indian Health Service customarily receives funds from the Congress in two separate accounts. One account allows the IHS to provide sanitation facilities to existing Indian homes and is referred to by the IHS as "regular" project funding. The second account is earmarked to provide sanitation facilities to new or renovated Indian homes and is referred to by IHS as "housing", or "like-new" support project funds.

Housing Support Projects: Homes that have been built or will be built or homes that have been renovated or will be renovated under the Bureau of Indian Affairs' Home Improvement Program (HIP) are eligible for IHS projects funded with "housing" support funds and are given preference over other homes that are eligible for inclusion in a "housing" support project. Other homes eligible for service under projects funded with "housing" support funds include newly constructed homes, "like-new" homes, and homes renovated to "like-new" condition. To be eligible for service under a "housing" support project, the plumbing in the home must be in place and in good working condition or must be provided by other than IHS funding sources prior to or concurrently with the IHS "housing" support project.

A "like-new" home is defined as follows:

- The home shall be owned and occupied by the participant, and the home shall be the participant's primary residence. Primary residence shall mean that the participant occupies the residence for more than eight months of each calendar year.
- The home shall have functional interior plumbing to include a kitchen sink, a water heater, and at least one bathroom with a lavatory, flush toilet, and bath tub and/or shower. All fixtures shall be functional, and there shall be no leaks in the supply or waste piping nor in the fixtures or faucets.
- The home shall have a permanently installed, functional, thermostatically controlled heating system which can be relied upon to function during the extended absence of the occupants while outside temperatures are at or below 0 °C (32 °F).
- The home shall have electricity from a commercial provider.
- The home shall have adequate insulation which shall be equivalent to an R-11 rating in the walls and an R-19 rating in the ceilings.
- All windows and doors shall be in place and functional.
- The home shall have an adequate 10-year roof with no leaks.
- The structural integrity and overall functionality of the home shall be judged to be such that the home will be occupiable for minimum of 10 years.
- For new or like-new mobile homes to be considered permanent, they shall be blocked, tied down, towing tongue and wheels removed, and skirted. Single wide mobile homes shall be greater than 40 feet in length and shall not be marketed/sold as a recreational vehicle.

- If the home is served by existing water supply and sewage disposal facilities, these facilities must be certified by a qualified inspector or engineer to be unsafe and/or nonfunctional, and such unsafe or nonfunctional conditions shall not have been caused by homeowner neglect.
- The home shall have a poured in place, undamaged concrete foundation.

As sanitation facility applications for new, like-new, or renovated to like-new homes are received, the IHS evaluates the eligibility of the home for a housing support project and for the feasibility to provide adequate sanitation facilities. Feasibility means our ability to design and install sanitation facilities that will function properly, that will meet applicable codes and design considerations, and that can be constructed at a reasonable cost. Once eligibility, feasibility, and tribal sponsorship are confirmed, the home is placed on the next available "housing" support project within the IHS service unit in which the home is located.

Regular Projects: With the regular fund account, a more elaborate process is used to determine which projects and homes will be served. During the spring of each year, the IHS reviews applications on file which do not otherwise qualify for "housing" support type projects. These homes are grouped into projects by community, county, or community water and sewer system service areas and reported to the IHS headquarters in Rockville, Maryland, through a computer database called the Sanitation Deficiency System (SDS)

SPECIAL CIRCUMSTANCES RELATING TO PROOF OF OWNERSHIP

Property Currently In Probate: Property that is in probate does not qualify for IHS assistance.

Undivided Trust Property: In the event you are requesting assistance for property for which you own an undivided share of the property, and another individual or individuals own the remainder of the property, you will be required to obtain a statement(s) from all the owner(s), giving you permission to occupy the property and make improvements. The statement(s) can be typed or hand written but must be signed by the owner(s) and notarized. You may obtain one statement signed by all other owners or utilize individual statements from each owner. When providing this documentation, an official deed/title showing all ownership is still required.

PROJECT PARTICIPANT INFORMATION

Site Evaluation: Once your completed application and land ownership papers are received, the IHS will arrange to evaluate your homesite to verify the need for sanitation facilities and determine the feasibility of providing those which are needed. If you are planning to build a new house or purchase a new mobile home, the IHS will evaluate the homesite before construction of the new home begins or the mobile home is placed on the site. The IHS is not obligated to serve your new home or mobile home on sites which are

determined by the IHS to be technically or economically unfeasible to construct safe, adequate sanitation facilities. Once your site has been evaluated by the IHS and determined acceptable for the provision of sanitation facilities, you will be considered for placement on an active project (if slots are available) or on a future project if all active projects are filled.

Feasibility: It must be technically and economically feasible to provide safe, adequate sanitation facilities to your home before you will be added to a project. The IHS is committed to provide you with the safest, most reliable water supply and waste disposal facilities available. In order to achieve this the IHS provides connection to community water distribution and sewer systems whenever possible. The IHS will not provide an individual water supply well for a home when community water is available. In addition, the IHS will not provide individual water supplies to homes that have lost their connection to community systems due to lack of payment of their utility bill. However, the IHS will encourage the homeowner to work with the utility company in order to reestablish service. The IHS will **not** connect unwilling individuals to community systems. If you wish facilities other than those recommended by the IHS, **you** are free to obtain those facilities from a private contractor at your own expense and at no cost to the Government. If individual on-site water supply and sewage disposal facilities are needed, your homesite must be large enough to accommodate these facilities with the proper separation distances between the well or water service line and the sewage disposal system, between the facilities and the property lines, and between the house and the facilities. If an on-site septic system is required, the soils, site drainage, and site layout must be suitable for this type of system. The cost of the facilities must be within the Portland Area IHS's unit cost threshold for water supply and sewage disposal facilities as defined by the Sanitation Deficiency System.

Minimum Home Construction Standards: The home must be your permanent residence and capable of being occupied 24 hours a day, 365 days of the year. The structure must be sound, must be insulated, and must have a heating system that is capable of maintaining a minimum temperature of 70 degrees during the coldest weather in the area with even distribution of the heat throughout the house. The home must be served by a commercial electric utility and have an electrical system that is capable of supplying electrical energy to a water heater and/or a well pump, if necessary. The IHS is not funded for and will not provide structural improvements, finish carpentry work to walls or floors, nor electrical upgrades or wiring within your house. Travel trailers, motor homes, and camp homes do not qualify for service. Mobile home must be permanently placed on the site, blocked leveled, tied down, towing tongue and wheels removed, and skirted.

Plumbing: The IHS does not provide interior plumbing facilities for BIA HIP new or renovated homes, other new homes, or mobile homes. If your plumbing needs repairs, the IHS will be happy to assist you in locating a private plumber to perform the repairs at your expense.

Scheduling: Construction scheduling is set by the IHS and is based on need and the date your application for service is completed. The IHS attempts to respond as quickly as practical, but at times service delivery times may be slower than you would like. You may **at your option and at your own expense** obtain the services of a private contractor to have your facilities installed. The IHS will not reimburse you for services that you obtain through your own contractor.

If you need assistance in completing the application or if you have questions regarding your eligibility for assistance under the Public Law 86-121 sanitation facilities construction program, please contact the IHS Office of Environmental Health and Engineering.