

**Application for Individual Site Sanitation Facilities
Portland Area Indian Health Services**

PART 1 – HOMEOWNER

1. Name: _____ 2. Telephone #: _____

3. Site/House Address: _____

4. Current Mailing Address: _____

5. Directions to, or location of, home/site to be served: _____

6. House existing _____ or proposed _____? (Check one)

Existing Home Information: No. Yrs. at present location? _____ Age of home _____ Yrs.

Type: Wood: _____ Frame: _____ Masonry: _____ Mobile Home: _____ Manufactured Home: _____ Other: _____

7. Number of Bedrooms: _____ Number of Bathrooms: _____ Number of Bathtubs: _____ Number of Showers: _____

8. Plumbing Fixtures (No. In use): Sinks _____ Toilets _____ Washer _____ Garbage Disposal _____ Dish Washer _____

9. Names & Ages of Occupants: Current: _____

10. Home will be: Primary _____ Secondary _____

11. Mobile/Manufactured Homes **ONLY**: Home on site? Yes _____ No _____ (If not, attach Bill of Sale)

12. If mobile/manufactured home is to be purchased, when will it be moved on-site? _____
(Date)

13. Electric Power available at site? Yes _____ No _____

14. Existing Water and Sewage Facilities at site:

Well _____ Water Pressure System _____ Septic Tank _____ Drain field/Pit _____

Community Sewer Service _____ Community water service _____

15. Facilities requested: Well _____ Water Pressure System _____ Septic Tank and Drain field _____

Community Water Service Connection _____ Community Sewer Service Connection _____

16. Reason for requesting service: Service to new home _____ Service to rehabilitated home _____

Replacement of failed facilities _____ other _____

17. Land Status:

Legal Description: Township _____ Range _____ Section _____ ¼ of _____ ¼ of _____ ¼ of _____

Tax Lot No. _____ Tax Acct. No. _____ Deed is: Trust _____ Non-Trust _____ other _____

Allotment or parcel number (s): _____ County that home resides in: _____

If leased, length of lease: _____ yrs. (10 year minimum required)

Please attach copy of Deed, Lease, or other documentation showing your ownership or control of the property. Also please include a Tax Lot Plat of the property, available from the county Assessor's office.

PORTLAND AREA OFFICE INDIAN HEALTH SERVICE
SANITATION FACILITIES REQUIREMENTS

The following information is intended to provide the applicant insight into the process for requesting and receiving Indian Health Service (I.H.S.) assistance with sanitation facilities.

I. PARTICIPANT ELIGIBILITY

An applicant must meet the following criteria:

1. The participant must be eligible Indian (as defined by Contract Health Services)
2. If the participant received sanitation facilities from I.H.S previously, legal control of the participant's former home must have been relinquished to another eligible person before qualifying for a second site.
3. An "Application for Individual Site Sanitation Facilities" must be completed and submitted through the tribe.

II. SITE QUALIFICATION CRITERIA

The applicant's site must meet specific criteria before I.H.S will construct the required sanitation facilities. The site is evaluated based on the geology, topography, physical characteristics, and constraints placed on the site by local regulatory authorities. In addition, the legal status of the land and the feasibility (technical and economic) of serving the sites are also considered.

The site must meet **all** of the criteria listed below.

1. The applicant must hold legal control of the land and the home, through ownership, allotment, assignment, or lease. A copy of the documentation showing the applicant's control must be submitted with the application. A copy of the legal description of the property, and a plat of the property, must be submitted before I.H.S. will begin any action on the application; and must include lengths and bearings of property lines. (This information is used for preparing the site map and contract drawings.) Property boundaries must be clearly identifiable.
 - Land may be trust or non-trust;
 - Leased, assigned, or allotted lands require a minimum of 10-year lease, assignment, or other land-use agreement.
2. The site must meet applicable Tribal land-use and zoning ordinances. The tribe must verify this by signing the applicant's Application. If no Tribal ordinances exist, then applicable state, county, or local regulations shall be used as a guide.
3. Site conditions must be such that construction of the necessary sanitation facilities is feasible.
 - Factors such as slope, size of the home site, soil conditions, availability of water, presence of high groundwater, etc., may be grounds for rejecting site, on the basis of "**not being economically feasible.**"
 - The I.H.S. reserves the right to establish maximum per site costs for sanitation facilities. Sites, which exceed the cost threshold, may be rejected on the basis of "**not being economically feasible.**"

Sites that are technically difficult often require the installation of alternate, non-standard facilities, whose costs may exceed the established maximum per site costs. These sites, at the discretion of I.H.S **may** be served with the necessary facilities, provided the applicant, Tribe, or other source funds the amount of the costs beyond that provided by I.H.S.

4. For sites that have existing facilities, which are inadequate, the proposed improvements must be beyond the routine maintenance responsibilities of the applicant. I.H.S will not perform maintenance for homeowners. The proposed improvements must correct conditions that threaten or are likely to threaten the health of the residents, community, or environment. Examples of routine facility operation and maintenance activities that I.H.S. will not fund: pumping out septic tank; plumbing repair.
5. The site must have suitable and adequate access, including an all-water access road and all easements necessary for construction activities, the water and sewer facilities, and entry-exit by the applicant and

contractor. If roads or easements do not exist, the applicant must acquire them before I.H.S will begin construction.

6. The site must have adequate electrical service meeting state and local codes. Mobile homes must have an electrical service disconnect on their service pole. If power is not onsite, the applicant must bring it to the site before I.H.S will begin construction.
7. The site must be above the 100-year flood plain, or protected from a 100-year flood.
8. The site must be clear of obstacles to construction (trees, vehicle, debris, etc.). The applicant is responsible for the removal of obstacles prior to construction.
9. The site must be within a "Delivery Area" (county) as defined by I.H.S. for I.H.S. Contract Health Care.
10. Sites that involve speculative or commercial uses are not eligible.
11. The requested sanitation facilities must not have been provided to the site previously by I.H.S. In cases where the existing facilities were provided by I.H.S and are not inadequate, and it is clearly due to a design or construction defect for which I.H.S. was responsible, corrective service to the facilities may be provided by I.H.S. if all other qualification requirements are met. If a major renovation is made to a house/site previously served by I.H.S. and the house/site now requires larger sanitation facilities, I.H.S. can provide upgrading of the facilities if all other qualification requirements are met.

III. ADDITIONAL INFORMATION

Sites are evaluated and **served in a priority order based on the date the application is received by I.H.S.** Please note that it may take six months or more to provide the sanitation facilities you have requested. Also, all applicants are further ranked based on the following:

1. Medical Referrals
2. BIA-HIP Housing
3. Tribal Housing
4. New Homes (Self-Financed or Other)
5. Homes Renovated to Like-new or Standard Condition

NOTE: Existing homes are in a separate category subject to fund availability with application date Precedence.

- With the application, include a copy of any pertinent information about the existing and/or proposed facilities, such as well log, water analyses, septic approval and permit, etc.
- I.H.S will **not** reimburse applicant for any monies applicant has paid for sanitation facilities. I.H.S also will not reimburse a contractor or supplies for any work they have done at the request of the applicant. Only I.H.S. can obligate I.H.S. funds, usually through a formal, competitive bidding process.

SEPTIC SYSTEM

- For new houses, and new, undeveloped sites, applicant is responsible for acquiring septic approval for the site, and acquiring the septic construction/installation permit.
- Do not perform any excavation activities within the area approved for the septic system drain field.
- Wet soil conditions may prevent construction of facilities in late fall, winter, and early spring, possible delaying completion of the facilities. I.H.S will **not** construct facilities when weather and soil conditions are too wet to allow proper construction. Applicant should be aware that their house could be onsite and ready for move-in for a length of time before sanitation facilities are completed.
- If water is available onsite the applicant will be expected to provide the water (at least 1500-gallons) for filling the septic tank to test it for water-tightness, as required by DEQ.

WELL/WATER SYSTEM

- Development of surface-water sources, such as river, creek or spring are rarely done but will be reviewed on a case-by-case basis. Surface-water sources are generally not as dependable and secure as ground-water sources and are susceptible contamination.
- I.H.S. well drill only **one** well per site. If the well is successful – minimum 5 gallons per minute and with potable water, I.H.S. will provide the components necessary to connect the well to the house.

If the well is not successful, I.H.S will not provide any sanitation facilities (water pressure system or septic system) unless applicant provides a safe, secure and dependable water source for the site. In this case, I.H.S **may** provide the water pressure system and septic system, if needed.

- Where a water pressure system will be provided for a well, applicant will need to provide the protective enclosure for the system components, by building a pump house, or providing an area within an existing weather-proof building.

Also note that the water system provided by I.H.S will be sized to serve **only the house**, and not to water the yard, garden, livestock or for other non-house use. If the applicant anticipates using the water system for non-household uses the applicant may negotiate with the contractor to install larger capacity components, such as pump, pressure tank, or water storage tank. The cost of the larger components will be borne by the applicant.

- Water quality: When the quantity of water is acceptable I.H.S will make every effort to assure that the quality is **safe** and **potable**. However, the I.H.S. facilities program does not have the resources to address the aesthetic quality of the water. For example, high levels of iron and manganese can affect the taste of the water and cause staining of fixtures, appliances and clothing; and many wells may have water with a sulfur smell and taste. These are issues of palatability, and as such will not be addressed by the facilities provided by I.H.S. The applicant may on their own, provide a treatment system(s) to improve the palatability of water.

IV. PROCESS SUMMARY

The following is a brief outline of the process by which I.H.S will provide sanitation facilities to a site:

- Applicant submits an “Application for Individual-Site Sanitation Facilities” to the Tribe, who adds information to the Application and then forwards it to I.H.S.;
- I.H.S. conducts a site visit to determine the suitability of the site and the need for sanitation facilities;
- I.H.S approves or rejects the site; and notifies applicant and Tribe of approval/rejections and anticipated facilities;
- For septic systems:
For **new** sites and **new** construction, applicant secures septic approval (including test pits) and septic construction/installation permits, and provides I.H.S with a copy of the approval and permit.
For **existing** homes, which require the repair or replacement septic system, the Indian Health Service (I.H.S.) will secure the applicable permits.
- I.H.S. prepares design and cost estimate for facilities; and prepares documents, both internal and between I.H.S. and Tribe, that obligate funds (as available) to the applicant’s site;
- I.H.S. prepares contract documents which results in a bid-solicitation packet which is sent to the Tribe/I.H.S. Contracting;
- Tribe/I.H.S. Contracting solicits bids from contractors usually for a 2 to 3 week period;
- Tribe/I.H.S. Contracting sends bids to I.H.S. for review; Tribe I.H.S. reviews bids, and approves/accepts the lowest bid if it is reasonable (within the cost estimate) and from a contractor who can do the work in a reasonable amount of time;

- I.H.S. notifies Tribe/Contractor of bid acceptance; Tribe/I.H.S. Contracting awards contract to contractor;
- Contractor is allowed a certain amount of time to complete the work (typically 3-45 days). Time may be extended depending on soil/weather conditions;
- Project status updates should be obtained from local Tribal contact (housing);
- I.H.S. will transfer all facilities provided with operation/maintenance notes at the project closeout; and
- Facilities have a one-year warranty from date of completion or use. Notify Tribal contact if problems arise.

I.H.S. Office of Environmental Health/Division of Sanitation Facilities Representatives

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