



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM

Department Environmental Health & Engineering

1901 Bragaw Street, Suite 200

Anchorage, Alaska 99508

1-800-560-8637

1-907-729-3500

**ANTHC Scattered Sites Individual Sanitation Facilities
Project Application**

Please provide all of the following information and documents. Failure to do so will delay your application process or have your application returned to you. Please print all information legibly.

Sponsoring Tribe / Village: _____

General Information:

Date _____ (APPLICATION DUE BY DECEMBER 15TH)

Your Name _____

Names of others living in home _____

Home Phone _____ Work Phone _____

Message Phone _____ Email Address _____

Mailing Address _____

City _____

Zip _____

Physical Address _____

Legal Address _____

(Lot, Block, Subdivision, U.S. Survey, Township & Range, Etc.)

Please give directions to your house (so that someone from Anchorage can find the house on their own). _____

Verification of Alaska Native or Indian Descent and Status of Land Ownership

- Please attach a copy of your Tribal Enrollment Card or CDIB.
- Please attach proof of ownership or property deed.
- Please attach photo of property and house

Failure to attach the above documents will cause your application to be returned to you.

Any items lists below that are not applicable please place a "N/A" in the appropriate space.

Home Information:

Number of bedrooms _____ Number of Bathrooms _____

Number of adults _____ Number of children _____

Does the home have electrical service? Yes No

Is your electricity based solely on a generator? Yes No

If yes, generator type, size, capacity: _____

What heating system do you have: Oil Electric Wood _____

Does the home have interior plumbing? Yes No, if No when is it planned? _____

Is the home a primary residence? Yes No

Please describe your home. Log Frame Trailer _____

What year was your home built? _____ If not built when will it be? _____

What type of foundation do you have? Piling Block Wood Concrete

Wood Sill Concrete Slab Wood Crib _____

Does your home/trailer have skirting? Yes No

If a trailer are the wheels off? Yes No

Is this a HUD House? Yes No Is this a HIP House? Yes No

How many months in the year do you live in this home? _____

Have any upgrades or repairs been made to your home in the past 2 years?

Yes No, if yes please describe the upgrades _____

Existing water/sewer facilities

Describe your existing water system and any existing problems with the water system (water source & plumbing, if you have a well please provide a copy of the well log):

Describe your existing sewer system and any existing problems with the existing sewer system (wastewater disposal & plumbing): _____

Additional Information if you know:

How deep is your water table? _____ How deep to bedrock? _____

How deep are wells in your area? _____ How close is the nearest well? _____

What type soil do you have? _____ How large is your lot? _____

Is your property: on the shore line _____; on a hill top _____; rural _____; in town _____

Are you aware of any thing that would indicate that your home site had been occupied by ancient people (arrow heads, stone tools, or bone items)? _____

Any other pertinent information _____

Please provide photograph of your home.

Proposed Facilities:

Describe water system upgrades you wish to have _____

Describe sewer system upgrades you wish to have _____

- ✓ Remember to attach copies of your land ownership in the form of native allotment documentation, warranty deed, deed of trust, etc. and home photo if you have one.
- ✓ Also, attach proof of Alaskan Native, Indian or of Indian Descent. Failure to provide the above will delay or have your application returned to you.

Signature of Applicant

Date

Signature of Tribal / Village Representative

Date

Signature of ANTHC Representative

Date

Please fill out and sign the attached two forms.



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM

Department Environmental Health & Engineering

1901 South Bragaw Street, Suite 200

Anchorage, Alaska 99508

**ANTHC Scattered Sites Individual Sanitation Facilities
Site Access Letter and Individual Agreement**

This agreement between the head of household, the tribal representation and Alaska Native Tribal Health Consortium for the ANTHC Scattered Sites Program

Head of Household: _____

By signing this agreement, the homeowner agrees to the following:

I _____ do hereby give

(Print Name)

Authority to _____,

(Tribal / Village representation)

Alaska Native Tribal Health Consortium (formerly the Indian Health Service); and their representatives to enter onto or cross my property located at _____

_____ for the purpose of investigating, designing and constructing an individual on-site water and/or sewer system.

The homeowner agrees to operate, maintain, and keep the facilities installed on his/her property in good condition at his/her expense.

The homeowner agrees to pay water and sewer service fees established by any utility service company (if applicable).

Signature of applicant

Date

Print name of applicant



STATE OF ALASKA
 DEPARTMENT OF ENVIRONMENTAL CONSERVATION
 P. O. Box O, Juneau, Alaska 99811-1800



**DOMESTIC WASTEWATER SYSTEM
 OWNER'S STATEMENT**

*This information is required by 18 AAC 15.030.
 Please type or print all non-signature items in ink:*

<i>Department Completion Only</i>
Project No. _____
Date _____
Received: _____

Project Name: ANTHC Scattered Sites

I submit the enclosed items concerning the above referenced proposed project for review. By my signature I certify that the project is (check one):

- Privately owned and that I am the owner.
- Owned by a sole proprietorship and that I am the proprietor.
- Owned by a partnership of which I am a general partner.
- Owned by a corporation of which I am a principal executive officer of at least the level of vice-president or a duly authorized representative responsible for the overall management of this project.
- Owned by a municipal, state, federal or other public agency, of which I am a principal executive officer, ranking elected official, or other duly authorized employee.

Home Owners Signature (please sign in ink)

Date

Home Owners Name

Company or Agency (if applicable)

18 AAC 15.030. SIGNING OF APPLICATION: All permit or approval applications must be signed as follows:
 (1) in the case of corporations, by the principal executive officer of at least the level of vice-president or his duly authorized representative, if the representative is responsible for the overall management of the project or operation;
 (2) In the case of a partnership, by a general partner;
 (3) In the case of sole proprietorship, by the proprietor; and
 (4) In the case of municipal, state, federal or other public facility, by either a principal executive officer, ranking elected official, or duly authorized employee.
 (Eff. 11/25/77, Register 64)
 Authority: AS 46.03.020(10), AS 46.03.090, AS46.03.100, AS 46.03110, AS46.03160, AS46.03.330, AS 46.03720

Dear Homeowner:

Federal funding for the water and sewer service to your home requires an environmental review with regards to the National Environmental Policy Act, Endangered Species Act, Clean Water Act, and other state and federal concerns.

ANTHC follows protocol closely to protect the integrity of your land.

If you have pictures and/or any historical data of your property, it would help this process to move more quickly.

We also need the following questions answered to the best of your ability:

- 1) Do you know of any plant or animal species on your property that is on an endangered or threatened species list? _____
- 2) Is your home or any building on your property over 50 years old? _____
- 3) Has there been any discovery of human burial sites on your property or any property within 1 mile of your residence? _____
- 4) Have there ever been any artifacts or bones from animals (such as the mammoth) found on your property or any property within 1 mile of your residence? _____
- 5) Are there any lakes, ponds, rivers, or streams going through your property? _____
- 6) Is your property in a 100 year flood plain zone? _____

Homeowner's Printed Name

Homeowner's Signature

Thank you very much for your attention in this matter.

Sincerely,

Jeff Bonin
Scattered Sites Program

What is the Scattered Sites Project?

This project provides water/sewer service to individual homes. Water/sewer service can include: wells, service connections, septic systems, and sewer lines.

To be eligible you must meet the following criteria:

- ✓ **The home is road accessible**
- ✓ **The homeowner must own the home and land**
- ✓ **The home must be a primary residence**
- ✓ **The recipient is Native**
- ✓ **The home has interior plumbing**
- ✓ **The home has thermostatically controlled heat (non wood)**
- ✓ **The home has electrical service**
- ✓ **The home is not under HUD or a housing authority control**

Once the applications are complete, return it to your local tribal organization or to the Alaska Native Tribal Health Consortium (formerly the Indian Health Service) attention Project Manager in Anchorage. The ANTHC will administer the project. Your tribal organization or ANTHC will perform an initial site visit to the home. Homes will be served on first come first served basis and service will depend on available funding, acceptable soil/lot conditions, and financial feasibility.

To receive an application for service or to ask additional questions about the project, please call or visit your local tribal organization or ANTHC.

Subject: Individual Sanitation Facilities: Process Guideline

This supplemental guideline to DSF-18 is provided to the individual homeowner and Tribal organizations to explain the process and steps used in serving specific homes with individual sanitation facilities. Service can consist of on-site water and wastewater utilities up to the house or connection to existing public water and sewer systems.

For an individual to be considered as qualified and to determine feasibility under this guideline the following requirements must to be met:

- A. Applicant Eligibility and Priorities
- B. Applicants Residency Requirements
- C. House Requirements
- D. Site Requirements and Site Feasibility
- E. Submittal Requirements
- F. Application Process
- G. Economically Feasible

Note: Substitute Alaska Native Tribal Health Consortium (ANTHC) for Indian Health Service (IHS) when applicable.

A. APPLICATION ELIGIBILITY AND PRIORITIES

1. Priorities in serving homes are as follows:

- a. Existing homes which are new or renovated under the Bureau of Indian Affairs/Home Improvement Program (BIA/HIP).
- b. Homes listed in the IHS Interim Guidance Document No. 2.2 see Section C House Requirements Subsection 3.
- c. Proposed homes only where proof of intent to construct is provided. Proof of intent to construct falls on the applicant not the ANTHC. The applicant must prove beyond any doubt that there is intent to construct. Proof of intent to construct must be verified by the following: Copies of mortgages, construction loans, purchase agreements, financing agreements for both the house and the property, written agreements with contractors for the construction and new house plans showing floor design.
- d. New homes that cannot meet the above can be served only after substantial completion of the new home. Substantial completion includes foundation, sub-floor, walls, windows, roof and interior plumbing. Electricity must also be on-site but need not be connected yet. To prevent under mining of foundation it is recommended that the homeowner provide stub outs for the water and sewer.
- e. BIA sponsored homes would be verified when BIA informs the ANTHC that funds have been set aside for the participant.

2. Eligibility in serving homes is as follows.
 - a. The applicant must be an Alaskan Native, Indian or of Indian Descent as determined by IHS eligibility criteria described in the Indian Health Manual Part 2, Chapter 1, Section 2-1.2 “Persons to Whom Services May Be Provided”.
 - b. A village organization or Tribal organization must sponsor the applicant. The village or Tribal organization must coordinate the application process and request services for the individual in writing. Typically the request is by way of a written request to the ANTHC. Individual project participants are not to send or deliver their individual application directly to the ANTHC but to the sponsoring organization for consolidation with others.

B. Applicants Residency and ownership Requirements

1. The house and property proposed for service must be the primary residence of the individual. The ANTHC can only provide service to primary residences of an eligible applicant. The ANTHC cannot serve temporary, part-time, weekend, business, warehouses, rental property, or any other structure that is not considered the primary residence.
2. Examples of ineligibility for service:
 - a. Weekend residences where families spend only weekends or holidays.
 - b. Rental houses with a lease less than five years. Additional requirements may be required if a rental house.
 - c. Seasonal residences where families spend less than six months of the year. If a family of Native descent splits its time between two homes on a seasonal basis then the home that is occupied the majority of the time is qualified.
3. The applicant must have the legal right to reside on the land where service is to be provided. **The applicant must provide proof to the ANTHC of ownership or legal right to the land. Proof can be in the form of a recorded deed, recorded bill of sale, BLM case number, or BIA approved allotment records. Records showing proof must contain the legal description of the property.**

C. House Requirements

1. A general requirement for service is that the house must exist on the site and is ready for service. Specifically the house must meet reasonable construction standards for size, health and safety. The following are the minimum standards for an existing house:
 - a. A well insulated house with an automatic heating system capable of maintaining a 70°F inside temperature. Wood stoves cannot be the sole source of heat.

- b. Electrical wiring within the house must meet or exceed electrical code. Full time electrical service is required, individual generators are typically not approved as the sole source of electricity.
 - c. The house must be fully plumbed with fixtures and piping. Minimum requirements include toilet and lavatory sink.
 - d. The house must be on a sound foundation and skirted.
2. Mobile homes may be served under the following conditions:
- a. Wheels must be removed and the structure supported by a permanent foundation.
 - b. The trailer must be skirted.
 - c. Travel trailers and campers are not eligible for service.
3. Existing homes must meet eligibility criteria as shown in IHS Interim Guidance Document No. 2.2. Excerpts are as follows:
- a. With the exception of the BIA HIP, when new homes are funded or existing homes renovated, the necessary sanitation facilities for these homes should also be funded by the same source providing the funds for the new home or renovation.
 - b. Traditional (Department of Housing and Urban Development [HUD]) funded Indian housing projects through Indian Housing Authorities and Tribal, state, county, and local HOME projects for new houses (financed by HUD) are not eligible for funds appropriated to the IHS under the authority of P.L. 86-121. It is HUD's practice to include funding for any sanitation facilities that are needed in the grant awards under those housing programs. In the fiscal year (FY) 1997 House and Senate Appropriation Bill Reports, the Congress reaffirmed its position and stated, "IHS project funds should not be used to provide sanitation facilities for new homes funded by the housing programs of the Department of Housing and Urban Development."
 - c. Eligible housing types for the expenditure of IHS housing support funds (starting with the FY 1997 appropriation) for construction of sanitation facilities are new homes, like-new homes and homes of referred patients with medical conditions:
 - (1) Eligible New Homes: These are new homes for Indians constructed with BIA HIP funds, homeowner funds, or non-HUD Tribal funds. New homes are defined as newly constructed or newly manufactured.
 - (2) Like-New Homes: These are existing homes that are certified by a qualified inspector or engineer to meet basic regional standards that determine the home to be as functional and long-lasting (i.e., more than 20 years) as a new home. The structure and all the mechanical systems must be fully functional. Prior to service, the existing home must be

permanent, must include a plumbed kitchen, at least one bathroom with toilet (flush toilet is required except in arctic Alaska), adequate insulation, permanently installed heating (unless the house is in a location where pipes could never freeze), electricity if available in the community, an adequate roof and must also meet other locally set criteria. Any existing on-site sanitation facilities serving the home must be certified by a qualified inspector or engineer to be unsafe and/or non-functional and not caused by homeowner neglect.

- (3) Homes of Patients with Medical Conditions: These are existing homes of Indian patients with medical conditions requiring immediate sanitation facility improvements. These homes may or may not meet the like-new eligibility criteria. As an extraordinary exception to the eligibility criteria in this IGD, housing support funds can be used to provide these otherwise ineligible homes with on-site water supply and sewage disposal facilities (e.g., water service line, sewer connection, septic tank system, etc.). Service to the home of a patient with a medical condition cannot be used to justify construction of any expansions or capital improvements to community water or sewer facilities. A physician must certify in writing that the patient has a medical condition that requires adequate sanitation facilities at the patient's home. The area may have additional area specific criteria.

D. SITE REQUIREMENTS AND SITE FEASIBILITY

Site requirements and site feasibility are as follows:

1. **Lot Size and Layout for Individual Wells and Drainfields:** Lots requiring individual wells and septic tank/drainfield systems must be capable of meeting the State of Alaska, Department of Environmental Conservation (ADEC) requirements. Local health codes and environmental policies may also determine the location and type of facilities provided. There must also be sufficient usable area remaining for a second drainfield in case the first one fails. Lot sizes may be smaller for sites served by community water and/or wastewater systems.
2. **Individual Wastewater Disposal:** Soil testing and evaluation is required to determine the feasibility of a septic tank/drainfield system. Testing work includes excavating test pits and/or soils classification tests. If soil testing shows the site to be unfeasible to serve due to poor percolation, high groundwater, or shallow bedrock, the site will not be served.
3. **Individual Water Supplies:** Individual water supplies may be wells or existing community water systems. The site cannot be approved until a well with satisfactory water quality and quantity has been drilled and tested. In areas of poor water or extremely deep wells of over 250 feet water-holding tanks may be provided.
4. **Access:** The housing site must have adequate access during the typical construction season (late spring to early fall) and be sufficiently cleared for well drilling operations.

5. Community Water and/or Wastewater: If the site is within the vicinity of community water and/or wastewater disposal systems, an engineering evaluation will be made to determine the most desirable and practical way to provide sanitation facilities. The engineering evaluation will consider on-site conditions, need for easements, existing system capacity, connection fees, monthly costs and other relevant factors before a decision to serve is made.

E. SUBMITTAL REQUIREMENTS

Before the ANTHC or the village/Tribal organization accomplishes any work, the following forms must be signed and provided to the ANTHC and the village/tribal organization:

1. The ANTHC application and supporting documents of ownership and eligibility as well as the legal description of your property.
2. Site Access Letter and Individual Agreement: This document allows staff from ANTHC and the village/Tribal organization access to investigate, design and construct systems on the property.
3. The ADEC Wastewater System Form.

F. APPLICATION PROCESS

1. The village/Tribal organization shall coordinate the application process and will supply the applications to individual participants. The individual must complete all portions of the application, any portions of the application not applicable to the individual site should be marked Not Applicable (N/A). Blanks within the application will slow the process or stop the process of providing the applicant service. **Application for service must be to ANTHC by December 15th of each year for the next construction season.**
2. The ANTHC will then conduct a site review to further determine site eligibility qualifications.
3. ANTHC will notify the homeowner if approved or disapproved for service.
4. Funding and project documents are finalized.
5. Site surveys and soil samples will take place during the spring and summer.
6. Site designs will be generated for the on-site wastewater system and proposed well location or water source. Most designs require submission to the ADEC along with the Domestic Wastewater System Form signed by the applicant. Site designs will be completed under contract or by the ANTHC personnel.
7. The individual site must be technically feasible to serve. The following will affect the site feasibility:

If soils conditions do not allow septic systems, the site will be removed from the project or an alternative system may be authorized.

If wells are deep or of poor quality or cannot be accessible to drilling equipment, then the site will be removed from the project or an alternative water holding system may be authorized.

If costs of construction in the area exceed the funding authorized, then the site may be removed from the project or **the homeowner may be requested to provide additional funds to aid in the completion of the project.**

Once all parties approve the site designs a contract for construction is awarded.

Most construction usually takes place in the summer and fall.

Upon completion of construction the individual system will be under a one-year warranty.

The individual is responsible for their system. If there are any defects in the system during the first year the individual is responsible to bring this to the attention of the ANTHC Project Manager as soon as possible. Once the one-year warranty period has ended the ANTHC will not return to the site.

G. ECONOMICALLY AND REASONABLY FEASIBLE TO SERVE

The individual site must be economically feasible to serve. Deep wells or high groundwater and bedrock may prevent the site from being served. Remote areas with high transportation costs may also prevent the site from being served, but may not exclude the site from being considered in the future.

Note: Funding by this agency will still require approval and is based on congressional funding.