

# GUIDELINES

## DIVISION OF SANITATION FACILITIES CONSTRUCTION

Office of Environmental Health and Engineering  
Navajo Area Indian Health Service  
Window Rock, Arizona

### CHAPTER 5--Service Policies

Section 2: Coordination with the NHSD  
Guideline No. 5.2 (99-08)  
October 1, 1999

Supersedes: G 5.2 (89-7), G 82-4, Procedures for NHSD Coordination

Distribution: Standard List

Attached is the version of this guideline from its last update, 1989. It discussed difficulties in coordinating activities with the Navajo Nation Division of Community Development's Navajo Housing Services Department (NHSD). There is nothing new. NHSD still doesn't coordinate the provision of sanitation facilities for its home projects. It's not unusual to have a homeowner come into one of our offices and say he's ready for the septic tank only for us to find out the home is just outside feasible water service range and on solid rock. Please do what you can about getting coordination at the Agency/Field Office level.

APPROVED BY:



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C. Lewis Fox, Jr., P.E., Director  
Sanitation Facilities Construction

Attachment A – Guideline 5.2 (89-7)

# SANITATION FACILITIES CONSTRUCTION BRANCH GUIDELINES

Office of Environmental Health and Engineering  
Navajo Area Indian Health Service  
Window Rock, Arizona

## CHAPTER 5 - Service Policies

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Section 2: - Coordination with the N.H.S.D.  
Guideline No. 5.2 (89-7)  
January 13, 1989

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Supersedes: G. 82-4, Procedures for NHSD Coordination  
Distribution: Standard List  
Navajo Housing Services Department (NHSD)

### INTRODUCTION

Beginning in FY 1981, the Navajo Housing Services Department (NHSD) of the Navajo Tribe assumed the responsibilities of the previous BIA Home Improvement Program (HIP) under provisions of P.L. 94-638. A Memorandum of Understanding between IHS and the NHSD was drafted in December 1980, sent to the Navajo Tribe, but never executed. However, other than some administrative procedures, the program and its guidelines have remained essentially the same as with the BIA/HIP.

By definition, Category B (major renovation of an existing house) and Category D (totally new house) are housing units which will have full plumbing facilities when completed. Traditionally, the ONEO and CETA training programs were used by the BIA as a source of labor for their HIP projects. With the funding and program decreases of the ONEO and CETA training programs, the Home Improvement Program will have to determine other methods, including private contractors, to have the carpentry, electrical, and plumbing work accomplished.

Due to P.L. 86-121 budget limitations, IHS may have difficulty in providing sanitation facilities to many homes served by NHSD. With proper coordination and planning by the NHSD and the IHS, the homes constructed under HIP have a better chance of being provided with sanitation facilities. If proper coordination is not achieved between the IHS and NHSD programs, these sanitation facilities could be delayed for an extended period until IHS construction funding may become available in the future.

### PURPOSE

This guideline covers suggested procedures to coordinate efforts of IHS and NHSD in order to maximize the benefits attainable from providing new housing and modern sanitation facilities to the Navajo people. This guideline also provides methods for the IHS to perform plumbing work after IHS receives a contribution from the NHSD. This work can be to provide the necessary plumbing materials or both materials and labor for new or renovated NHSD homes.

### SITE SELECTION

The IHS Project Engineer and the NHSD Agency Program Manager should meet periodically to discuss proximity of HIP house sites to utilities. Sites for Categories B and D houses should be located so that electricity and water may be made readily available. This may be accomplished by:

1. Placing HIP homes where P.L. 86-121 projects are either underway or planned. Due to limited IHS project scopes, the NHSD efforts should be concentrated in project areas where existing homes are being included in planned IHS projects, such as with the coordinated IHS/Tribal CDBG projects;
2. Placing HIP homes near existing water systems; or
3. Grouping HIP homes so that it is feasible to construct a new water system.

IHS may not have funds to serve every home to be built or renovated by the NHSD. If this is the case, NHSD can, at its option, contribute funds to the IHS for provision of sanitation facilities. If the NHSD does not arrange a joint site feasibility review with IHS prior to NHSD final approval of the site, IHS will have no obligation to serve the house.

### PLANNING COORDINATION

IHS Area Office and NHSD Headquarters Office will meet quarterly to discuss the feasibility of coordinated projects, including the following:

1. Number of HIP units for the current fiscal year available for a coordinated project effort,
2. Time frames during the fiscal year that project funding is possible, and
3. Future phasing of housing to complete various multiple phase projects in a specific area.

### PLUMBING MATERIALS AND LABOR

The short and long wall pre-plumbed facilities are available to the NHSD. Alternately, IHS can provide both the plumbing labor and materials; however, IHS will not provide plumbing labor without also providing materials. The NHSD contribution required for IHS to supply plumbing materials or materials and labor is covered later in this guideline. If IHS has funds for plumbing a portion of the homes in a project, a prior agreement should be arranged whereas the NHSD constructs a bathroom addition or partition and the IHS pays for all plumbing labor and all plumbing materials. This agreement should list each home in the project area and which party (IHS or NHSD) is to pay the plumbing cost.

### CONSTRUCTION

Houses will be constructed as per Tribal codes and inspected and certified by the NHSD inspector upon completion.

PLUMBING INSPECTION

Houses will be plumbed in accordance with a recognized and acceptable plumbing code. Even if the houses are plumbed by a private contractor hired by NHSD, inspection and approval of the plumbing will still be the responsibility of the NHSD.

NHSD CONTRIBUTIONS TO P.L. 86-121 PROJECTS

Contributions by the NHSD for IHS-supplied plumbing materials or materials/labor must be received for each of the designated homes to be served prior to initiation of work or delivery of materials by IHS. If IHS is to provide materials only, the cost quoted will be the current material cost plus overhead, F.O.B. Support Center. A transportation cost will also be added for delivery to a field location. A lump sum check for all homes served on a project is preferred to a check for each homeowner, whenever possible.

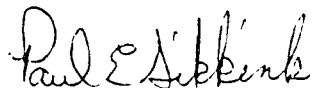
Due to payment procedures developed by the Tribe, recommendations for payments will be made by the Agency NHSD offices; but checks will be issued by the Tribe at Ft. Defiance and sent directly to the Window Rock IHS Office. The contribution will then be available to the Project Engineer for project expenditure within 60-90 days.

Contributions to the IHS for labor includes only plumbing labor, and the plumber should not be expected to complete bathroom additions or do other finishing work at the home. Current costs for plumbing materials, costs for plumbing labor, and overhead will be updated periodically; therefore, required contribution costs are not included in this guideline.

SUMMARY

Because of limited IHS funds, plumbing agreements should be made in writing prior to construction or renovation of Category D and B HIP houses. The Agency Program Manager of the NHSD has the authority to make written contribution commitments to the IHS for IHS plumbing costs. Checks must be received by the IHS prior to work commencing.

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