

GUIDELINES

DIVISION OF SANITATION FACILITIES CONSTRUCTION

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

CHAPTER 6--HUD-NHA Housing Projects

Section 1: Coordination
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I. GENERAL

The "Interdepartmental Agreement on Indian Housing" (see Attachment A) describes the cooperative relationship between the Bureau of Indian Affairs (BIA), Department of Housing and Urban Development (HUD), and the Indian Health Service (IHS) regarding HUD-financed Indian housing. To supplement the Interdepartmental Agreement by further specifying the responsibilities of local authorities with respect to the provision of sanitation facilities for HUD Indian housing, a Memorandum of Understanding (MOU) between the Navajo Housing Authority (NHA), Navajo Tribal Utility Authority (NTUA), and the Navajo Area Indian Health Service (NAIHS) was developed. This understanding outlines the parties roles toward project development and construction and transfer of on-site water and sanitary sewer systems on NHA projects (Attachment B). This guideline is intended to further clarify the MOU and is not intended to replace any part.

As of this writing, the MOU is being revised by the Navajo Tribal Utility Authority. Additionally, the Native American Housing Assistance and Self-Determination Act (NAHASDA) of 1994 has begun to be implemented at the Navajo Housing Authority. Revisions to the MOU and implementation of the NAHASDA will likely cause changes in this Guideline within a year.

II. IHS RESPONSIBILITY

The IHS provides assistance to the NHA in the following areas during the development and construction of HUD Indian housing projects.

A. Site Review and Approval

The purpose of site reviews are to assure that adequate sanitation facilities are available for the proposed homes. The IHS, by being involved early on in the project development process, can assist in both the short and long term development plans for community water and sewer systems to prevent construction of improvements that may become obsolete and need replacement soon after they are constructed. The IHS evaluates water and waste water systems taking into account all present and future projects to assure that infrastructure deficiencies are adequately addressed.

B. Technical Consultant on Plans and Specifications

To assure product quality and uniformity of design, review and approval of on-site water and sewer plans and specifications by IHS and/or NTUA prior to bid advertisement is required.

C. Periodic On-site Inspection

The IHS provides periodic inspection of on-site water and sewer construction to assure the NHA that the installed facilities are acceptable to established IHS guidelines and the approved plans and material submittals.

D. Off-site Water and Sewer Facilities

The IHS' involvement with off-site water and sewer construction allows the opportunity for IHS to use NHA projects and cooperation to provide the best long range improvements for a community. Utilizing contributed funding from HUD, the IHS is responsible for obtaining clearances for rights-of-way, required surveys, design, and construction for off-site water and sewer facilities. Service lines required to connect scattered homesites to mains are not considered to be off-site facilities and therefore not IHS' responsibility.

III. TIME LINES

The time typically required and the various steps involved for preparation, submission, approval, and construction of a given year's Program Reservation is outlined below.

A. Navajo Housing Authority

1. The NHA requests site proposals from Chapters.
2. The NHA evaluates sites, with the assistance of IHS, NTUA, and other agencies, and conducts surveys for applicants.
3. The NHA submits feasible sites to HUD requesting the year's Program Reservation (generally April).
4. The HUD assigns the year's Program Reservation (generally August). At this time HUD funds can be requested by the NHA for planning.
5. The NHA hires an architect, surveyor, etc. and communicates with IHS and other agencies to determine what, if any, requirements there are prior to site approvals.
6. The NHA has 24 to 30 months, depending upon the size of the Program Reservation, to begin construction.
7. The contractor will have approximately one year to construct. In total, about 3 and one-half years is required between the issuance of Program Reservation to occupancy. The NHA must close the project 24 months after DOFA (date of full availability and acceptance of all units) or receive negative points for their next year's Program Reservation application.

B. Indian Health Service

1. The IHS will evaluate the proposed housing sites, prepare Feasibility Reports, attend site reviews, and provide estimated costs for off-site water and sewer

facilities construction in order to aide the NHA in preparing its fiscal year Program Reservation application.

2. A project Planning Agreement will be prepared for those sites requiring off-site construction by NAO after notification from NHA of the year's Program Reservation.
3. The NAO will provide notification to field personnel through the District Engineers of sites included in the year's Program Reservation. The Project Manager will prepare and submit the necessary project documents (Project Summary, ROW, Archaeology, etc.) to NAO for processing within the time frame provided by the Director, SFC (generally within one year of notification of Program Reservation).
4. The IHS and/or NTUA will review and provide written comments on the concept designs and construction plans and specifications for on-site water and sewer facilities.
5. The approval and completion of off-site construction plans as well as the necessary processing and receipt of HUD contributed funds should be completed within 24 to 26 months from notification of Program Reservation.
6. The project should be constructed and the final inspection completed within 5 months. This step is project dependent but the total time required between Program Reservation and completion of off-site facilities construction should be about 31 months.
7. During construction, the IHS will provide inspections and testing certifications for on-site water and sewer facilities.

For those off-site projects that could delay occupancy of the housing units it is important that the IHS begin project planning soon after Program Reservation. Occasionally problems may develop where the NHA is delayed from the normal schedule, but the Project Manager must plan that everything will run smoothly and that home construction will finish ahead of schedule. The Project Manager should strive to meet the above outlined time line or risk being constantly on the critical path.

IV. SITE REVIEW AND APPROVAL

- A. Typically in the fall of the year the NHA will provide the IHS with a proposed list of housing sites with location maps. Coordinating with Chapter officials, the Project Managers shall evaluate, utilizing Attachment C as a check list, the proposed sites to determine their feasibility.
- B. Feasibility Reports are to be completed for those sites considered to be feasible. Using Attachment D as a guide, the Project Manager is to prepare and submit the

Feasibility Report to the District Engineer and the NTUA IHS liaison for their concurrence and routing to the Assistant Director, SFC. A completed Feasibility Report is to be available at the preliminary site review.

- C. The Project Manager, District Engineer, and Assistant Director, SFC, are required to attend a preliminary site review along with representatives of HUD, NHA, BIA Roads, NTUA, NCC, the Chapter and other interested parties. Tentative site approval with any conditions for construction will be provided by the District Engineer.
- D. The IHS will notify the NHA by letter of the recommended off-site facilities and estimated construction costs for each site.

V. ON-SITE WATER AND SEWER PLAN REVIEW AND APPROVAL

- A. The NHA architect, prior to preparing the plans, will request from the NHA, IHS, or NTUA, copies of the as-built or construction drawings for any existing or proposed systems. The IHS and NTUA should assure that the drawings are correct and provide manhole designations and any other information that will be required for the completion of the as-built drawings for the proposed NHA project.
- B. The NHA architect will provide schematic plans and specifications for review and comment. The primary purpose of these drawings is to eliminate conflicts between utilities, streets, drainage, etc. The plans and specifications are to be provided to the Assistant Director, SFC, who in turn will forward them to the appropriate District Engineer for distribution to the appropriate Project Manager.
- C. The District Engineer and Project Manager shall review the plans and send review comments to the Assistant Director, SFC, within 21 calendar days of receipt.
- D. The Assistant Director, SFC, will review the plans and combine his comments with comments obtained from the field and NTUA for transmittal to the NHA.
- E. The NHA will provide these comments to the project architect who will then proceed with preparing the construction plans and bid package.
- F. The NHA architect will provide corrected plans and specifications to NTUA for review and final approval.

VI. INSPECTION OF ON-SITE UTILITIES

- A. The daily inspection work will be conducted by the NHA architect/engineer and/or NHA inspector. The Indian Health Service District Engineer will designate a Project Manager to provide construction inspection for the project. The Project Manager or his representative will provide periodic inspection of on-site water and sewer to insure that the work is in compliance with the plans, specifications, and

materials submittals. These inspections shall be conducted 1 to 3 times weekly during project construction. The inspection of inside house plumbing is not an IHS responsibility.

- B. It is suggested that the inspections be coordinated with the Architect's representative or NHA on-site inspector, if possible. Attachment E is a partial list of items to be checked. If there are any apparent or potential problems which are observed during the inspection, they should be documented and an effort made to have the problem rectified immediately. If a resolution cannot be worked out on the job site, the problem should be documented in memorandum form and forwarded to the Assistant Director, SFC, with a copy to the appropriate District Engineer. No inspections will be provided on weekends or holidays.
- C. The IHS is to provide certifications for watermain pressure tests and sewermain leak and lamp tests. All leak and pressure tests should be documented appropriately by the Project Manager or his representative and the results sent to the operating utility (usually NTUA) for approval. With this submission a copy is to be provided to the NHA. A minimum notice of 24 hours is required for certification testing.
- D. If the Project Manager would like to initiate a change to the plans and/or specifications, he should forward a written proposal for the recommended change to the Assistant Director for appropriate action.
- E. There is no agreement with NHA for the Indian Health Service to provide water for construction. All agreements for providing water to the construction site are to be made with the Tribe, Chapter, or NTUA.

VII. FINAL INSPECTION AND AS-BUILTS

- A. Attachment F explains the final inspection procedure for on-site sanitation facilities. Refer to Guidelines 9.1 and 11.2 for final inspection procedures for HUD off-site construction.

APPROVED BY:

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