

## GUIDELINES

### DIVISION OF SANITATION FACILITIES CONSTRUCTION

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

#### CHAPTER 8—Homeowner Coordination

#### Section 3: Scattered Projects Coordination

Guideline No. 8.3  
May 15, 2002

Distribution: Standard List

#### INTRODUCTION

This guideline identifies the protocol between the Navajo Tribal Utility Authority (NTUA), Navajo Area Indian Health Service (IHS) and individual homeowners in the development of a Public Law (PL)86-121 project and the construction of sanitation facilities for these families.

Prior to 1991 the NTUA was not involved in the initiation or construction of scattered projects. In August 1991 the NTUA assumed responsibility for the construction of a scattered site project and have since become more involved in managing PL86-121 projects. In many cases, NTUA and IHS are now serving homes in the same area. This guideline's intent is to reduce confusion and improve coordination between IHS, NTUA, and individual homeowners.

This guideline is part of the full set of Guidelines as published by the IHS, and as such, the provisions of all apply. Should discrepancies exist between guidelines it can be assumed that the one with the most current date should govern.

Homeowner Application – Applications for sanitation facilities can be taken by either the local NTUA scattered project offices (located in Ft. Defiance and Kayenta), the customer service representative at the NTUA District Offices, or by the IHS field offices. The application is discussed in Guideline 8.1 including a specific form containing all relevant questions. The form is to be filled out as completely as possible while the homeowner is in the office thus minimizing the need for follow-up information. The IHS field offices will maintain the customer database to ensure that homes are included in "Housing" projects or placed on the SDS listing for "Regular" projects. At the first of each month, NTUA will submit copies of the completed homeowner applications to the IHS field office, so that the database may be updated. The IHS field office will enter the applicant

data into the IHS homeowner database within one week. On the first of each quarter the IHS field office will provide a hard copy printout (or digital format, if requested) to both of the NTUA scattered project offices, and copy the respective IHS District Engineer. The listing will include all names received by NTUA and IHS not yet on a sanitation facilities project.

Site Screening – In order not to duplicate individual site screening efforts, the IHS will coordinate with the NTUA project offices and equally share in the site screening duties. Site screening of each applicant's site should happen within one month of receipt of the application. Refer to Guideline 8 for the required information. The purpose in part is to verify and complete the application, and to accurately locate the home on the IHS field office reservation maps and NTUA maps. GPS home site locations should be collected for all sites. Handheld GPS units are adequate for this work. Coordinates should be based on WGS 84, using latitude and longitude. Location data will be shared with the NTUA offices on the quarterly updates.

Project Initiation- The IHS Director, Division of Sanitation Facilities Construction (DSFC), will ask for project nominations on a periodic basis, generally once per year. At that time the IHS field offices will search their applicant pool to identify potential projects. The IHS District offices will discuss with both the NTUA project offices the equitable sharing of potential projects.

As soon as projects are concurred by the Director, and project summaries requested, the homeowner folders will be sent to the office responsible for the project. (Medical referral files may be sent at any time.) The office responsible for the project may conduct a site investigation to confirm relevant data and make a determination to keep the applicant on the proposed project or to drop it. If NTUA determines that one of their project applicants is not feasible for any reason, they will return that applicant's folder to the appropriate IHS field office, within 1 week of making such a determination. The IHS homeowner database will be updated accordingly.

The IHS field office will appropriately account for all of the homes in the SDS system. Any homes not included in an NTUA or IHS Housing project will be added to the SDS or a Housing Project list by the IHS field office if not already accounted.

Project Documentation – In general, each office responsible for a project will draft the project summary per the provisions of Guideline 3.1, and provide it to the IHS Area Office. The IHS Area Office will generate and execute the Memorandum of Agreement (MOA), and distribute executed copies to the office responsible for the project and to that office's counterpart. (E.G. Copies of NTUA scattered projects will be distributed to the IHS field offices and vice versa.) The office responsible for the project will then manage the project. An appropriate number of slots (say, 15-25 percent, or more) will be identified in each Housing project for medical referrals.

Additionally, whenever homes are dropped from or added to a project, the office making the change will provide an updated project participant list to that office's counterpart.

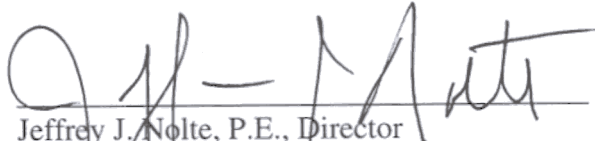
Technical Assistance – The IHS field office will, if requested, provide review and other technical assistance to NTUA through:

- Review of individual site design & layout drawings.
- Review of proposed community mainline extension construction plan sheets.
- Providing controlled access to community composite as-built drawings, coordinated by the IHS Office Manager.

On projects managed and constructed by NTUA, the IHS field office will be asked to attend the individual site beneficial use inspections and community system final inspections. On projects managed and constructed by the IHS, the NTUA district office or sub-office will be asked to attend the individual site beneficial use inspections. The NTUA Transfer Coordinator in Fort Defiance will also be invited to attend all inspections. The protocol for these inspections will otherwise be consistent with the respective guideline.

Transfer and Project Close Out – The NTUA project management includes the submittal of the Transfer Package, including a draft Final Report, plus one additional transfer binder to the IHS Area Office. The IHS Area Office will transmit the additional binder to the respective IHS field office. Refer to Guideline Chapter 19, "Transfer Process". Upon transfer of the project the IHS Area Office will close out the project.

APPROVED BY:

  
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