

**ALASKA NATIVE TRIBAL HEALTH CONSORTIUM**

*Division of Environmental Health & Engineering*

1901 Bragaw St. Suite 200

Anchorage, Alaska 99508

(P) (907) 729-3600

(F) (907) 729-4090



(Official Use Only) Date Stamp of Received Application: _____  Application Number: _____
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**ANTHC Individual Sanitation Facilities  
Project Application (Scattered Sites)**

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. This process may take up to three years to complete and service is not guaranteed.

**Sponsoring Tribe / Village:** \_\_\_\_\_

**Tribal Representative's Name:** \_\_\_\_\_

**Tribal Representative's phone number:** \_\_\_\_\_

**Tribal Representative's Signature:** \_\_\_\_\_

**General Information:**

Date: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Names of others living in home: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Legal Address: \_\_\_\_\_

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

Please describe what your house looks like and give some directions to your house (so that someone from Anchorage can find the house on their own). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the applicant of Alaska Native or American Indian heritage? \_\_\_\_\_

- Please attach a copy of their Tribal Enrollment card or CDIB.

Does the applicant own the Home? \_\_\_\_\_

- Please provide proof of ownership, HUD transfer papers, mortgage coversheet

Does the applicant own the land where the home is located? \_\_\_\_\_

- Please attach proof of ownership: a property deed or plat
- Please provide at least 6 photographs of the outside of the home from different angles.
- Please provide a general vicinity map showing the home relative to the community.
- Please provide any survey maps of your property.

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

**Information about the home:**

How many people live in the home? \_\_\_\_\_

How many adults? \_\_\_\_\_ How many children? \_\_\_\_\_

How many months of the year is the home occupied? \_\_\_\_\_

How many bedrooms? \_\_\_\_\_ How many bathrooms? \_\_\_\_\_

What year was the home built? \_\_\_\_\_

What is the estimated square footage of the home? \_\_\_\_\_

How big is the lot that the home is on? \_\_\_\_\_

How many levels is the home? \_\_\_\_\_ Does the home have a basement? \_\_\_\_\_

If there is a basement, are there wastewater fixtures in this space? \_\_\_\_\_

Does the home have a crawlspace? \_\_\_\_\_ If so, about how tall is the space? \_\_\_\_\_

Is the home livable and structurally sound? \_\_\_\_\_

Does the home have electrical service? \_\_\_\_\_ Is it from a home generator? \_\_\_\_\_

If yes, what is the generator type, size, capacity, and fuel storage: \_\_\_\_\_

What is the name of the local electrical utility and phone #? \_\_\_\_\_

What is the name of the local phone company and phone #? \_\_\_\_\_

How is the home heated? (boiler, furnace, Toyo, wood stove, etc) \_\_\_\_\_

Is there a thermostat for the heating system? \_\_\_\_\_

Does the home have interior plumbing? \_\_\_\_\_

What is the style of the home? (log, wood frame, trailer, masonry) \_\_\_\_\_

If the home is a trailer, are the wheels off? \_\_\_\_\_ Is it skirted? \_\_\_\_\_

What type of foundation is the home built on? (piles, wood sill, concrete, earth) \_\_\_\_\_

Is this a housing HUD home? \_\_\_\_\_ Is this a BIA HIP home? \_\_\_\_\_

Has the home recently been upgraded or modified? \_\_\_\_\_

If yes, when and what was done? \_\_\_\_\_

## **Water**

List all the water using fixtures in the home and how many (sinks, toilets, tubs, washers, etc):

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How do you currently obtain water?

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Please explain, in detail, what is wrong with your water system and why you are requesting service.

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Please explain, in detail, what water improvements are you requesting.

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Does your water come from an existing residential water well? \_\_\_\_\_

Is this well on your property? \_\_\_\_\_

If yes, please provide any information you have about the well (year drilled, depth, well logs, water analysis, water quality reports, depth of well, aquifer depth, etc.)

Please attach any paperwork you have on the well

Do you have a filtration system for your well? \_\_\_\_\_

Can the home be connected to a community water system? \_\_\_\_\_

If so, estimate the distance to the water main. \_\_\_\_\_

## **Wastewater**

Does the home have an existing septic system? \_\_\_\_\_

Do you have an outhouse? \_\_\_\_\_

How are you currently dealing with your sewage? \_\_\_\_\_

Please explain, in detail, what is wrong with your sewer system and why you are requesting service.

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Please explain, in detail, what wastewater improvements are you requesting.

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Is there sewage currently on the ground? \_\_\_\_\_

If known, what is the depth to the groundwater table? \_\_\_\_\_

If known, how far away is the nearest well? (neighbor's well) \_\_\_\_\_

*(Per DEC, septic systems need to be at least 100 ft from drinking water wells)*

When was the last time the septic tank was pumped out? \_\_\_\_\_

Can the home be connected to the community sewer system? \_\_\_\_\_

If so, about how far is it to the sewer main? \_\_\_\_\_

Is the home accessible by road? \_\_\_\_\_

Can equipment be driven onto your property? (well drilling rigs, heavy equipment, etc) \_\_\_\_\_

Has the applicant ever received sanitation service from the Indian Health Service before? \_\_\_\_\_

If so, describe the previous service: \_\_\_\_\_

Is there any additional information the homeowner would like to share concerning the sanitation services that they are requesting? \_\_\_\_\_

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## **Signatures**

\_\_\_\_\_  
Print name of applicant

\_\_\_\_\_  
Signature of applicant

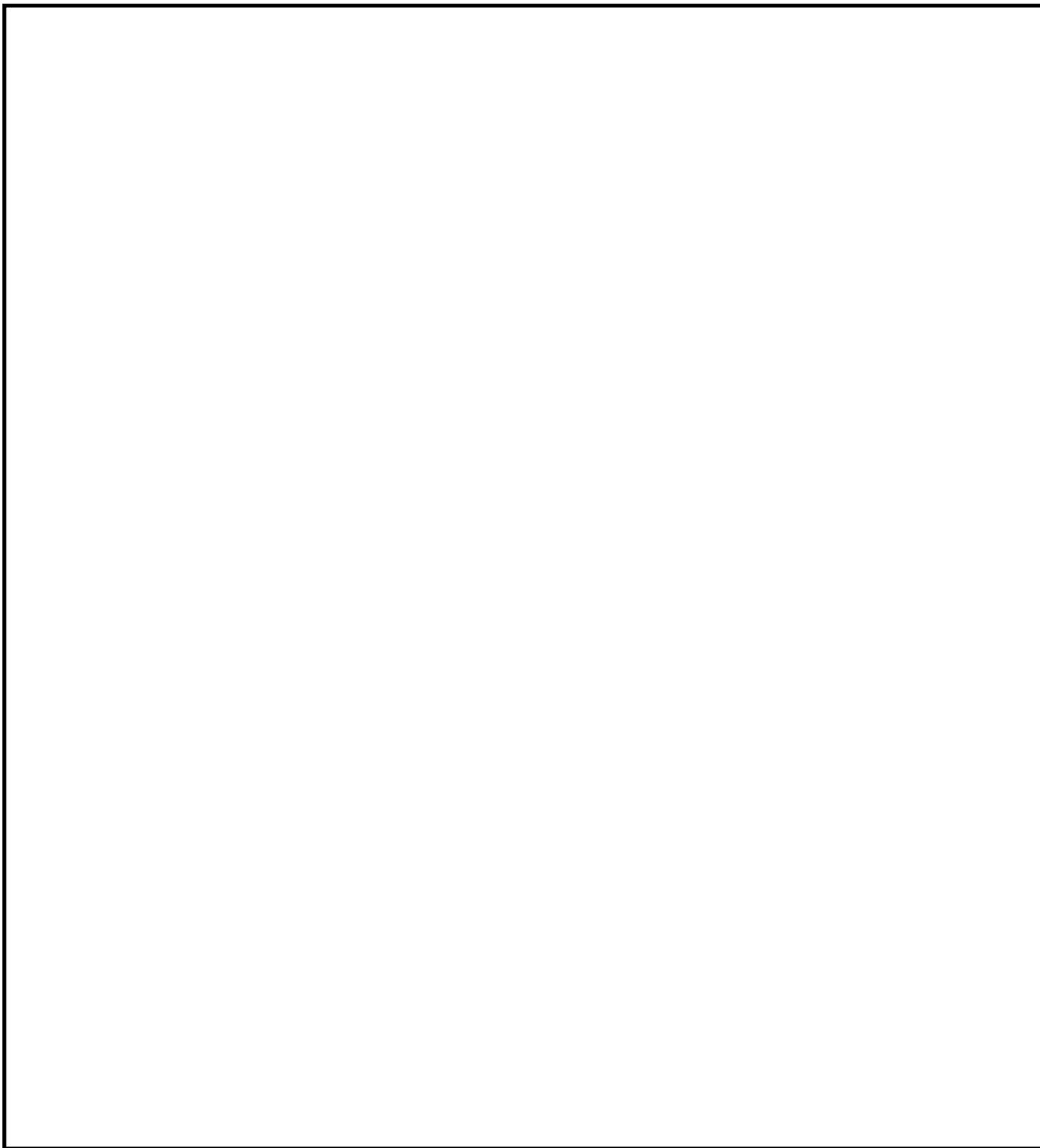
\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name ANTHC representative

\_\_\_\_\_  
Signature of ANTHC representative

\_\_\_\_\_  
Date

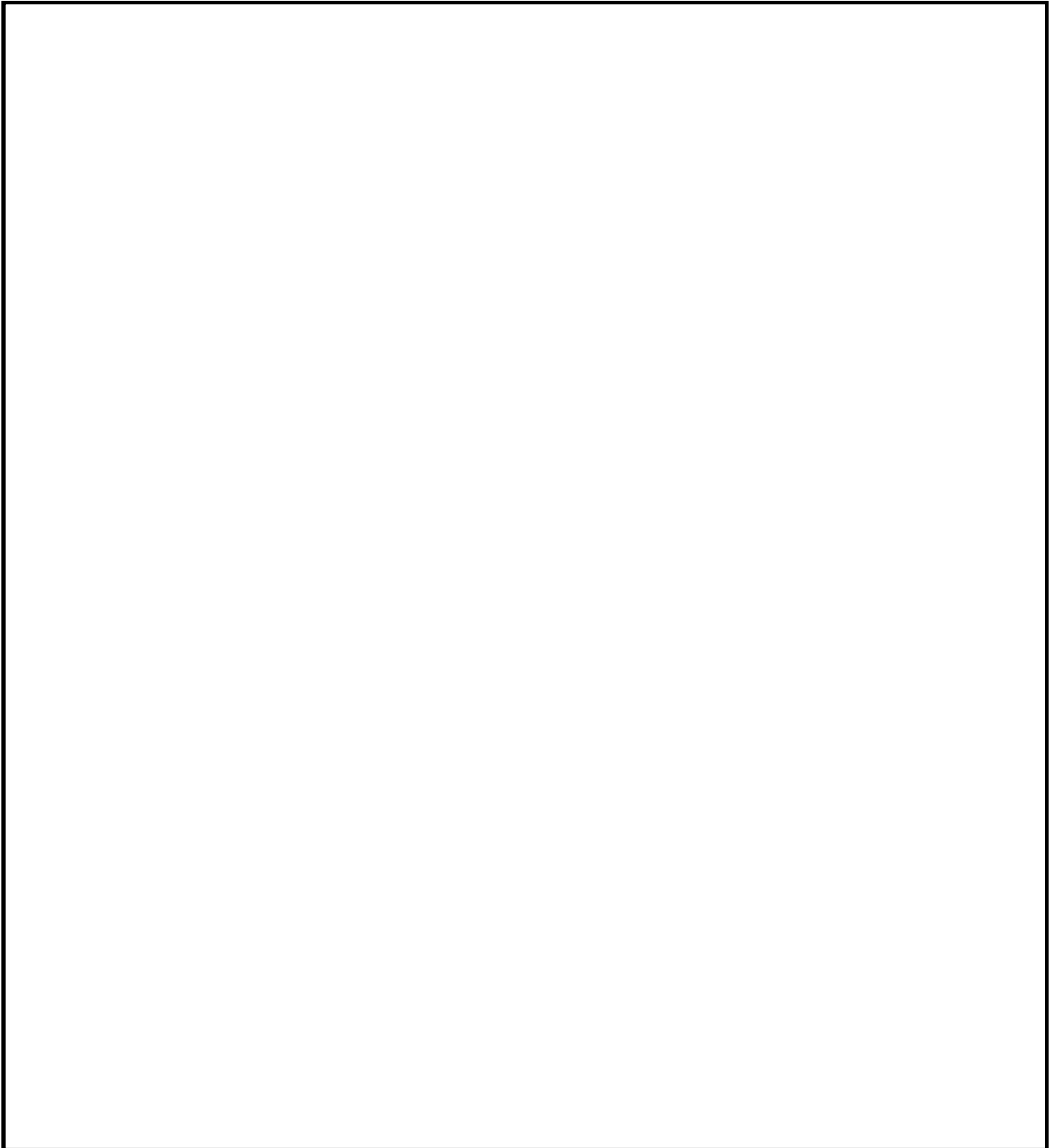
Include a hand drawn map to show directions to find your home (show North):



**Draw a sketch of the house on the property:**

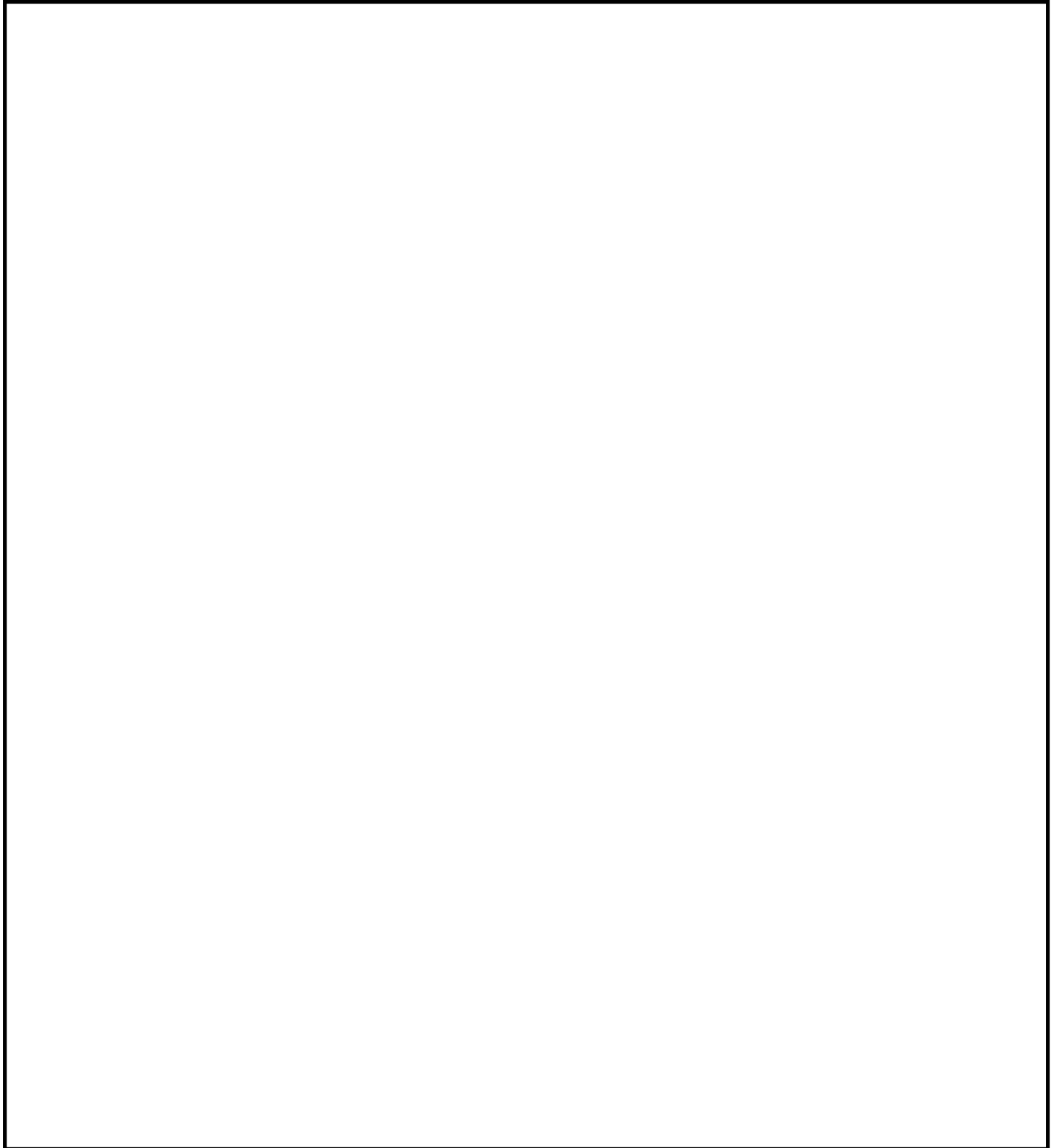
Include the following items, property lines, house dimensions, driveways, main roads, tree lines, streams, sheds, shops, gardens, outbuildings, heavy vegetation, power lines, phone lines, cable lines, utility lines, fuel tanks, propane bottles, landmarks, general topography, location of existing well, location of existing sewer system, show direction to airport, river, or oceans.

Show North



**Draw a sketch of the house layout:**

Include the following items: house dimensions, front door, bedrooms, kitchen, bathroom, porches, living room, stove, furnace, toys, garages, and the following connections to your home: water, sewer, electrical/power. Show North. (Use separate paper if more than one floor.)





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**HOMEOWNER'S SERVICE AGREEMENT**

Head of Household: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Home address/location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

1. By signing this agreement the homeowner agrees to accept the sanitation facilities as they are proposed on the attached layout drawing (will be provided prior to service).
2. The installation consists of the following facilities (if known): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. The homeowner understands that these facilities will become their responsibility.
4. The homeowner agrees to operate, maintain, and keep the facilities in good condition at their expense.
5. The homeowner agrees to pay water and sewer bills as established by the Village or City.
6. The homeowner agrees to grant access to their property to representatives from the Alaska Native Tribal Health Consortium, the Village, or the City, for the purpose of planning, installing, and inspecting proposed facilities.

\_\_\_\_\_  
Signature, head of household

\_\_\_\_\_  
Printed name, head of household

\_\_\_\_\_  
Date

**I certify that, to the best of my knowledge, the above facilities have been installed, inspected, and are in good operating condition. – To be completed after installation**

\_\_\_\_\_  
Signature, head of household

\_\_\_\_\_  
Printed name, head of household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, ANTHC representative

\_\_\_\_\_  
Printed name, ANTHC representative

\_\_\_\_\_  
Date



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 / DEH&E 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 a 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 (print)

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

## **Archeology and Environmental Information**

Dear Homeowner:

Federal funding that you are requesting in order to provide water and sewer service to your home requires an Environmental Review with regards to the National Environmental Policy Act, the Endangered Species Act, the Clean Water Act, and other Federal and State concerns. Our organization must follow these requirements. The ANTHC /DEHE is committed to protecting your land and culture.

- The State Historic and Preservation Office requires photographs of your home. Make sure you include them in your application.

Please answer the following questions:

1. Do you know of any plant or animal species on your property that is on the endangered or threatened species list? \_\_\_\_\_
2. Is your home or any building on your property, over 50 years old? \_\_\_\_\_
3. Do you know if any human burial sites have been discovered on or near your property? \_\_\_\_\_
4. Has there ever been artifacts of cultural significance discovered on or near your property? \_\_\_\_\_
5. Have bones or skeletal remains of extinct animals been found on or near your property? \_\_\_\_\_
6. Does your property contain any lakes, streams, rivers, ponds, or springs? \_\_\_\_\_
7. Is your home in a flood plain zone? \_\_\_\_\_

Homeowner's Name, Printed: \_\_\_\_\_

Homeowner's Name, Signed: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**DO NOT RETURN THIS SECTION**

Subject: Reference material for Individual Sanitation Facilities: Process Guideline

This supplemental guideline to USPHS 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.
- d. 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.

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- 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 not typically 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.

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- 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

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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.

#### 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.

(Instructional purposes only, there is no need to return this section)

## 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.
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 soil 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 warranty period has ended the ANTHC will not and can not return to the site for operation and maintenance related issues.**

## 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 the IHS requires approval and is based on congressional funding and appropriations.**

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