



# Choctaw Nation Office of Environmental Health

208 Choctaw Industrial Drive ~ Hugo, Oklahoma 74743  
(580) 326-9673 Fax: (580) 326-9677

## Eligibility Requirements for Sanitation Facilities Construction

### Please Read Very Carefully:

The Choctaw Nation Office of Environmental Health (OEH) program is presently engaged in a program to provide sanitation facilities, which include water and wastewater facilities. Funding for this program is provided through the U.S. Indian Health Service, therefore, their qualification guidelines are utilized. These funds are to be used for items such as: Water Wells, Septic Tanks, Drainfields, Community Water, or Community Sewer Connections

**Due to the high volume of applications submitted, applicants should be prepared to allow time for application processing, site evaluation, funding approval and scheduling of services. Incomplete applications will not be considered for services. All applications made to this office are considered emergencies and will be handled in the order of receipt. Below are the United States Indian Health Service (IHS) guidelines that must be implemented:**

Eligibility Requirements are as follows:

\*\*\*\*\*All applicants are required to have an Environmental review. This will take at least 40 Days for approval. Some that are subject to an Archeological Survey will take longer. Please go ahead and fill out your application and get it in asap so we can begin the environmental\*\*\*\*\*.

- 1.) The home being served **must** be the primary residence and located within the Choctaw Nation of Oklahoma boundaries (10 ½ counties). Services will not be installed at weekend homes or secondary homes, RVs, Travel Trailer or Shops.
- 2.) The applicant must possess a Certificate of Degree of Indian Blood (CDIB) from a federally recognized Native American Indian Tribe & a copy must be provided. If only a minor child in the household has a CDIB, full legal custody must be established in order to qualify for services. \* ( If you use your minor child's CDIB you can enable them from getting services for themselves in the Future.) Note: after the age of 18 they are no longer a minor and parents are unable to use their card.
- 3.) Applicant must provide a **FILED** copy of the warranty deed or **FILED** quit claim deed for proof of ownership. Abstracts are not acceptable.
- 4.) If the property to be served is **lease** property (only FAMILY leases will be considered) the land owner must possess and provide a copy of their CDIB card & a copy of the property deed. In addition to this, a notarized lease (five year minimum) must be filed at the courthouse and a copy provided with this application. Lease must contain the legal description, a commencement date and be signed by the lessor & lessee.
- 5.) The Choctaw Nation Environmental Health Program cannot serve a Mutual Help (Indian) Home if payments are currently being made on the home to the Choctaw Nation Housing Authority.

- 6.) Applicants are responsible for the regular maintenance and care of the facilities installed at the site. This program has a one-year warranty on all work completed. **Negligence on the homeowner's part voids all warranties** and thereby the Choctaw Nation OEH is not required to repair services at the site. **Any problem past the one-year warranty is the sole responsibility of the participant.**
- 7.) In the event the site requires a drainfield (lateral lines), the construction and installation process require the soil to be left mounded on the lines. These mounds must be allowed to settle naturally and can not be mechanically leveled. The mounds must not be driven on by any machinery for any reason. Mechanically leveling or driving on the drainfield may result in failure of the system thereby voiding the warranty and we will not be able to come and repair the damage.
- 8.) If a water well is required, this office is allowed to drill one well per site. If the well produces two gallons of water per minute or more a pumping system will be installed. Should the well produce less than two gallons per minute, it will be plugged and abandoned. This will result in the site being dropped from this program. We will install a well **one time ONLY!**
- 9.) OEH can assist with the meter/membership/benefit unit cost and install the service line from the meter to the house only. The applicant is responsible for contacting the city or rural water district from which the water will come from and completing an application with them in addition to this application. Take a copy of your perc test (for new homes) and your deed to the water district that you are applying with. **The applicant is responsible for any deposits required by the city/rural water district. OEH does not pay deposits.**
- 10.) If an applicant needs a waterline extension OEH is first required (by Indian Health Service {IHS}) to perform an Environmental Assessment and Engineering study for the U.S. Fish and Wildlife Department (American Burying Beetle and State Historic Preservation Officer). These studies can only be conducted May – August, therefore, funding and construction could be severely delayed. Once these studies are complete, OEH may be able to procure funding to proceed with the installation of the waterline extension if it is determined that the extension is a feasible cost. Extensions may go up to ¼ mile if funding is available.

***\*FOR WATERLINE EXTENSIONS: CONTACT YOUR RURAL WATER DISTRICT FOR APPROVAL***

***\*PLEASE UNDERSTAND ANY WATERLINE EXTENSIONS ARE SUBJECT TO ENVIRONMENTAL CLEARANCE AND CAN TAKE UP TO THREE MONTHS FOR APPROVAL! SORRY FOR ANY INCONVIENCE THIS MAY CAUSE.***

- 11.) **All pipes going into and out of the home must be left stubbed 24 inches from the house. On a new construction use only 1" PVC stub out fitting or 1" lead free brass ball valve. Applicant's plumber will be responsible for air pressure testing from the main water service line inlet.**
- 12.) All participant homes being considered for services must have an assessed value of at least \$2,000.00.
- 13.) Federal guidelines **restrict** this office from **reimbursing** applicants for services installed by the homeowner or their contractor.
- 14.) **IHS federal funds have restricted funding sanitation services to a one-time service.** If you have previously received sanitation services from the OEH program and have sold your home and reapplying for services again for another home, your application could be denied.  
***\* IF loss of home due to natural disaster/fire or circumstances beyond your control please note on your application.***

## **Aerobic Maintenance :**

- Aerobic and septic tank Pumping are not funded by IHS Federal funds. This is part of homeowner maintenance.
- Aerobic Sprinklers are not funded by IHS Federal Funds. This is part of homeowner maintenance.
- Aerobic Minor Repair is not funded by IHS federal funds. This is part of homeowner maintenance.

We can send an aerobic technician to your home and identify the issue and the severity of the problem.

### **Qualifying homes are described as:**

- ❖ **NEW HOMES:** – If the home is a new construction it must be 90% complete or 2 weeks prior to move before Installation can be provided, **however turn your application in immediately**. This is so a site evaluation can be done prior to your services being installed and an environmental review can begin. For any new home, the applicant will need to contact the Oklahoma Department of Environmental Quality (ODEQ) in your area and request a Soil Percolation Test (641-581P) or Soil Profile (641-581SP). You may call OEH for contact info if necessary. The homeowner is responsible for this cost. OEH is not funded to pay these fees. A copy of the perc test/soil profile must accompany the application. An initial inspection (site evaluation) will not be done unless a perc test/soil profile has been received. Site Evaluation can not be performed unless the slab has been established.
- ❖ **LIKE NEW HOMES :** A home requiring little or no maintenance for 20 years and equipped with a thermostatically controlled heating system
- ❖ **EXISTING HOMES** – A home which has a water and/or sewer system that does not meet State Regulations.
- ❖ **NEW MOBILE HOMES** – The mobile home must be greater than 40 feet in length, tied down, skirted, wheels removed, ball of hitch removed, and a working thermostatically controlled heating system. The mobile home *cannot* be marketed as a travel trailer. For any new home, the applicant will need to contact the Oklahoma Department of Environmental Quality (ODEQ) in your area and request a Soil Percolation Test (641-581P) or Soil Profile (641-581SP). Applicants may call OEH for contact info if necessary. The homeowner is responsible for this cost. OEH is not funded to pay these fees. **MOBLIE HOME MUST BE PRESENT TO PERFORM SITE EVALUATION.**
- ❖ **EXISTING MOBILE HOMES** - The mobile home must be greater than 40 feet in length, tied down, skirted, wheels removed, ball of hitch removed, and a working thermostatically controlled heating system. The mobile home *cannot* be marketed or sold as a travel trailer. The home must have water and/or sewer which does not meet state regulations. All homes being considered for services must have an assessed value of at least \$2,000.00.

**NOTE TO APPLICANT: READ THESE VERY CAREFULLY FOR ANY QUESTIONS YOU MAY HAVE. KEEP THESE FIRST THREE PAGES FOR YOUR REFERENCE. DO NOT RETURN THESE TO OEH.**



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## Choctaw Nation of Oklahoma Office of Environmental Health

208 Choctaw Industrial Drive ~ Hugo, Oklahoma 74743

Ph.: (580) 326-9673    800-522-6170    Fax: (580) 326-9677    Email: [OEH@cnhsa.com](mailto:OEH@cnhsa.com)

Send complete applications to the address or fax number above, **or email [OEH@cnhsa.com](mailto:OEH@cnhsa.com)**.

**ALL BLANKS MUST BE COMPLETE, OR APPLICATION WILL BE RETURNED**

Applicant Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Spouse: \_\_\_\_\_ Tribal Affiliation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

Physical Address (911 address) where services are requested (if different): \_\_\_\_\_

Telephone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Best daytime number: \_\_\_\_\_ (At least one phone number is required)

Email address: \_\_\_\_\_ (will be used only to send the applicant messages regarding their application & will not be shared with others)

**HAVE YOU PREVIOUSLY RECEIVED SERVICE FROM OEH?** YES \_\_\_\_\_ NO \_\_\_\_\_

**If yes, which type of service and approximate date: (required)** \_\_\_\_\_

Type of Home to be served: \_\_\_\_\_ **Own** (paid off) \_\_\_\_\_ **Buying** (making payments on) Leasing

### Check one:

\_\_\_ New construction (building new home)

\_\_\_ Existing home - Year built? \_\_\_\_\_ (required)

\_\_\_ Like New Home- (less than 20 years old) - Year built? \_\_\_\_\_ (required)

\_\_\_ New/Used mobile home site (**undeveloped**: no water/sewer) Year model of mobile home? \_\_\_\_\_ (required)

\_\_\_ Mobile home site (previously had water/sewer available) - Year model of mobile home? \_\_\_\_\_ (required)

**Existing facilities: (water)**

\_\_\_ Rural Water (which district?) County? \_\_\_\_\_ District # \_\_\_\_\_

\_\_\_ Existing well \_\_\_ City water (what city?) \_\_\_\_\_ \_\_\_ No water \_\_\_ other

Notes: describe/explain problems)

**Example:** Well dry \* Well testing Bad(provide proof) \* Surfacing water \* Water backing up in home \* Water line broken

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**Existing facilities (septic)**

\_\_\_ Existing drainfield & septic tank \_\_\_ Existing aerobic system \_\_\_ Existing city sewer (what city?) \_\_\_\_\_

\_\_\_ Existing Lagoon \_\_\_ No septic system \_\_\_ Other

Notes: (describe/explain problems)

**Example:** Surfacing sewage/serious health issues \* aerobic system sprinklers /backing up/light is on \* sewer back up into home

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Please provide written directions to site from nearest town or major highway: **(Required)**

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**Please Initial box below in the spaces provided below to acknowledge that you have read and understand: (required)**

\_\_\_ The Choctaw Nation OEH services must be installed at the primary residence only. Services will not be installed at weekend homes or secondary homes.

\_\_\_ The applicant is responsible for the regular maintenance and care of the facilities installed at the site.

\_\_\_ Please be aware that the Choctaw Nation OEH Dept. will not send any letters of intent to provide services to any electric company, finance company, etc. until a complete application is received, a site evaluation has been performed, and funding has been approved.

\_\_\_ This program has a one-year warranty on all work completed. Negligence on the homeowner's part voids all warranties and, thereby, the Choctaw Nation is not required to repair services at the site. Any problem past the one-year warranty is the sole responsibility of the participant.

\_\_\_ In the event the site requires a drainfield (lateral lines), the construction and installation process require the soil to be left mounded on the lines. These mounds must be allowed to settle naturally and cannot be mechanically leveled. The mounds must not be driven on by any machinery for any reason. Mechanically leveling or driving on the Drainfield may result in failure of the system thereby voiding the warranty. The applicant is responsible for backfill after any settlement occurs.

\_\_\_ Leftover dirt mounds (or rock) will be present after installation of services is complete. OEH will leave the site as clean as possible but is not responsible for removing excess dirt/rock from the site.

\_\_\_ This office can drill one well per site if rural/city is not available. If the well produces two gallons of water per minute or more a pump system will be installed. Should the well produce less than two gallons per minute, it will be plugged and abandoned. This will result in the site being dropped from this program.

\_\_\_ All pipes going into and out of the home must be left stubbed 24 inches from the house. On a new

construction use only 1" PVC stub out fitting. Applicant's plumber will be responsible for air pressure testing from the main water service line inlet.

\_\_\_ The process of obtaining services requires time for processing the application, approval, design of facilities, scheduling, and finally, construction. Funding delays can upset the schedule of construction. The initial processing does not begin until a COMPLETE application is received by this office. Federal guidelines restrict this office from reimbursing applicants for services installed by the home owner or home owners contractor

\_\_\_ It is the responsibility of the Indian applicant/owner to contact the City/Rural Water District that will provide a water meter for your home and sign up with that office in addition to this application. Most water offices require a deposit. The applicant will be responsible for any deposits required. OEH is not funded to pay this cost.

\_\_\_ For sites inside the city limits that will require plumbing work outside the home, please provide two (2) bids from licensed plumbers for the work that will need to be done.

Check List: **ALL REQUIRED**

\_\_\_ Copy of applicant's CDIB

\_\_\_ **FILED** Copy of Warranty Deed (from courthouse)

- o If Married must provide copy of marriage license

\_\_\_ **FILED** Family lease (required if applicable)

\_\_\_ Perc test or soil profile (**required for ALL NEW HOMES**)

\_\_\_ Plumbing bids (required if applicable)

\_\_\_ **DO NOT SEND COPIES OF SOCIAL SECURITY CARDS**

**VII. APPLICANT CERTIFICATION** (read carefully before signing and dating in ink)

I certify that all of the answers given are true, complete, and correct to the best of my knowledge and belief, and they are made in good faith. This certification is made with the knowledge that the information will be used to determine eligibility to receive financial assistance, and that false or misleading statements may constitute a violation of 18 U.S.C. 1001.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VIII. PRIVACY ACT STATEMENT** (read carefully before signing and dating in ink)

The Privacy Act of 1974 requires each Federal Agency that maintains a system of information on individuals to inform those individuals as to:

- A. the authority (whether granted by statute or by executive order) which authorizes the solicitation of the information and whether the disclosure of such information is mandatory or voluntary.
- B. the principle purpose or purposes for which the information is intended to be used;
- C. the routine uses which may be made of the information, as published pursuant to CFR 25, Chapter I, Subchapter X, Part 261;
- D. the effects on him or her, if any, of not providing all or any part of the requested information.

The Indian Health Service sanitation facilities construction program operates under the general authority of P.L. 86-121. In accordance with the accountability required for the administration of the funds appropriated for the program and in order to provide services to recipients, and to determine eligibility, certain information is required of applicants. The attached forms solicit the required information. The disclosure of such information on the part of the applicant is voluntary. Use of personal data will be available to authorized sources upon request. The applicant should understand that the intent of collecting and maintaining this data on individuals is for determining eligibility of the applicant and to provide the means for producing certain statistical records required of this office. Failure on the part of the applicant to provide the requested information will preclude the applicant from eligibility in obtaining sanitation facilities under this program.

I have read the above statement and agree to provide the required information and authorize the use of such information to the extent of the uses specified in this statement.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_