

A. CHAPTER HOUSE, PRE-SCHOOL, SENIOR CITIZENS CENTER, MULTI-PURPOSE BUILDING AND/OR OTHER PUBLIC FACILITIES:

1. Application for Services: Division of Community Development/Administration;
2. Written documentation of need by the Facilities Inventory which documents the need for replacement, renovation or reoaur!
3. Chapter Resolution that indicates the need and priority of the proposed project, which is subject to the local Land-Use Plan;
4. Preventive Maintenance Plan and Operating Cost Plan;
5. Cost Estimates of the following:
 - a. Architect & Engineering Cost;
 - b. Construction Cost.
6. Written commitments and encumbrance of other source(s) of funding;
7. Letters of support from agencies and entities that affirm the emergency situation or need when applicable; and
8. Documentation of the required clearances, i.e., Archaeological, Environmental Assessments and Land Withdrawals.

B. POWERLINE EXTENSION REQUIREMENTS:

1. Chapter Resolution that indicate the need and priority of the proposed project and in accordance with the local Land-Use Plan;
2. Preliminary Cost Estimate by the Utility Companies;
3. List of Recipients and Quad Map;
4. Status of House Wiring – Certificate of Compliance by Contractor or certified Electrician;
5. Written commitments of other funding source(s);
6. Written confirmation from NTUA or other companies indicating that the project is on the 2-year construction plan; and
7. Documentation of the required clearances, i.e. Archaeological, Environmental Assessments and Land User Consent (ROW).

C. WATERLINE REQUIREMENTS:

1. Chapter Resolution that indicates the need and priority of the proposed project in accord with the local Land-Use Plan;
2. List of clients to be served and a map of the homesite leases;
3. Indian Health Services (IHS) Feasibility Study;
4. Cost Estimate;
5. Written commitments and encumbrance of other funding source(s);
6. Letter of Support from IHS;
7. Information on the status of the Bathroom Additions; and
8. Documentation of the required clearances, i.e. Archaeological Environmental Assessments and Land User Consent (ROW).

D. SEWER LAGOON/SEPTIC TANK REQUIREMENTS:

1. Chapter Resolution that indicates the need and priority of the proposed project in accordance with the local Land-Use Plan;
2. List of clients to be served and a map of the homesite leases;
3. IHS Feasibility Study
4. Cost Estimate;
5. Written commitments and encumbrance of other funding source(s);
6. Letter of support from IHS; and
7. Documentation of the required clearances, i.e., Archaeological Environmental Assessments and Land User Consent (ROW).

E. EROSION CONTROL AND IRRIGATION SYSTEM:

1. Archaeological clearance;
2. Environmental Review with Biological;
3. Geotechnical survey or at a minimum, a soil testing;
4. Cost estimate of the design, plan and/or construction;
5. Engineering design plan;
6. Crop Demand Study; and
7. Chapter Resolution.

F. SOLID WASTE TRANSFER STATION (CONVENIENCE CENTER):

1. Basic infrastructure is provided (i.e., electrical power, water, telephone landline, thorough ways, etc.). If the aforementioned is not provided, the available fund will only be used for trash containers at the site.
2. Conventional Land Survey w/Legal Descriptions;
3. Documentation of the required clearances, i.e., Archaeological, Environmental Review and approved Land Withdrawal.
4. Chapter Resolution that reflects the following: Approving the plan, design, and construction convenience center;
5. Turn-Off Permit (BIA or State), if applicable;
6. Business Plan that outlines the expected revenues and expenditures. (Please note that this is not an optional requirement.)

G. MAJOR EQUIPMENT:

1. Chapter resolution: the community endorsing the purchase;
2. Plan of operation: a plan indicating when and where grading will take place, what materials it should not handle, archaeological clearances required before earth-moving, hazardous materials, accidents, etc. Indicate that the operator has a CDL;
3. Maintenance plan: plan when the equipment will be maintained and serviced. The Maintenance plan should also incorporate and integrate the warranty decree and a depreciation formula should be devised;
4. Funds management plan: if the chapter is to impose fees for heavy equipment use to clear lands for proposed homesites, road clearing, or to do any earth-moving, the Chapter should outline how the fees will be handled (i.e., revolving-account, payment to be made in cash or money orders, receipts issued, deposits, etc.);
5. Funds ascertained: full funding should be secured prior to purchasing any equipment; and
6. Current fixed asset inventory procedure.