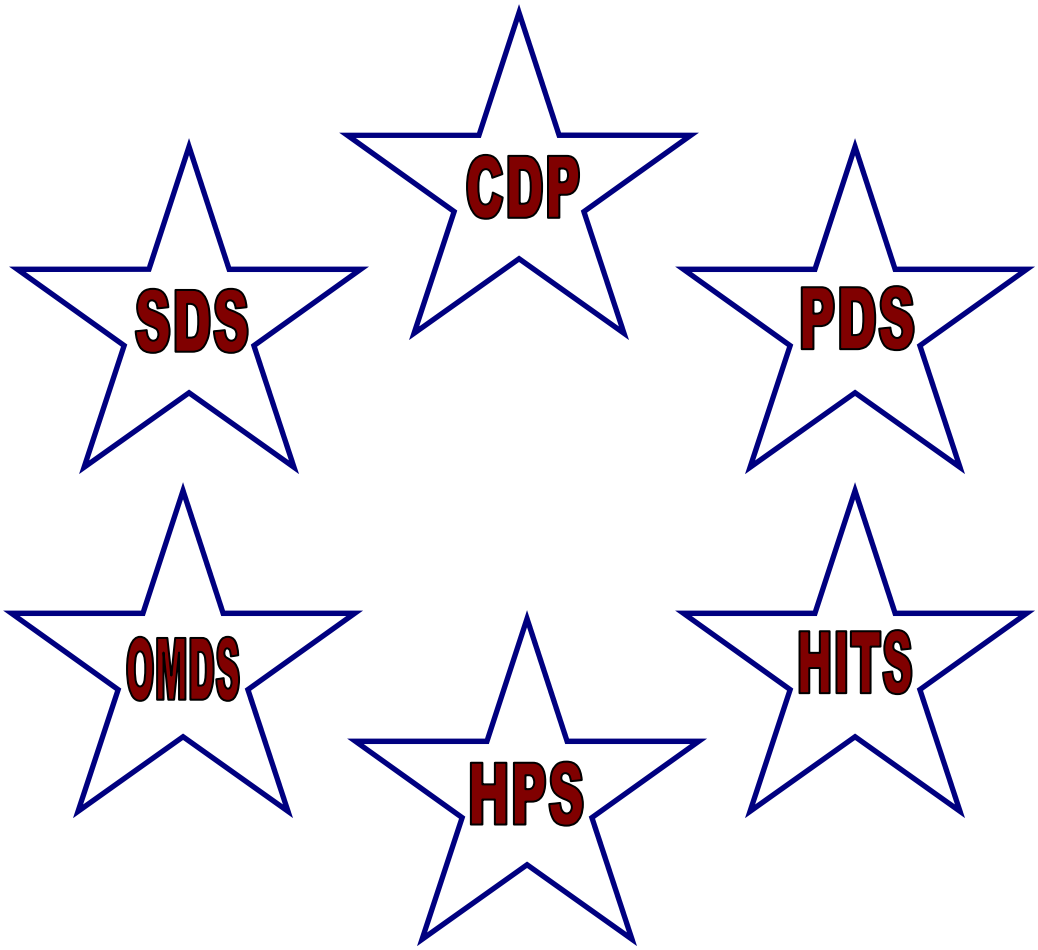
# S.T.A.R.S.

*Sanitation Tracking and Reporting System*

# User Manual

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# STARS USER MANUAL
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# LIST OF ACRONYMS

| | |
|---|---|
| AB | Aberdeen Area |
| AI/AN | American Indian/Alaska Native |
| AL | Albuquerque Area |
| AN | Anchorage Area |
| APLC | Affidavit of Punch List Completion |
| BE | Bemidji Area |
| BI | Billings Area |
| BIA | Bureau of Indian Affairs |
| CA | California Area |
| CAN | Common Accounting Number |
| CDBG | Community Development Block Grant |
| CDP | Community Deficiency Profile |
| CIP | Community Improvement Program |
| COER | Commissioned Officers' Effectiveness Report |
| CWA | Clean Water Act |
| CWF | Consolidated Working Fund |
| DOI-BOR | Department of the Interior – Bureau of Reclamation |
| DSFC | Division of Sanitation Facilities Construction |
| EPA | Environmental Protection Agency |
| EPAC | Engineer Professional Advisory Committee |
| EPMS | Employee Performance Management System |
| FDL | Final Deficiency Level |
| FDS | Facility Data System |
| FHA | Federal Housing Administration |
| FONSI | Finding of No Significant Impact |
| FRS | Financial Reporting System |
| FY | Fiscal Year |
| GPRA | Government Performance and Results Act |
| HIP | Home Improvement Program |
| HITS | Home Inventory Tracking System |
| HPS | Housing Priority System |
| HQ | Headquarters |
| HTML | Hypertext Markup Language |
| HUD | Housing & Urban Development |
| IAG | Interagency Agreement |
| ID | Identification Number |
| IDL | Initial Deficiency Level |
| IGD | Interim Guidance Document |
| IHS | Indian Health Service |
| ITAS | Integrated Time and Attendance System |
| MOA | Memorandum of Agreement |
| N/A | Not Applicable |
| NA | Navajo Area |
| NS | Nashville Area |

| | |
|---|---|
| NTP | Notice To Proceed |
| O&M | Operation & Maintenance |
| OFRD | Office of Force Readiness and Deployment |
| OMDS | Operation & Maintenance Data System |
| OK | Oklahoma Area |
| PDS | Project Data System |
| PH | Phoenix Area |
| PO | Portland Area |
| PS | Project Summary |
| RCRA | Resource Conservation and Recovery Act |
| RPMS | Resource and Patient Management System |
| RRM | Resources Requirement Methodology |
| SDS | Sanitation Deficiency System |
| SDWA | Safe Drinking Water Act |
| SHPO | State Historic Preservation Officer |
| SQL | Structured Query Language |
| STARS | Sanitation Tracking and Reporting System |
| TDHE | Tribally Designated Housing Entity |
| THPO | Tribal Historic Preservation Officer |
| TIMS | Tribal Information Management System |
| TU | Tucson Area |
| UFMS | Unified Financial Management System |
| URL | Uniform Resource Locator (Web Site) |
| USDA-RD | United States Department of Agriculture - Rural Development |
| VSW | Village Safe Water |
| WebEHRS | Web-based Environmental Health Reporting System |
| WW | Wastewater |

# GLOSSARY

**Accelerated Public Works Projects:** Projects funded through a one-time Congressional program to construct public works in 1963.

**Ad Hoc Query:** A method of querying data in STARS for use in data analysis and report preparation.

**Adequate:** Adequate sanitation facilities comply with all applicable Federal, state, and local health and environmental laws and regulations and good public health practice. Adequate implies that homes have piped indoor water and wastewater facilities (exceptions may include some arctic or remote locations).

**Affidavit of Punch List Completion:** A document used in some Areas to indicate that construction is complete.

**American Indian and Alaska Native (AI/AN) Community:** A community where the majority of the residents to be served are within the scope of the Federal Indian Health program. Organized communities that are 50 percent or more federally recognized AI/AN people can be provided assistance using IHS sanitation facilities construction funds. IHS assistance is limited for communities with an Indian population less than 50 percent. Within STARS, only community names from the Standard Codebook are recognized for use.

**Area:** One of the 12 distinct geographic units established for the effective provision of IHS program services.

**BIA Housing:** Homes constructed or homes renovated with funding from the BIA.

**Clean Water Act:** The primary federal law in the United States governing water pollution. It is based on the Federal Water Pollution Control Amendments of 1972, with major amendments enacted in the Clean Water Act of 1977 and the Water Quality Act of 1987.

**Common Accounting Number:** A 7-digit alpha-numeric accounting code used by IHS to track the allocation of funds and expenditures.

**Community:** See American Indian and Alaska Native (AI/AN) community.

**Community Deficiency Profile:** A data system that stores all tribal community information nationwide for the DSFC program of the IHS. It may also be used to refer to the specific information on deficiency levels for homes within a particular community.

**Community Development Block Grant (CDBG):** A grant provided by HUD (Department of Housing and Urban Development) to fund community development activities such as affordable houing, anti-poverty programs and infrastructure development. Since the CDBG program is not strictly a housing program, IHS funds can be used for these types of HUD-funded projects.

**Community Facilities:** Homes that will be provided service connections to a new or existing community water or sewer system are considered to be receiving community services for water or wastewater disposal respectively.

**Criteria for the Sanitation Facilities Construction Program:** This document (also known as the “Criteria Manual” or "Criteria Document") describes the criteria used by the Indian Health Service (IHS) Sanitation Facilities Construction (SFC) Program to develop, design, fund, and construct sanitation facilities for American Indian and Alaska Native homes.

**Delivery Method:** Refers to the method a Tribe uses to obtain sanitation facilities though the IHS DSFC program.

**Deficiency Level:** An identified need for new or upgraded sanitation facilities for existing homes of AI/AN. The deficiencies for homes are reported in two ways: (1) the type of deficiency (water, sewer, and solid waste and O&M) and (2) the level of deficiency (Levels 0 to 5; where Level 5 means no water and no sewer). See the Criteria manual for more detail. The type and level of deficiency for each home in a community are reported in the Community Deficiency Profiles of STARS.

**Deficiency Level 5:** An AI/AN home or community that lacks a safe water supply and a sewage disposal system.

**Deficiency Level 4:** An AI/AN home or community with a sanitation system which lacks either a safe water supply system or a sewage disposal system.

**Deficiency Level 3:** An AI/AN home or community with a sanitation system which has an inadequate or partial water supply and a sewage disposal facility that does not comply with applicable water supply and pollution control laws, or has no solid waste disposal facility.

**Deficiency Level 2:** An AI/AN home or community with a sanitation system which complies with all applicable water supply and pollution control laws, and in which the deficiencies relate to capital improvements that are necessary to improve the facilities in order to meet the needs of such tribe or community for domestic sanitation facilities.

**Deficiency Level 1:** An AI/AN home or community with a sanitation system which complies with all applicable water supply and pollution control laws, and in

which the deficiencies relate to routine replacement, repair, or maintenance needs. A minimum level of technical assistance is required from the IHS. Note: Level 1 deficiencies are the responsibility of the respective tribe or others. Level 1 deficiencies will have lower priority ranking and will not be on the list requesting funding but will be reported to Congress as a deficiency.

**Deficiency Level 0:** No deficiencies to correct.

**Direct Service:** A service delivery option for DSFC construction projects and programs in which IHS is the program manager and program delivery is accomplished by Federal employees in consultation with the Tribes.

**District:** A smaller geographic unit/office within an Area established for the effective provision of DSFC program services.

**Emergency Project:** This type of project is funded at the Headquarters level based on a catastrophic incident or condition which disrupts of the normal operation of sanitation facilities thereby creating an actual or imminent public health problem. Lack of sanitation facilities or lack of operation and maintenance are not acceptable justifications for making this type funding request.

**FDS#:** The facility data system number is a ten-digit system identifier remaining from legacy data systems.

**Field Office:** A smaller geographic unit/office within a district established for the effective provision of DSFC program services.

**Final Deficiency Level:** The resulting deficiency level (1 to 5) associated with a particular type of facility (water, sewer, solid waste) that will exist for a particular group of homes after a project is constructed.

**Financial Reporting System:** A legacy IHS financial reporting system that was used to track the “official” accounting balances for project accounts.

**First Service:** AI/ANs home never served by the IHS or funded by any other Federal agency with any sanitation facilities (water, sewer, or solid waste service) are considered first service homes. Homes can only be "first service" for a particular type of sanitation facility service one time.

**FONSI:** A “Finding of No Significant Impact” is a determination based on an environmental assessment and other factors in the public planning record for a proposal that, if implemented, would have no significant impact on the human environment.

**Fund Advice:** A record of financial transaction that moves funds into or out of a project.

**GPRA:** The Government Performance and Results Act holds federal agencies accountable for using resources wisely and achieving program results by requiring agencies to develop plans for what they intend to accomplish and communicating information about their performance to Congress and the public.

**HIP:** The Housing Improvement Program is a program funded by the BIA to make improvements to existing homes and/or construct new homes for eligible AI/ANs.

**Housing Project:** A project funded with Housing Support monies, one of the two primary sources of DSFC funding for sanitation facilities construction.

**HTML:** HyperText Markup Language is the predominant markup language for web pages.

**HUD-BIA Housing:** Includes housing funded either by BIA and HUD.

**HUD Block Grant:** See CDBG.

**Hyperlink:** A hyperlink is a reference or navigation element in a document to another section of the same document or to another document.

**Individual Facilities:** Individual facilities are those that serve a single home (e.g. individual septic tanks, drain fields, individual wells, etc).

**Initial Deficiency Level:** The deficiency level (0 to 5) associated with a particular type of facility (water, sewer, solid waste) that exists for a particular group of homes prior to the construction of a project.

**Interagency Document:** A document that presents a consensus or agreement between one or more Federal agencies.

**ITAS:** A system used to track leave for Federal civil service employees in IHS.

**MOA:** A memorandum of agreement is a document that allows the SFC program to work with Tribes to develop and construct sanitation facilities. An MOA, among IHS and other one or more interested parties ((e.g. a TDHE, HUD, or EPA), is an agreement that establishes the overall relationship bewteen the interested parties as it relates to the completion of a construction project.
**Notice to Proceed:** A document issued after a construction contract has been established that authorizes the contractor to start work.

**OMDS:** The Operation and Maintenance Data System is a data system in STARS that contains information about water, wastewater, and solid waste systems serving AI/AN people and the organizations that operate them.

**PDS:** The Project Data System is a data system in STARS used to track DSFC funded or administered projects and contains information on every DSFC sanitation facilities construction project.

**Previously Served Homes:** AI/AN homes are considered previously served is funding for sanitation facilities have been previously funded by IHS or any other Federal agency.

**Project Summary:** A document prepared and used by the DSFC program to describe the scope of work for a proposed project. It accompanies the MOA and includes a cost estimate and project schedule.

**RCRA:** The Resource Conservation and Recovery Act is a Federal law enacted in 1976 to (1) protect the public from harm caused by waste disposal; (2) encourage reuse, reduction, and recycling of waste; and (3) clean up spilled or improperly stored waste.

**Regular Project:** A project funded with monies allocated through the SDS, one of the two primary sources of DSFC funding for sanitation facilities construction.

**Reservation:** A Federally designated tract of land specifically set aside for use by a Tribe.

**Resource Requirement Methodology (RRM):** A manpower model used to distribute DSFC program funds.

**Safe Drinking Water Act:** The principal federal law that ensures safe drinking water for the public. It was originally passed in 1974, with significant amendments in 1986 and 1996.

**Sanitation Deficiency:** An identified need for new or upgraded sanitation facilities for existing homes of AI/ANs.

**Sanitation Deficiency System Guidelines:** This document (also known as the “Guidelines” or “SDS Guidelines") contains the standard procedures for IHS to report the sanitation deficiencies of AI/AN communities and homes.

**Service Unit:** A service unit is an administrative entity, whether oprated by the IHS or a Tribe, with the responsibilities for planning, managing, and evaluating the IHS program serving a defined geographic area less than that for which an Area Office is responsible. It includes only land within a Health Service Delivery Area (HSDA).

**Special Project:** This type of project is funded at the Headquarters level for activities related to Tribal sanitation facilities that don’t usually directly provide

sanitation facilities to Indian homes and communities including such things as engineering studies, training, etc.

**Special Requirements:** A data field in SDS used to describe specific causes of the deficiencies a project identifies. Historically this was used to track arsenic projects.

**SQL:** Structured Query Language is a standard interactive and programming language for querying and modifying data and managing database systems.

**Standard Codebook:** The IHS Standard Codebook provides a uniform listing of descriptive terms and codes for record-keeping purposes. For DSFC purposes, these include names and codes for AI/AN communities.

**STARS:** A web-based database that includes six national data systems for the DSFC program of the IHS.

**Title 1 Contract:** A service delivery option for DSFC construction projects and programs in which the Tribe is the program manager and program delivery is accomplished by the Tribe via a Title 1 PL 93-638 contract.

**Title 5 Compact:** A service delivery option for DSFC construction projects and programs in which Tribe is the program manager and program delivery is accomplished by the Tribe via a Title III PL 93-638 compact and an annual funding agreement.

**Tribe:** Any Indian tribe, band, nation, or other organized group or community including pueblos, rancherias, colonies and any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act.

**UFMS:** The Unified Financial Management System is an integrated department wide financial management system in use by the Department of Health and Human Services.

**URL:** Uniform Resource Locator is a compact string of characters used to represent a resource available on the internet.

# CHAPTER 1 – Overview

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# CHAPTER 1 – Overview

## *1-1 INTRODUCTION*

The mission of the Indian Health Service (IHS) is to raise the health status of the American Indian and Alaska Native people to the highest possible level by providing comprehensive health care and preventive health services. To support the IHS mission, the Division of Sanitation Facilities Construction (DSFC) provides technical assistance and sanitation facilities services to American Indian tribes and Alaska Native villages for cooperative development and continued operation of safe water, wastewater, and solid waste systems and related support facilities.

DSFC administers a nationwide Sanitation Facilities Construction (SFC) Program that is responsible for the delivery of environmental engineering services and sanitation facilities to American Indians and Alaska Natives. The SFC Program accomplishes its responsibilities through the allocation of available resources to the twelve IHS Area Offices.

The SFC Program was created by Public Law 86-121 in 1959 and is a milestone in Indian health legislation. Additional authorities for the provision of sanitation facilities services are in the Indian Health Care Improvement Act and Indian Self-Determination and Educational Assistance Act.

Since the 1970s, the SFC Program has utilized a data system to track every sanitation facilities project constructed under the authorization of Public Law 86-121. Prior to 1989, sanitation deficiencies were reported as unmet needs in the Sanitation Facility Data System (SFDS). The SFDS was a database that included basic information on existing and needed sanitation facilities and information on existing Operation and Maintenance (O&M) organizations serving American Indians and Alaskan Natives (AI/AN). Since 1989, sanitation deficiency data have been entered into a separate data system called the Sanitation Deficiency System (SDS). The development of a web-based SDS began in 2000, and all 12 IHS Area Offices have used the web-based SDS data system to report needs since 2004. Over the next several years, this system evolved into a comprehensive online tracking and reporting system for the DSFC that is now known as the Sanitation Tracking and Reporting System (STARS).

### *1-1.1 What is STARS?*

STARS is a web-based database that includes six major data systems:

(1) COMMUNITY – also known as CDP (Community Deficiency Profile), has information on the number, types and sanitation deficiencies related to homes in American Indian and Alaska Native (AI/AN) communities;

(2) SDS – the Sanitation Deficiency System is used to document information about sanitation deficiencies related to AI/AN individual homes and communities;

(3) PDS – the Project Data System is used to track DSFC funded or administered DSFC projects and contains information on every DSFC sanitation facilities construction project;

(4) HPS – the Housing Priority System is used to document, prioritize, and allocate resource needs for DSFC projects for new and like-new housing;

(5) OMDS – the Operation and Maintenance Data System contains information about water, wastewater and solid waste systems serving AI/AN people and the organizations that operate systems; and

(6) HITS – the Home Inventory Tracking System is used to track applications for and the provision of sanitation facilities to individuals and specific home sites.

Within this manual, a separate chapter has been devoted to providing additional information on the use of each of these data systems.

At a more basic level, STARS is a system of records that was developed to determine eligibility of individuals and homes for sanitation services; budget justification for appropriation and project development to serve eligible homes and persons with sanitation facilities; to monitor, track and report status and progress of services provided; to maintain records and verify individuals' eligibility for services; and to link with the IHS Resource and Patient Management System (RPMS) for purposes of verifying and determining individuals' eligibility. Information retrieved from this system may be disclosed to:

(1) Congressional offices in response to a verified inquiry;

(2) other Federal agencies or Tribes that provide funding for, or are involved in, providing sanitation facilities to individuals or communities, and may be disclosed to individuals or communities, and may be disclosed to individuals specifically involved in the process of providing sanitation facilities, including but not limited to Tribal officials, Tribal housing authorities, Tribal utilities, contractors, State and local entities and consultants;

(3) support litigation involving the agency;

(4) referrals to the appropriate agency, whether Federal, State, or local, charged with enforcing or implementing the statute or rule, regulation or order;

(5) HHS contractors and subcontractors for the purpose of collecting, compiling, aggregating, analyzing, or refining records;

(6) other Federal or Tribal entities that provide sanitation facilities at the request of these entities in conjunction with a computer-matching program conducted by

these entities to detect or curtail fraud and abuse in similar types of program services; and

(7) appropriate Federal agencies and Departmental contractors in the event of data breaches either suspected or confirmed.

### *1-1.2 Organization of User Manual*

The eight (8) main headings displayed after an individual has logged into the STARS database are shown in Figure 1-1.

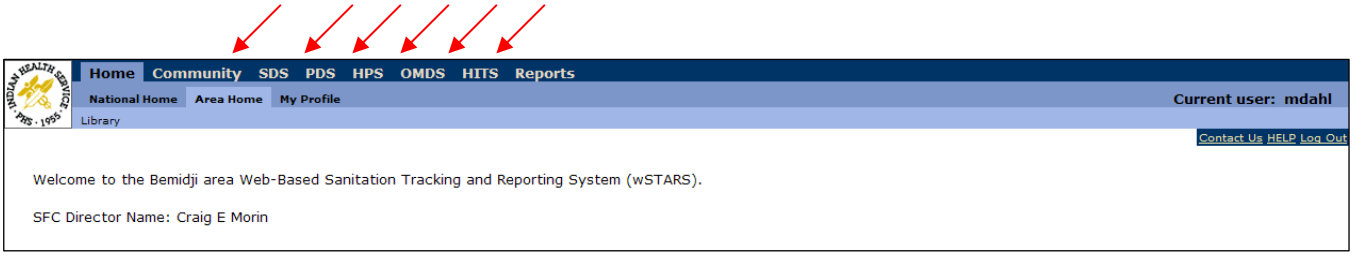


**Figure 1-1.** STARS "Home" screen.

Six of these tabs are the names of the major data systems within the STARS database (denoted with arrows in Figure 1-1). The other two tabs are not data systems, but are primarily for STARS maintenance and reports. Within this manual, a separate chapter is devoted to each of the STARS data systems. The first tab, the "Home" tab, is addressed in this chapter. The final tab is "Reports", and information on report capabilities for each STARS data system is included in the appropriate chapter of this manual where that data system is discussed.

*User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area Administrator.*

Below each of the main STARS headings is a second set of tabs or sub-headings. Depending on which sub-heading is being viewed, a third level of tabs may also be present. All of the sub-headings (both second and third level tabs) appearing in each STARS data system are addressed in a separate section in the appropriate chapter.

On many of the screens within STARS, there are a number of buttons and/or hyperlinks that will take a user to another screen. Throughout this manual, these items are referred to as "Common Actions."

## 1-2 STARS NATIONAL "HOME"

### 1-2.1 Accessing STARS

The STARS database can be accessed at: https://wstars.ihs.gov. After entering this address, the STARS National "Home" screen will appear as shown in Figure 1-2.

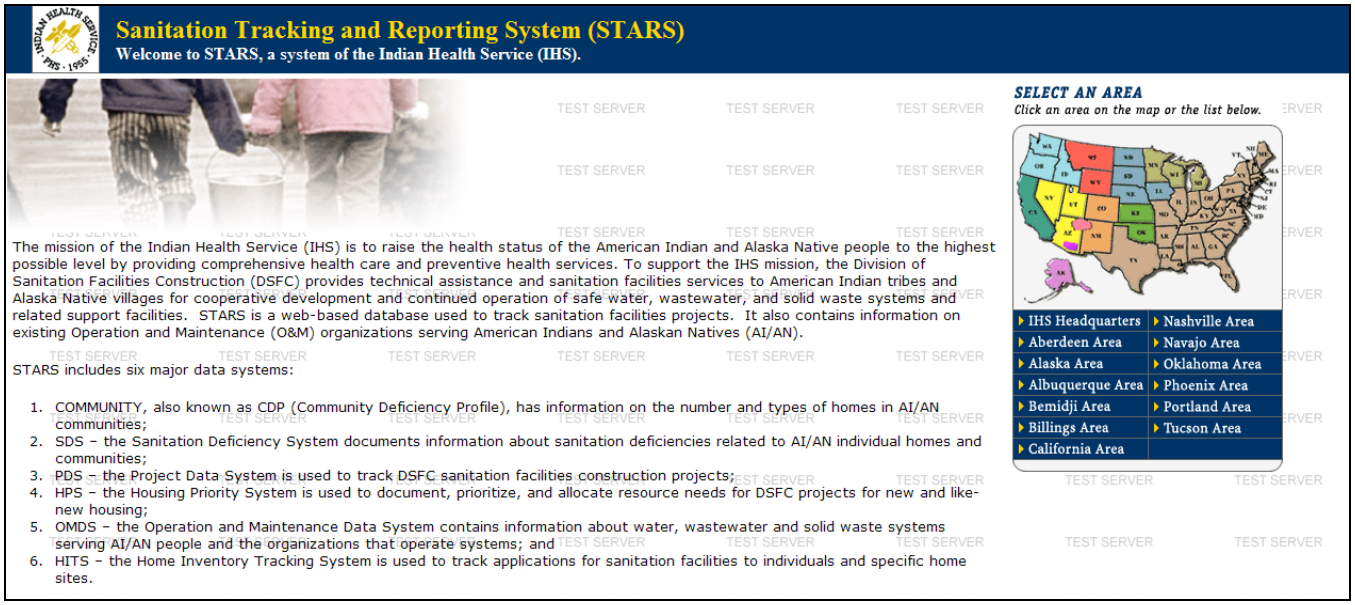


**Figure 1-2.** STARS National "Home" screen.

*User Tip: Microsoft Internet Explorer 6.0 (or higher) is required to access STARS. Other internet browsers are not fully supported at this time. Adobe Flashplayer 9.0 (or higher) is also required.*

To view data within STARS, select the appropriate IHS Area by selecting a location on the clickable map or the name of an Area as shown in Figure 1-2. Once completed, a login screen such as the one shown in Figure 1-3 will appear.

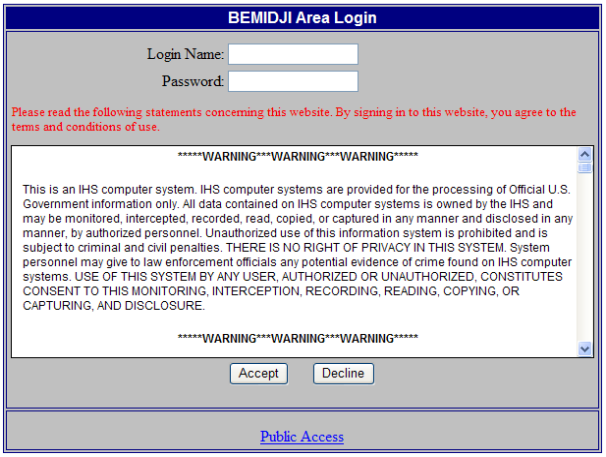


**Figure 1-3.** "Login" screen (Bemidji Area).

When logging into STARS, a user agrees to abide by certain terms and conditions (see Appendix A). Each user also needs to be aware that the collection and maintenance of data within STARS is governed by the Privacy Act, as outlined in the notice below.

**PRIVACY ACT NOTICE**

This notice is provided pursuant to Public Law 93-579, Privacy Act of 1974, 5, U.S.C. Section 552a for individuals supplying information as data input to the Indian Health Service (IHS) Sanitation Tracking and Reporting System (STARS).

The collection and maintenance of records contained in STARS is done in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a. Broadly stated, the purpose of the Privacy Act is to balance the government's need to maintain information about individuals with the rights of individuals to be protected against unwarranted invasions of their privacy stemming from Federal agencies' collection, maintenance, use, and disclosure of personal information about them.

Although documents are safeguarded from unauthorized use, there is some potential for information to be erroneously stored or unjustifiably viewed. In the event that a user discovers protected information, such as Social Security numbers, tax records or bank account information, he or she should immediately contact their supervisor regarding the error so that corrective measures can be taken. The supervisor must contact the IHS Area Office Sanitation Facilities Construction (SFC) Director and the agency's Chief Information Security Officer. Any employee who knowingly and willfully discloses personal information to other persons or agencies not entitled to receive it shall be guilty of a misdemeanor and may be fined up to $5,000.

### *1-2.2 Logging into An Area*

Enter your login name and password and select the **Login** button to access data for a particular Area. After successfully logging in, the Area "Home" screen will appear. See Section 1-3 for information on navigating from the STARS Area "Home" screen. To navigate back to the STARS National "Home" screen to select a different Area, click on **Cancel**.

The primary users of the STARS database are DSFC staff. However, access may also be authorized to IHS Division of Environmental Health Services (EHS) personnel, select

Tribal officials, or staff from other Federal agencies such as the U.S. Environmental Protection Agency (EPA). All new users, or those desiring access, should contact the appropriate Area's STARS Administrator to arrange access.

*User Tip: A "Username not found" message means the login name and/or password were entered incorrectly or a user is not an authorized user for the particular Area selected. Each STARS user has specific user privileges, and access is frequently limited to one Area.*

### *1-2.3 Public Access*

For each Area, there is a "Public Access" hyperlink on the "Login" screen (see Figure 1-3). Clicking on this will bring up a screen with contact information for the Director of DSFC for that Area, as shown in Figure 1-4.

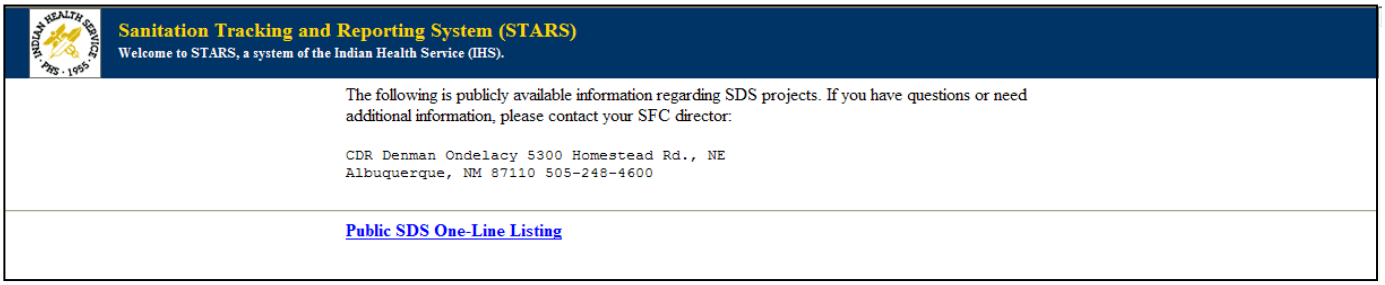


**Figure 1-4. "**Public Access" screen (Navajo Area).

A "Public SDS One-Line Listing" is also accessible from "Public Access" screen. To view, click on the hyperlink shown. A report showing the prioritized and finalized list of SDS projects submitted for the most recent fiscal year will appear. An example of this is shown in Figure 1-5. See Chapter 3 for additional information about SDS and the information contained in this report.

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**wSTARS**

**Public SDS One-Line Report - 2008 IHS National Submittal**

| Area | State | Project No. | Project Name | Area Priority | Eligible Project Cost | Cumulative Eligible Project Cost |
|---|---|---|---|---|---|---|
| BI | MONTANA | MT02998-0701 | Crow indiv drainfield failures | 1 | 10,600 | 10,600 |
| BI | MONTANA | MT18999-0804 | BF INDIVIDUAL SEWER RENOVATE | 2 | 110,580 | 121,180 |
| BI | MONTANA | MT43472-0101 | BROCKTON SEWER MAIN REPLACEMENT | 3 | 194,000 | 315,180 |
| BI | MONTANA | MT02010-0101 | MUDDY CLUSTER LAGOON RENOVATION | 4 | 182,000 | 497,180 |
| BI | MONTANA | MT18999-1001 | BF SOLID WASTE - GARBAGE TRUCKS | 5 | 300,000 | 797,180 |
| BI | MONTANA | MT03999-0901 | Ft Belknap Rural Water Quality | 6 | 140,400 | 937,580 |
| BI | MONTANA | MT21999-0901 | Rocky Boy RWS Additional Well | 7 | 86,450 | 1,024,030 |
| BI | WYOMING | WY07999-0501 | Shoshone Failed Drainfields 07 | 8 | 55,000 | 1,079,030 |
| BI | MONTANA | MT43475-0101 | FORT KIPP PUMPHOUSE CONNECTION | 9 | 57,000 | 1,136,030 |
| BI | MONTANA | MT02003-0305 | Crow Agency Intake upgrade | 10 | 103,000 | 1,239,030 |
| BI | MONTANA | MT03999-1101 | Fort Belknap Failed Drainfields Ph2 | 11 | 68,300 | 1,307,330 |
| BI | WYOMING | WY07768-0102 | Ft. Washakie: isolation valves | 12 | 20,000 | 1,327,330 |
| BI | MONTANA | MT21239-0101 | ROCKY BOY RWS CHLORINATION | 13 | 100,000 | 1,427,330 |
| BI | WYOMING | WY07760-0801 | GP VC Sewer Main Replacement | 14 | 325,000 | 1,752,330 |
| BI | MONTANA | MT24280-0701 | St. Ignatius Tribal Lagoon: New Cel | 15 | 282,000 | 2,034,330 |
| BI | MONTANA | MT03991-0302 | Ft Belknap Gate Valve Replacement | 16 | 20,600 | 2,054,930 |
| BI | MONTANA | MT18203-0401 | BROWNING - AC Watermain Repl 1 | 17 | 401,000 | 2,455,930 |
| BI | MONTANA | MT21242-0301 | RB Agency Lagoon Rehabilitation | 18 | 500,000 | 2,955,930 |
| BI | MONTANA | MT43472-WT01 | Brockton Watermain Replacement | 19 | 504,000 | 3,459,930 |
| BI | MONTANA | MT02006-0202 | LODGE GRASS ADDITIONAL WELL | 20 | 173,000 | 3,632,930 |
| BI | MONTANA | MT45521-0101 | DIXON Sewer Upgrade | 21 | 120,000 | 3,752,930 |
| BI | MONTANA | MT44504-0502 | Northern Cheyenne Telemetry | 22 | 265,000 | 4,017,930 |
| BI | MONTANA | MT18999-0805 | BF INDIV WATER/SEWER RENOVATE | 23 | 50,400 | 4,068,330 |
| BI | WYOMING | WY07768-0103 | Ft. Washakie: connect dead ends | 24 | 30,000 | 4,098,330 |
| BI | MONTANA | MT02006-0204 | LODGE GRASS - Abandon ex. wells | 25 | 13,000 | 4,111,330 |
| BI | MONTANA | MT24999-0501 | FLATHEAD Fencing (Security) | 26 | 102,500 | 4,213,830 |
| BI | WYOMING | WY07760-1201 | ARAPAHOE - PUMPS TO TANK H2O LINE | 27 | 260,000 | 4,473,830 |

**Figure 1-5.** **"**Public SDS One-Line Report" (Billings Area) screen.

## *1-3 STARS "AREA" HOME*

After logging into STARS, the "Home" screen for that particular Area will appear (Figure 1-1). The "Home" screen is the default one seen upon access (Figure 1-6). To move to one of the other tabs, simply click on the name.

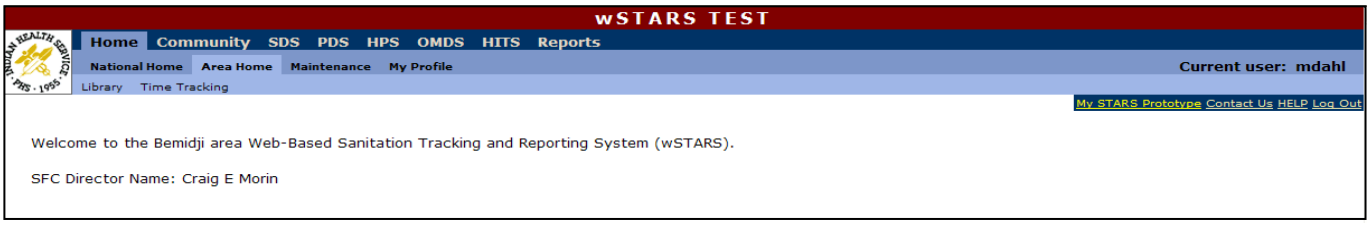



**Figure 1-6.** Area "Home" screen.

### *1-3.1 Common Actions*

There are several common action items that can be accessed from the "Area Home" screen. These are described below.

#### *1-3.1.1* **Contact Us**

Click on the "Contact Us" hyperlink, and a window will appear providing a user with information on how to contact the STARS Coordinator by mail, telephone, or e-mail. This contact is the person within the DSFC program responsible for overseeing the STARS database.

#### 1-3.1.2 HELP

Click on the "Help" hyperlink to bring up a "Help" screen. This includes a list of "Contents", shown on the left side of the screen. If you click on the "Book" symbol, you will see the screen shown in Figure 1-7. Expansion of the "Help" features within STARS is currently under development.

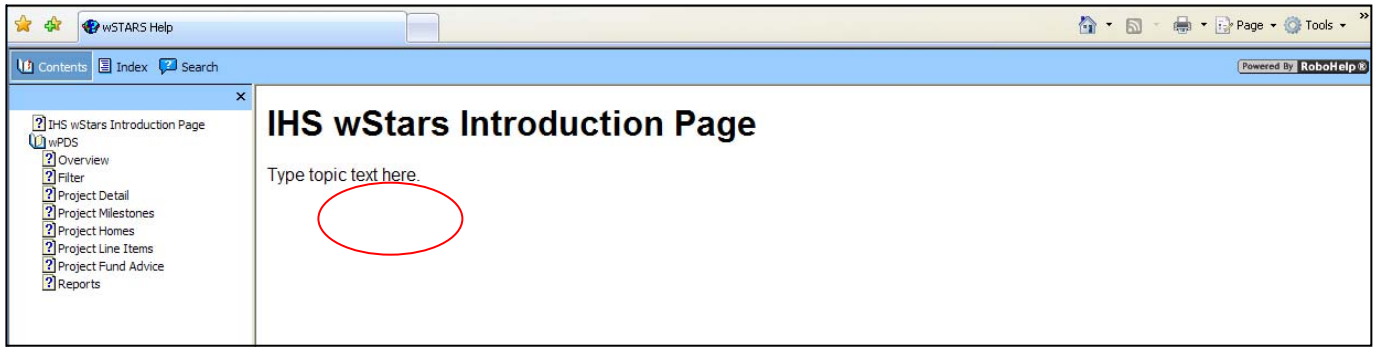



**Figure 1-7.** STARS "Help" screen.

#### 1-3.1.3 Log Out

Select the "Log Out" hyperlink to return to the STARS "National Home" screen.

## *1-4 LIBRARY*

Within STARS, the "Library" serves as a depository for guidance documents, user manuals, references, and other information to be shared by users. Figure 1-8 shows the main "Library" screen. The Library will only search for documents specifically posted to the Library and will not be able to locate attachments in any of the other systems.

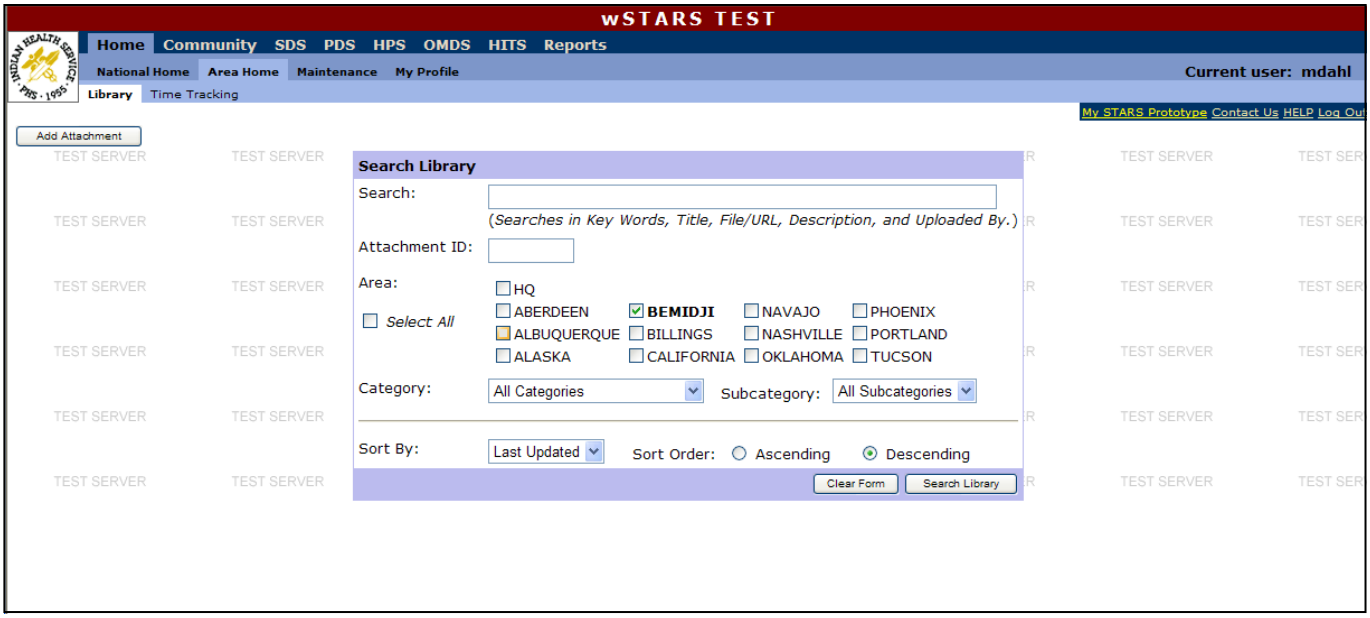



**Figure 1-8.** **"**Library" screen.

### *1-4.1 Searching the Library*

There are many criteria that can be used to search for a document in the STARS library. Ways of specifying the search are described below.

#### 1-4.1.1 Search

Variables recognized by this search function including key words, title, File/URL, attachment ID, description, and uploaded by. Type in an appropriate entry to use in the search.

#### 1-4.1.2 Search Library

Type in the "Attachment ID" number, if known, to use as the basis for a search.

#### 1-4.1.3 Area

Check boxes to select libraries to be searched.

*<u>User Tip</u>: Library rights are not the same as user rights, so searches can be made of an Area's library even if a user is not allowed access to the other data within STARS for this Area. Some attachments are shared in the library by other Areas. For the broadest search, check the "Select All" box on the left hand side of the screen.*

#### 1-4.1.4 Category

Click on the dropdown menu to the right of the "Category" box to see a list of the options. The available categories to select from are also listed in Appendix G. The default option is "All Categories." Use this to keep the search as broad as possible.

#### 1-4.1.5 Subcategory

Click on the dropdown to the right of the “Subcategory” box to see a list of the options. The subcategory choices are dependent on the category selected. The available subcategories to select from are listed in Appendix G.

#### 1-4.1.6 Sort By

The library search results can be sorted using different options, as shown in Table 1-1. Click on the dropdown menu to the right of the “Sort By” box to make a selection. The default option is “Last Updated.”

| ***SUBJECTS TO SORT BY*** | |
|---|---|
| Area | Uploaded |
| ID | Uploaded By |
| Title | Last Updated |
| File/ URL | Updated By |
| Category | Viewed |

**Table 1-1.** Subjects to sort library search by.

#### 1-4.1.7 Sort Order

Once the subject to sort by is selected, the resulting list of documents is displayed in either ascending order (A-Z; 0-9) or descending order (Z-A; 9-0) based on the sorting criteria selected in 1-4.1.6. Click on the appropriate button to select the desired sort order.

### *1-4.2 Common Actions*

#### 1-4.2.1 Clear Form

To clear the “Search Library” form, select the **Clear Form** button located at the bottom of the screen.

#### 1-4.2.2 Search Library

To begin searching the library based on the criteria selected, click on the **Search Library** button located in the lower right hand portion of the screen. A list of documents matching the filter criteria will appear below the “Search Library” area of the screen (Figure 1-9).

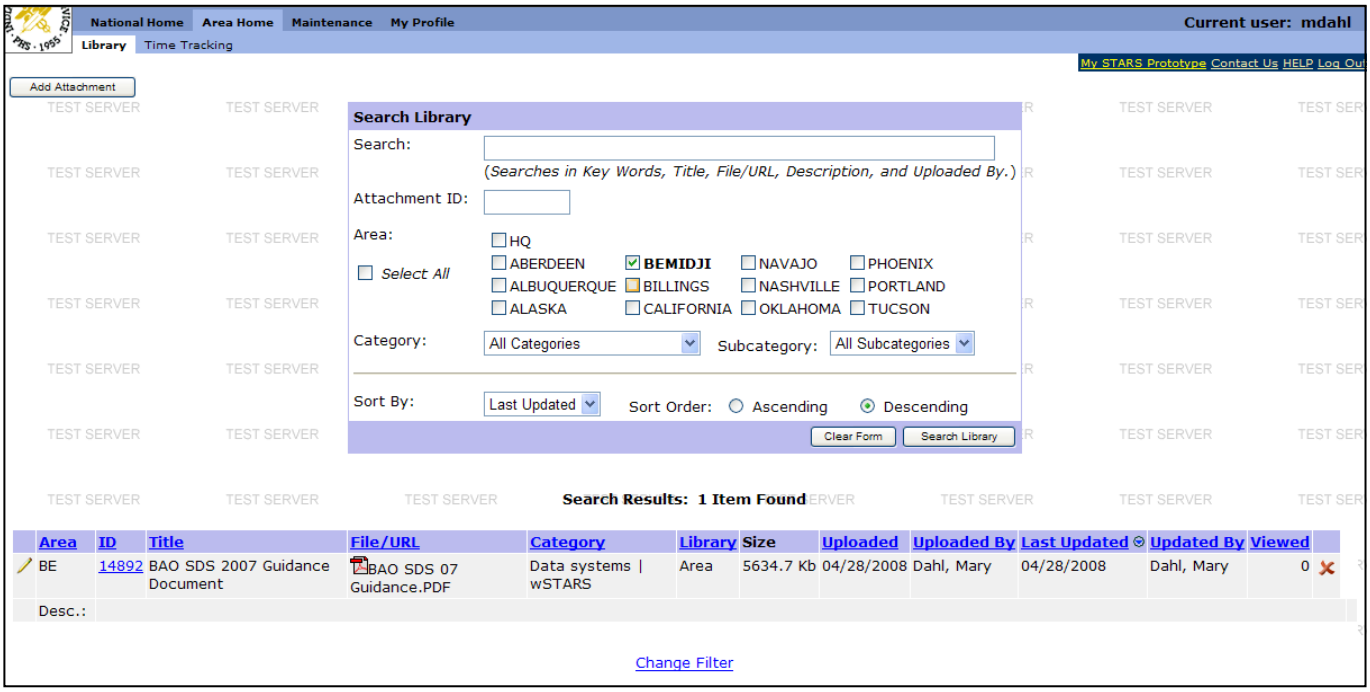



**Figure 1-9.** Library "Search Results" screen.

### 1-4.2.3 Change Filter

A "Change Filter" hyperlink will also show up at the bottom of the list of documents. To change the search criteria, click on the "Change Filter" hyperlink to go back to the "Search Library" screen or simply scroll back up to return to this portion of screen.

### 1-4.2.4 Add Attachment

To add an attachment to the STARS Library, click on the **Add Attachment** button in the upper left hand corner of the screen (shown Figure 1-9). The "Add Attachment" screen will be displayed, as shown in Figure 1-10.

*User Tip: The user should be aware that documents posted to the STARS Library have the potential to be viewed by a wide audience including Area and Headquarters DSFC personnel. Therefore, before posting a document, provide a detail review of its content to ensure that it is appropriate. Consult the Area STARS Administrator for specific guidance on posting documents in the Library.*

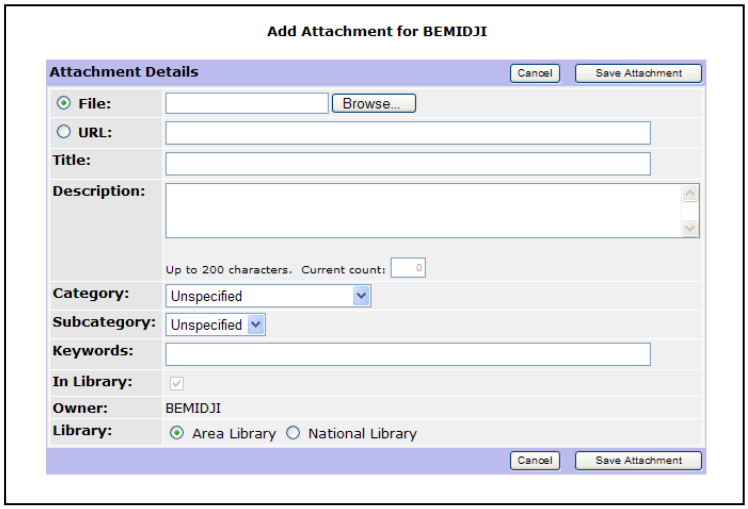



**Figure 1-10.** **"**Add Attachment" screen.

To add a document, populate the blank fields with the appropriate information as outlined below.

| **Field Label** | **Description** |
|---|---|
| **File** | To attach a file, select the button to the left of the word "File". Enter the location of the file to be attached. The file can also be located by selecting the **Browse…** button to the right of the file name slot. |
| **URL** | To attach a URL, select the button to the left of the word URL. Enter the URL to be attached. |
| **Title** | Enter an attachment title. |
| **Description** | Enter an attachment description, if desired. The description field is limited to 200 characters. |
| **Category** | Select an attachment category from the dropdown menu. The available categories to select from are listed in Appendix G. |
| **Sub-Category** | Select an attachment subcategory from the drop-down menu. The subcategory choices are dependent on the category selected. The available subcategories to select from are listed in Appendix G. |

| | |
|---|---|
| **Keyword** | Enter a key word or phrase for the attachment to assist a user when searching for this document in the library. |
| **In Library** | Box is “checked” because attachment is being added within Library function and by default, document is being placed “In Library”. Placing “In Library” is an option when attachments are being added into the database from specific data systems such as SDS and PDS. |
| **Owner** | Default setting is the Area the user is logged into when adding the document. |
| **Library** | Select “Area Library” or “National Library” to specify where the document should be saved. Documents posted to the “National Library” are generally only items that could serve as templates or references for other Areas. |
| **Cancel** | To return to the main “Search Library” screen without saving the new attachment, click on the **Cancel** button. |
| **Save Attachment** | To save a new attachment, select the **Save Attachment** button. |

*User Tip: No message is generated to confirm that a document has been added. To check, use the library search function. If search criteria have already been established, the document will show up in the listing displayed after the **Save Attachment** button is selected, if the document meets the criteria specified.*

### 1-4.2.5 Navigating to a Document

To open a document from the list, click on the desired ID number hyperlink (underlined in blue).

### 1-4.2.6 Sort Results by Title Headings

After completing a search, the list of documents can be re-sorted by any of the fields shown (except “Size”). To change, click on the title heading to sort the documents by. Re-sorting can also be accomplished by editing the “Sort By” selection within the “Search Library” function. In order to change the “Sort Order” from “Ascending” to “Descending” or vice versa, it must be changed in the “Search Library” function.

### 1-4.2.7 Editing Existing Attachment Information

To edit the information for an existing document, select the pencil icon to the far left hand side of the document listing. The "Edit Attachment" screen will be displayed as shown in Figure 1-11. See Section 1.4.2.4 for the meanings and the information that should be inputted into each field.

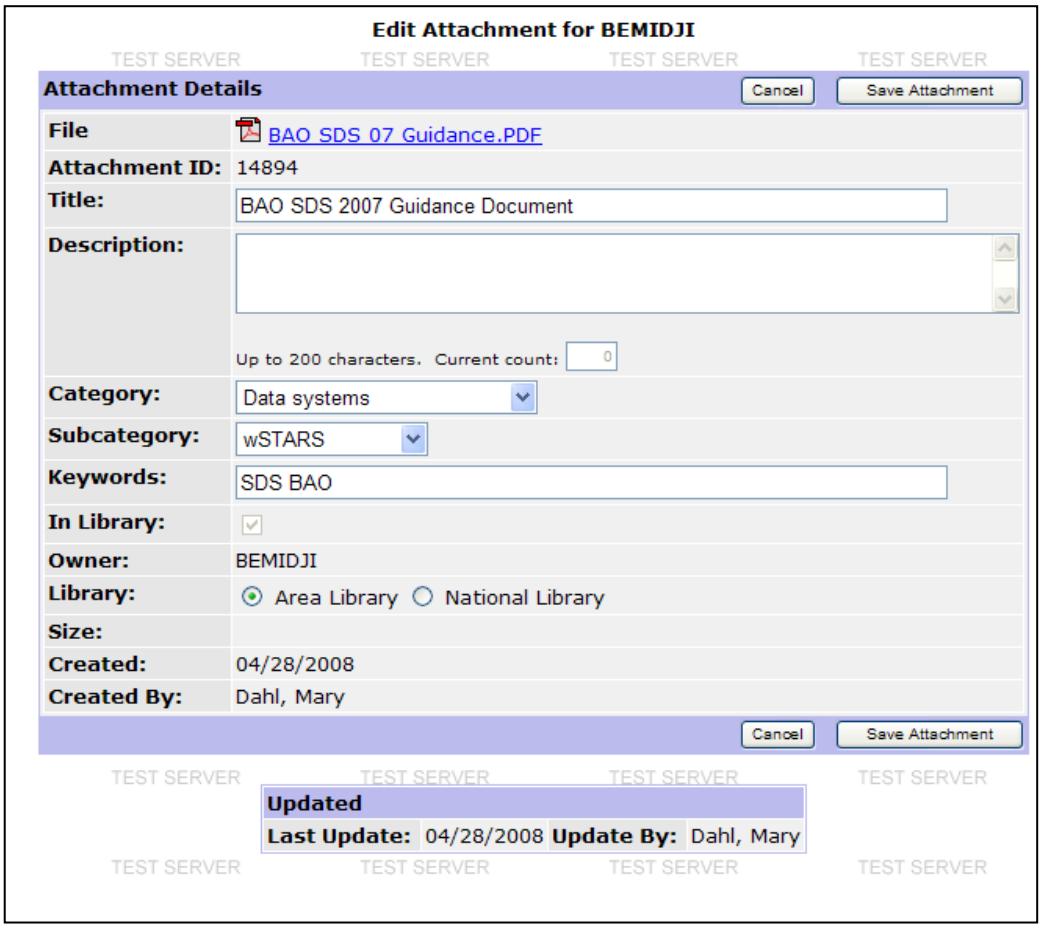



**Figure 1-11.** "Edit Attachment" screen.

If the pencil icon is not visible, editing the attachment information is not an option because of limited user rights.

### 1-4.2.8 Deleting a Document

To delete a document from the STARS library, select the X button located on the far right hand side of the document listing. If an "X" is not visible, this is not an option because of limited user rights.

## 1-5 TIME TRACKING

The Time Tracking tab allows a user to document how their time is spent and how much time is spent by them and other employees on specific tasks or projects. A sample of the "Time Tracking" screen is shown in Figure 1-12.

*User Tip: The time tracking function in STARS is currently not available to all users.*

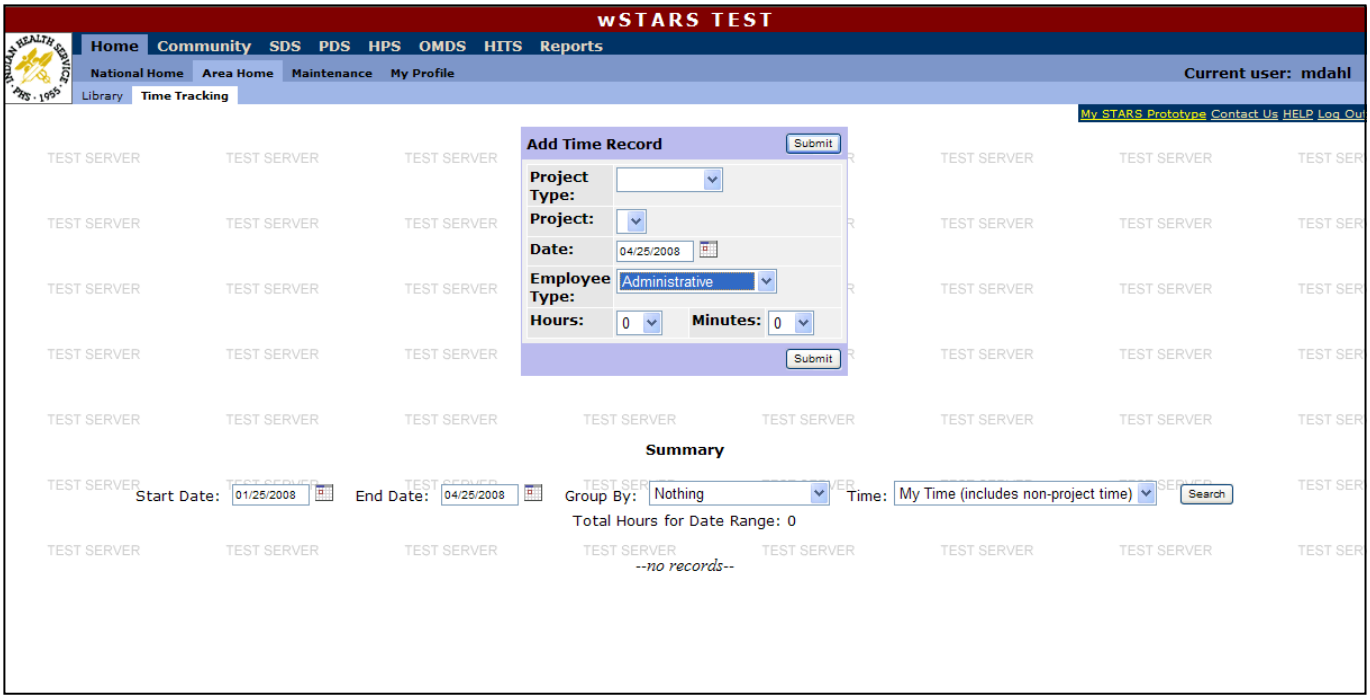



**Figure 1-12.** "Time Tracking" screen.

### 1-5.1 Adding a Time Record

To add a time record into STARS using dropdown menus, enter the appropriate information into the fields shown in the "Add Time Record" portion of the screen as described below. Then, click on the **Submit** button to enter the time record into the system.

| Field Label | Description |
|---|---|
| **Project Type** | Select from the types shown in Table 1-2. |

| TIME RECORD PROJECT TYPES |
|---|
| SDS |
| PDS |
| Non-Project |

**Table 1-2** Time tracking project types.

*User Tip: The "Project" field will remain blank until a selection is made for the "Project Type".*

**Project** Select the appropriate project number from either SDS or PDS project listing, whichever appears based on the project type selected. For SDS, a listing of "All Available SDS Projects" will be displayed. If "PDS" is selected as the project type, a list of PDS projects will appear. The length of this project list can be reduced by refining the list of PDS projects to select from based on the options shown in Table 1-3. Note that "active" refers to a PDS project without a completed final report reflected in the Milestones (see Chapter 4).

| OPTIONS | EXPLANATION |
|---|---|
| Active? Yes | Select this button to see a list of all active PDS projects. |
| Active? No | Select this button to see a list of all PDS projects that are not active. |
| Active? All | Select this button to see a list of all PDS project. |

**Table 1-3.** Options for listing PDS projects for selection in time tracking.

*User Tip: Only the SDS and PDS projects that the user is associated with will appear in screen.*

**Task** Once a PDS project number is selected or if Non-project is selected as the project type, a "Task" field will be displayed. Click on the drop-down arrow on the right and make a selection from the list of tasks that appears. See Table 1-4 for the PDS project task list and Table 1-5 for the Non-project task list. Once this selection is made, the user can continue to fill in the remaining data (such as the date) described below.

| TASK SELECTION LIST | |
|---|---|
| Planning - 1000 - Planning Phase Start | Design - 2400 - Right of Way |
| Planning - 1010 - Project Proposal | Design - 2999 - Design Phase Complete |
| Planning - 1200 - Project Summary | Construction - 3000 - Construction Phase Start |
| Planning - 1210 - PS Amendment #1 | Construction - 3900 - Final Inspection |
| Planning - 1300 - Environmental Review and Documentation | Construction - 3999 - Construction Phase Complete |
| Planning - 1310 - Initial Environmental Review Determination | Closeout - 4000 - Closeout Phase Begin |
| Planning - 1600 - MOA Signed | Closeout - 4110 - As-builts/record drawings |
| Planning - 1700 - Agreement Amendment #1 | Closeout - 4600 - Transfer Agreement |
| Planning - 1999 - Planning Phase End | Closeout - 4999 - Final Report Published |
| Design - 2000 - Design Phase Start | |

**Table 1-4.** Options for task selection for PDS project type in time tracking.

| TASK SELECTION LIST | |
|---|---|
| ADMIN - 100- Misc. Admin | ABSENCE - 540 - Outside Training |
| ADMIN - 110 - Finance/ Budget | ABSENCE - 550 - CC OFRD Deployment |
| ADMIN - 120 - Procurement | OUTSIDE ACTIVITIES - 700 - Misc. Outside Activities |
| ADMIN - 130 - Travel/Meetings | OUTSIDE ACTIVITIES - 710 - In-Office Training |
| ADMIN - 140 - File Management | OUTSIDE ACTIVITIES - 720 - Tribal Meetings |
| PROGRAM - 300 - Misc. Program | OUTSIDE ACTIVITIES - 730 - IHS Meetings |
| PROGRAM - 310 - Computer/IT | OUTSIDE ACTIVITIES - 740 - Other Meetings |
| PROGRAM - 320 - Facility | OUTSIDE ACTIVITIES - 750 - CC Activities |
| PROGRAM - 330 - Personnel | TECHNICAL - 900 - Misc. Technical Activities |
| PROGRAM - 340 - Policy/Procedures | TECHNICAL - 910 - General Technical Assistance |
| ABSENCE - 500 - Annual Leave | TECHNICAL - 920 - Product or Process Research |
| ABSENCE - 510 - Sick Leave | TECHNICAL - 930 - Future Project Development |
| ABSENCE - 520 - Station Leave | TECHNICAL - 950 - SDS/PDS/HITS |
| ABSENCE - 530 - Administrative Leave | |

**Table 1-5.** Options for task selection for non-project type in time tracking.

**Date** Select date of time worked.

**Employee Type** See employee types in Table 1-6. Note that the field should be automatically populated by the user's employee type as defined in their user profile (will be covered in the Maintenance Chapter 8).

| EMPLOYEE TYPE SELECTION LIST |
|---|
| Administrative |
| Field Professional |
| Mid-Level Manager |
| Senior Management |
| Technician |

**Table 1-6.** Employee Types

**Hours/ Minutes** Enter time spent in hours and minutes.

### *1-5.2 Viewing a Time Record Summary*

The time record summary can be used to track time based on a selected grouping for the individual user or for all users for a specific project or project tasks. To view a summary, complete the field entries as described below, and click on the **Search** button. Figure 1-13 shows an example of a time record summary for tasks grouped by employees.

| Field Label | Description |
|---|---|
| **Start Date** | Enter start date for tracking period. |
| **End Date** | Enter end date for tracking period. |
| **Group By** | Select category to group by from Table 1-7. |

| *SUBJECTS TO GROUP BY* | |
|---|---|
| Nothing | Field Office |
| Project Type | District |
| Project Number | Employee |
| Task | Default Employee Type |
| Work Date | Hours |
| Employee Type | |

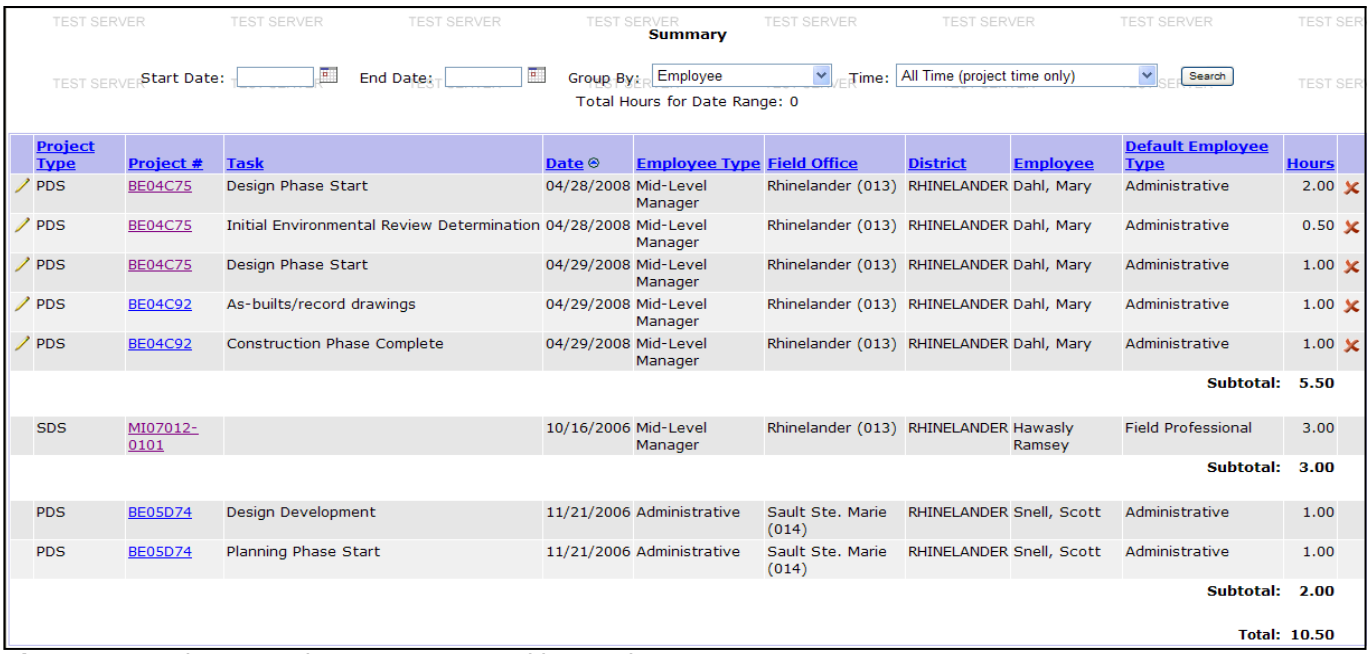
**Table 1-7.** Subjects to group by in time tracking search.

***Time*** Select time to be tracked based on options shown in Table 1-8.

| *TIME TYPE OPTIONS* |
|---|
| My Time (inlcudes non-project time) |
| All Time (project time only) |

**Table 1-8.** Options for time type in time tracking search.

*User Tip: A user can only view his or her own non-project time. When "All Time (project time only)" is selected, it will group all of the time recorded for projects according to selected criteria. Non-project time records will not be displayed.*



Summary

Start Date: End Date: Group By: Employee Time: All Time (project time only) Search

Total Hours for Date Range: 0

| Project Type | Project # | Task | Date | Employee Type | Field Office | District | Employee | Default Employee Type | Hours |
|---|---|---|---|---|---|---|---|---|---|
| PDS | BE04C75 | Design Phase Start | 04/28/2008 | Mid-Level Manager | Rhinelander (013) | RHINELANDER | Dahl, Mary | Administrative | 2.00 |
| PDS | BE04C75 | Initial Environmental Review Determination | 04/28/2008 | Mid-Level Manager | Rhinelander (013) | RHINELANDER | Dahl, Mary | Administrative | 0.50 |
| PDS | BE04C75 | Design Phase Start | 04/29/2008 | Mid-Level Manager | Rhinelander (013) | RHINELANDER | Dahl, Mary | Administrative | 1.00 |
| PDS | BE04C92 | As-builts/record drawings | 04/29/2008 | Mid-Level Manager | Rhinelander (013) | RHINELANDER | Dahl, Mary | Administrative | 1.00 |
| PDS | BE04C92 | Construction Phase Complete | 04/29/2008 | Mid-Level Manager | Rhinelander (013) | RHINELANDER | Dahl, Mary | Administrative | 1.00 |
| | | | | | | | | **Subtotal:** | **5.50** |
| SDS | MI07012-0101 | | 10/16/2006 | Mid-Level Manager | Rhinelander (013) | RHINELANDER | Hawasly Ramsey | Field Professional | 3.00 |
| | | | | | | | | **Subtotal:** | **3.00** |
| PDS | BE05D74 | Design Development | 11/21/2006 | Administrative | Sault Ste. Marie (014) | RHINELANDER | Snell, Scott | Administrative | 1.00 |
| PDS | BE05D74 | Planning Phase Start | 11/21/2006 | Administrative | Sault Ste. Marie (014) | RHINELANDER | Snell, Scott | Administrative | 1.00 |
| | | | | | | | | **Subtotal:** | **2.00** |
| | | | | | | | | **Total:** | **10.50** |

**Figure 1-13.** Time record summary grouped by employee.

### *1-5.3 Common Actions (Viewing a Time Record Summary)*

#### 1-5.3.1 Sort by Headings within Each Group

When viewing a time record summary, the records displayed within a group can be re-sorted by clicking on the title headings, such as project #, task, or date. To reverse the sort order, click on the heading a second time.

#### 1-5.3.2 Navigate to a Project

To open a project from the list, click on the desired project number hyperlink. This will take you to the "Project Details" screen for the selected project. See Chapters 3 (SDS) and 4 (PDS) for additional information.

#### 1-5.3.3 Delete an Existing Time Record

To delete an existing time record, click on the **X** to the right of that entry. Time records without a **X** cannot be deleted.

## *1-6 MAINTENANCE*

Within the STARS database, the Maintenance tab (see Figure 1-14) is where information such as system users, user access profiles, and many other system variables are contained and managed. Access to this area within the database is limited to a few users, and the Maintenance tab will only appear for those that have access. See Chapter 8, STARS Maintenance for more information.

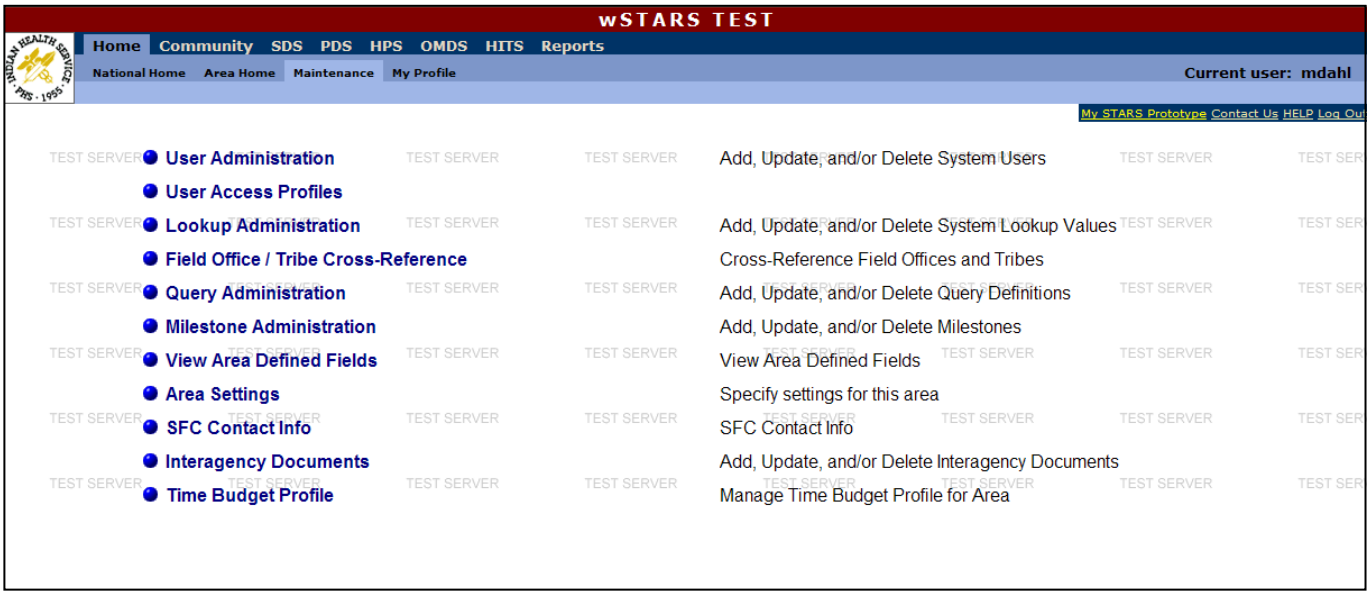



**Figure 1-14.** "Maintenance" screen.

## *1-7 MY PROFILE*

Clicking on the "My Profile" tab, which can be seen in Figure 1-14, takes you away from the main STARS tab screens to the screen shown in Figure 1-15, the "My Profile" screen. This screen contains specific individual user information including a user's e-mail address and their password, both of which can be changed via this screen.

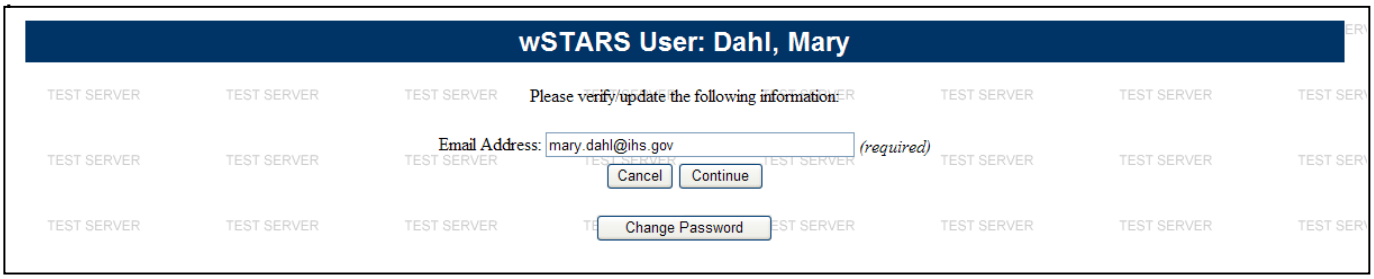



**Figure 1-15.** "My Profile" screen.

### *1-7.1 Common Actions*

#### 1-7.1.1 Changing a User's E-mail Address

To change a user's e-mail address, type the new address into the "E-mail Address" field and hit the **Continue** button. After completing, the "Area Home" screen will appear.

#### 1-7.1.2 Cancel

Select the **Cancel** button to go to the "Area Home" screen without making any changes.

### 1-7.1.3 Changing a User's Password

To change a user's password, click on the **Change Password** button. The screen shown in Figure 1-16 will appear. Follow the directions shown, typing in the "Old Password" once and the new password twice (once as "New" and once as "Confirm") and then click on the **Change Password** button. One of two messages will appear, either saying "Password Changed!", or the password could not be changed (i.e. old password not typed in correctly, correct number of characters not used, etc). Re-try if necessary.

To exit this screen without changing a password, hit the **Cancel** button.

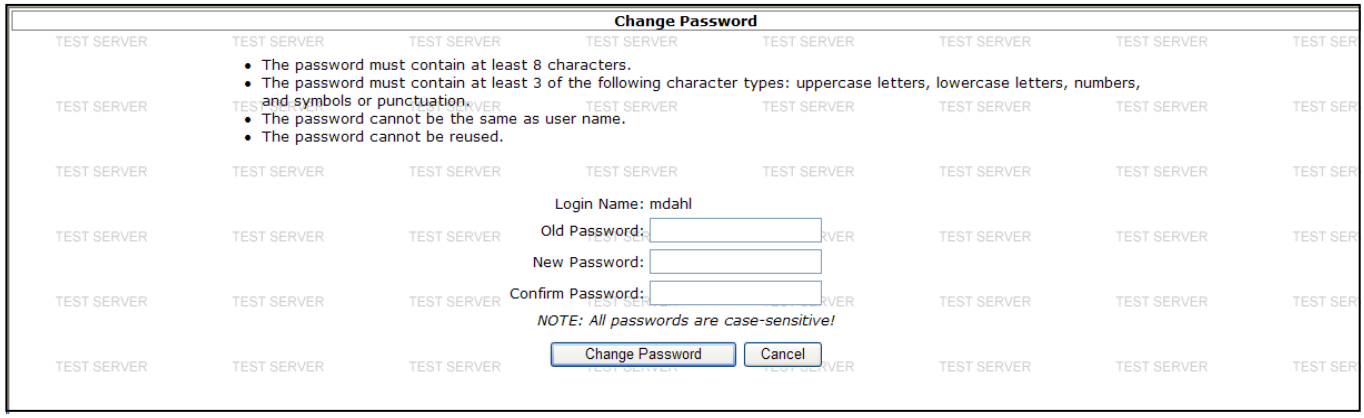



**Figure 1-16.** "Change Password" screen.

# CHAPTER 2 – COMMUNITY DEFICIENCY PROFILE

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# CHAPTER 2 – Community Deficiency Profile

## *2-1 BACKGROUND INFORMATION - WHAT IS COMMUNITY DEFICIENCY PROFILE*

The Community Deficiency Profile (CDP) is the data system that stores all Tribal community information nationwide for the DSFC of the IHS. The CDP is the starting point for development of projects to correct deficiencies for AI/AN homes.

The CDP must be accurate and must account for every AI/AN home in the community regardless of eligibility. The total number of homes for water, sewer, and solid waste must be the same when totaled for all deficiency levels. Existing community buildings and non-residential units should be included in the totals if they are tribally owned and non-commercial. The program does not include existing community buildings, non-residential and commercial buildings in the total summation for Indian homes but by including them in the CDP it is helpful for determining if a prorate contribution is required for service.

CDP is a component of the Sanitation Tracking and Reporting System (STARS) data system. Within STARS, CDP is linked with the web-based Sanitation Deficiency System (SDS) and Project Data System (PDS). Although Community, SDS and PDS data are entered independently, the data (number of homes, home type, and deficiency level) must be consistent between the databases. As new projects are developed or funded, the CDP for the affected community will have to be updated. The CDP should be updated first, followed by SDS, and PDS.

*User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area Administrator.*

## *2-2 SPECIFY A COMMUNITY FILTER*

### *2-2.1 General Description*

You must have access to the STARS database in order to edit or view information within the “Community” section. See Chapter 1 for more specific information on how to obtain access to STARS. Once logged in, click on the ”Community” tab at the top of the screen to begin searching for a particular community. The “Community filter” screen will open. An example of this is shown in Figure 2-1.

*User Tip: The community filter does not have the option to **add new communities**. Only official communities published in the IHS Standard Codebook can be added at the Headquarters level. Also, users may not have access to all communities, depending on their individual user permissions, e.g. only the communities within the district and/or field office the user is associated with.*

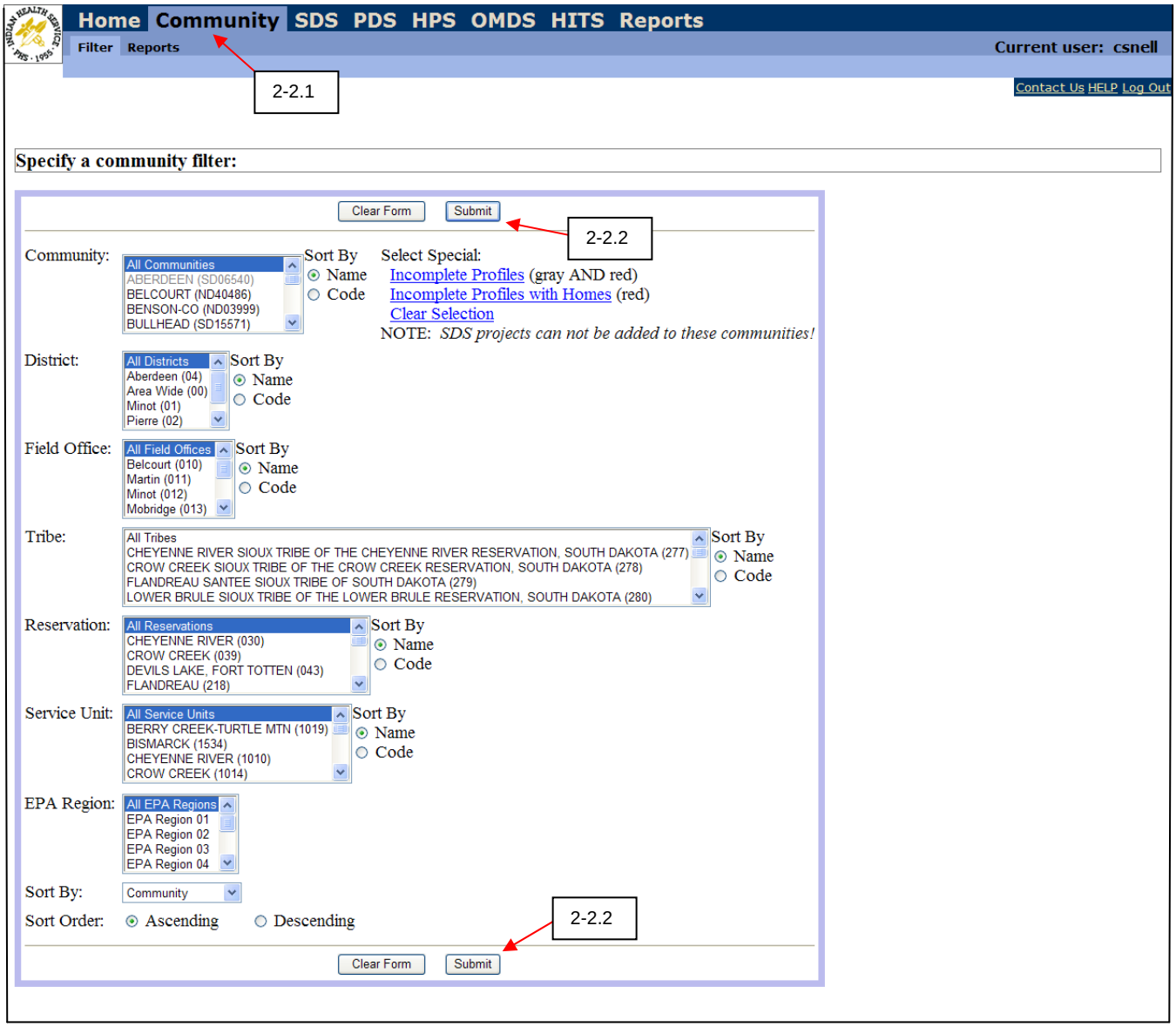



**Figure 2-1.** **"**CDP filter" screen.

### *2-2.2 Specifying the Filter Criteria*

The Community filter page allows the user to filter the communities based on multiple filtering criteria. To view a list of communities in the database that meet the search criteria, enter the appropriate search criteria and select **Submit** (See Figure 2-3 for filter results page). A minimum of one filter must be applied to result in a list of communities or one of the special selections filters can be selected. The selection of several filters will result in a shorter list of results. The special selections located at the top of the filter screen include communities with "Incomplete Profiles" or communities that have "Incomplete Profiles with Homes." These are used as checks in order to confirm that the communities have accurate and complete profiles. The user selected filter options are as follows:

#### 2-2.2.1 Community

Select the community where the desired information is located. Click on the appropriate button to sort the list of community names. The list of communities to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each community.

#### 2-2.2.2 District

Select the IHS district where the desired communities are located. Click on the appropriate button to sort the list of district names. The list of districts to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each district.

#### 2-2.2.3 Field Office

Select the IHS field office where the desired communities are assigned. Click on the appropriate button to sort the list of field office names. The list of field offices to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each field office.

#### 2-2.2.4 Tribe

Select the Tribe to which the communities belong. Click on the appropriate button to sort the list of Tribe names. The list of Tribes to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each Tribe.

#### 2-2.2.5 Reservation

Select the Reservation in which the communities belong. Click on the appropriate button to sort the list of reservation names. The list of reservations to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each reservation.

#### 2-2.2.6 Service Unit

Select the service unit served by the desired community. Click on the appropriate button to sort the list of service unit names. The list of service units to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each service unit.

#### 2-2.2.7 EPA Region

Select the EPA Region associated in which the community resides. The options for sorting the list of EPA regions are shown in Table 2-1.

| EPA REGION # | STATES COVERED |
|---|---|
| 1 | MA, ME, NH, VT, CT, RI |
| 2 | NY, NJ, PR, VI |
| 3 | PA, VA, WV, DE, DC, MD |
| 4 | KY, TN, NC, SC, GA, FL, AL, MS |
| 5 | MN, WI, IL, MI, IN, OH |
| 6 | NM, TX, OK, AR, LA |
| 7 | IA, MO, NE, KS |
| 8 | MT, ND, SD, UT, CO, WY |
| 9 | AZ, CA, NV |
| 10 | WA, OR, ID, AK |

**Table 2-1.** EPA regions and corresponding states.

#### 2-2.2.8 Sort By

The filter results can be sorted by a number of subjects, as shown in Table 2-2. The default option is ”Community.”

| SUBJECTS TO SORT BY | |
|---|---|
| Community | Field Office |
| Community Code | Reservation |
| District | Service Unit |
| Tribe | EPA Region |

**Table 2-2.** Subjects to sort filter results by.

#### 2-2.2.9 Sort Order

Once the filter criteria has been selected, the resulting list of communities can be displayed in either ascending order (A-Z; 0-9) or descending order (Z-A; 9-0) based on the sorting criteria selected in Section 2-2.2.8. Click on the appropriate button to select the desired sort order.

### *2-2.3 Common Actions*

#### 2-2.3.1 Clear the Filter Form

To clear the community filter of any previously selected criteria, select the **Clear Form** button located at the top or bottom of the “Community Filter” screen.

*User Tip: If there are no results from the filter action, select the Clear Form button to re-set the process* and choose fewer filter criteria.

#### 2-2.3.2 Submit the Filter Form

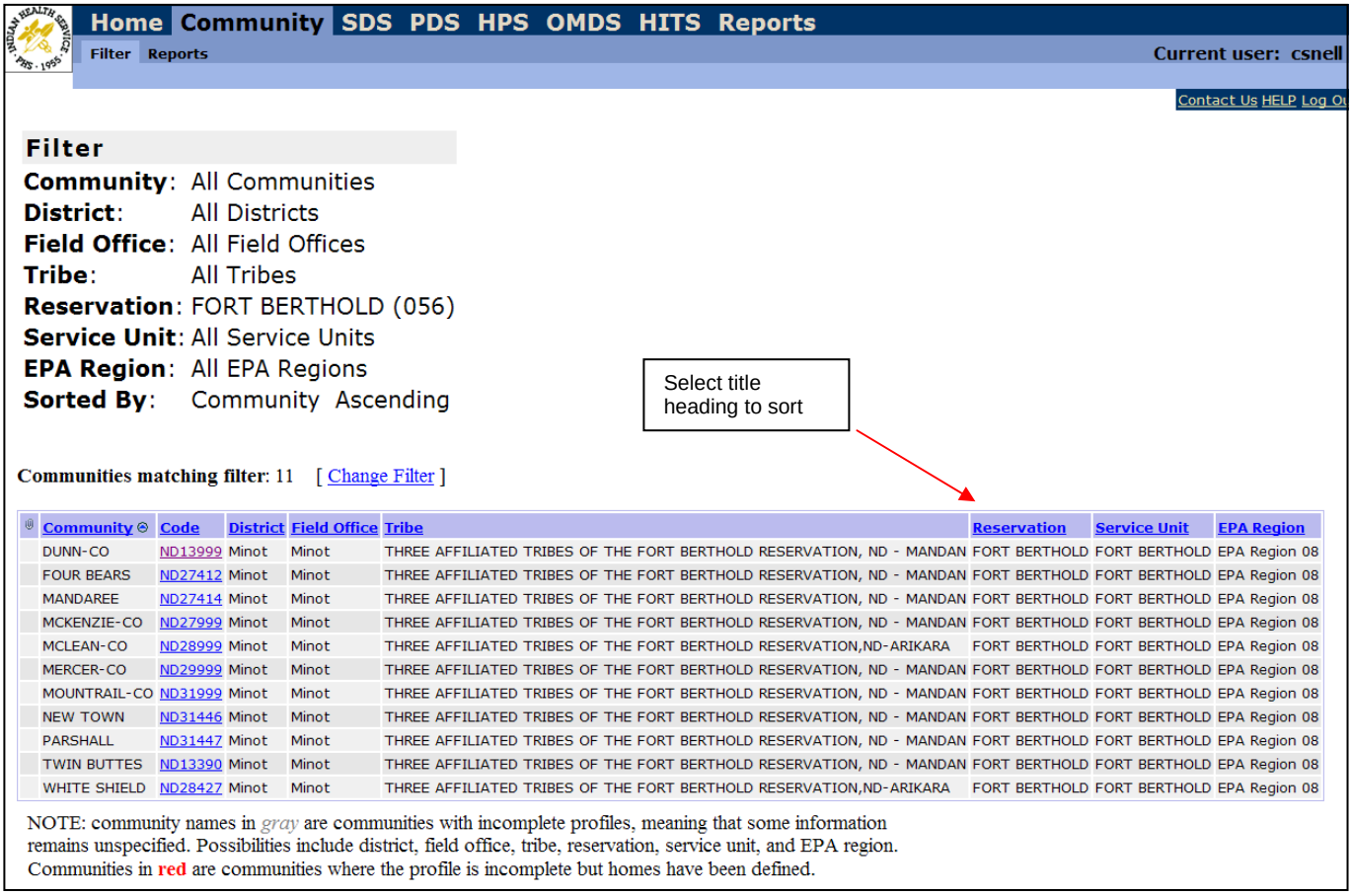
To begin searching the community database for communities based on the selected (highlighted) filter criteria, select the **Submit** button located at the top or bottom of the “Community Filter” screen.

## 2-3 FILTER RESULTS

Once the filter criteria has been selected and submitted, a list of communities matching that criteria will be displayed, as shown in Figure 2-2. At the top left of the screen, the filter criteria chosen are listed.

*User Tip: If the user desires to sort the results in either ascending or descending order based on a specific filter criteria he/she may do so by selecting the appropriate title heading. To reverse the sort order, click on the field name a second time.*

Notice that some communities are in black, while others may be in red and gray. Communities in *red* are communities that have incomplete profiles but have Indian homes that are defined. Communities in *gray* indicate incomplete profile data in the system. Incomplete profile data may include district, field office, Tribe, Reservation, service unit, and/or EPA region. In some cases these details must be entered or the community will not be available from within the community filter pull-down or the project homes form in the SDS database, Section 3-6 Homes.




| Community | Code | District | Field Office | Tribe | Reservation | Service Unit | EPA Region |
|---|---|---|---|---|---|---|---|
| DUNN-CO | ND13999 | Minot | Minot | THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN | FORT BERTHOLD | FORT BERTHOLD | EPA Region 08 |
| FOUR BEARS | ND27412 | Minot | Minot | THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN | FORT BERTHOLD | FORT BERTHOLD | EPA Region 08 |
| MANDAREE | ND27414 | Minot | Minot | THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN | FORT BERTHOLD | FORT BERTHOLD | EPA Region 08 |
| MCKENZIE-CO | ND27999 | Minot | Minot | THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN | FORT BERTHOLD | FORT BERTHOLD | EPA Region 08 |
| MCLEAN-CO | ND28999 | Minot | Minot | THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION,ND-ARIKARA | FORT BERTHOLD | FORT BERTHOLD | EPA Region 08 |
| MERCER-CO | ND29999 | Minot | Minot | THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN | FORT BERTHOLD | FORT BERTHOLD | EPA Region 08 |
| MOUNTRAIL-CO | ND31999 | Minot | Minot | THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN | FORT BERTHOLD | FORT BERTHOLD | EPA Region 08 |
| NEW TOWN | ND31446 | Minot | Minot | THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN | FORT BERTHOLD | FORT BERTHOLD | EPA Region 08 |
| PARSHALL | ND31447 | Minot | Minot | THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN | FORT BERTHOLD | FORT BERTHOLD | EPA Region 08 |
| TWIN BUTTES | ND13390 | Minot | Minot | THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN | FORT BERTHOLD | FORT BERTHOLD | EPA Region 08 |
| WHITE SHIELD | ND28427 | Minot | Minot | THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION,ND-ARIKARA | FORT BERTHOLD | FORT BERTHOLD | EPA Region 08 |

**Figure 2-2.** "CDP filter results" screen.

### *2-3.1 Common Actions*

#### 2-3.1.1 Navigate to a Community

To open a community from the list, click on the desired community code (underlined in blue). This will take you to the ”Community Details” screen for the selected community. See Section 2-5 for a discussion of the “Community Details” screen.

#### 2-3.1.2 Change the Filter Criteria

If the desired community does not appear in the filter results list, changing filter criteria can be accomplished by:

1. Click on the “Change Filter” hyperlink.
2. Scroll to the bottom of the page to see the “Specify a Community Filter” screen.

Repeat the steps listed in Section 2-2 ‘Specifying a Community Filter’ until the desired community appears.

## *2-4 ACCESSING A COMMUNITY*

To update or view a specific community, click on the community code located in the second column of the in the “Community Filter Results” screen, and it will open its “Details” screen on the “CDP” tab. When a community is opened, five sub-headings (tabs) will be displayed, as shown in Figure 2-3. The “Community Details” tab will be displayed. To open a different tab, select the tab name. A description of each tab follows.

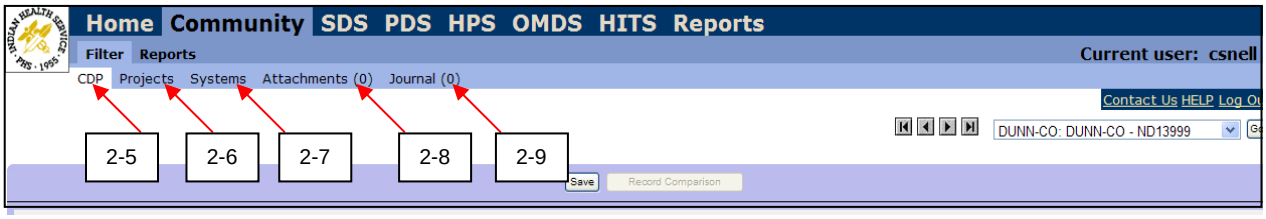



**Figure 2-3.** Sub-headings (tabs) under specific community.

## *2-5 COMMUNITY DEFICIENCY PROFILE (CDP)*

### *2-5.1 Community Details*

The “Community Details” on the CDP tab displays a general summary of the community. There are thirteen (13) fields under this tab, as described below. Figure 2-4 shows an example of a “Community Details” screen. Tables 2-3 and 2-4 list what each field represents and the options that are available.

| Field Label | Description |
|---|---|
| *Comm. Code | Lists the CDP code associated with the community |
| *County | Lists the county which the community is within |
| *District | Lists the district that services the community |
| *Field Office | Lists the field office that services the community |
| *Reservation | Lists the Reservation in which the community lies |
| *Service Unit | Lists the service unit associated with the community |
| *EPA Region | This is the EPA Region responsible for regulation of the community - See **Table 2-1** |
| *EPA PWS ID | List the Public Water System ID if a community water system exists |
| *Tribe(s) | List the name of the Tribe(s) residing in the community |
| *Threshold Unit Cost | Maximum allowable unit cost for inclusion with the agency funding plan |
| Homes w/o Potable Water | Lists the number of homes within that community w/o potable water (IDL 4 water homes) |
| Descriptive Info | Typically will contain a short description of the community and its general location |

**Table 2-3** Community Details Field Descriptions.

*User Tip: Most users have limited access, which does not allow them to edit the community details. If a user needs to make changes, contact your Area STARS Administrator for assistance.*

***CAUTION: Changes made to items above marked with a '*' will affect related SDS, PDS, OMDS and HITS data where the community state code is used. Changes made to any of these fields have a cascading affect throughout the other systems and should be made with caution. User access can also be affected by changes made to these fields.***

### *2-5.2 Area Defined Fields*

| Field Label | Description |
|---|---|
| Local Code | Lists the CDP code associated with the community |
| | Area Define fields Will Vary Area to Area |

**Table 2-4** Area Defined Fields Descriptions

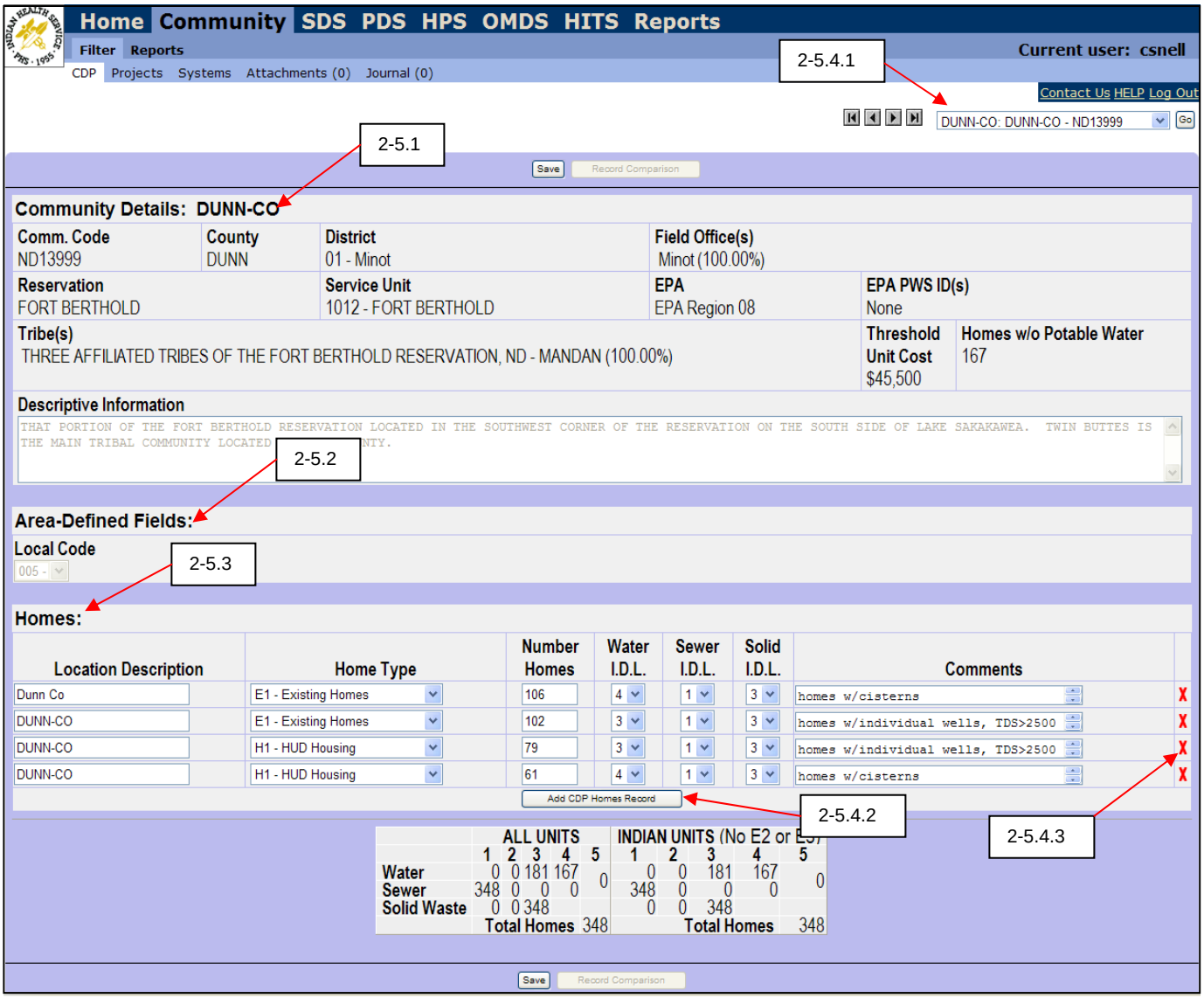



**Figure 2-4.** Sample "Community Details" screen.

### 2-5.3 *Homes*

The "Homes" section of the "CDP" tab displays information about the housing groups that reside within that given community. Refer to Figure 2-4 to see an example homes section. Each housing group will require the input of the information listed in Tables 2-5 and 2-6. Most information is self explanatory but the values used for Initial Deficiency Levels (IDL) are not as clear. IDL for individual homes are categorized on a number scale ranging from 0-5.

*User Tip: Refer to the user manual glossary and SDS Guidelines for additional information for deficiency level definitions and examples.*

| ***Field Label*** | ***Description*** |
|---|---|
| Location Desc. | Short description of the community (i.e. Name) |
| Home Type | Type of home included in each housing group. Home type codes are listed in Table 2-6. |
| Number Homes | Users input the number of homes for a given Type. |
| Water IDL | Initial Deficiency Level for the homes of that type with respect to their water service. |
| Sewer IDL | Initial Deficiency Level for the homes of that type with respect to their sewer service. |
| Solid Waste IDL | Initial Deficiency Level for the homes of that type with respect to their solid waste service. |
| Comments | Displays any comments related to that Home Type. |

**Table 2-5** Community Details Field Descriptions.

| HOME TYPE CODE | TYPE OF HOME | DESCRIPTION |
|---|---|---|
| E1 | Existing AI/AN Homes | Existing, AI/AN owned, 24-hour year-round family dwellings. Land status either trust or non-trust. |
| E2 | Non-Residential Units | Commercial, industrial, or agricultural establishments including office buildings, casinos, nursing homes, health clinics, schools, churches, hospitals, and hospital quarters. Also includes second homes and vacation homes. |
| E3 | Non-Indian Units | Any home that is not an AI/AN owned home. |
| H1 | HUD Housing (AI/AN) | HUD funded Indian housing projects, grants to Tribally Designated Housing Entities (TDHE's) or state and county governments for new houses financed by HUD. Section 184 with Housing Authority on the title. |
| H2 | BIA-HIP Housing | Home constructed or renovated under the Bureau of Indian Affairs (BIA) Home Improvement Program (HIP). Excludes HIP Category A homes, which are homes that do not meet acceptable building standards. |
| H3 | Tribal Housing (AI/AN) | Community Improvement Program (CIP) homes. |
| H4 | State or Remote Housing (AI/AN) | State owned AI/AN homes. Includes Alaska homes for teachers. |
| H5 | Other Housing (AI/AN) | Individually financed new homes (VA, FHA, etc.). AI/AN homes with personal homeowner mortgages guaranteed by HUD under Section 184 of the Housing and Community Development Act of 1992, or others, provided the home is titled solely in the occupant's name. |
| H6 | HUD-BIA Housing (AI/AN) | Former housing program. This is typically not used. |
| H7 | HUD Block Grant (AI/AN); CDBG Complete Units | CDBG new homes and renovations funded by HUD. |

**Table 2-6.** Home type codes.

## 2-5.4 *Common* Actions

### 2-5.4.1 Navigate to a Different Community

The navigation bar in the upper right-hand corner of the screen can be used to navigate to another community, see Figure 2-4. The navigation bar can be used in several different ways to move between communities.

1. Click on the dropdown menu by the community name. Select the desired community from the community list and click on the **Go** button.
2. Click on the left or right arrows (to left of the community name) to be directed to the previous or next community from your filtered list.

3. Click on the left or right arrow with the bar to be directed to the first or last community on the filtered list.

If the desired community is not contained in the community list, select the filter tab and attempt to locate the desired project using new filter criteria (Section 2-2).

#### 2-5.4.2 Add CDP Homes Record

To add a housing type to the community, click on the **Add CDP Homes Record** button at the bottom of the "Homes" section as seen in Figure 2-4. A new row at the bottom of the homes section will appear with the same location description as the previous record. A user then can proceed to input data for each of the particular fields.

#### 2-5.4.3 Delete an Existing Housing Group

To delete an existing home record, select the **X** button located on the far right hand side of the "Homes" section.

#### 2-5.4.4 Edit an Existing Housing Group

Users can change any of the home fields within a given community at any time. To edit an existing home group, simply use the dropdown menu to select the desired value or manually type it in.

*User Tip: Changes are not saved automatically. Any changes must be saved before navigating away from this page.*

## *2-6 PROJECTS*

The "Projects" tab lists all communities that include homes from the selected community. They are listed by being either associated with the Sanitation Deficiency System (SDS) or Project Data System (PDS). See Figure 2-5 for an example of the "Projects" tab.

*User Tip: Homes listed in the community deficiency profile for each community with IDL of 2 or greater must be associated with either a SDS or a PDS project to correct the deficiency.*

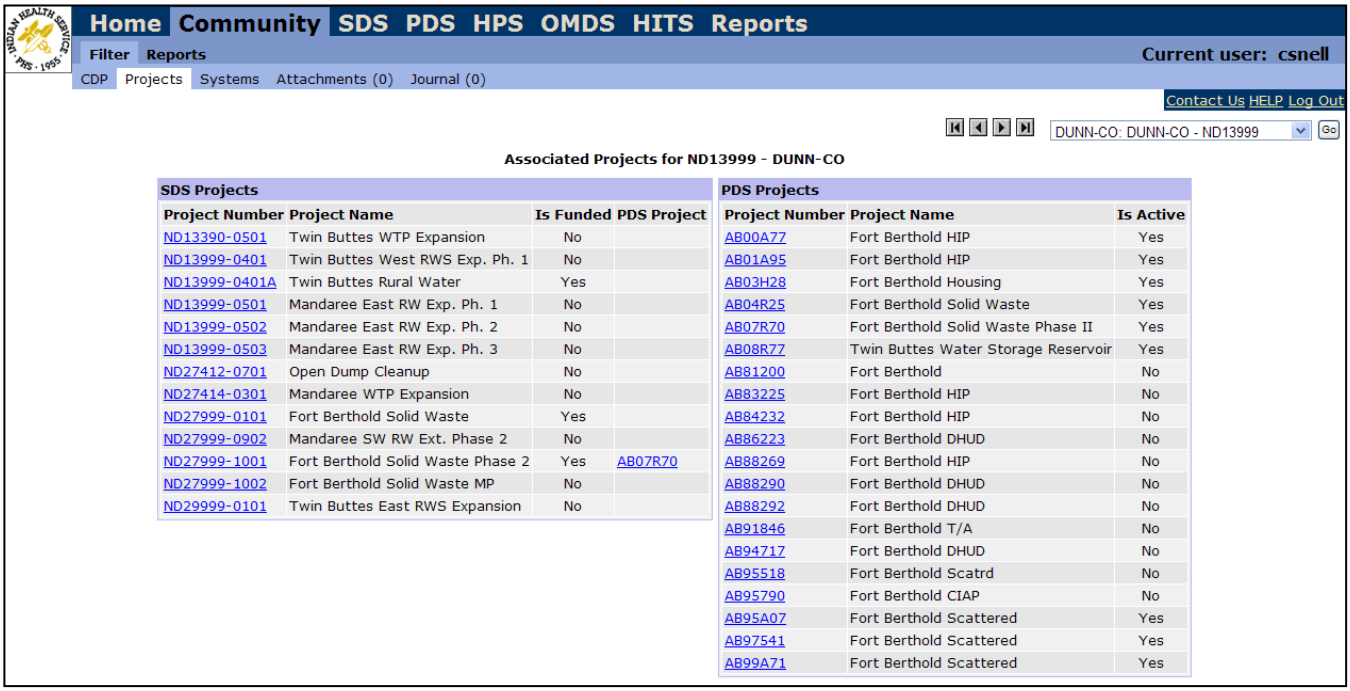



**Figure 2-5.** Sample "Projects Tab" Screen.

## *2-7 SYSTEMS*

The "Systems" tab lists all OMDS Systems that include homes from the selected community. See Figure 2-6 for an example of the "Systems" tab.

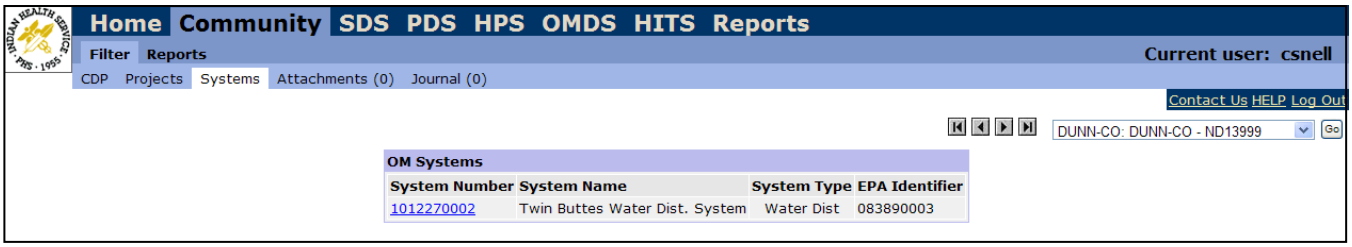



**Figure 2-6.** Sample "Systems Tab" Screen.

## *2-8 ATTACHMENTS*

The "Attachments" tab displays any community related documents, drawings or pictures added to the community, as shown in Figure 2-7. The number of current attachments is displayed in parenthesis after the word "Attachments" at the top of the screen.

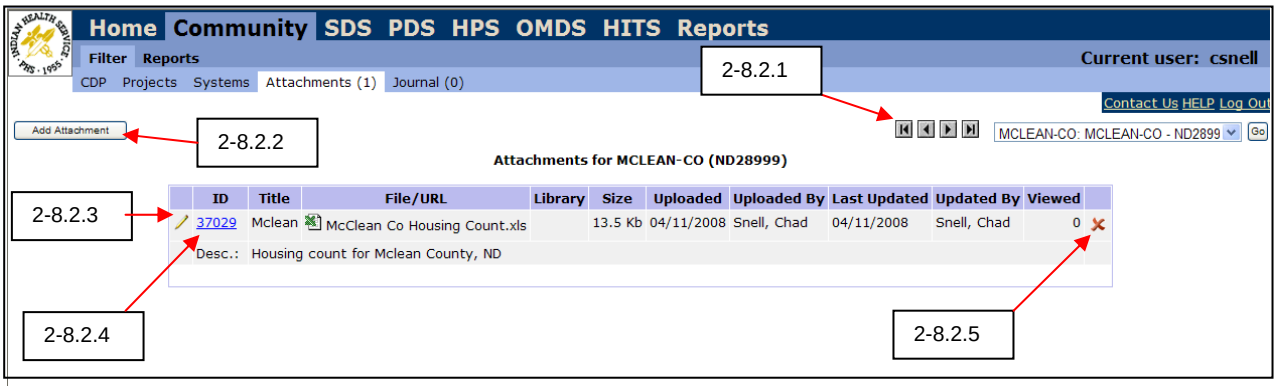



**Figure 2-7.** Sample "Attachments" screen.

## *2-8.1 Community Attachments - Field Descriptions*

| *Field Label* | *Description* |
|---|---|
| ID | ID number assigned to the attachment. The ID number is system generated when a new attachment is created. |
| Title | User defined attachment title. |
| File/URL | Attachment file name and type or URL. |
| Library | Displays whether or not a copy of the attachment is stored in the library. |
| Size | Attachment size. |
| Uploaded | Attachment upload date. |
| Uploaded By | Name of the user who uploaded the attachment |
| Last Updated | Date when the last attachment was updated. |
| Updated | Who last updated the attachment. |
| Viewed | Number of times the attachment has been viewed. |

**Table 2-7** Community Attachments Field Descriptions.

## 2-8.2 *Common* Actions

### *2-8.2.1 Navigate to a Different Community*

See 2-5.4.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other communities within the filter results.

### *2-8.2.2 Add a New Attachment*

To add an attachment, click on the **Add Attachment** button in the upper left screen corner. The "Attachment Details" screen will be displayed, as shown in Figure 2-8.

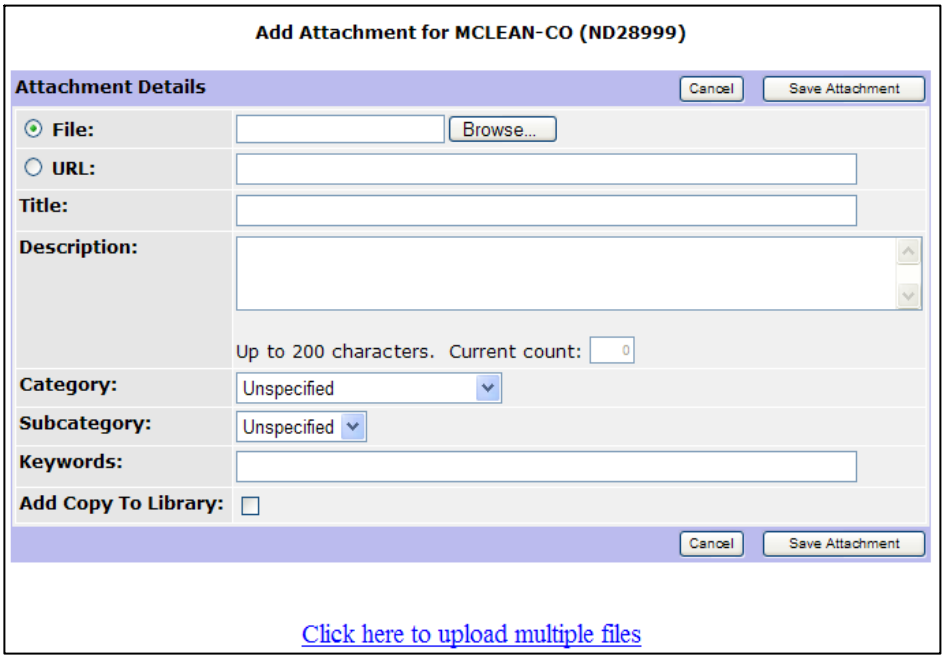



**Figure 2-8.** **"**Attachment Details" screen used for adding new attachments.

The user can either attach files one at a time by selecting multiple files to attach at the same time. To add multiple files select the "Click here to upload multiple files" hyperlink below the "Attachment Details" screen. The "Upload Multiple Files" screen will be displayed, as shown in Figure 2-9.

*User Tip: If the "Upload Multiple Files" screen does not display properly, Flash Player may need to be loaded on the computer. Flash Player can be installed from the Adobe website at www.adobe.com. Note: Contact your local IT staff prior to loading any software. There is currently no limit to the file size for attachments. However, use good judgment for size for downloading purposes.*

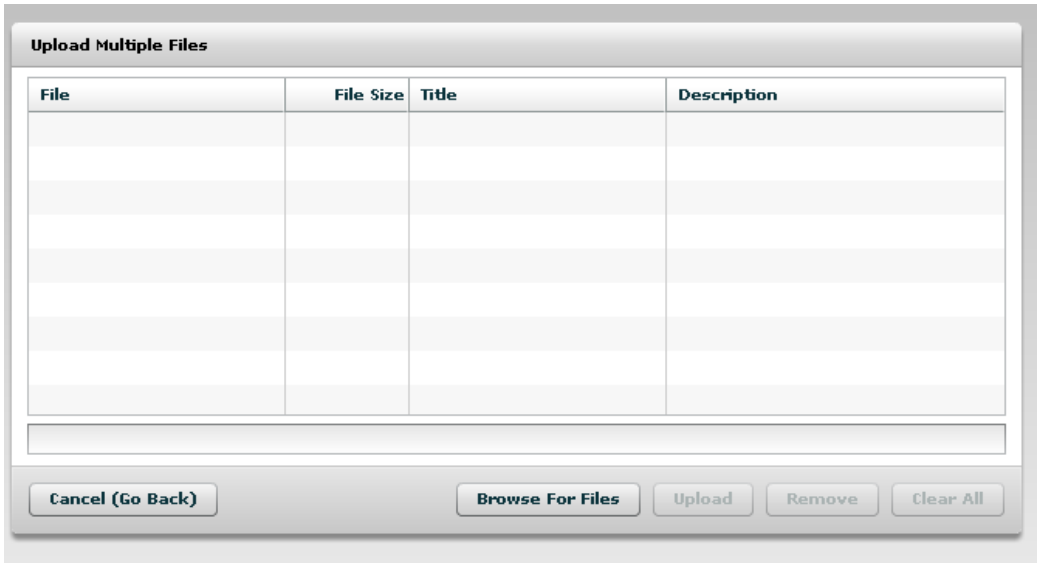



**Figure 2-9.** "Upload Multiple Files" screen.

The fields that are available within the add attachment screen are described in Table 2-8.

| ***Field Label*** | ***Description*** |
|---|---|
| File | To attach a file, select the button to the left of the word "File". Enter the location of the file to be attached. The file can also be located by selecting the **Browse…** button to the right of the file name slot. |
| URL | To attach a URL, select the button to the left of the word URL. Enter the URL to be attached. |
| Title | Enter an attachment title. |
| Description | Enter an attachment description, if desired. The description field is limited to 200 characters |
| Category | Select an attachment category. Categories are used to help identify items placed in the Library. |
| Sub-Category | Select an attachment subcategory |
| Keyword | Enter a key word or phrase for the attachment to assist a user when searching for this document in the library. |
| Add Copy To Library | Check the box to add a copy of the attachment to the library. |
| Cancel | To return to the main attachments screen without saving the new attachment, click on the **Cancel** button |
| Save Attachment | To save a new attachment, select the **Save Attachment** button |

**Table 2-8** Add Community Attachments Field Descriptions.

#### 2-8.2.3 *Edit Existing Attachment*

To edit the details for an existing attachment, select the pencil icon to the left of the attachment title. Once the desired edits are made the **Save Attachments** button needs to be clicked in order to save the changes. Information about the most recent update and the person who updated the attachment is recorded as shown in Figure 2-7.

#### *2-8.2.4 View Existing Attachment*

To view an existing attachment, click on the attachment ID number hyperlink, to the left of the attachment title.

#### *2-8.2.5 Delete an Existing Attachment*

To delete an existing attachment, click on the red **X** on the right side of the screen corresponding to the attachment to be deleted.

## *2-9 JOURNAL*

The "Journal" tab displays any journal entries written for the community. The "Journal" tab assists the reviewer by summarizing the history of the community and any changes in the community's status. A sample "Journal Entry List" is shown in Figure 2-10.

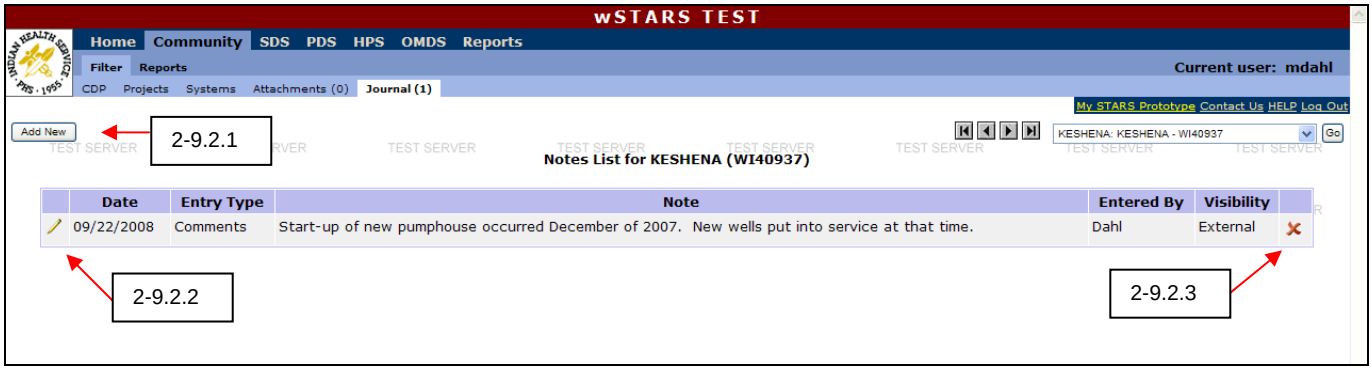



**Figure 2-10.** Sample "Journal" screen.

### *2-9.1 Journal Entry List – Field Descriptions*

The journal entry lists that are shown in fields that are available within the "Add Attachment" screen (Figure 2-8) are described in Table 2-9.

| Field Label | Description |
|---|---|
| Date | Displays when the journal entry was created or edited. |
| Entry Type | Displays the type of journal entry. In the "Community" tab only comments (statement about a comm. related item) can be entered. |
| Note | Displays the journal entry text. |
| Entered By | Displays who submitted or edited the journal entry. |
| Visibility | Displays whether the entry can be viewed internally or externally. |

**Table 2-9** Journal Entry List Field Descriptions.

## *2-9.2 Journal Entry List – Common Actions*

### 2-9.2.1 Add a New Journal Entry

To add a new journal entry, click on the **Add New** button in the upper left screen corner. The "Journal Entry" screen will be displayed, as shown in Figure 2-11, allowing a new journal entry to be created and added to the community. Field entries for new journal entries are shown in Table 2-10.

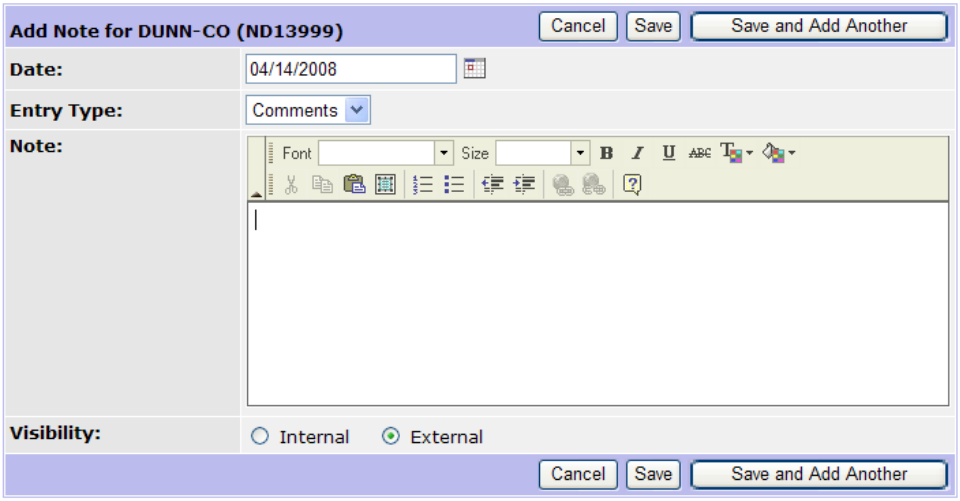



**Figure 2-11.** "Journal entry" screen.

| Field Label | Description |
|---|---|
| Date | Enter the journal entry date |
| Entry Type | Displays the type of journal entry. In the "Community" tab, only comments (statements about a comm. related items) can be entered. |
| Note | Enter the journal entry text. Journal entries are used to generate Progress Reports. Entries should be written in the third person and should be complete sentences. |
| Visibility | Select whether the journal entry should be visible internally or externally. This function is useful when generating progress reports by allowing either internal or external journal entries (or both) to be listed in the report. |
| Cancel | To return to the journal entry list without adding a new journal entry, click on the **Cancel** button |
| Save | To save the journal entry and return to the journal entry list, click on the **Save** button. |
| Save & Add Another | To save the journal entry and add another journal entry before returning to the journal entry list, click on the **Save and Add Another** button. |

**Table 2-10** New Journal Entry Field Descriptions.

*User Tip: The Note field allows for various text formatting options. Be aware that when generating reports using the journal entries, such as Progress Reports, the journal entries will be displayed with the formatting options chosen. If journal entries within one community are formatted differently, a Progress Report would have various text formats and may result in an unprofessional looking document.*

#### 2-9.2.2 Edit an Existing Journal Entry

To edit a journal entry, select the pencil icon to the left of the journal entry date. The "Journal Entry" screen will be displayed, as shown in Figure 2-10. See Table 2-9 for a description of the fields in the "Journal Entry" screen.

#### 2-9.2.3 Delete an Existing Journal Entry

To delete an existing journal entry, click on the **X** on the right side of the screen corresponding to the journal entry to be deleted.

## *2-10 REPORTS*

### *2-10.1 Standard Reports*

There are reports that can be printed and displayed in the CDP data system. There are accessed through the "Reports" tab as shown in Figure 2.12. To

generate a report, click on the blue dot to the left of the desired report. A filter screen will display as shown in Figure 2-13. Choose the filter criteria necessary to generate the desired report. Reports can be displayed either as an HTML, MS Excel, or MS Word file by selecting the desired format from the **Results as:** dropdown list. Examples of each type of standard report are provided in Appendix B.

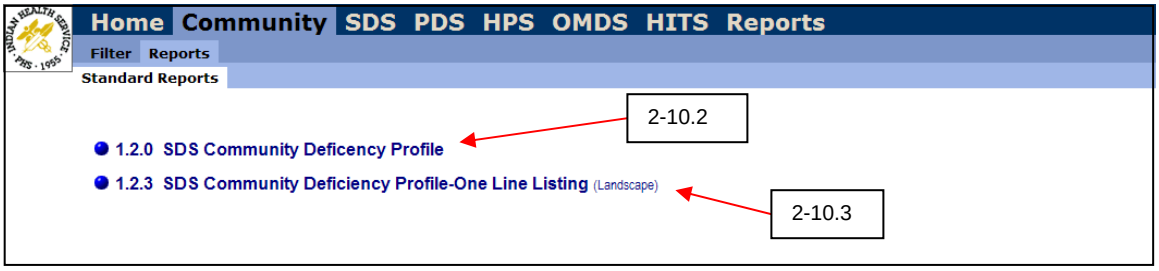



**Figure 2-12.** CDP "Standard Reports" screen.

### *2-10.2 Community Deficiency Profile Report*

When the **SDS Community Deficiency Profile** button is selected, the screen in Figure 2-13 will appear, including filter options.

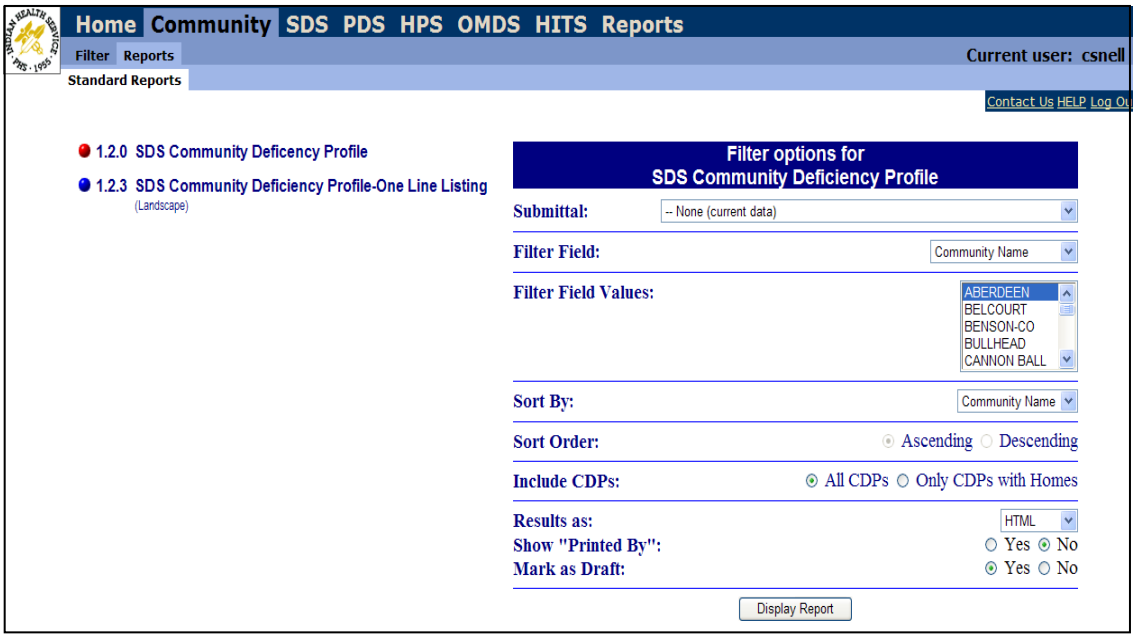



**Figure 2-13.** CDP "Community Deficiency Profile" screen.

The user can select filter criteria best fitting the community/information desired and click the **Display Report** button. A screen similar to Figure 2-14 will be displayed with the information requested in the filter criteria selections.

### *2-10.2.1* Print an SDS Community Deficiency Profile

A Community Deficiency Profile can be printed directly from the report generated. A separate window will appear with the selected community information listed on a narrative report. Adjustments may be needed to print this document. Go to *View – Text Size* and select the smallest text size acceptable for printing. A portion of a sample narrative report is shown in Figure 2-14 along with instructions for reducing the text size.

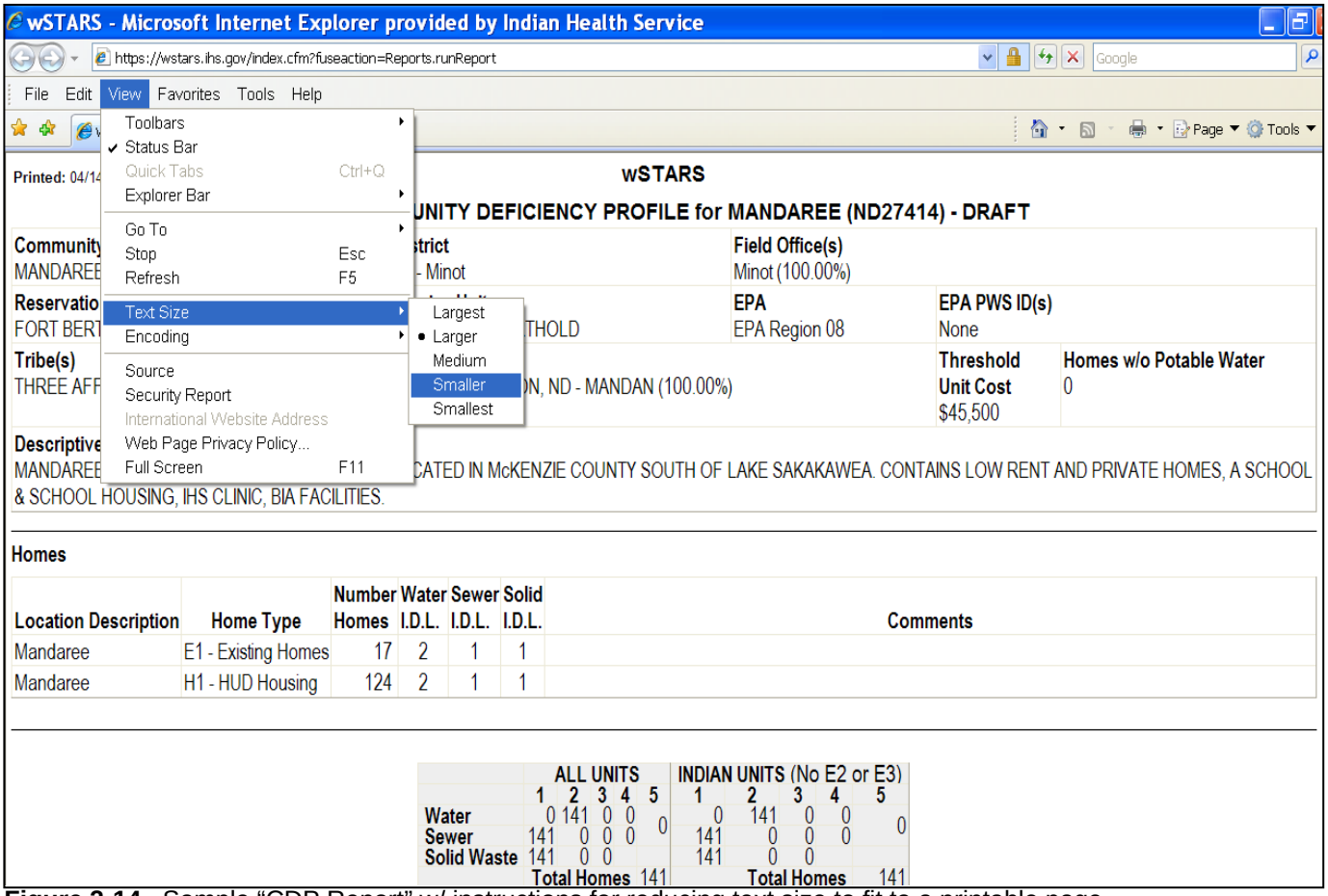



**Figure 2-14.** Sample "CDP Report" w/ instructions for reducing text size to fit to a printable page.

### *2-10.3 Community Deficiency Profile-One Line Listing*

Figure 2-15 shows an example of a one-line report generated for the Fort Berthold Reservation. Filter Criteria allow the user to search for communities based on Tribe Name, Reservation Name, District Name, Field Office, or Community Name. The report generated will list in one line the same information that is inputted on the "Community Details" screen found in Figure 2-4.

Printed: 04/28/2008 12:56PM (Eastern)

wSTARS

SDS COMMUNITY DEFICIENCY PROFILE-ONE LINE LISTING - DRAFT

| COMMUNITY NAME | COMMUNITY-STATE CODE | NO. HOMES AT EACH DEFICIENCY LEVEL 0 OR 1 | 2 | 3 | 4 | 5 | TOTAL HOMES | WATER HOMES | WATER COST | SEWER HOMES | SEWER COST | SOLID WASTE HOMES | SOLID WASTE COST | OPERATION & MAINT. COST | TOTAL IHS Regular PROJECT COST | NUMBER OF PROJECTS IDENTIFIED |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Reservation: FORT BERTHOLD** | | | | | | | | | | | | | | | | |
| DUNN-CO | ND13999 | 0 | 0 | 181 | 167 | 0 | 348 | 348 | $4,980,000 | 348 | $0 | 348 | $0 | $0 | $4,980,000 | 4 |
| FOUR BEARS | ND27412 | 0 | 161 | 0 | 0 | 0 | 161 | 161 | $1,755,000 | 161 | $0 | 161 | $1,000,000 | $599,000 | $3,354,000 | 4 |
| MANDAREE | ND27414 | 0 | 141 | 0 | 0 | 0 | 141 | 141 | $2,750,000 | 141 | $0 | 141 | $0 | $185,000 | $2,935,000 | 2 |
| MCKENZIE-CO | ND27999 | 0 | 0 | 86 | 35 | 15 | 136 | 136 | $4,369,000 | 136 | $0 | 136 | $0 | $0 | $4,369,000 | 9 |
| MCLEAN-CO | ND28999 | 0 | 0 | 102 | 6 | 0 | 108 | 108 | $2,291,000 | 108 | $0 | 108 | $0 | $0 | $2,291,000 | 2 |
| MERCER-CO | ND29999 | 0 | 0 | 7 | 22 | 0 | 29 | 29 | $1,050,000 | 29 | $0 | 29 | $0 | $0 | $1,050,000 | 1 |
| MOUNTRAIL-CO | ND31999 | 0 | 0 | 81 | 10 | 5 | 96 | 96 | $234,000 | 96 | $0 | 96 | $0 | $0 | $234,000 | 1 |
| NEW TOWN | ND31446 | 0 | 0 | 260 | 0 | 0 | 260 | 260 | $0 | 260 | $437,000 | 260 | $0 | $0 | $437,000 | 1 |
| PARSHALL | ND31447 | 138 | 0 | 0 | 0 | 6 | 144 | 144 | $0 | 144 | $0 | 144 | $0 | $0 | $0 | 0 |
| TWIN BUTTES | ND13390 | 0 | 0 | 0 | 88 | 7 | 95 | 95 | $1,855,000 | 95 | $0 | 95 | $0 | $0 | $1,855,000 | 1 |
| WHITE SHIELD | ND28427 | 0 | 71 | 34 | 0 | 13 | 118 | 118 | $1,570,000 | 118 | $753,000 | 84 | $0 | $0 | $2,323,000 | 2 |
| **TOTALS**: | | 138 | 373 | 751 | 328 | 46 | 1,636 | 1,636 | $20,854,000 | 1,636 | $1,190,000 | 1,602 | $1,000,000 | $784,000 | $23,828,000 | 27 |

(s) - Community is shared by multiple field offices or tribes

**Figure 2-15** CDP Community Deficiency One-Line Listing.

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# CHAPTER 3 – Sanitation Deficiency System

## *3-1 BACKGROUND INFORMATION - WHAT IS SDS?*

SDS is the Sanitation Deficiency System (SDS) for the IHS DSFC. The term "sanitation deficiency" refers to an identified need for new or improved sanitation facilities for existing homes of American Indians and Alaska Natives (AI/AN). Such sanitation facilities may include water and sewer systems, both for AI/AN communities and/or individuals. Data on sanitation deficiencies related to AI/AN individual homes and communities are stored in SDS. SDS is used by IHS and other federal entities to make important programmatic decisions. IHS uses SDS to allocate annual Congressional appropriations known as "Regular" funding. It is also used by other Federal agencies, including the Environmental Protection Agency and USDA Rural Development to confirm needed projects and/or select projects for funding.

IHS SFC engineers enter and edit data in SDS for the Tribes with which they work. DSFC Area and Headquarters staff and Federal partners also access and review the data. The database also allows for data sorting, data analysis, and the development and generation of reports.

Every year, typically starting in the summer, data in SDS is formally reviewed. DSFC engineers make sure necessary updates are completed. The data are reviewed with tribal representatives and then by managers at the District, Area, and Headquarters levels before a finalized list of projects in each Area is developed. These lists are used as the basis for distributing annual Regular funding allocations and the project priority list that identifies the order in which projects will be funded in the following funding cycle.

The web-based version of SDS is located within the STARS data system. Within STARS, SDS is linked with the Community Data System (known as COMMUNITY), the Project Data System (PDS), and the Operations and Maintenance Data System (OMDS). When a project in SDS is funded, it becomes part of PDS where the progress of the project is tracked. As throughout the rest of the STARS database, different users have different access levels within SDS.

This manual does not provide background information on determining the deficiency levels and scoring of SDS projects. For further information, refer to the most current version of the "Sanitation Deficiency System Guidelines" referred to as the "SDS Guidelines" throughout this chapter. References are also made to the "Criteria for Sanitation Facilities Construction Program" document. Both of these guides are available on the DSFC website: http://www.dsfc.ihs.gov/documents.cfm.

*User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area Administrator.*

## 3-2 SPECIFY A PROJECT FILTER

### 3-2.1 General Description

You must have access to the STARS database in order to edit/view information in SDS. See Chapter 1 for more specific information on how to obtain access to STARS. Once in STARS, select the appropriate IHS Area using the clickable map, and enter your login name and password. The selected Area's homepage will open. Click on the SDS tab at the top of the screen to begin working in SDS. The SDS filter screen will open. An example of this is shown in Figure 3-1.

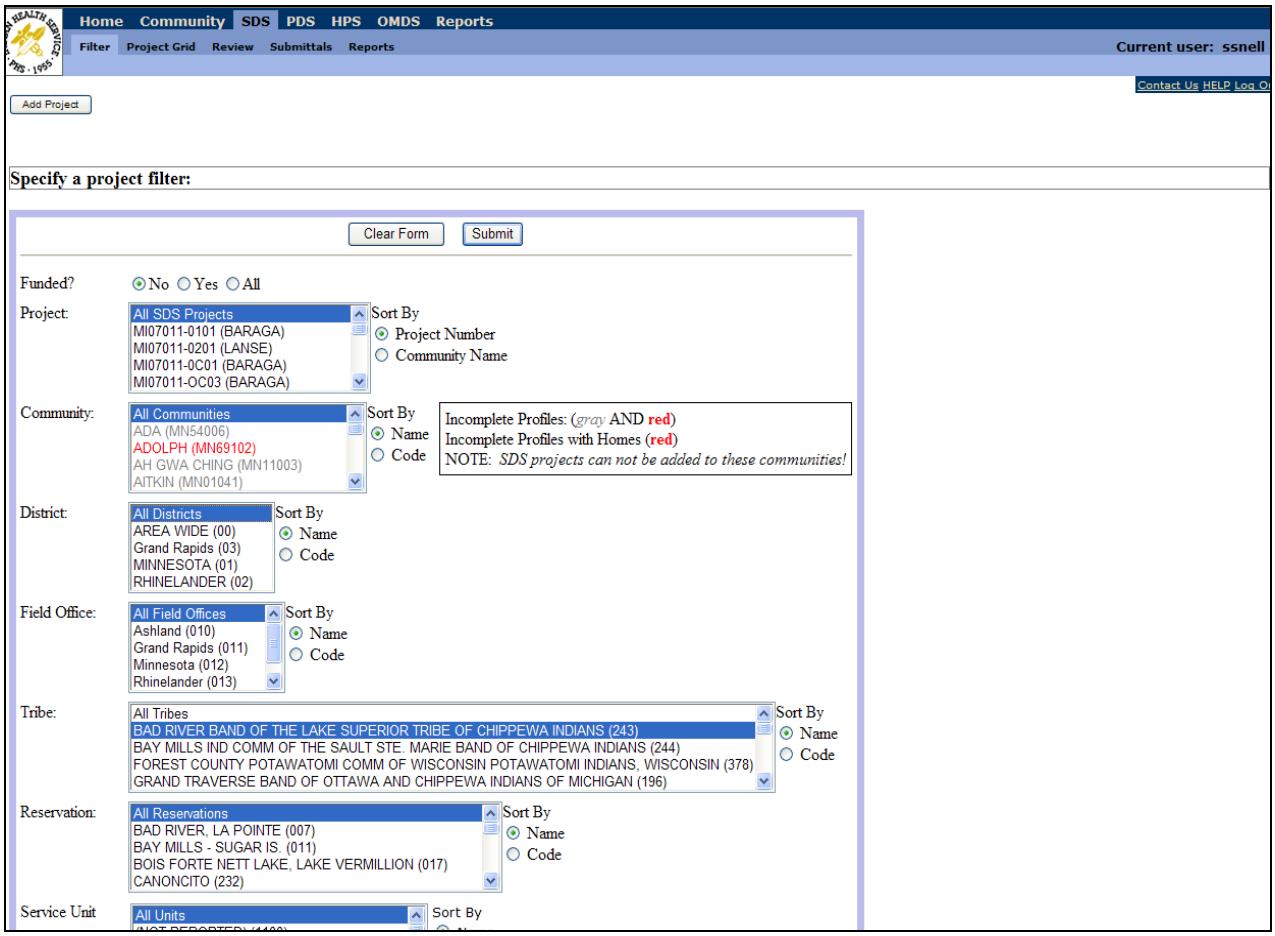



**Figure 3-1.** "SDS project filter" screen.

### 3-2.2 Specifying the Filter Criteria

The SDS project filter screen allows the user to filter the projects based on several different filtering criteria. To view a list of projects, enter the appropriate search criteria and select the **Submit** button. A minimum of one filter must be applied to result in a list of projects. The selection of several filters will result in a shorter list of results. See Section 3-3 for additional information about filtering results. The filter options are as follows:

#### 3-2.3.1 Funded

| OPTION | EXPLANATION |
|---|---|
| No | Select this button to see only a list of projects that have not been funded. |
| Yes | Select this button to see only a list of projects that have been funded. |
| All | Select to see a list of all of the projects matching the filter criteria regardless of funding status. |

**Table 3-1.** Options for filtering by funding status.

#### 3-2.3.2 Project

Select "All SDS Projects" to search for all projects matching other filter criteria or select a specific project from the list if the project number of the project to be reviewed is known. To select multiple projects, use *Ctrl/Shift* and click desired projects.

#### 3-2.3.3 Community

Select the community where the desired project(s) is located. The options for sorting the list of communities are shown in Table 3-2. To select multiple communities, use *Ctrl/Shift* and click desired communities.

| SORT OPTION | EXPLANATION |
|---|---|
| Sort by Name | Select this button to see a list of communities in alphabetical order by community name. |
| Sort by Code | Select this button to see a list of communities in numerical order based on the code assigned to each community. |

**Table 3-2.** Options for sorting community list.

#### 3-2.3.4 District

Select the IHS district assigned the desired project(s). The options for sorting the list of districts are shown in Table 3-3. To select multiple districts, use *Ctrl/Shift* and click desired districts.

| SORT OPTION | EXPLANATION |
|---|---|
| Sort by Name | Select this button to see a list of districts in alphabetical order by district name. |
| Sort by Code | Select this button to see a list of districts in numerical order based on the code assigned to each district. |

**Table 3-3.** Options for sorting the list of districts.

### 3-2.3.5 *Field Office*

Select the IHS field office assigned the desired project(s). The options for sorting the list of field offices are shown in Table 3-4. To select multiple field offices, use *Ctrl/Shift* and click desired field offices.

| SORT OPTION | EXPLANATION |
|---|---|
| Sort by Name | Select this button to see a list of field offices in alphabetical order by field office name. |
| Sort by Code | Select this button to see a list of field offices in numerical order based on the code assigned to each field office. |

**Table 3-4.** Options for sorting the list of field offices.

### 3-2.3.6 *Tribe*

Select the Tribe served by the desired project(s). The options for sorting the list of Tribes are shown in Table 3-5. To select multiple Tribes, use *Ctrl/Shift* and click desired Tribes.

| SORT OPTION | EXPLANATION |
|---|---|
| Sort by Name | Select this button to see a list of Tribes in alphabetical order by Tribe name. |
| Sort by Code | Select this button to see a list of Tribes in numerical order based on the code assigned to each Tribe. |

**Table 3-5.** Options for sorting the list of Tribes.

### 3-2.3.7 *Reservation*

Select the Reservation served by the desired project(s). The options for sorting the list of Reservations are shown in Table 3-6. To select multiple Reservations, use *Ctrl/Shift* and click desired Reservations.

| SORT OPTION | EXPLANATION |
|---|---|
| Sort by Name | Select this button to see a list of Reservations in alphabetical order by Reservation name. |
| Sort by Code | Select this button to see a list of Reservations in numerical order based on the code assigned to each Reservation. |

**Table 3-6.** Options for sorting the list of Reservations.

### 3-2.3.8 *Service Unit*

Select the service unit served by the desired project(s). The options for sorting the list of service units are shown in Table 3-7. To select multiple service units, use *Ctrl/Shift* and click desired service units.

| SORT OPTION | EXPLANATION |
|---|---|
| Sort by Name | Select this button to see a list of service units in alphabetical order by service unit name. |
| Sort by Code | Select this button to see a list of service units in numerical order based on the code assigned to each service unit. |

**Table 3-7.** Options for sorting the list of service units.

### *3-2.3.9 Engineer*

Select the engineer that is assigned to the desired projects. To select multiple engineers, use *Ctrl/Shift* and click desired engineers.

### *3-2.3.10 Funding Source*

Select this option to view projects based on a particular funding source. To select multiple funding sources, use *Ctrl/Shift* and click desired funding sources.

### *3-2.3.11 Sort By*

The filter results can be sorted by a number of subjects, as shown in Table 3-8. The default option is "Community."

| SUBJECTS TO SORT BY | |
|---|---|
| Community | Reservation |
| Project Number | Service Unit |
| Project Name | Engineer |
| Fiscal Year (Default) | Review Date |
| Total Cost | Reviewer |
| Number of Homes | Reviewer Level |
| District | Attachements |
| Field Office | Last Update |
| Tribe | |

**Table 3-8.** Subjects to sort filter results by.

### *3-2.3.12 Sort Order*

Once the filter criteria has been selected, the resulting list of projects can be displayed in either ascending or descending order based on the sorting criteria selected in Section 3-2.2.11.

| SORT ORDER OPTIONS | EXPLANATION |
|---|---|
| Ascending | Select this button to see the resulting list of projects, listed by the sorting criteria in Section 3-2.2.11, in ascending order. |
| Descending | Select this button to see the resulting list of projects, listed by the sorting criteria in Section 3-2.2.11, in descending order. |

**Table 3-9.** Filter results sort order options.

### *3-2.3 Common Actions*

Descriptions of common action items on the “Specify Project Filter” screen are given below.

#### *3-2.3.1 Add Project*

To add a new project to SDS, select the **Add Project** button in the upper left-hand corner of the screen. The “Add New SDS Project” screen will be displayed, as shown in Figure 3-2. Enter the appropriate information in the fields described below and click on the **Save Project** button when done.

*User Tip: WARNING! If you have questions about adding a project check with the appropriate people (supervisor/Area STARS coordinator). Access for “deleting” projects is limited.*

To navigate away from this screen without adding a project, select the **Cancel** button in the lower, left hand corner of the screen.

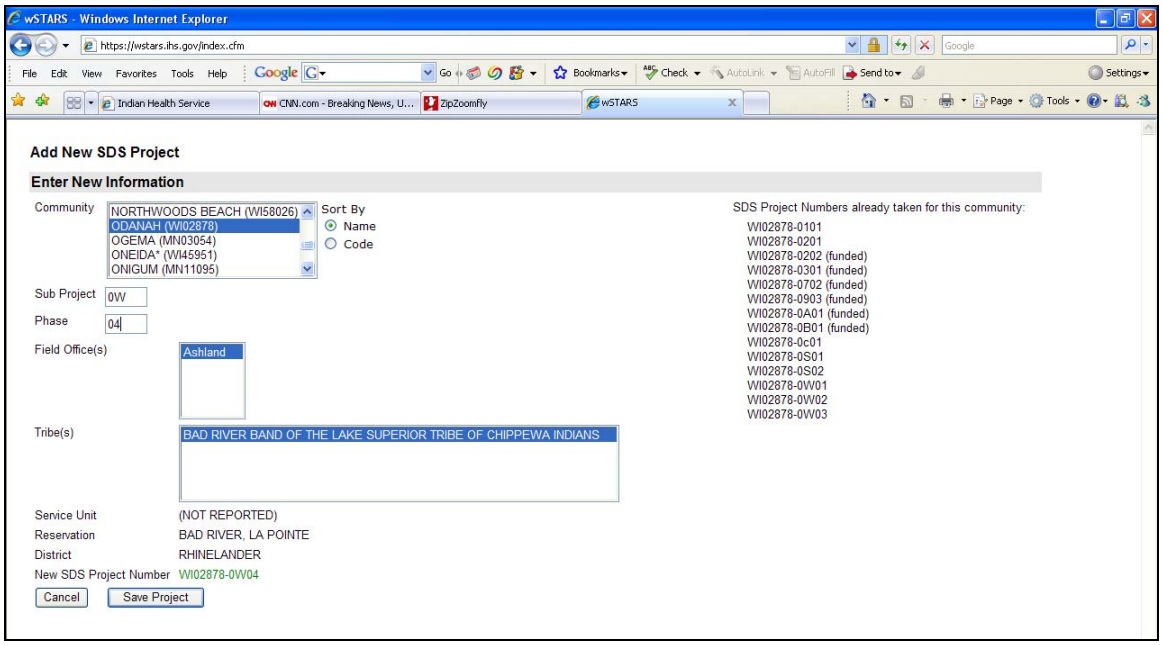



**Figure 3-2.** “Add New SDS Project” screen.

| Field Label | Description |
|---|---|
| **Community** | Select the community where the project is located. If the project involves more than one community, it should be assigned to the community most affected. |

*User Tip: The user must select from the list of communities shown. Only official communities published in the IHS Standard Codebook can be added, and this must be done at the HQ level.*

**Sub Project** Consists of two alpha or numeric characters.

**Phase** Enter the appropriate two-digit identifier (i.e. 01, 02, 03, etc...) for the project.

*User Tip: An "SDS project number" consists of the 7-digit community code, followed by a dash and the sub project and phase codes. An example would be WI02878-OW01.*

*User Tip: Check with the Area in which project is located for specific guidance on assigning alpha/numeric characters for "Sub Project" and "Phase."*

**Field Office** Select the field office that will be managing the project (a list will be generated based on the community selected).

**Tribe** Select the Tribe the project will serve (a list will be generated based on community selected).

**Service Unit** Automatically assigned based on the Community selected.

**Reservation** Automatically assigned based o the Community selected.

**District** Automatically assigned based on the Community selected.

### *3-2.3.2 Clear the Filter Form*

To clear the project filter of any previously selected criteria, select the **Clear Form** button located at the top or bottom of the "Project Filter" screen.

### *3-2.3.3 Submit the Filter Form*

To begin searching the project database for projects based on the filter criteria selected (highlighted), select the **Submit** button located at the top or bottom of the "Project Filter" screen.

## 3-3 FILTER RESULTS

Once the filter criteria has been selected and submitted a list of projects matching that criteria will be displayed, as shown in Figure 3-3. At the top of the screen, on the left side, the filter criteria that were chosen are listed. Just below this is the number of projects that were found that match the filter criteria.

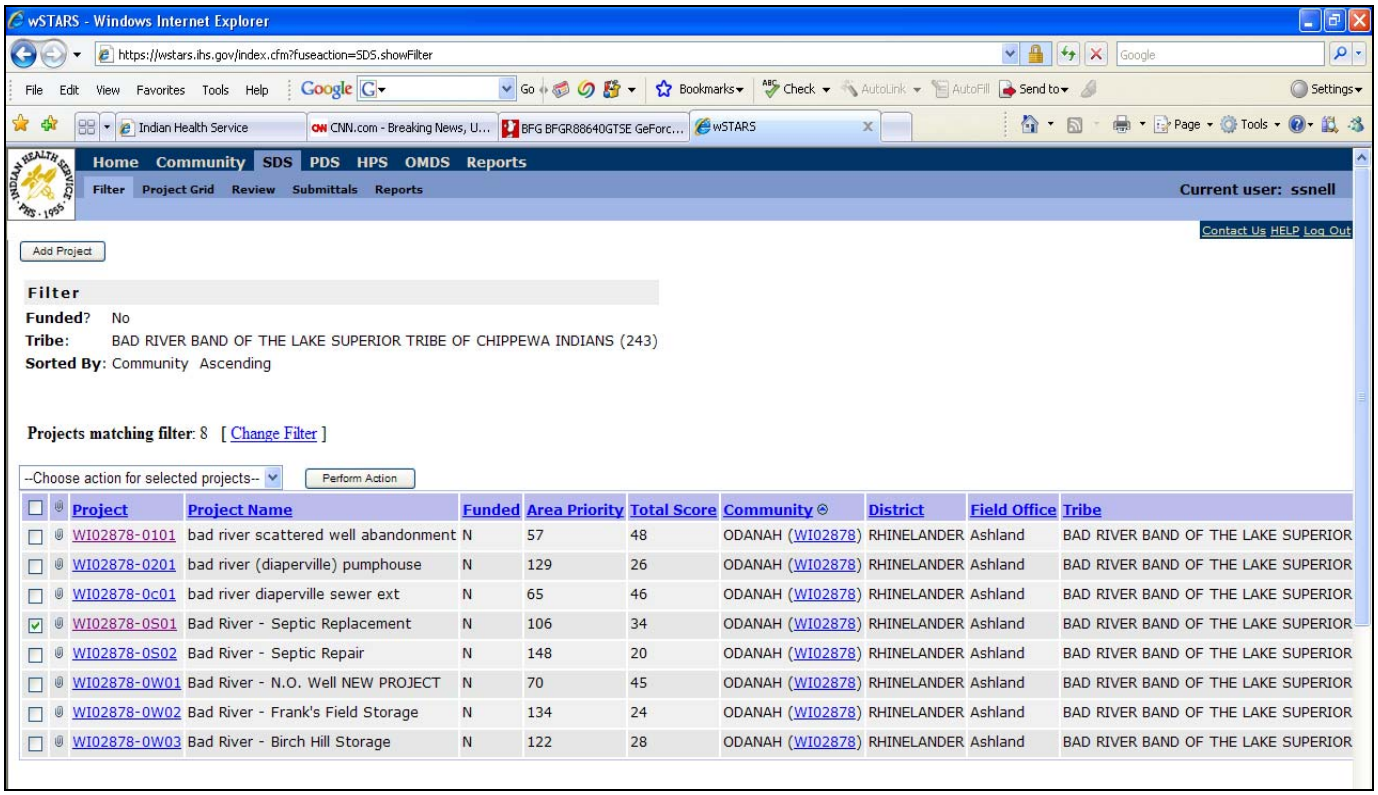



**Figure 3-3.** **"**SDS filter results" screen.

### 3-3.1 Filter Results - Field Descriptions

| Field Label | Description |
|---|---|
| **Project** | Displays the SDS project number. Each SDS project number is unique.<br><br>The project number includes a seven digit alpha-numeric character matching the community code and a four-digit alphanumeric code including the "Sub Project" and "Phase" as described on page 3-7. |
| **Project Name** | Displays the descriptive name identifying the project. This will typically be the name of the geographical location of the proposed project or a short phrase describing the project. The name can contain any characters and be up to 40 characters long. |

**Funded** "N" indicates a project has not been funded; "Y" indicates a funded project.

**Area Priority** Displays the numerical ranking of the project (with 1 being the highest) based on current data in SDS, which is automatically calculated by the system. The priority ranking is determined based on the total project score. The highest scoring project in an Area will be ranked as "1".

*User Tip: If projects in an Area have the same score, then the following score values are used to break ties in the order below:*

*a. Health Impact score,*
*b. Deficiency Level score,*
*c. Capital Cost score, and*
*d. O&M score.*

*User Tip: Because it is based on real time data, the project rank shown for "Area Priority will vary based on funded projects, etc. When making funding allocations, users should obtain the appropriate listing of SDS projects generated after the annual DSFC review process.*

**Total Score** Displays the numerical score of the project as calculated using the scoring criteria in the "SDS Guidance Manual".

**Community** Displays the community the project will serve (or the community most affected if more than one community is being served).

**District** Displays the district the project is assigned to.

**Field Office** Displays the field office the project is assigned to.

**Tribe** Displays the name of the Tribe receiving services from this project.

**Reservation** Displays the Reservation where the project is located.

**Service Unit** Displays the service unit where the project is located.

**Engineer** Displays engineer assigned the project.

### *3-3.2 Common Actions*

#### *3-3.2.1 Navigate to a Project*

To open a project from the list, click on the desired project number (underlined in blue). The "Project Details" screen for the selected

project will open. See Section 3-5 for a discussion of the project details screen.

#### *3-3.2.2 Add a New Project*

See Section 3-2.3.1 for instructions on adding a new project to SDS.

#### *3-3.2.3 Change the Filter Criteria*

If the desired project does not appear in the filter results list, the filter criteria can be changed in two ways.

1. Click on the "Change Filter" hyperlink.

   or

2. Scroll to the bottom of the page to see the "Specify a Project Filter" screen.

Repeat the steps listed in Section 3-2 "Specifying a Project Filter" until the desired project appears.

#### *3-3.2.4 Perform Action - Filter to Marked Projects*

This option will filter the project list further so that only selected projects are displayed.

1. Click on the dropdown menu in the "Choose action for selected projects" box and select "Filter to Marked Projects."

2. Check the box to the left of the desired project(s) to filter or check the box at the top to select all (or uncheck to reverse operation).

3. Click on the **Perform Action** button.

4. A new filter results list will be displayed, listing only the selected projects.

#### *3-3.2.5 Perform Action – Export Marked Projects to Excel*

This option will export the selected projects to an Excel spreadsheet.

1. Click on the down arrow in the "Choose action for selected projects" box and select "Export Marked Projects to Excel."

2. Check the box to the left of the desired project(s) to filter or box at the top to select all (or uncheck to reverse operation).

3. Click on the **Perform Action** button.

4. An Excel spreadsheet will open displaying information for all selected projects.

*<u>User Tip</u>: If the spreadsheet will be large, it is quicker to select "save" and save to desktop or in a file and then open. If you select "open" without saving, it takes more time.*

### *3-3.2.6 Perform Action – Assign Engineer*

This option will assign an engineer to the selected projects.

1. Click on the dropdown menu in the "Choose action for selected projects" box and select "Assign Engineer."

2. A selection box will appear. Select the desired engineer to assign the project to from the dropdown menu.

3. Check the box to the left of the desired project(s) to assign to the engineer selected.

4. Click on the **Perform Action** button.

5. A box will appear that asks "Are you sure you want to assign [Engineer Name] as engineer for all selected projects?"

   a. OK – This will assign the selected projects to the selected engineer. A message stating "Selected Project(s) was/were updated" will appear.

   b. Cancel – Returns you to the filter results screen without changing the engineer for the selected projects.

### *3-3.2.7 Perform Action – Fund Projects*

This option will fund or remove SDS projects in the SDS data system.

1. Click on the down arrow in the "Choose action for selected projects" box and select "Fund Projects."

2. Check the box to the left of the desired project(s) to select the projects to be funded or removed.

3. Click on the **Perform Action** button.

4. A screen will appear (Figure 3-4). Enter the appropriate information for each project in the field shown.

| Field Label | Description |
|---|---|
| **Funding Action** | Select the funding action desires as shown in Table 3-10. "No PDS project" allows a project to be removed from the SDS data system without deleting it. |

| *FUNDING ACTION OPTIONS* |
|---|
| Create New PDS Project |
| Fund Existing PDS Project |
| No PDS Project |

**Table 3-10** SDS project funding action options.

| | |
|---|---|
| **Area FY** | Automatically assigned based on Area logged into. Select the fiscal year of the funding using the dropdown menu. |
| **Last 3** | Enter the three numbers that, when combined with the Area abbreviation and the two-digit fiscal year, will complete the PDS project number to be assigned. Note this field is only displayed for entry if "Create New PDS Project" is selected as the funding action. |
| **Copy** | Check appropriate boxes if information shown is to be copied from SDS to PDS when a new PDS project is created. See Table 3-11 for a list of items that can be copied. |

| *SDS TO PDS COPYING OPTIONS* |
|---|
| Existing/Proposed Narratives |
| Journal |
| Attachments |

**Table 3-11** SDS to PDS copying options.

| | |
|---|---|
| **Comments** | Add any appropriate comments for the funding action being taken. |
| **Project** | Select the appropriate PDS project number from the dropdown menu. Note that this field is only displayed for entry if "Fund Existing PDS Project" is selected as the funding action. |

5. After entering the required information, select one of the following:

   a. Perform Action – This will complete the funding actions specified. A message will appear confirming that the funding actions were completed and the following options will be given for navigating to another screen:

"Return to SDS Project List"
"Return to Funded SDS Projects"
"Work with Listed PDS Projects"

b. Cancel – This will return you to the filter results screen without completing any funding actions.

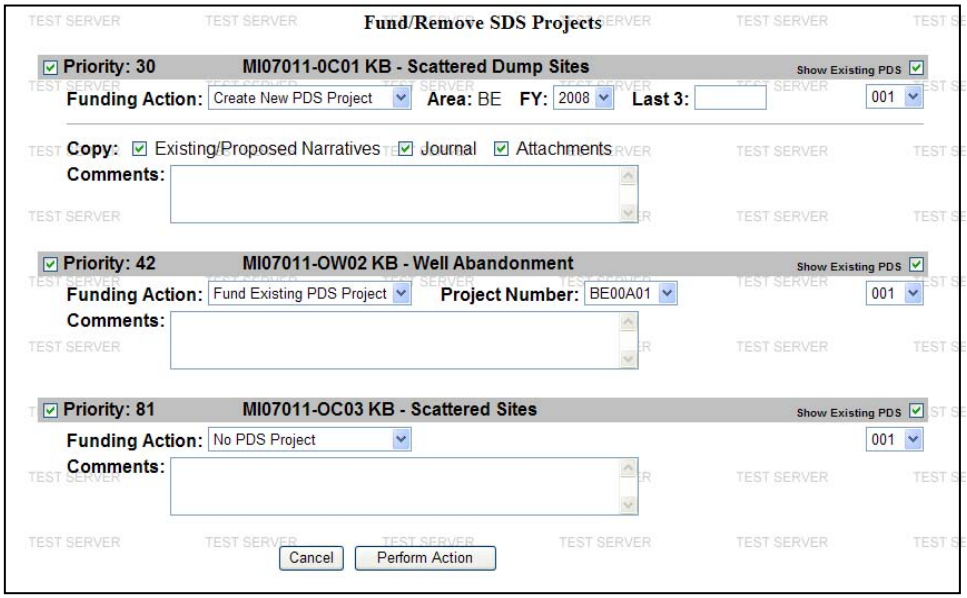



**Figure 3-4.** "Fund/Remove SDS Projects" screen.

#### *3-3.2.8 Sort Results by Title Headings*

The list of projects can be sorted by any fields, either alphabetically or numerically, by clicking on the field name. To reverse the sort order, click on the field name a second time.

## *3-4 OPEN A PROJECT IN SDS*

To update or view a specific project, click on the project number in the "SDS Filter Results" screen. When a project is opened, 5 sub-headings (tabs) will be displayed, as shown in Figure 3-5. The "Project Details" tab will be displayed. To open a different tab, select the tab name. A description of each tab follows.

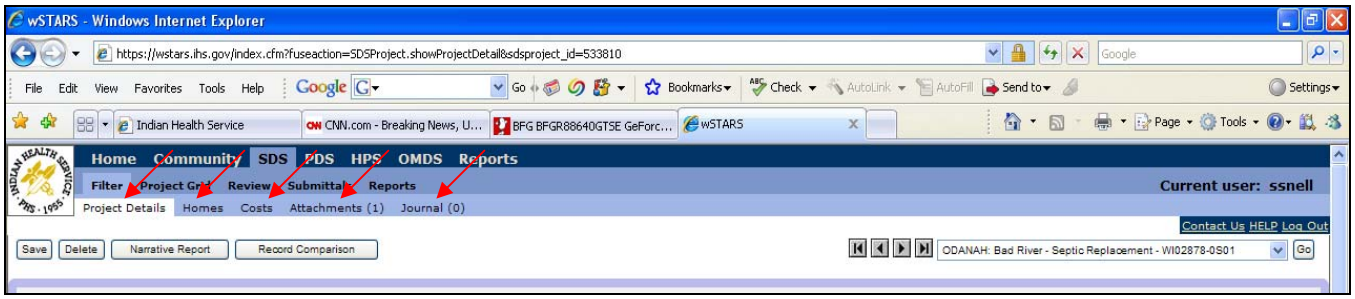



**Figure 3-5.** Sub-headings (tabs) under specific projects.

## *3-5 PROJECT DETAILS*

The "Project Details" tab displays a general summary of the project, as shown in Figure 3-6. The information contained on this screen has been divided into nine general subsections, as shown in Figure 3-6 and as described below.

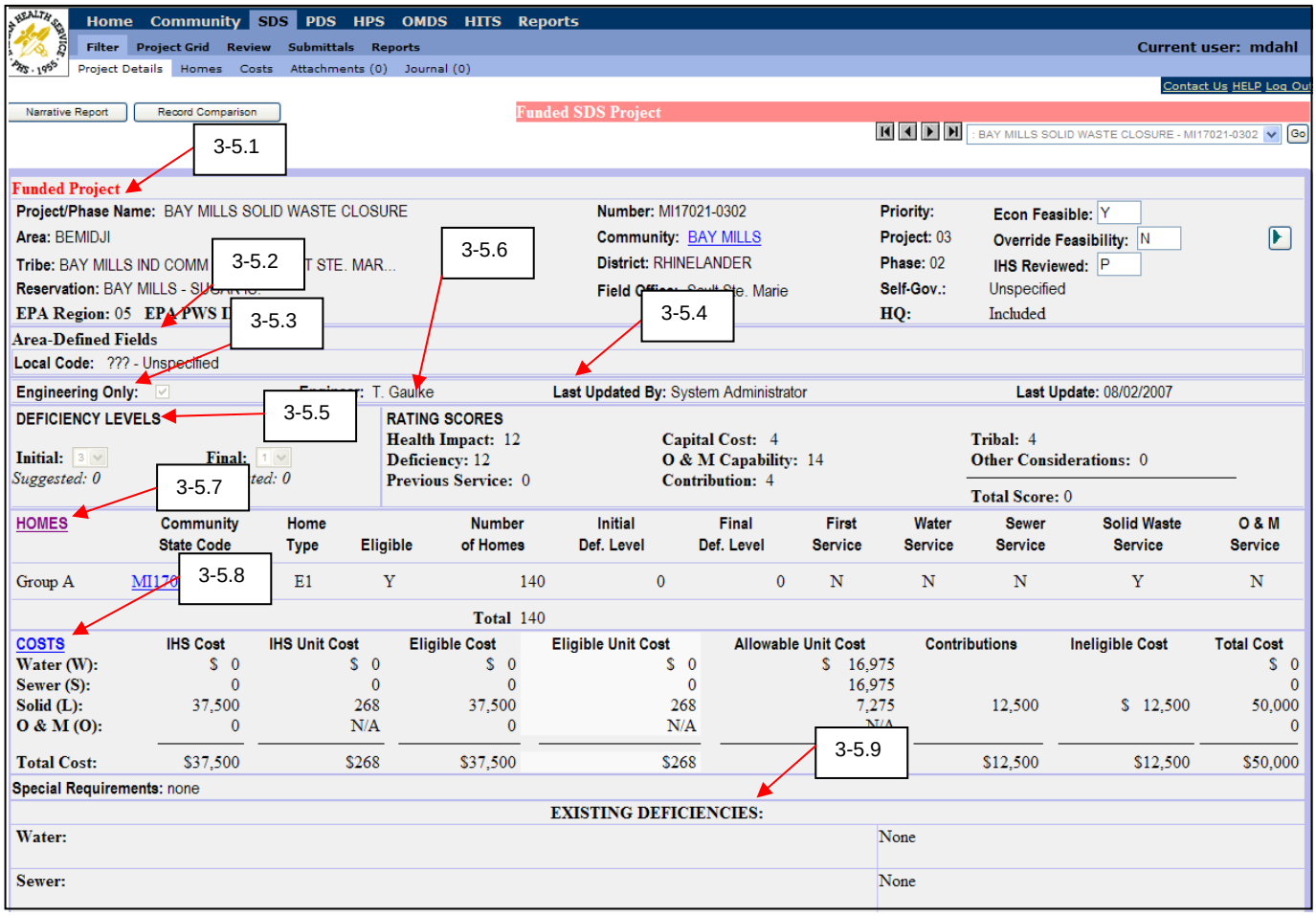



**Figure 3-6.** "Sample Project Details" screen.

### *3-5.1 General Project Details - Field Descriptions*

| Field Label | Description |
|---|---|
| **Project/ Phase Name** | Displays the project name. |
| **Number** | Displays the project number, which consists of seven digit alpha-numeric community code, hyphen, sub project identifier, and phase codes. |
| **Priority** | Displays current Area priority ranking of the project if a project has not been funded. If the project has been funded, this field will be blank, but there will an indication at the top of the screen and in the upper left corner that the project has been funded. |
| **Econ Feasible** | "Y" indicates the project is economically feasible; "N" indicates the project is not economically feasible. See the SDS Guidelines for additional information on how economic feasibility is determined. |
| **Area** | Displays the IHS Area where the project is located. |
| **Community** | Displays the community where the project is located. |
| **Project** | Displays the two-digit alpha-numeric code, which is also called the "Sub Project" when a project is first added into SDS. |
| **Override Feasibility** | "Y" indicates "Override Feasibility" option is being activated; "N" indicates the "Override Feasibility option has not been selected. If box contains "Y", click on the arrow to the right of this box to view "Override By", the name of the person who selected this option and any relative comments. |
| **Tribe** | Displays the Tribe the project will serve. |
| **District** | Displays the District where the project is assigned/located. |
| **Phase** | Displays the two-digit phase identifier, which was inputted when the project was first added into SDS. These two numbers are the last two digits in the project number. |
| **IHS Reviewed** | Displays IHS review status: "Y" for Yes, "N" for No, and "P" for Pending. Click on the arrow to the right of this box to view who has reviewed, the date reviewed, and any relative comments. |

**Reservation** Displays the Reservation where the project is located.

**Field Office** Displays the field office assigned the project.

**Self-Gov** Displays the method used for delivering services to a Tribe. Options include: IHS Direct Service, Title 1 Contract, Title 3 Compact, and Title 5 Contract.

| *DELIVERY METHOD* | *DESCRIPTION* |
|---|---|
| **IHS Direct Service** | IHS administers the DSFC program. Sanitation facilities are constructed by:<br>1) IHS federal employees; or<br>2) Transferring project funds using a P.L. 86-121 Memorandum of Agreement (MOA) to establish tribal or third party project commitments; or<br>3) Using federal contracts. |
| **Title 1 Contract** | Tribes and tribal organizations contract with IHS to provide the program, services, functions and activities of IHS (Public Law 93-638). |
| **Title 5 Compact** | Tribes and tribal organizations are authorized to plan, conduct, consolidate and administer programs, services, functions and activities of IHS. |

**Table 3-12.** Program delivery methods.

**EPA Region** Displays the EPA Region the project falls under. The EPA Region number is inherited from the community information assigned in the Community Deficiency Profile (Chapter 2). Table 3-13 lists the EPA regions and the corresponding states covered by each regional office.

| *EPA REGION #* | *STATES COVERED* |
|---|---|
| 1 | MA, ME, NH, VT, CT, RI |
| 2 | NY, NJ, PR, VI |
| 3 | PA, VA, WV, DE, DC, MD |
| 4 | KY, TN, NC, SC, GA, FL, AL, MS |
| 5 | MN, WI, IL, MI, IN, OH |
| 6 | NM, TX, OK, AR, LA |
| 7 | IA, MO, NE, KS |
| 8 | MT, ND, SD, UT, CO, WY |
| 9 | AZ, CA, NV |
| 10 | WA, OR, ID, AK |

**Table 3-13.** EPA regions and corresponding states.

**EPA PWS ID** Displays the EPA Public Water System Identification Number (PWS ID) if there is one for the community system.

### *3-5.2 Area Defined Fields - Field Descriptions*

Displays any additional fields that a specific Area wants included on the SDS "Project Details" screen. Contact the Area for additional information on these items.

### *3-5.3 Engineering Fields – Field Descriptions*

| Field Label | Description |
|---|---|
| **Engineering Only** | This box will be checked if project is only for engineering services (includes no construction). |
| **Engineer** | Displays the name of the engineer assigned to the project. |

### *3-5.4 Last Update Fields – Field Descriptions*

| Field Label | Description |
|---|---|
| **Last Updated By** | Displays the user name of who last updated (made any modification to) the project entry. |
| **Last Update** | Displays the date the project was last updated. |

### *3-5.5 Deficiency Levels – Field Descriptions*

| Field Label | Description |
|---|---|
| **Initial** | Displays the initial project deficiency level. |
| **Final** | Displays the final project deficiency level. |

*User Tip: Refer to the user manual glossary and SDS Guidelines for additional information for deficiency level definitions and examples.*

### *3-5.6 Rating Scores - Field Descriptions*

| Field Label | Description |
|---|---|
| **Health Impact** | Displays the project health impact score. |
| **Deficiency** | Displays the project deficiency score. |
| **Previous Service** | Displays the previous project service score. |

| | |
|---|---|
| **Capital Cost** | Displays the project capital cost score. |
| **O & M Capability** | Displays the project O & M capability score. |
| **Contribution** | Displays the project contribution score. |
| **Tribal** | Displays the project Tribal score (points). |
| **Other Considerations** | Displays the other project considerations score. |
| **Total Score** | Displays the project total score (the sum of all of the other scores). |

*User Tip: Refer to the SDS Guidelines for additional information about determining rating scores.*

### *3-5.7 Home Information – Field Descriptions*

| Field Label | Description |
|---|---|
| **Homes** | A list of home groupings are displayed in this field. Housing groups are lettered alphabetically in the order created when a project is created. Separate housing groups are created to distinguish between differences in home types, eligibility for IHS funding, deficiency levels, types of facilities to be constructed, etc. Homes should be broken down into enough groups to accurately categorize all of the homes/non-residential units in the community being served by the project. |
| **Community State Code** | Displays the seven digit alphanumeric community state code. The first two letters indicate the state where the community is located. The next two digits are the county code and the final three digits are the community. |
| **Home Type** | Displays the type of home included in each housing group. Home type codes are listed in Table 3-14. |

| HOME TYPE CODE | TYPE OF HOME | DESCRIPTION |
|---|---|---|
| E1 | Existing AI/AN Homes | Existing, AI/AN owned, 24-hour year-round family dwellings. Land status either trust or non-trust. |
| E2 | Non-Residential Units | Commercial, industrial, or agricultural establishments including office buildings, casinos, nursing homes, health clinics, schools, churches, hospitals, and hospital quarters. Also includes second homes and vacation homes. |
| E3 | Non-Indian Units | Any home that is not an AI/AN owned home. |
| H1 | HUD Housing (AI/AN) | HUD funded Indian housing projects, grants to Tribally Designated Housing Entities (TDHE's) or state and county governments for new houses financed by HUD. Section 184 with Housing Authority on the title. |
| H2 | BIA-HIP Housing | Homes constructed or renovated under the Bureau of Indian Affairs (BIA) Home Improvement Program (HIP). Excludes HIP Category A homes: homes that do not meet acceptable building standards. |
| H3 | Tribal Housing (AI/AN) | Community Improvement Program (CIP) homes. |
| H4 | State or Remote Housing (AI/AN) | State owned AI/AN homes. Includes Alaska homes for teachers. |
| H5 | Other Housing (AI/AN) | Individually financed new homes (VA, FHA, etc.). AI/AN homes with personal homeowner mortgages guaranteed by HUD under Section 184 of the Housing and Community Development Act of 1992, or others, provided the home is titled solely in the occupant's name. |
| H6 | HUD-BIA Housing (AI/AN) | Former housing program. This is typically not used. |
| H7 | HUD Block Grant (AI/AN); CDBG Complete Units | CDBG new homes and renovations funded by HUD. |

**Table 3-14.** Home type codes.

**Eligible** “Y’ indicates that homes are “IHS eligible”. “N” indicates homes are not eligible to be served with IHS funding. Refer to SDS Guidelines for additional information on home eligibility.

**Number of Homes** Displays the number of homes for each housing group.

**Initial Def. Level** Displays the Initial Deficiency Level for each housing group in the project.

| | |
|---|---|
| **Final Def. Level** | Displays the Final Deficiency Level for each housing group in the project. |
| **First Service** | Displays whether or not this is the first time that the homes in each housing group have been served by IHS or funded by any other Federal agency with the type of sanitation facilities proposed. The presence of a ”Y” in the box indicates “yes” for first time service for the housing group. See the SDS Guidelines for additional information. |
| **Water/Sewer/ Solid Waste/ O & M Service** | ”Y” indicates “yes” this type of service is being provided for the housing group shown under the project. ”N” indicates this type of service is not being provided. |

### *3-5.8 Costs – Field Descriptions*

These fields provide information about the estimated project costs, broken down by facility type to be installed (water, sewer, solid, O&M). Also displayed is information about the unit costs, funding sources, and eligible/ineligible costs.

| Field Label | Description |
|---|---|
| **IHS Cost** | Displays the IHS cost for each facility type (water, sewer, solid waste, O&M) constructed under the project and for the project overall. |
| **IHS Unit Cost** | Displays the IHS unit cost for each facility type being constructed under the project and for the project overall (IHS cost divided by number of eligible homes to be served). |
| **Eligible Cost** | Displays the total eligible cost for each facility type being constructed under the project and for the project overall. |
| **Eligible Unit Cost** | Displays the eligible unit cost for each facility type being constructed under the project and for the project overall (eligible cost divided by the number of eligible homes to be served). |
| **Allowable Unit Cost** | Displays the allowable unit cost for each facility type, which varies depending on the geographic location (state/region) where construction will occur, the initial deficiency level, and total allowable unit cost. See the SDS Guidelines for additional information. |
| **Contributions** | Displays the funding being contributed by entities other than IHS by facility type and for the project overall. |

| | |
|---|---|
| **Ineligible Cost** | Displays the ineligible cost for each facility type being constructed under the project and for the project overall. Ineligible costs include costs associated with upgrading facilities to serve specific type of non-residential units such as commercial enterprises. HUD homes, contributing to the creation of the deficiency being addressed, are also considered ineligible. See latest SDS guidance documents for additional information. |
| **Total Cost** | Displays the cost for each type of facility being constructed under the project as well as total overall cost for the entire project. |
| **Special Requirements** | Displays any special requirements associated with a project. Special requirements are specific items that have an impact on the cost of the project. An example of this is the Arsenic Rule. Access for editing is limited. |

### *3-5.9 Existing Deficiency/Proposed Facilities - Field Descriptions*

| Field Label | Description |
|---|---|
| **Water** | Describes any existing water deficiency and the proposed facilities to be constructed to correct the deficiency. |
| **Sewer** | Describes any existing sewer deficiency and the proposed facilities to be constructed to correct the deficiency. |
| **Solid Wst.** | Describes any existing solid waste deficiency and the proposed facilities to be constructed to correct the deficiency. |
| **O & M** | Describes any existing O & M deficiency and the proposed facilities to be constructed (action to be taken) to correct the deficiency. |

### *3-5.10 Common Actions*

#### *3-5.10.1 Navigate to a Different Project*

The navigation bar in the upper right-hand corner of the screen can be used to navigate to another project within the filter results. The navigation bar can be used in different ways to move between projects.

1. Click on the dropdown menu by the project name. Select the desired project from the project list and click on the **Go** button.

2. Click on the left arrow with the bar (to the left of the project name in the navigation bar) to be directed to the first project in the project list.

3. Click on the left arrow to be directed to the previous project in the project list.

4. Click on the right arrow to be directed to the next project in the project list.

5. Click on the right arrow with the bar to be directed to the last project in the project list.

If the desired project is not contained in the project list, select the Filter tab and attempt to locate the desired project using new filter criteria (Section 3-2).

#### *3-5.10.2 Save Project Details*

To save changes that have been made on the current screen, click on the **Save Project** button located at both the top and bottom of the screen.

*User Tip: Changes are not saved automatically. Any changes must be saved before navigating away from the page.*

#### *3-5.10.3 Delete an Existing Project*

To delete a project from SDS, click on the **Delete Project** button, located at both the top and bottom of the screen.

#### *3-5.10.4 View a Narrative Report*

To view the narrative report for the project, click on the **Narrative Report** button located at both the top and bottom of the screen. See Section 3-13.1.2 for more information on narrative reports.

#### *3-5.10.5 Record Comparison*

To complete a record comparison, click on the **Record Comparison** button located at both the top and bottom of the screen. A “Compare” window will open up (Figure 3-7), from which one of the following can be selected:

- Current record and submitted record
- Two submitted records

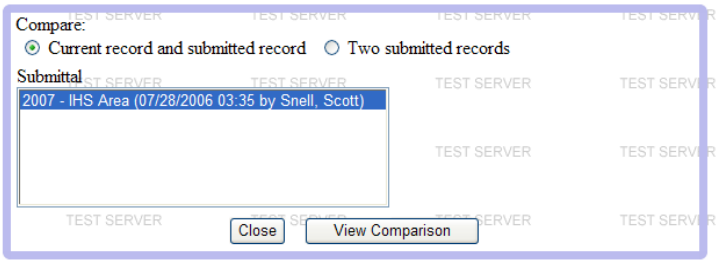



**Figure 3-7.** Record comparison screen.

A list of the submitted records to choose from will also appear. Once the appropriate selections are made, click on the **View Comparison** button to see the comparison. Otherwise, hit the **Close** button to navigate back to the project details screen.

### *3-5.10.6 Change a Project Number*

To change the SDS project number, click on the "change" hyperlink just to the right of the project number and make the appropriate changes.

### *3-5.10.7 Change a Community Name*

To change the project community, click on the "change" hyperlink just to the right of the project number (same as above) and select the appropriate community from the dropdown menu.

### *3-5.10.8 Change a Field Office Name*

To change the field office assigned to the project, click on the box with the field office name in it.

*User Tip: Field office assignments are tied to specific communities in CDP (see Chapter 2 for additional information on how to override this association).*

### *3-5.10.9 Change a Tribe Name*

To change the name of the Tribe served by the project, click on the box with the Tribe's name in it.

*User Tip: Tribal assignments are tied to specific communities in CDP (see Chapter 2 for additional information on how to override this association).*

### *3-5.10.10 Override Feasibility Arrow*

To override the feasibility requirement, click on the arrow to the right of this box. Select "Y" and comment appropriately. Click on the **OK** button to complete, or the **Cancel** button navigate to "Project Details" screen without changing.

#### *3-5.10.11 IHS Reviewed Arrow*

To change the review status, click on the arrow to the right of this box. Select "Y" for yes, "N" for no, or "P" for pending, and add any appropriate comments. Hit the **OK** button to complete, or the **Cancel** button navigate to "Project Details" screen without changing.

#### *3-5.10.12 Homes/Group/Community # Hyperlinks*

Click on the "Homes" hyperlink, or one of the specific housing groups hyperlinks, to access the "Homes" tab in SDS (see Section 3-6). Clicking on the "Community" hyperlink will take you to the "CDP" tab in the Community data system, which is discussed in Chapter 2.

#### *3-5.10.13 Cost Hyperlink*

Clicking on the "Costs" hyperlink will take you to the "Costs" tab in SDS (see Section 3-7).

## *3-6 HOMES*

The "Homes" screen displays information about the housing groups being served under the selected project. A sample of the "Homes" screen is shown in Figure 3-8.

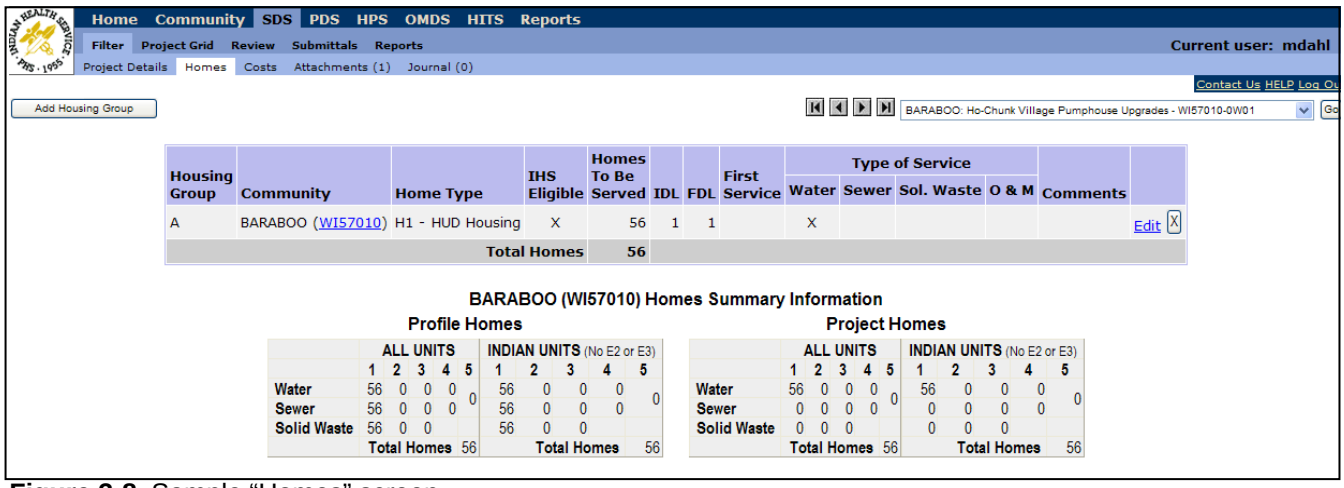



**Figure 3-8.** Sample "Homes" screen.

*User Tip: At the bottom of the "Homes" screen, two listings of homes are shown for the community. The first, "Profile Homes," is a list of the homes shown in CDP, which is part of the COMMUNITY data system. The second, "Project Homes," is a list of the homes to be served by the SDS project. While it is possible that not all of the homes in a community are going to be served under a particular SDS project, the "Project Homes" should be a subset of the "Profile Homes". If that is not the case, information in one of the data systems needs to updated/corrected.*

### *3-6.1 Field Descriptions*

| Field Label | Description |
|---|---|
| **Housing Group** | Displays the letter assigned to each housing group. Housing groups are lettered alphabetically in the order created. |
| **Community** | Displays the community in which each housing group is located. |
| **Home Type** | Displays the type of home that is included in each housing group. Home type codes are listed in Table 3-13. |
| **IHS Eligible** | Displays whether or not each housing group is IHS eligible. The presence of an ”X” in the box indicates that the housing group is IHS eligible. |
| **Homes To Be Served** | Displays the number of homes in each housing group that are estimated to be served by the project. |
| **IDL** | Displays the Initial Deficiency Level for each housing group in the project. |
| **FDL** | Displays the Final Deficiency Level for each housing group in the project. |
| **First Service** | Displays whether or not this is the first time that the homes in each housing group have been served by IHS or funded by any other Federal agency with the type of sanitation facilities proposed. The presence of an ”X” in the box indicates that this is the first time the housing group has been served. |
| **Type of Service** | Displays the type of service provided under the project (Water, Sewer, Solid Waste and/or O&M). The type of service is assigned to the housing groups under the “Costs” tab as described in Section 3-7. The presence of an ”X” in a box indicates the type of service provided to each housing group under the project. |
| **Comments** | Displays any comments related to the housing group. |

### *3-6.2 Common Actions*

#### *3-6.2.1 Navigate to a Different Project*

See Section 3-5.10.1 for instructions about using the navigation bar in the upper right hand corner of the screen to be directed to other projects within the filter results.

### *3-6.2.2 Add a New Housing Group*

To add a housing group to the project, click on the **Add Housing Group** button in the upper left hand corner of the screen. The "Project Home Details" window will be displayed, as shown in Figure 3-9. This screen will allow the user to enter a new housing group under the project as well as any pertinent details for that housing group.

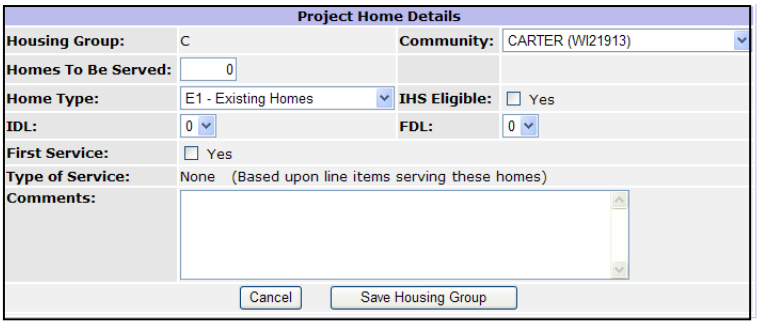



**Figure 3-9.** "Add Housing Group" screen.

| Field Label | Description |
|---|---|
| **Housing Group** | The housing group will automatically be assigned a letter. Housing groups are lettered alphabetically in the order they are created in. |
| **Community** | Select the community in which the housing group is located. |
| **Homes To Be Served** | Enter the number of homes in the housing group served by this project. |
| **Home Type** | Select the type of homes included in the housing group. Home type codes are listed in Table 3-13. |
| **IHS Eligible** | Check the box if this housing group is IHS eligible. |
| **IDL** | Select the Initial Deficiency Level for the housing group. |
| **FDL** | Select the Final Deficiency Level for the housing group. |
| **First Service** | Check this box if this is the first time homes in the housing group are being served with this type of sanitation facilities. |

| | |
|---|---|
| **Type of Service** | Displays the type of service provided to the housing group under the project (water, sewer, solid waste and/or O&M). The type of service is assigned to the housing groups under the ”Costs” tab as described in Section 3-7. |
| **Comments** | Enter any comments related to the housing group. Comments could include why certain groups of homes (like HUD) are considered eligible or a description of homes to assist in identification (i.e homes on west Patrick Street). |
| **Cancel** | To return to the “Homes” screen without adding a new housing group select the **Cancel** button. |
| **Save Housing Group** | To save a housing group, select the **Save Housing Group** button. |

### *3-6.2.3 Delete an Existing Housing Group*

To delete an existing housing group, select the **X** button located on the far right hand side of the Housing Group display table.

### *3-6.2.4 Edit an Existing Housing Group*

To edit an existing housing group, select the “Edit” hyperlink located on the far right hand side of the Housing Group display table. The Project Home Details screen will be displayed. This screen will be similar to Figure 3-9, but the values will already be populated. See Section 3-6.2.2 for descriptions of the field labels.

## *3-7 COSTS*

The ”Costs” tab allows the user to enter and view project funding information. A sample ”Costs” screen is shown in Figure 3-10.

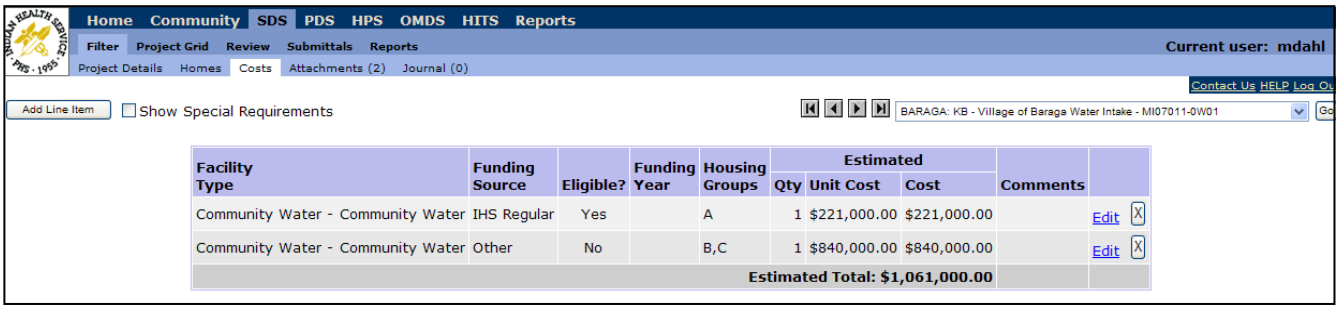



**Figure 3-10.** Sample “Costs” screen.

### *3-7.1 Field Descriptions*

| Field Label | Description |
|---|---|
| **Facility Type** | Displays the facility type provided under the project. See Table 3-15 for an example list of facility types. |
| **Funding Source** | Displays the agency funding the project. See Table 3-16 for a list of possible funding sources. |
| **Eligible?** | Displays whether or not the proposed costs are for eligible facilities (facilities for eligible homes). |
| **Funding** | Displays the fiscal year that project funding was provided. |
| **Housing Groups** | Displays the housing groups provided with the indicated facility type from the indicated funding source. |
| **Estimated Qty** | Displays the estimated number of units to be constructed of the indicated facility type from the indicated funding source. |
| **Estimated Unit Cost** | Displays the estimated unit cost for the indicated facility. |
| **Estimated Cost** | Displays the total estimated cost for the indicated facility (# of units x unit cost). |
| **Comments** | Displays any comments pertinent to the line item. |

### *3-7.2 Common Actions*

#### *3-7.2.1 Navigate to a Different Project*

See Section 3-5.10.1 for instructions about using the navigation bar in the upper right hand corner of the screen to be directed to other projects within the filter results.

#### *3-7.2.2 Add a New Line Item*

To add a line item, click on the **Add Line Item** button in the upper left hand corner of the screen. The “Line Item Details” box will be displayed at the bottom of the screen, as shown in Figure 3-11.

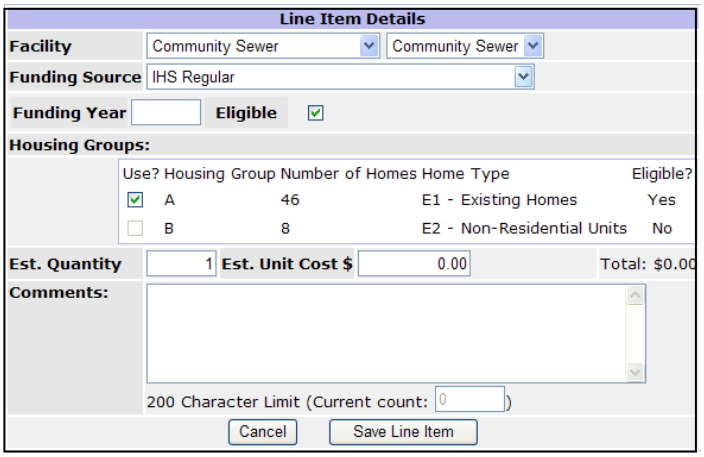



**Figure 3-11.** "Add Line Item" screen.

| Field Label | Description |
|---|---|
| **Facility** | Select the facility type from the drop down menu to be provided for this line item. Table 3-15 shows a list of possible options. Additional facility types can be added to the drop down menu by the Area. |

| *FACILITY* | |
|---|---|
| O&M, Other | General Estimate, O&M |
| Sewer, Other | General Estimate, Sewer |
| Solid Waste A (Plan) | Solid Waste A (Plan) |
| Solid Waste B (Closure) | Solid Waste B (Closure) |
| Solid Waste C (Development) | Solid Waste C (Development) |
| Water, Other | General Estimate, Water |

**Table 3-15.** Example facility types.

*User Tip: Each Area can generate their own facility type list from a standard set of facility types. This allows for different levels of detail and precision for the SDS cost tables. The detail included in cost estimates can range from a lump sum "Water" facilities to detailed line item unit cost estimates using the "Facility Subtype" feature. The facility subtype is displayed following the dash behind the facility type. Generating a detailed engineer's estimate within SDS reduces the need for redundant cost estimate attachments to SDS. The detailed engineer's estimate can migrate to other STARS applications and be used in documents such as project summaries, transfer agreements, final reports, etc.*

| | |
|---|---|
| **Facility Subtype** | Select the facility subtype type from the drop down menu (following the facility type) to be provided for this line item. |

**Funding Source** Select the agency/source that is providing the funding for this line item. The funding sources to choose from are shown in Table 3-16.

| *FUNDING SOURCES* | |
|---|---|
| Unspecified | HUD CDBG |
| BIA | IHS Housing |
| CWF | IHS Regular |
| EPA | New Funding |
| EPA - Other | Other |
| EPA CWA Set-Aside | Tribal |
| EPA SDWA Set-Aside | USDA-RD |
| Funds managed by others; | VSW |
| Project managed by IHS | VSW/EPA |
| HUD | VSW/RD |

**Table 3-16.** Funding sources.

**Funding Year** Generally left blank since projects in SDS have not normally been funded.

**Eligible** Check the box if the proposed facilities are for eligible homes.

**Housing Groups** Check the box(es) for the housing groups that are provided with the facilities in this line item, from the funding source in this line item. The available housing groups listed were identified under the "Homes" tab (Section 3-6).

**Est. Quantity** Enter the estimated number of units, of the indicated facility type, to be constructed from the indicated funding source.

**Est. Unit Cost** Enter the estimated unit cost for the indicated facility.

**Total** Displays the total estimated cost for the indicated facility (# of units x unit cost).

**Comments** Enter any comments that are pertinent to this line item.

**Cancel** To return to the "Costs" screen without adding a new line item, select the **Cancel** button.

**Save Line Item** To save a line item and return to the "Costs" screen, select the **Save Line Item** button.

### *3-7.2.3 Add/View Special Requirements*

To show special requirements, check the box at the top of the screen. A Special Requirements line will be added to each line item, as shown in Figure 3-12.

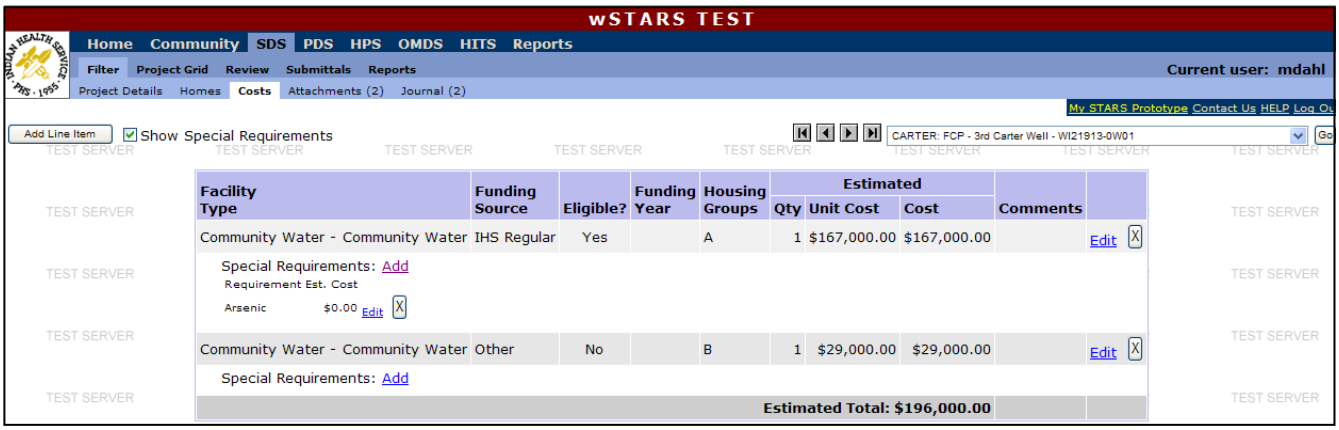



**Figure 3-12.** "Special Requirements" screen.

#### Add Special Requirements

To add special requirements, click the "Add" hyperlink on the Special Requirements line. The "Special Requirements" box will be displayed at the bottom of the screen, as shown in Figure 3-13.

**Figure 3-13.** "Add Special Requirements" screen.

| Field Label | Description |
|---|---|
| **Requirement** | Select a special requirement from the dropdown menu. At the time of this printing, the available special requirements are shown in Table 3-17. |

| *REQUIREMENT* |
|---|
| Unspecified |
| Arsenic |

**Table 3-17**. Special requirements.

| | |
|---|---|
| **Est. Cost** | Enter the estimated cost for this special requirement. |
| **Actual Cost** | Enter the actual cost for this special requirement (leave blank if unknown). |

| | |
|---|---|
| **Cancel** | To return to the "Costs" screen without adding any special requirements select the **Cancel** button. |
| **Save Special Requirement** | To save the special requirement and return to the "Costs" screen, select the **Save Special Requirement** button. |

**Edit an Existing Special Requirement**
To edit an existing special requirement, click on the "Edit" hyperlink. A "Special Requirements" box will be displayed at the bottom of the screen, similar to the one shown in Figure 3-13. See Section 3-7.2.3.1 for a description of field labels in this box.

**Delete an Existing Special Requirement**
To delete an existing special requirement, click on the **X** button to the right of the special requirement. A dialog box will appear asking if the special requirement should be deleted. Click the **OK** button to delete the special requirement. Click the **Cancel** button to return to the "Costs" screen without deleting the special requirement.

#### *3-7.2.4 Delete an Existing Line Item*

To delete an existing project costs line item, click on the **X** button near the right hand side of the screen.

#### *3-7.2.5 Edit an Existing Line Item*

To edit an existing project costs line item, click on the "Edit" hyperlink near the right hand side of the screen to edit an existing housing group. The "Line Item Details" box will be displayed at the bottom of the screen, similar to the one shown in Figure 3-11. See Section 3-7.2.2 for a description of the field labels in the "Line Item Details" box.

## *3-8 ATTACHMENTS*

The "Attachments" tab displays any project related documents, drawings or pictures that have been added to the project, as shown in Figure 3-14. The number of current attachments is displayed in parenthesis after the word "Attachments" at the top of the screen.

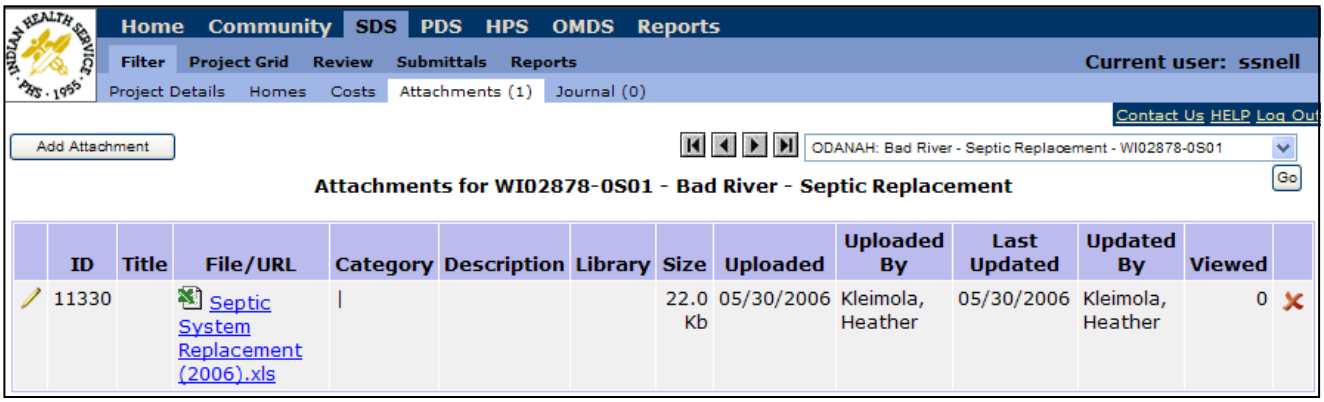



**Figure 3-14.** Sample "Attachments" screen.

### *3-8.1 Field Descriptions*

| Field Label | Description |
|---|---|
| **ID** | Displays the ID number assigned to the attachment. The ID number is system generated when a new attachment is created. Select the ID number hyperlink to view the attachment. |
| **Title** | Displays the user defined attachment title. |
| **File/URL** | Displays the attachment file name and type or URL. |
| **Category** | Displays the "Category" of the attachment. See Appendix H for a complete list of the available categories. |
| **Description** | Displays the attachment description. |
| **Library** | Displays whether or not an attachment copy is stored in the STARS Library. See Chapter 1 for more information about the library. |
| **Size** | Displays the attachment size. |
| **Uploaded** | Displays the date the attachment was uploaded. |
| **Uploaded By** | Displays who uploaded the attachment. |
| **Last Updated** | Displays the date the attachment was last updated. |
| **Updated By** | Displays who last updated the attachment. |

**Viewed** Displays the number of times the document has been viewed.

## *3-8.2 Common Actions*

### *3-8.2.1 Navigate to a Different Project*

See Section 3-5.10.1 for instructions about using the navigation bar in the upper right hand corner of the screen to be directed to other projects within the filter results.

### *3-8.2.2 Add a New Attachment*

To add an attachment, click on the **Add Attachment** button in the upper right hand corner of the screen. The "Attachment Details" screen will be displayed, as shown in Figure 3-15.

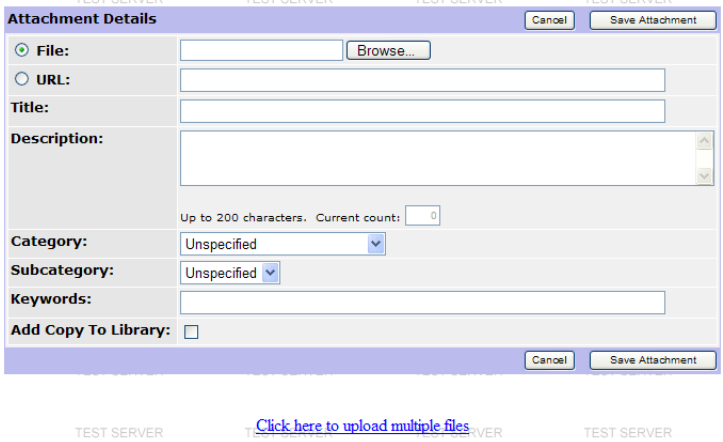



**Figure 3-15.** "Attachment Details" screen.

| Field Label | Description |
|---|---|
| **File** | To attach a file, select the option button to the left of the word "File." Enter the location of the file to be attached. The file can also be located by selecting the **Browse…** button to the right of the file name. |
| **URL** | To attach a URL, select the option button to the left of the word "URL." Enter the URL to be attached. |
| **Title** | Enter an attachment title. |
| **Description** | Enter an attachment description, if desired. The description field is limited to 200 characters. |
| **Category** | Select an attachment category. The available categories to select from are listed in Appendix H. |

| | |
|---|---|
| **Subcategory** | Select an attachment subcategory. The subcategory choices are dependent on the category is selected. The available subcategories to select from are listed in Appendix G. |
| **Keywords** | Enter a key word or phrase for the attachment to assist a user when searching for the document in the library. |
| **Add Copy** | Check the box to add a copy of the attachment to the STARS |
| **To Library** | Library. See Chapter 1 for more information about the STARS library. |
| **Cancel** | To return to the main attachments screen without saving the new attachment, select the **Cancel** button. |
| **Save Attachment** | To save a new attachment, select the **Save Attachment** button. |

To attach multiple files to the project at the same time, select the "Click here to upload multiple files**"** hyperlink below the "Attachment Details" screen. The Upload Multiple Files screen will be displayed, as shown in Figure 3-16.

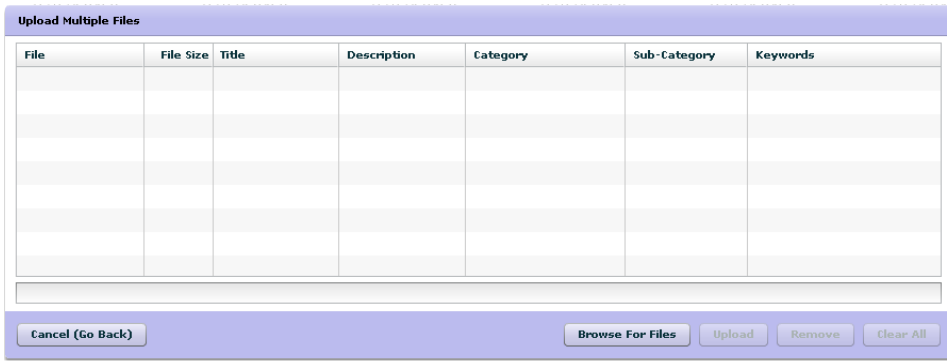



**Figure 3-16** "Upload Multiple Files" screen.

*User Tip: If the Upload Multiple Files screen does not display properly, Flash Player 9.0 or higher may need to be loaded on the computer. Flash Player can be installed from the Adobe website at www.adobe.com.*

### *3-8.2.3 Edit Existing Attachment Details*

To edit the existing attachment details, select the pencil icon to the left of the attachment title. An "Attachment Details" screen, similar to the one shown in Figure 3-15, will be displayed.

| Field Label | Description |
|---|---|
| **File** | To view the attached file, click on the file name. |
| **Attachment ID** | Displays the ID number assigned to the attachment. The attachment ID number is system generated. |
| **Title** | Enter or edit the attachment title. |
| **Description** | Enter or edit the attachment description, if desired. The description field is limited to 200 characters. |
| **Category** | Select an attachment category. The available categories to select from are listed in Appendix H. |
| **Sub-category** | Select an attachment subcategory from dropdown menu. The subcategory choices are dependent on the category selected. The available subcategories to select from are listed in Appendix H. |
| **Keywords** | Enter an attachment key word or phrase to assist a user when searching for the document in the library. |
| **Add Copy To Library** | Check the box to add a copy of the attachment to the the STARS Library. See Chapter 1 for more information about the library. |
| **Size** | Displays the attachment size. |
| **Created** | Displays the date the project file was attached. |
| **Created By** | Displays who originally attached the file to the project or library. |
| **Cancel** | To return to the main attachments screen without saving changes, select the **Cancel** button. |
| **Save Attachment** | To save revisions, select the **Save Attachment** button. |
| **Last Update** | Displays the date that the attachment was last updated. |
| **Updated By** | Displays who last updated the attachment. |

#### 3-8.2.4 *View Existing Attachment*

To view an existing attachment, click on the attachment ID number, to the left of the attachment title.

#### 3-8.2.5 *Delete an Existing Attachment*

To delete an existing attachment, click on the X on the right side of the screen corresponding to the attachment to be deleted. Note that only the person that originally attached the attachment, or those with higher access levels, can delete an attachment from the library.

## 3-9 *Journal*

The "Journal" tab displays any project journal entries. Journal entries can include the scope of work as well as describe any accomplishments and general comments about the project. The Journal tab assists the reviewer by summarizing the history of the project and the project's status. A sample Journal Entry List is shown in Figure 3-17.

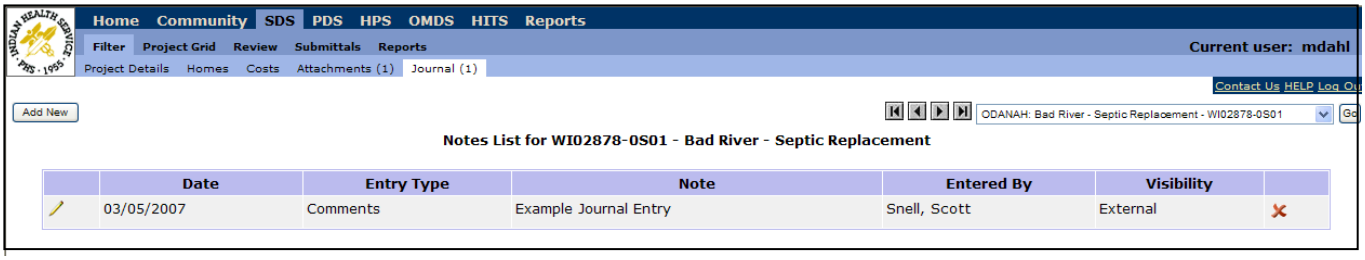



**Figure 3-17.** "Sample Journal" screen.

### 3-9.1 *Field Descriptions*

| Field Label | Description |
|---|---|
| **Date** | Displays the date the journal entry was created or edited. |
| **Entry Type** | "Comments" is the only option available in SDS. Other options are available in some of the other STARS data systems. |
| **Note** | Displays the journal entry text. |
| **Entered By** | Displays who submitted or edited the journal entry. |
| **Visibility** | Displays whether the entry can be viewed internally or externally. This function is useful when generating progress reports, by allowing either internal or external journal entries to be listed in the report. See Section 3-9.2.2 for more information about journal entry visibility in progress reports. |

### 3-9.2 Common Actions

#### 3-9.2.1 Navigate to a Different Project

See Section 3-5.10.1 for instructions about using the navigation bar in the upper right hand corner of the screen to be directed to other projects within the filter results.

#### 3-9.2.2 Add a New Journal Entry

To add a new journal entry, click on the **Add New** button in the upper left hand corner of the screen. The "Journal Entry" screen will be displayed, as shown in Figure 3-18, allowing a new journal entry to be created and added to the project.

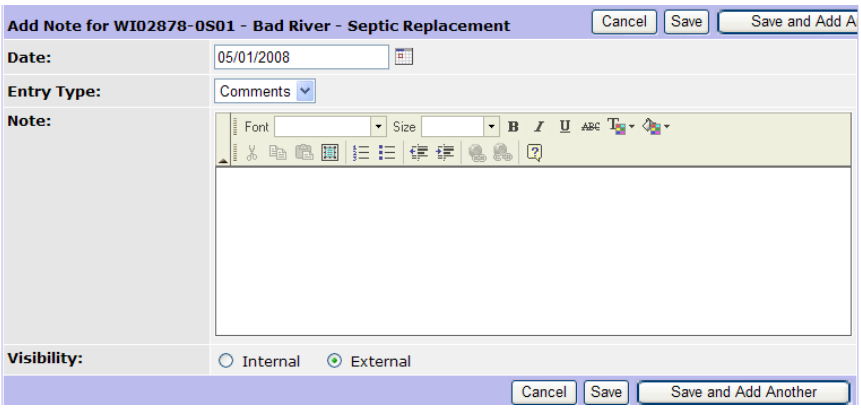



**Figure 3-18.** "Journal Entry" screen.

| Field Label | Description |
|---|---|
| **Date** | Enter the journal entry date. The date defaults to the current date, however a date can be typed in (MM/DD/YYYY), or selected by clicking on the calendar**.** |
| **Entry Type** | "Comments" is the only option available in SDS. |
| **Note** | Enter the journal entry text. |

*User Tip: Journal entries should be written in complete sentences and in the third person. Sentences should include words such as project engineer, construction inspector, IHS, etc., rather than I, me, we, etc.*

*User Tip: The "Note" field allows for various text formatting options. Be aware that when generating reports using the journal entries, the journal entries will be displayed with the formatting options chosen. If journal entries within one project are formatted differently, a generated document including these entries would have various text formats and may result in an unprofessional looking document.*

| | |
|---|---|
| **Visibility** | Select whether the journal entry should be visible internally or externally. This function is useful when generating reports, by allowing either internal or external journal entries (or both) to be listed in a report. See Sections 3-13 and 3-14 for information on reporting functions within SDS. |
| **Cancel** | To return to the journal entry list without adding a new journal entry, select the **Cancel** button |
| **Save** | To save the journal entry and return to the journal entry list, select the **Save** button. |
| **Save and Add Another** | To save the journal entry and add another journal entry before returning to the journal entry list, select the **Save and Add Another** button. |

#### *3-9.2.3 Edit an Existing Journal Entry*

To edit a journal entry, select the pencil icon to the left of the journal entry date. A "Journal Entry" screen similar to the one displayed in Figure 3.18 will be shown. See Section 3-9.2.2 for a description of the fields in the "Journal Entry" screen.

#### *3-9.2.4 Delete an Existing Journal Entry*

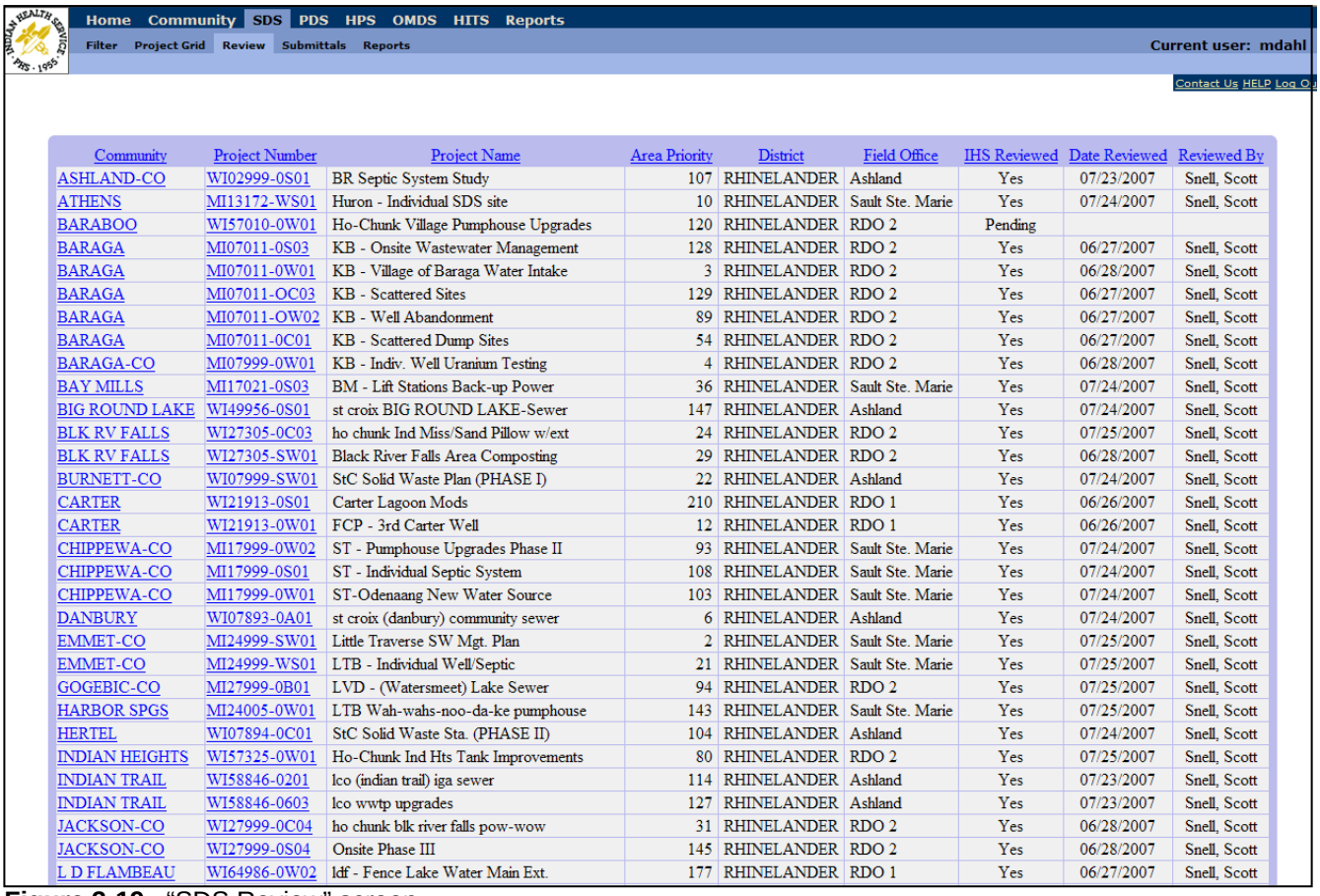
To delete an existing journal entry, click on the **X** on the right side of the screen corresponding to the journal entry to be deleted.

## *3-10 PROJECT GRID*

The "Project Grid" screen in SDS is being phased out. Any of its capabilities, not already available, will be incorporated through the "Project Filter" screen, which has the added advantage of being sorted.

## *3-11 REVIEW*

The review screen can be used by each Area to track which projects have been reviewed as data is updated annually before submitting data to Headquarters. An example of this screen is shown in Figure 3-19.




| Community | Project Number | Project Name | Area Priority | District | Field Office | IHS Reviewed | Date Reviewed | Reviewed By |
|---|---|---|---|---|---|---|---|---|
| ASHLAND-CO | WI02999-0S01 | BR Septic System Study | 107 | RHINELANDER | Ashland | Yes | 07/23/2007 | Snell, Scott |
| ATHENS | MI13172-WS01 | Huron - Individual SDS site | 10 | RHINELANDER | Sault Ste. Marie | Yes | 07/24/2007 | Snell, Scott |
| BARABOO | WI57010-0W01 | Ho-Chunk Village Pumphouse Upgrades | 120 | RHINELANDER | RDO 2 | Pending | | |
| BARAGA | MI07011-0S03 | KB - Onsite Wastewater Management | 128 | RHINELANDER | RDO 2 | Yes | 06/27/2007 | Snell, Scott |
| BARAGA | MI07011-0W01 | KB - Village of Baraga Water Intake | 3 | RHINELANDER | RDO 2 | Yes | 06/28/2007 | Snell, Scott |
| BARAGA | MI07011-OC03 | KB - Scattered Sites | 129 | RHINELANDER | RDO 2 | Yes | 06/27/2007 | Snell, Scott |
| BARAGA | MI07011-OW02 | KB - Well Abandonment | 89 | RHINELANDER | RDO 2 | Yes | 06/27/2007 | Snell, Scott |
| BARAGA | MI07011-0C01 | KB - Scattered Dump Sites | 54 | RHINELANDER | RDO 2 | Yes | 06/27/2007 | Snell, Scott |
| BARAGA-CO | MI07999-0W01 | KB - Indiv. Well Uranium Testing | 4 | RHINELANDER | RDO 2 | Yes | 06/28/2007 | Snell, Scott |
| BAY MILLS | MI17021-0S03 | BM - Lift Stations Back-up Power | 36 | RHINELANDER | Sault Ste. Marie | Yes | 07/24/2007 | Snell, Scott |
| BIG ROUND LAKE | WI49956-0S01 | st croix BIG ROUND LAKE-Sewer | 147 | RHINELANDER | Ashland | Yes | 07/24/2007 | Snell, Scott |
| BLK RV FALLS | WI27305-0C03 | ho chunk Ind Miss/Sand Pillow w/ext | 24 | RHINELANDER | RDO 2 | Yes | 07/25/2007 | Snell, Scott |
| BLK RV FALLS | WI27305-SW01 | Black River Falls Area Composting | 29 | RHINELANDER | RDO 2 | Yes | 06/28/2007 | Snell, Scott |
| BURNETT-CO | WI07999-SW01 | StC Solid Waste Plan (PHASE I) | 22 | RHINELANDER | Ashland | Yes | 07/24/2007 | Snell, Scott |
| CARTER | WI21913-0S01 | Carter Lagoon Mods | 210 | RHINELANDER | RDO 1 | Yes | 06/26/2007 | Snell, Scott |
| CARTER | WI21913-0W01 | FCP - 3rd Carter Well | 12 | RHINELANDER | RDO 1 | Yes | 06/26/2007 | Snell, Scott |
| CHIPPEWA-CO | MI17999-0W02 | ST - Pumphouse Upgrades Phase II | 93 | RHINELANDER | Sault Ste. Marie | Yes | 07/24/2007 | Snell, Scott |
| CHIPPEWA-CO | MI17999-0S01 | ST - Individual Septic System | 108 | RHINELANDER | Sault Ste. Marie | Yes | 07/24/2007 | Snell, Scott |
| CHIPPEWA-CO | MI17999-0W01 | ST-Odenaang New Water Source | 103 | RHINELANDER | Sault Ste. Marie | Yes | 07/24/2007 | Snell, Scott |
| DANBURY | WI07893-0A01 | st croix (danbury) community sewer | 6 | RHINELANDER | Ashland | Yes | 07/24/2007 | Snell, Scott |
| EMMET-CO | MI24999-SW01 | Little Traverse SW Mgt. Plan | 2 | RHINELANDER | Sault Ste. Marie | Yes | 07/25/2007 | Snell, Scott |
| EMMET-CO | MI24999-WS01 | LTB - Individual Well/Septic | 21 | RHINELANDER | Sault Ste. Marie | Yes | 07/25/2007 | Snell, Scott |
| GOGEBIC-CO | MI27999-0B01 | LVD - (Watersmeet) Lake Sewer | 94 | RHINELANDER | RDO 2 | Yes | 07/25/2007 | Snell, Scott |
| HARBOR SPGS | MI24005-0W01 | LTB Wah-wahs-noo-da-ke pumphouse | 143 | RHINELANDER | Sault Ste. Marie | Yes | 07/25/2007 | Snell, Scott |
| HERTEL | WI07894-0C01 | StC Solid Waste Sta. (PHASE II) | 104 | RHINELANDER | Ashland | Yes | 07/24/2007 | Snell, Scott |
| INDIAN HEIGHTS | WI57325-0W01 | Ho-Chunk Ind Hts Tank Improvements | 80 | RHINELANDER | RDO 2 | Yes | 07/25/2007 | Snell, Scott |
| INDIAN TRAIL | WI58846-0201 | lco (indian trail) iga sewer | 114 | RHINELANDER | Ashland | Yes | 07/23/2007 | Snell, Scott |
| INDIAN TRAIL | WI58846-0603 | lco wwtp upgrades | 127 | RHINELANDER | Ashland | Yes | 07/23/2007 | Snell, Scott |
| JACKSON-CO | WI27999-0C04 | ho chunk blk river falls pow-wow | 31 | RHINELANDER | RDO 2 | Yes | 06/28/2007 | Snell, Scott |
| JACKSON-CO | WI27999-0S04 | Onsite Phase III | 145 | RHINELANDER | RDO 2 | Yes | 06/28/2007 | Snell, Scott |
| L D FLAMBEAU | WI64986-0W02 | ldf - Fence Lake Water Main Ext. | 177 | RHINELANDER | RDO 1 | Yes | 06/27/2007 | Snell, Scott |

**Figure 3-19.** "SDS Review" screen.

### *3-11.1 Field Descriptions*

/

| **Field Label** | **Description** |
|---|---|
| **Community** | Displays the community where the project is located. |
| **Project #** | Displays the project number. |
| **Project Name** | Displays the project name. |
| **Area Priority** | Displays the Area priority ranking of the project. |
| **District** | Displays the district where the project is located. |
| **Field Office** | Displays the field office/engineer group assigned the project. |
| **IHS Reviewed** | "Yes" if it has been reviewed, or "No" if it hasn't been reviewed, or if a review is pending. |
| **Date Reviewed** | Displays date reviewed. |

| | |
|---|---|
| **Reviewed By** | Displays who has reviewed the data. |

### *3-11.2 Common Actions*

#### *3-11.2.1 Sort Results By Title Headings*

The review list can be sorted by any of the fields, either alphabetically or numerically, by clicking on the field name.

#### *3-11.2.2 Community/Project Number Hyperlinks*

Clicking on a specific community hyperlink will take you to the "CDP" screen for that specific community in the Community Data System (see Chapter 2). Clicking on a specific project number hyperlink will take you to the "Project Details" screen for that specific project in SDS.

## *3-12 SUBMITTALS*

SDS allows for electronic submittals to be made from the field office, district/region, area, and Headquarters levels during annual review process. The primary purpose of the submittal process is to prevent changes being made to the data once it has been reviewed and submitted to the next level. An example of the "Submittals" screen is shown in Figure 3-20.

### *3-12.1 Submittals – Field Descriptions*

| Field Label | Description |
|---|---|
| **Community** | Displays the community name. |
| **Code** | Displays the assigned community code. |
| **Fiscal Year** | Displays the funding fiscal year for the submittal shown. |
| **Submittal Level** | Displays the level at which the submittal has been approved. |
| **Submitted By** | Displays who submitted the data. |
| **Submittal Date & Time** | Displays the date and time submitted. |
| **Unlock** | Shows which communities are to be "unlocked" when the "Unlock Selected Communities" action is being completed. |

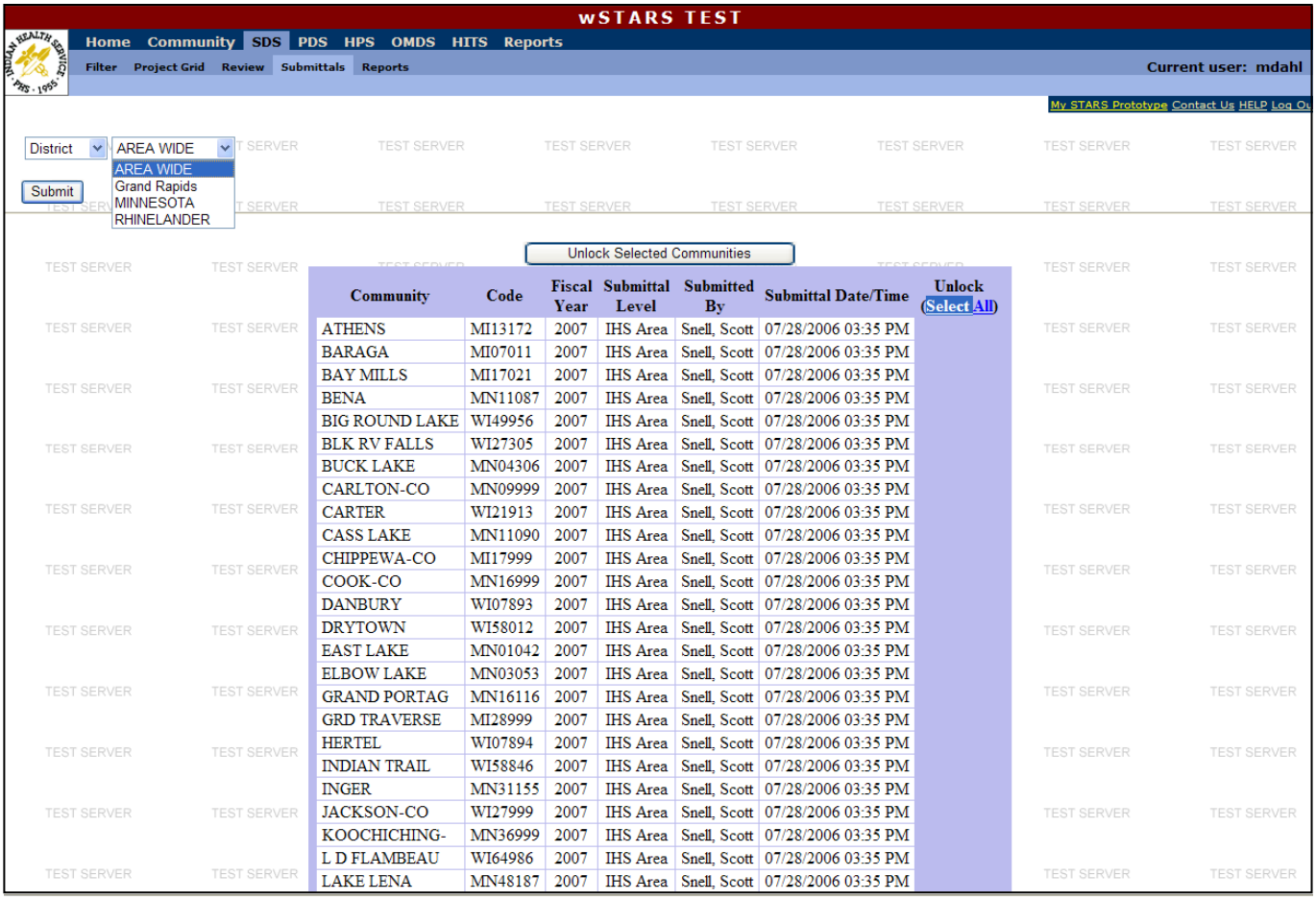



**Figure 3-20.** **"**SDS Submittal" screen.

### *3-12.2 Common Actions*

#### *3-12.2.1 Field Office/District/Area Selection*

Click on the dropdown menu in the upper left hand corner and select the appropriate field office, district, or Area where a submittal is being made.

#### *3-12.2.2 Submit*

Click on the **Submit** button to submit the information for the communities/office selected. The data become locked once it is submitted.

#### *3-12.2.3 Unlock Selected Communities (Limited Access)*

Click on the **Unlock Selected Communities** button and then select the appropriate communities to be unlocked.

#### *3-12.2.4 Unlock "Select All" Communities (Limited Access)*

Click the "Select All" hyperlink to unlock all of the communities listed.

## 3-13 REPORTS

There are numerous reports that can be printed and displayed in the SDS data system. These are accessed through the "Reports" tab. Click on the blue dot to the left of the report to be generated. Choose the filter criteria necessary to generate the desired report. (Figure 3-21 shows an example of a "Reports" screen with the filter options for the SDS Community Summary Report.) Once the filter options have been selected, click on the **Display Report** button. A brief description of each report follows. Examples of each type of standard report are provided in Appendix C.

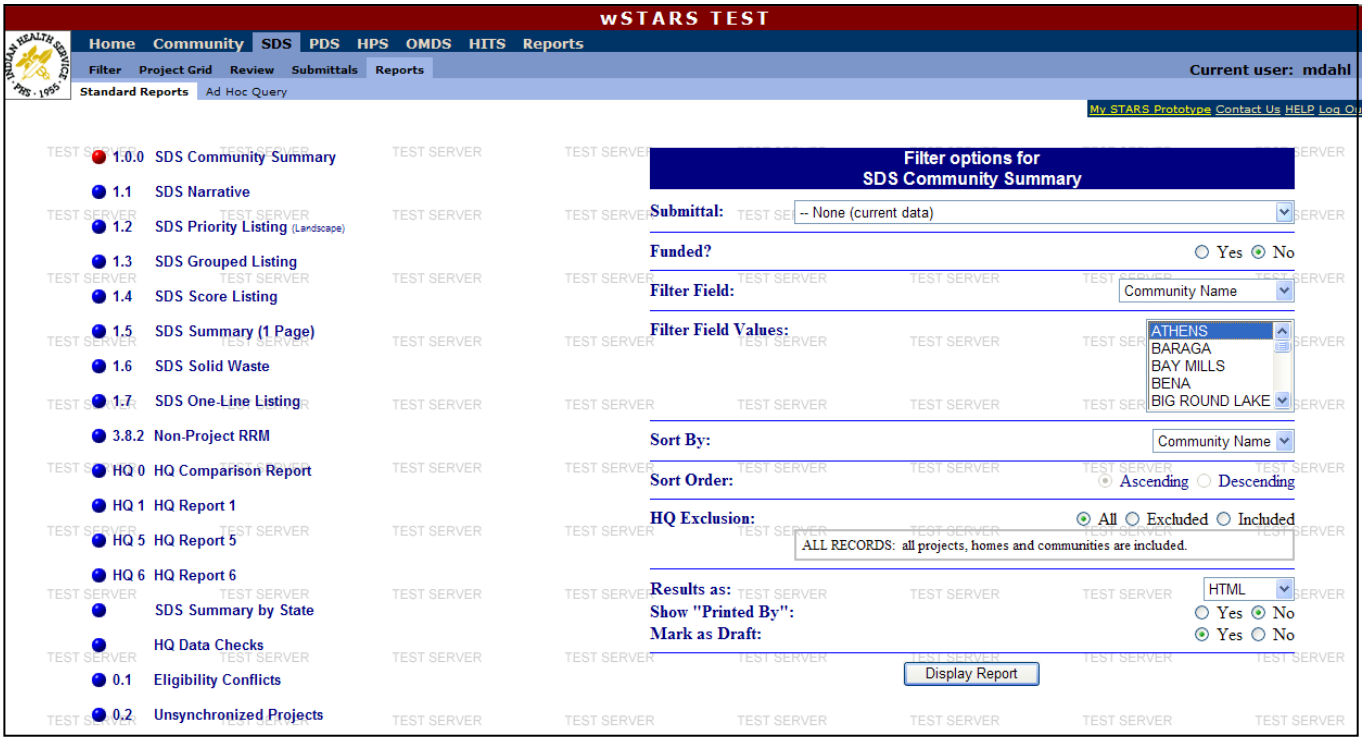



**Figure 3-21.** SDS "Standard Reports" screen with filter options for a "SDS Community Summary" Report.

### 3-13.1 SDS Community Summary

The "SDS Community Summary" report displays information about all SDS projects located within the specified community. The report includes the housing groups served, home types, number of homes, IDL, FDL, whether it's first service, the types of facilities, and cost information on the facilities to be installed under each project listed. It also gives the total cost of all SDS projects identified for that community.

### 3-13.2 SDS Narrative

The "SDS Narrative" report provides information on the details of a particular project, as described in Section 3-5. There are two different locations from which narrative reports can be generated.

### *3-13.2.1 Print a Narrative Report from the "Reports" Tab*

Narrative reports can be generated and printed from the "Reports" tab in SDS. This is helpful when printing several different narrative reports.

### *3-13.2.2 Print a Narrative Report from "Project Details" Tab*

A narrative report can be printed directly from the "Project Details" tab by selecting the **Narrative Report** button while in the desired project. A report will be generated in a separate window. Adjustments may be needed to print this document. Go to *View – Text Size* and select a smaller text size acceptable for printing. A portion of a sample narrative report is shown in Figure 3-22 along with instructions for reducing the text size.

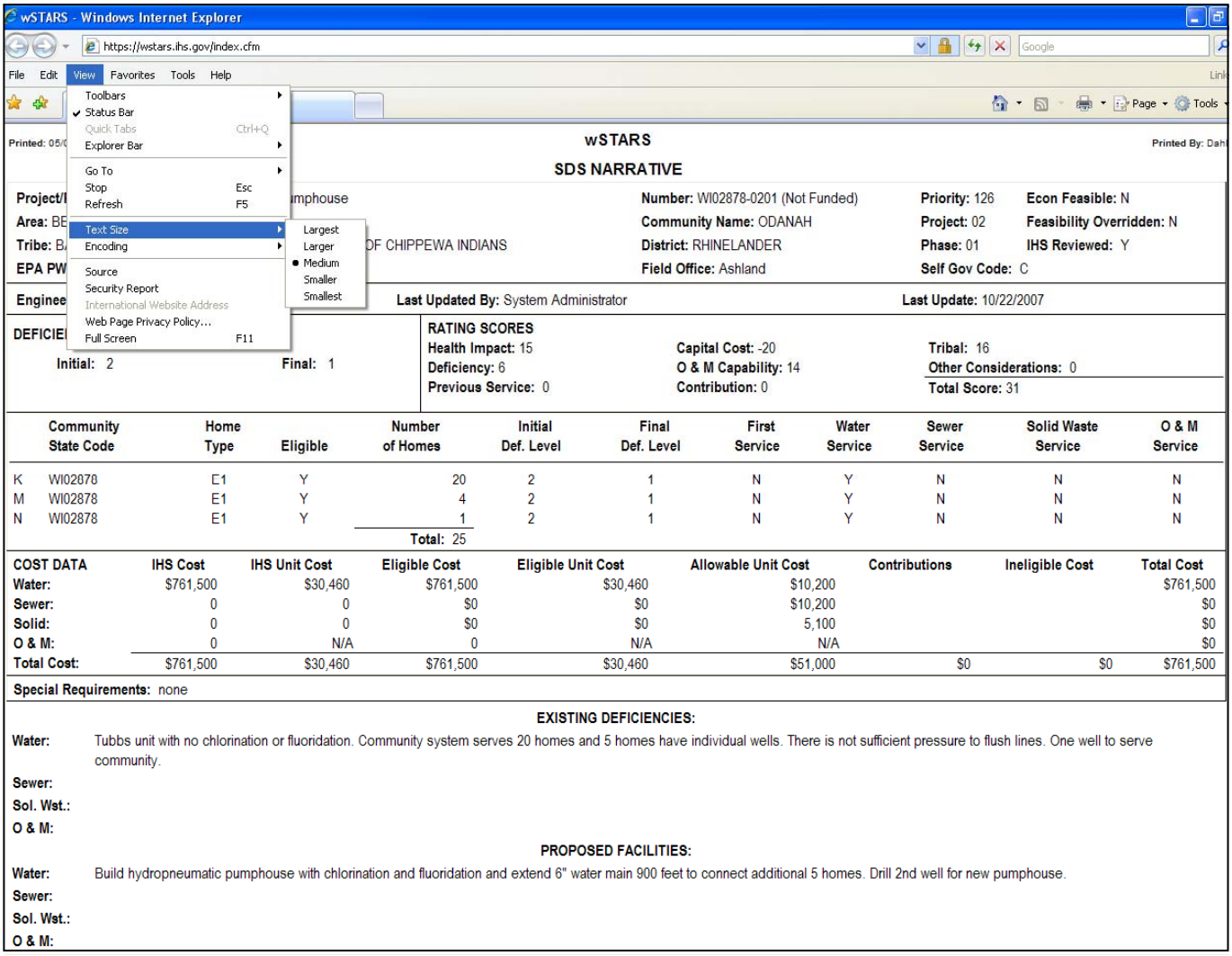



**Figure 3-22.** Sample SDS Narrative Report with instructions for reducing text size to fit to a printable page.

### *3-13.3 SDS Priority Listing (Landscape)*

The “SDS Priority Listing” report displays a prioritized listing of SDS projects. A filtering field can be selected to create a report for an Area, district, Tribe, field office, community, engineer, state, etc. The default option is to sort by Area priority, but the list can also be sorted by community name, SDS project number, and project name.

### *3-13.4 SDS Grouped Listing*

The “SDS Grouped Listing” is similar to the “Priority Listing” report. The same options for filtering fields are available. However, the only option for sorting is by community name. There are also differences in the report layout and information displayed.

### *3-13.5 SDS Score Listing*

The SDS “Score Listing” report mainly displays project rating score information on a single line for each project. It includes the total score and the Area priority number. A filtering field can be selected to create a report for an Area, district, Tribe, field office, community, engineer, state, etc.

### *3-13.6 SDS Summary (1 Page)*

The “SDS Summary” report displays a summary of SDS project information based on the filtering field selected. The filtering field can be the Area, district, Tribe, field office, community, engineer, state, etc. Items displayed in the report include the total number of projects, total project cost, and homes at each deficiency level.

### *3-13.7 SDS Solid Waste*

The “SDS Solid Waste” report displays information about solid waste projects listed in SDS. A filtering field can be selected to create a report for an Area, district, tribe, field office, community, engineer, state, etc.

### *3-13.8 SDS One-Line Listing*

The “SDS One-Line Listing” report displays a list of SDS projects, with information related to each project displayed on a single line. A filtering field can be selected to create a report for an Area, district, Tribe, field office, community, engineer, state, etc. The report includes a cumulative cost column that displays the cumulative project costs added together line by line.

### *3-13.9 Non-Project RRM*

The “Non-Project RRM” report displays “draft” information about the non-project RRM (Resources Requirement Methodology). RRM is used in determining the amount of funding allocated to the Areas for the program. A more in-depth discussion on RRM can be found in the “Criteria for the Sanitation Facilities Construction Program” document.

### *3-13.10 HQ 0 HQ Comparison Report*

The “HQ 0 HQ Comparison” report compares cost, deficiency level, and other information in SDS and community data to look for inconsistencies. The report can be run at all levels and many inconsistencies can be identified and corrected prior to the next level review.

### *3-13.11 HQ 1 HQ Report 1*

The “HQ 1 HQ Report 1” displays a listing of projects in order of priority. It is similar to the “One-Line” listing, but with less information displayed for each project.

### *3-13.12 HQ 5 HQ Report 5*

The “HQ 5 HQ Report 5” lists project by phases, so that the phases can be viewed simultaneously, reviewed, and compared.

### *3-13.13 HQ 6 HQ Report 6*

The “HQ 6 HQ Report 6” is used to compare SDS project information with data in the Community data system. It is used to check for inconsistencies in the homes data. The report can be run at all levels and many inconsistencies can be identified and corrected prior to the next level review.

### *3-13.14 SDS Summary By State*

The SDS “Summary By State” report provides on the total cost of SDS projects and separate facility costs (water, sewer, solid waste, and O & M) on a per state basis.

### *3-13.15 HQ Data Checks*

The “HQ Data Checks” report is used to catch data errors and/or inconsistencies such as duplicate SDS project numbers, duplicate Tribal priority scores, etc. The report can be run at all levels and many inconsistencies can be identified and corrected prior to the next level review.

### *3-13.16 Eligibility Conflicts*

This report is no longer used.

### *3-13.17 Unsynchronized Projects*

The “Unsynchronized Projects” report is used to check mismatched community data between the Community, SDS and PDS data systems.

## *3-14 AD HOC QUERY REPORTS*

The “Ad Hoc Query” function allows reports to be designed to fit unique needs of each user. The “Ad Hoc Query” reports screen is shown in Figure 3-23.

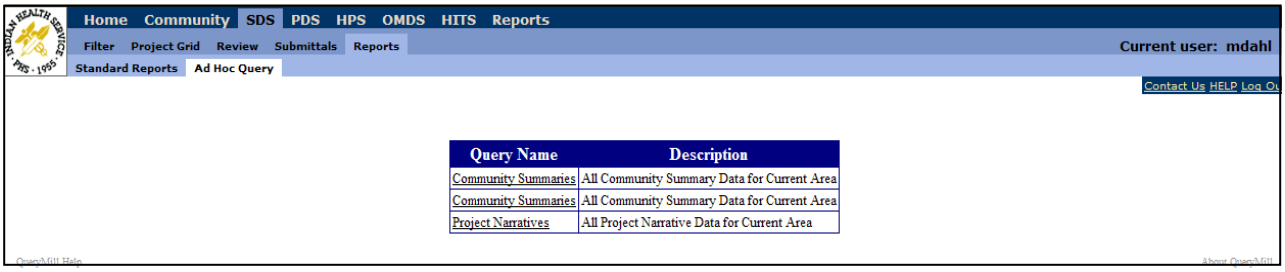



**Figure 3-23.** “Ad Hoc Query” reports screen.

Ad Hoc Query utilizes a program called QueryMill™ 2.5.00 which provides web-based database querying capabilities to users. The user can generate queries by entering the query criteria and specifying columns to be included in the result set. Any data that is entered is combined together and records will be returned that match all of the query criteria. The QueryMill Users Guide can be viewed by clicking on the “QueryMill Help” hyperlink in the lower left-hand corner of the screen. The User’s Guide is only six pages long and highly recommended to anyone interested in using the “Ad Hoc Query” reporting function in STARS. Information about the QueryMill program can be viewed by clicking on the “About QueryMill” hyperlink in the lower right-hand corner.

*User Tip: Only “current” data can be accessed using QueryMill. Previous data snapshots/submittals are not accessible with this utility.*

The “Ad Hoc Query” function is an advanced reporting function with STARS, and it is assumed that someone using this function is proficient in the terminology used in STARS. Thus, in this section, the information provided on “Field Descriptions” is limited.

As shown in Figure 3-23, within SDS, there are three Queries available to select from. The first two “Community Summaries” are the same except for different stored queries to upload (see Section 3-14.2.4 for more information on stored queries). The third query is “Project Narratives.” The names are descriptive as to the type of data that can be

obtained by each. In addition to things like the community name and SDS project number, the "Community Summaries" query contains information about facility type, housing groups, and costs. The "Project Narrative" query contains significantly more information including information about deficiency levels and scores. Both are discussed in greater detail below.

### *3-14.1 Community Summaries Queries*

Select the "Communities Summaries" hyperlink to begin creating this type of custom report. The Project Info screen will open with a list of query criteria (Figure 3-24). The Line Items tab will show up to the right at the top. Figure 3-25 shows the screen that will appear when this tab is selected. Fill in the criteria necessary in both screens to create the desired report. As previously mentioned, in this section, field description information presented is abbreviated.

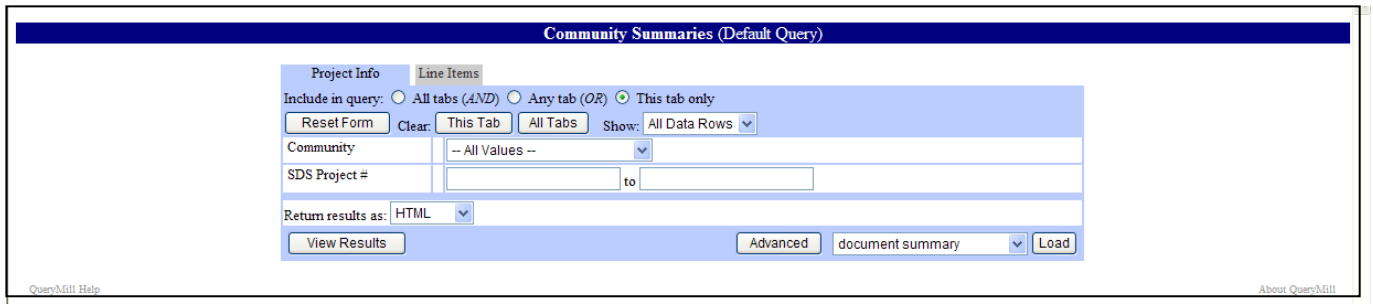



**Figure 3-24.** "Project Info" tab – "Community Summaries (Default Query)" screen.

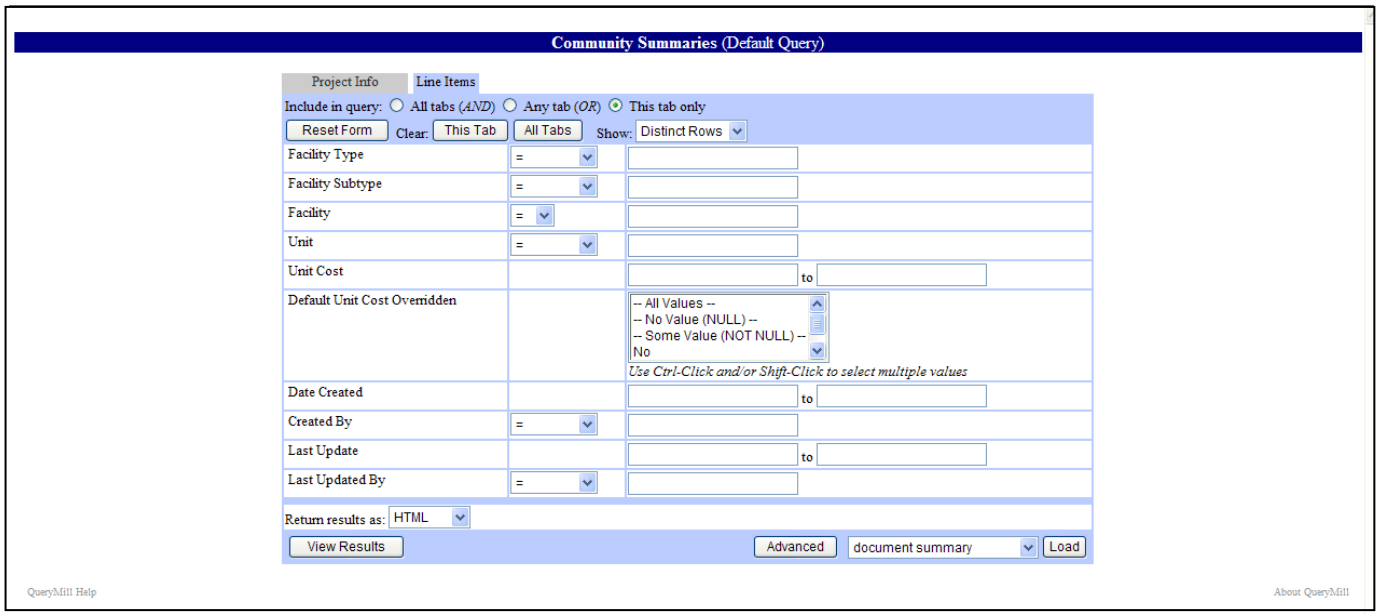



**Figure 3-25.** "Line Items" tab – "Community Summaries (Default Query)" screen.

| Field Label | Description |
|---|---|
| **Include in Query** | Select from options shown in Table 3-18. |

| OPTION | EXPLANATION |
|---|---|
| All tabs (AND) | Records will only be returned if they match ALL criteria entered on every tab. |
| Any tab (OR) | Records will be returned if they match ALL criteria on at least ONE tab. |
| This tab only | Only records that match criteria of "active" tab will be returned. Even if you enter criteria on other tabs, it will be ignored. |

**Table 3-18.** Include in “Query” tab options.

**Show**

The “Show” dropdown menu located at the top of the screen allows the user to specify filtering criteria for the rows of data to be returned. The row filtering data options are shown in Table 3-19.

| ROW FILTERING OPTIONS | EXPLANATION |
|---|---|
| All Data Rows | The results will display all data which matches the query criteria. |
| Distinct Rows | Duplicate rows of data, where all values being returned match the values in another row, will be removed. |
| Summary Rows | The results will display only summary data from the rows that match the query criteria. Two requirements must be met when selecting this option:<br>1) At least one column selected for display must be a break column.<br>2) Each of the columns selected for display must be either a break column or have some aggregation applied. |

**Table 3-19.** Options for filtering rows for ad hoc queries.

**Return Results as**

Select an option from the dropdown menu displaying the results. The options are shown in Table 3-20.

| OPTION | EXPLANATION |
|---|---|
| HTML | The results will be displayed in HTML format (as a web page). |
| CSV | The results will be displayed as comma separated values. |
| MS Excel | The results will be displayed as a Microsoft Excel spreadsheet. |
| MS Word | The results will be displayed as a Microsoft Word document. |

**Table 3-20.** Options for displaying ad hoc query results.

For many of the fields, “operators” are shown. Explanations of these are provided in Table 3-21.

| OPERATOR | EXPLANATION |
|---|---|
| = | Equal to the value entered (Default). |
| < | Less than the value entered. |
| <= | Less than or equal to the value entered. |
| > | Greater than or equal to the value entered. |
| >= | Greater than the value entered. |
| <> | Not equal to the value entered. |
| LIKE | Use this operator if you wish to enter wildcards. To signify any *single* character, enter an underscore ( _ ). To signify an unspecified number of characters, including zero, enter a percent sign ( % ). For example, entering "H%" in the last three search fields will match project numbers like H01 and H58. |
| NOT LIKE | This operator works similar to the LIKE operator, however, it will exclude any project numbers that match the wildcard criteria. |
| IN | With this operator, you can return multiple specific values. To do this, enter commas between the values. QueryMill will search for any record that matches one of the items in the list you enter. For example, to search for records with a last three of R52 and 588, enter "R52,588" in the last three input. |
| NOT IN | With this operator, you can exclude multiple specific values. To do this, enter commas between the values. QueryMill will exclude any record that matches one of the items in the list you enter. For example, to exclude records with a last 3 of R52 and 588, enter "R52,588" in the last 3 input. |

**Table 3-21.** Options for creating Ad Hoc Query reports.

### *3-14.2 Common Actions*

#### *3-14.2.1 Reset Form*

Click on the **Reset Form** button located in the upper left hand corner of the screen to reset the query screen to the default values.

### *3-14.2.2 Clear [This Tab] [All Tabs]*

Click on the **This Tab** or the **All Tabs** buttons to clear the tab(s) selected.

### *3-14.2.3 View Results – Run the Query*

Click on the **View Results** button located in the bottom left hand corner of the screen to run the query and display the requested results.

### *3-14.2.4 Load a Stored Query*

The stored query dropdown menu located in the bottom right-hand corner of the screen lists queries that have already been established and saved. To load one of these queries, select a query name from the dropdown list and click on the **Load** button. The query selected will appear in parenthesis at the top of the screen following the words "Community Summaries". Once a stored query is selected and loaded, further query criteria can be selected, as described above, to change it.

### *3-14.2.5 Specify Columns in Results*

To specify which columns to include in the query results, click on the **Advanced** button located at the bottom of either the "Project Information" or "Line Item" screen to access additional display options. The "Specify Display and Sort Columns" screen will open as shown in Figure 3-26.

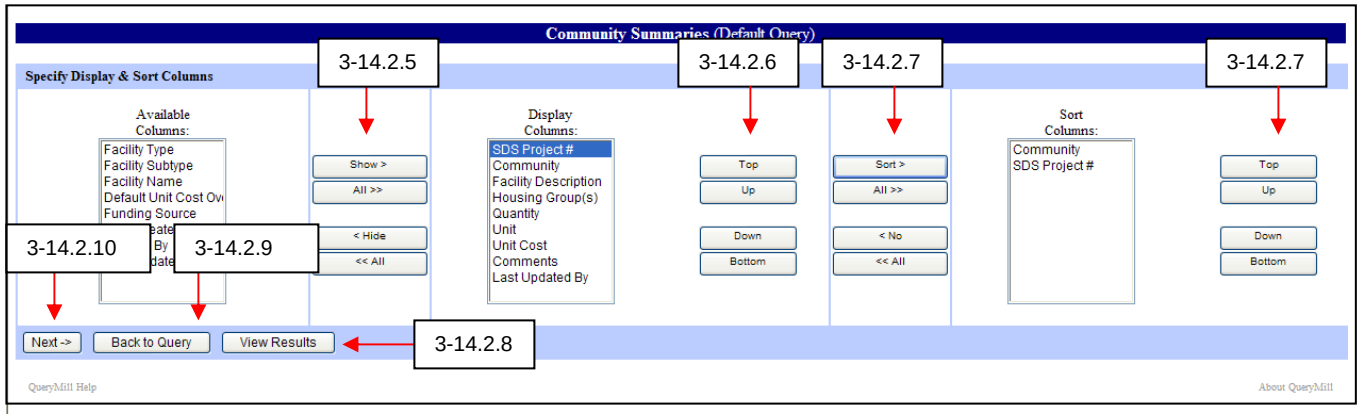



**Figure 3-26.** "Specify Display & Sort Columns" screen.

The columns that are listed in the "Display Columns" list are the columns that will appear when the query is run. A column can be moved from the "Available" list to the "Display Columns" list by selecting the column name from the list and clicking on the **Show >** button. Click on the **All >>** button to move all of the listed columns from the "Available Columns" list to the "Display Columns" list. To move a column from the "Display Columns" list to the "Available Columns" list, click on the **< Hide** button

or the **<< All** button to move all of the columns from the "Display Columns" list to the "Available Columns" list.

#### *3-14.2.6 Specify Column Order in Results*

The columns that will be displayed in the query results can be specified in the "Specify Display and Sort Columns" screen. See Section 3-14.2.5 to navigate to this screen.

The order in which the column names are listed in the "Display Columns" list from top to bottom is the order in which the columns will be displayed in the query results from left to right. To change the order in which the columns are displayed in the query results, select a column label from the "Display Columns" list, and click on the **Top** button (to the right of the "Display Columns" list) to move it to the top of the list, click on the **Up** button to move the column name up one level in the list, click on the **Down** button to move the column name down one level in the list or click on the **Bottom** button to move the column name to the bottom of the list.

#### *3-14.2.7 Specify Result Sort Order*

The order in which columns should be displayed in the query results can be specified in the "Specify Display and Sort Columns" screen. See Section 3-14.2.5 to navigate to this screen.

The columns that are listed in the "Sort Columns" list are the columns that will be used for sorting the query results. The order in which the column names are listed in the "Sort Columns" list is the priority order in which the sorting will occur. For example, the Sort Columns list in Figure 3-26 shows two columns by which to sort the resulting data. In this example, the query results will first be sorted by the community and will then be sorted by the SDS project number. In other words, the projects will be listed in alphabetical order by community and then in order by project number. All of the columns that are listed in the "Display Columns" list will be displayed in the results regardless of whether or not they appear in the "Sort Columns" list.

To add a column name to the "Sort Columns" list, click on the column name in the "Display Columns" list and then click on the **Sort >** button (to the immediate left of the "Sort Columns" list). Click on the **All >>** button to move all of the listed columns from the "Display Columns" list to the "Sort Columns" list. To remove a column from the "Sort Columns" list click on the **< No** button or the **<< All** button to remove all of the columns from the "Sort Columns" list.

*User* Tip*: A column must be listed in the "Sort Columns" list if it is to be specified as a Break Column, as described in Section 3-14.2.11.*

To change the order in which the columns are sorted in the query results, select a column label from the “Sort Order” list, and click on the **Top** button (to the right of the “Sort Columns” list) to move it to the top of the list, click on the **Up** button to move the column label up one level in the list, click on the **Down** button to move the column label down one level in the list or click on the **Bottom** button to move the column label to the bottom of the list.

### *3-14.2.8 View Advanced Query Results*

To view the query results based on the advanced display and sort columns settings, click on the **View Results** button.

### *3-14.2.9 Return to Main Query Criteria Entry Screen*

Clicking on the **Back to Query** button will return the user to the main query criteria entry selection screen, but it will also apply any changes that have been made to the display columns or sort columns.

### *3-14.2.10 Specify Sort Direction*

To further specify the sort direction, click on the **Next ->** button in the bottom left-hand corner of the “Specify Display and Sort Columns” screen (see Figure 3-26). The “Specify Sort Direction/Breaks/Aggregation” screen will open as shown in Figure 3-27. The columns listed in the “Display Columns” list on the previous screen will be listed on the left-hand side of the “Specify Sort Direction/Break/Aggregation” screen. The columns that were listed in the “Sort Columns” list in the previous screen will have a number to the right of the column name indicating the priority order for sorting. To the right of the “Sort” number is the “Sort Direction” selection. Select ascending (A-Z, 0-9) or descending (Z-A, 9-0) from the dropdown menu to specify the sort direction.

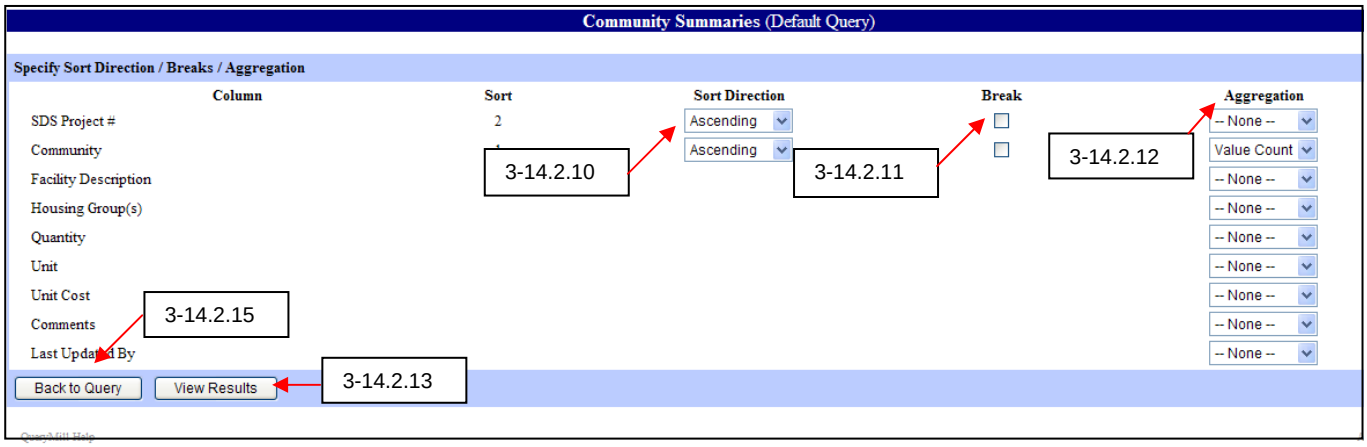



**Figure 3-27.** “Specify Sort Direction/Breaks/Aggregation” screen.

### *3-14.2.11 Specify Break Columns*

Each of the columns listed as “Sort Columns” can also be specified as “Break Columns” by checking the box (under the word “Break”) corresponding to the appropriate column name. Specifying a column as a break column means that rows with the same value in each break column will be grouped together. This is typically used for aggregation purposes, but can also be used to insert white space between groups.

### *3-14.2.12 Specify Aggregation*

Aggregation can be specified for any display column. The different types of aggregation are explained in Table 3-21.

| *OPTION* | *EXPLANATION* |
|---|---|
| None | No aggregation is specified. |
| Total | For numeric data only. Adds all values in this column for the current group of rows and displays the total. |
| Average | For numeric data only. Computes and displays the average (mean) of values in the current group of rows. |
| Row Count | Displays the number of rows in the current group. |
| Value Count | Displays the number of rows in the current group which have a value in the column in question. |
| % by Value | For numeric data only. Sums the rows in each group and displays the percentage of the total. (Total for Group divided by Total for entire result set) |
| % by Count | For numeric data only. Counts the number of rows in each group and displays the percentage of the total. (Rows in group divided by Rows in total) |
| Min | Displays the minimum (smallest) value in the current group of rows. |
| Max | Displays the maximum (largest) value in the current group of rows. |

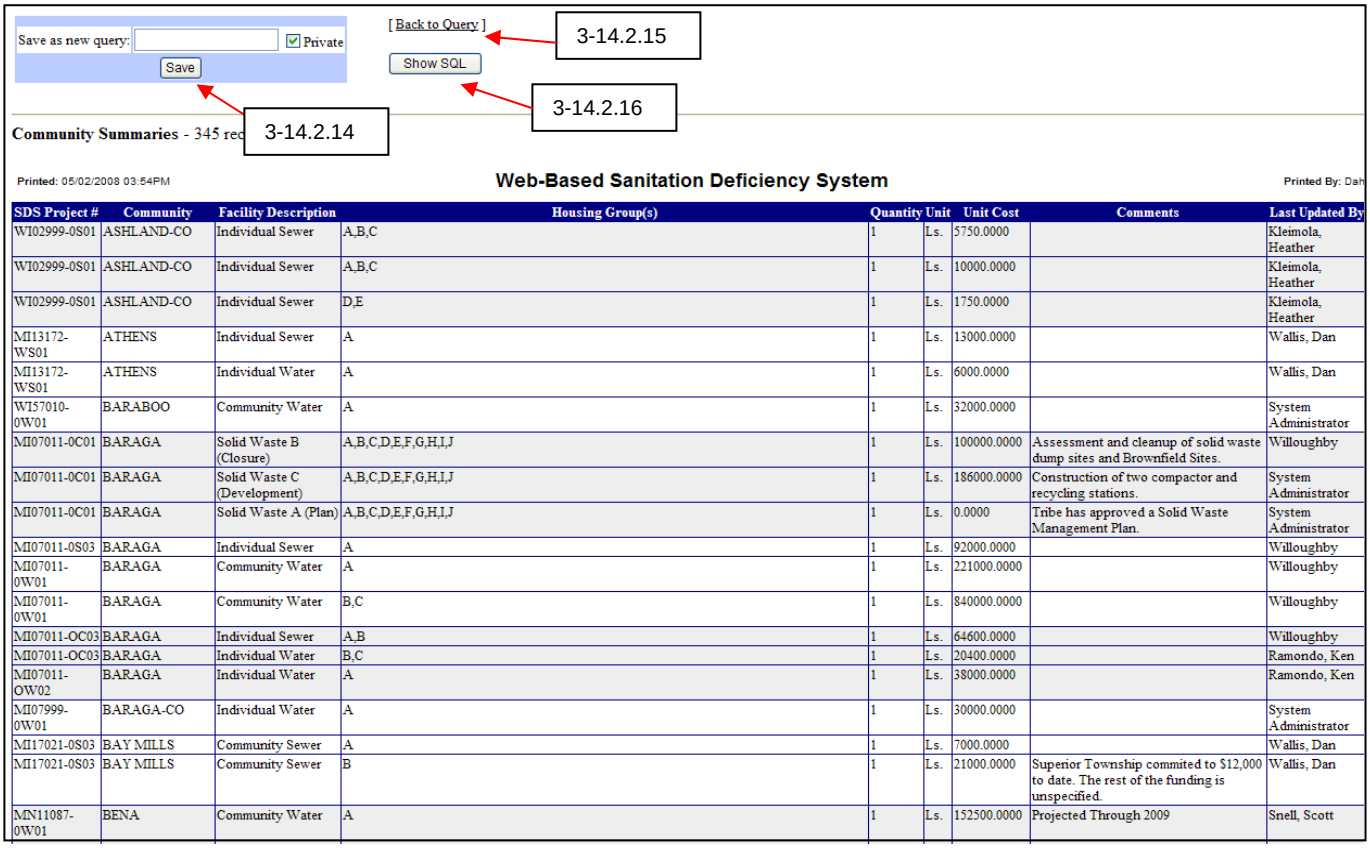
**Table 3-22.** Options for aggregation of ad hoc query results.

*User Tip: A column must be selected as a “Break Column” for aggregation data to be listed in the results.*

### *3-14.2.13 View Query Results with Specified Sort Direction, Breaks and/or Aggregation*

To view the query results after specifying sort directions, breaks and/or aggregation, click on the **View Results** button in the bottom left-hand corner of the screen. A screen will open displaying the records that were returned based on the criteria selected. The results will be displayed as shown in Figure 3-28. If the sort order criteria, breaks

and/or aggregation did not return the desired results, click on the Internet browser's back button (left arrow) and select different options.




| SDS Project # | Community | Facility Description | Housing Group(s) | Quantity | Unit | Unit Cost | Comments | Last Updated By |
|---|---|---|---|---|---|---|---|---|
| WI02999-0S01 | ASHLAND-CO | Individual Sewer | A,B,C | 1 | Ls. | 5750.0000 | | Kleimola, Heather |
| WI02999-0S01 | ASHLAND-CO | Individual Sewer | A,B,C | 1 | Ls. | 10000.0000 | | Kleimola, Heather |
| WI02999-0S01 | ASHLAND-CO | Individual Sewer | D,E | 1 | Ls. | 1750.0000 | | Kleimola, Heather |
| MI13172-WS01 | ATHENS | Individual Sewer | A | 1 | Ls. | 13000.0000 | | Wallis, Dan |
| MI13172-WS01 | ATHENS | Individual Water | A | 1 | Ls. | 6000.0000 | | Wallis, Dan |
| WI57010-0W01 | BARABOO | Community Water | A | 1 | Ls. | 32000.0000 | | System Administrator |
| MI07011-0C01 | BARAGA | Solid Waste B (Closure) | A,B,C,D,E,F,G,H,I,J | 1 | Ls. | 100000.0000 | Assessment and cleanup of solid waste dump sites and Brownfield Sites. | Willoughby |
| MI07011-0C01 | BARAGA | Solid Waste C (Development) | A,B,C,D,E,F,G,H,I,J | 1 | Ls. | 186000.0000 | Construction of two compactor and recycling stations. | System Administrator |
| MI07011-0C01 | BARAGA | Solid Waste A (Plan) | A,B,C,D,E,F,G,H,I,J | 1 | Ls. | 0.0000 | Tribe has approved a Solid Waste Management Plan. | System Administrator |
| MI07011-0S03 | BARAGA | Individual Sewer | A | 1 | Ls. | 92000.0000 | | Willoughby |
| MI07011-0W01 | BARAGA | Community Water | A | 1 | Ls. | 221000.0000 | | Willoughby |
| MI07011-0W01 | BARAGA | Community Water | B,C | 1 | Ls. | 840000.0000 | | Willoughby |
| MI07011-OC03 | BARAGA | Individual Sewer | A,B | 1 | Ls. | 64600.0000 | | Willoughby |
| MI07011-OC03 | BARAGA | Individual Water | B,C | 1 | Ls. | 20400.0000 | | Ramondo, Ken |
| MI07011-OW02 | BARAGA | Individual Water | A | 1 | Ls. | 38000.0000 | | Ramondo, Ken |
| MI07999-0W01 | BARAGA-CO | Individual Water | A | 1 | Ls. | 30000.0000 | | System Administrator |
| MI17021-0S03 | BAY MILLS | Community Sewer | A | 1 | Ls. | 7000.0000 | | Wallis, Dan |
| MI17021-0S03 | BAY MILLS | Community Sewer | B | 1 | Ls. | 21000.0000 | Superior Township commited to $12,000 to date. The rest of the funding is unspecified. | Wallis, Dan |
| MN11087-0W01 | BENA | Community Water | A | 1 | Ls. | 152500.0000 | Projected Through 2009 | Snell, Scott |

**Figure 3-28.** Sample ad hoc query results (HTML format).

### *3-14.2.14 Save Query Criteria & Settings*

The query criteria and settings can be saved for future use on the query results screen. In the box to the right of "Save as new query," enter a query name. To allow other users to use the saved query, uncheck the box next to the word "Private." To overwrite an existing query, select the name of the query to overwrite from the dropdown menu. To save the query with the specified settings, click on the **Save** button. A screen will be displayed listing all of the queries that have been saved, as shown in Figure 3-29.

| Name | Public? | |
|---|---|---|
| | N | Results Query |
| document summary | Y | Results Query |
| Line items NOT using DUC | Y | Results Query |
| Line Items with DUC | Y | Results Query |
| Sewer Needs | Y | Results Query |
| water needs | Y | Results Query |
| Water Needs | Y | Results Query |
| WTP FY05 | Y | Results Query |

**Figure 3-29.** Sample stored queries list.

To load a saved query, select the "Query" hyperlink and a query screen will be displayed with the saved criteria already selected. To go directly to the results of a saved query, click on the "Results" hyperlink, which will run the query again and the current results will be displayed. To delete a saved query, click on the corresponding **X**. Queries that have been saved by the user, or saved by other users and not marked as "Private", are listed in the dropdown menu in the bottom right-hand corner of the main "Community Summaries" screen. See Section 3-14.2.4 for more information on loading saved queries.

#### *3-14.2.15 Return to Query Criteria Entry Screen*

To return to the main "Community Summaries" criteria entry screen, click on the "Back to Query" hyperlink.

#### *3-14.2.16 Show SQL*

To see the Structured Query Language (SQL) statement generated by the query, click on the **Show SQL** button.

### *3-14.3 Project Narratives Queries*

A "Project Narratives" query can query information contained in the "Project Details" for each project (see Section 3-5). Select the "Project Narratives" hyperlink from the "Ad Hoc Query" screen (see Figure 3-23) to begin creating this type of report. The "Project Info" screen will open with a list of query criteria (Figure 3-30). Four other tabs will show up to the right of the "Project Info" tab. These include the "Community Info," "Deficiency Levels," "Scores," and "Cost" tabs. Fill in the criteria necessary on each of these tabs to create the desired report. Refer to Section 3-14.1 and 3-14.2 for additional information about how to complete field entries and generate query report.

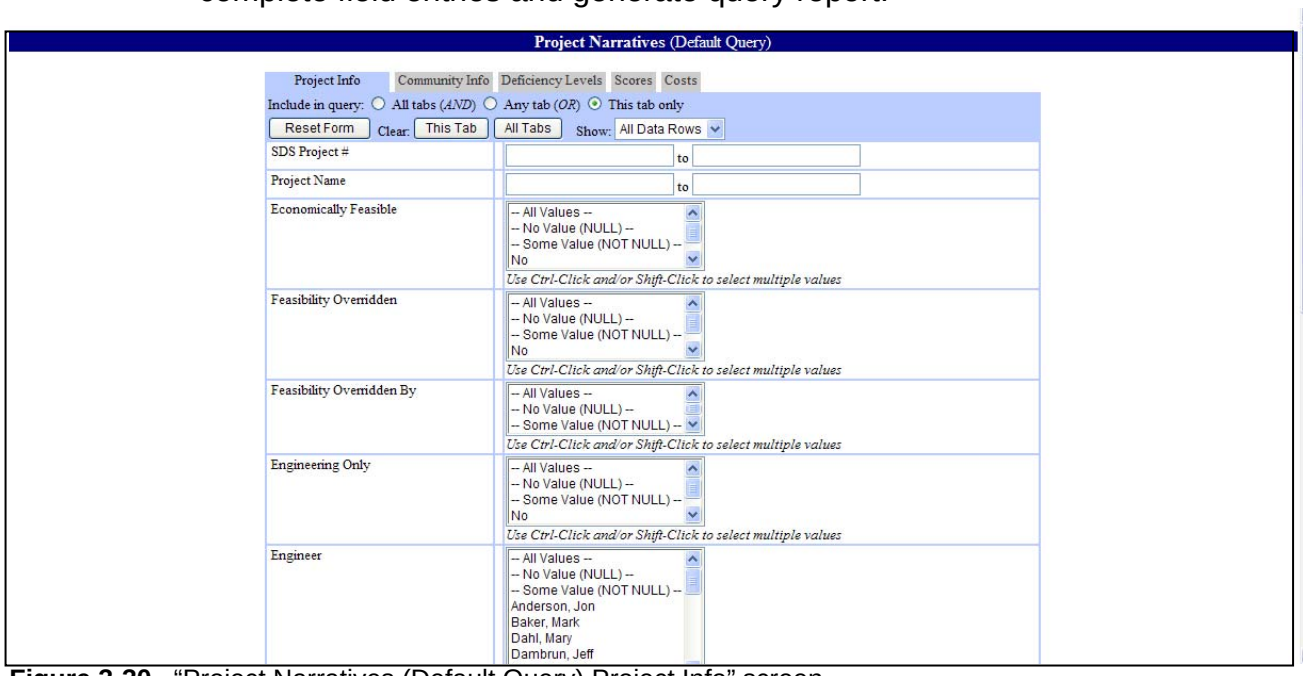



**Figure 3-30.** "Project Narratives (Default Query) Project Info" screen.

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# CHAPTER 4 – Project Data System

## *4-1 BACKGROUND INFORMATION - WHAT IS PDS?*

PDS is the Project Data System (PDS) for the IHS DSFC. PDS stores data about the important facts and milestones of all sanitation facilities projects constructed under the authorization of Public Law 86-121. Information contained in PDS is used to track project progress, and serves as a tool for field, district and Area project management. PDS is used by Headquarters to provide information to Tribes, Congress, funding partners, and others as requested. PDS is the only source of information readily available on all DSFC projects. The database allows for data analysis, data sorting, and developing and generating reports.

PDS is used to scope, schedule, and budget projects and to evaluate general program performance. This information is used during Area program reviews, and program performance measures are reported annually to the Office of Management and Budget to justify program budget submittals. PDS data is used to determine relative workloads for distributing Environmental Health Support Account funds under the Resource Requirement Methodology (RRM). Additionally, Quarterly Funding reports generated from PDS are used to report the use of construction funds internally and to agency funding partners.

PDS is a component of the Sanitation Tracking and Reporting System (STARS) data system. Within STARS, PDS is linked with the web-based Sanitation Deficiency System (SDS). PDS projects may be initiated in SDS and funded into PDS or may be initiated in PDS. PDS provides a permanent archive of data about funded DSFC projects regardless of whether they are active or inactive.

*User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area STARS Administrator.*

## *4-2 SPECIFY A PROJECT FILTER*

Users must have access to the STARS database and PDS in order to edit or view information in PDS. See Chapter 1 for more specific information on how to obtain access to STARS. The appropriate IHS Area can be selected using the clickable map or by selecting the Area name from the list on the STARS homepage. After selecting the Area, the login screen will be displayed. Entering a login name and password and clicking the **Login** button will display the selected Area homepage. Clicking on the “PDS” tab at the top of the screen will allow the user to begin working in PDS. The “PDS filter” screen will open. An example of this is shown in Figure 4-1.

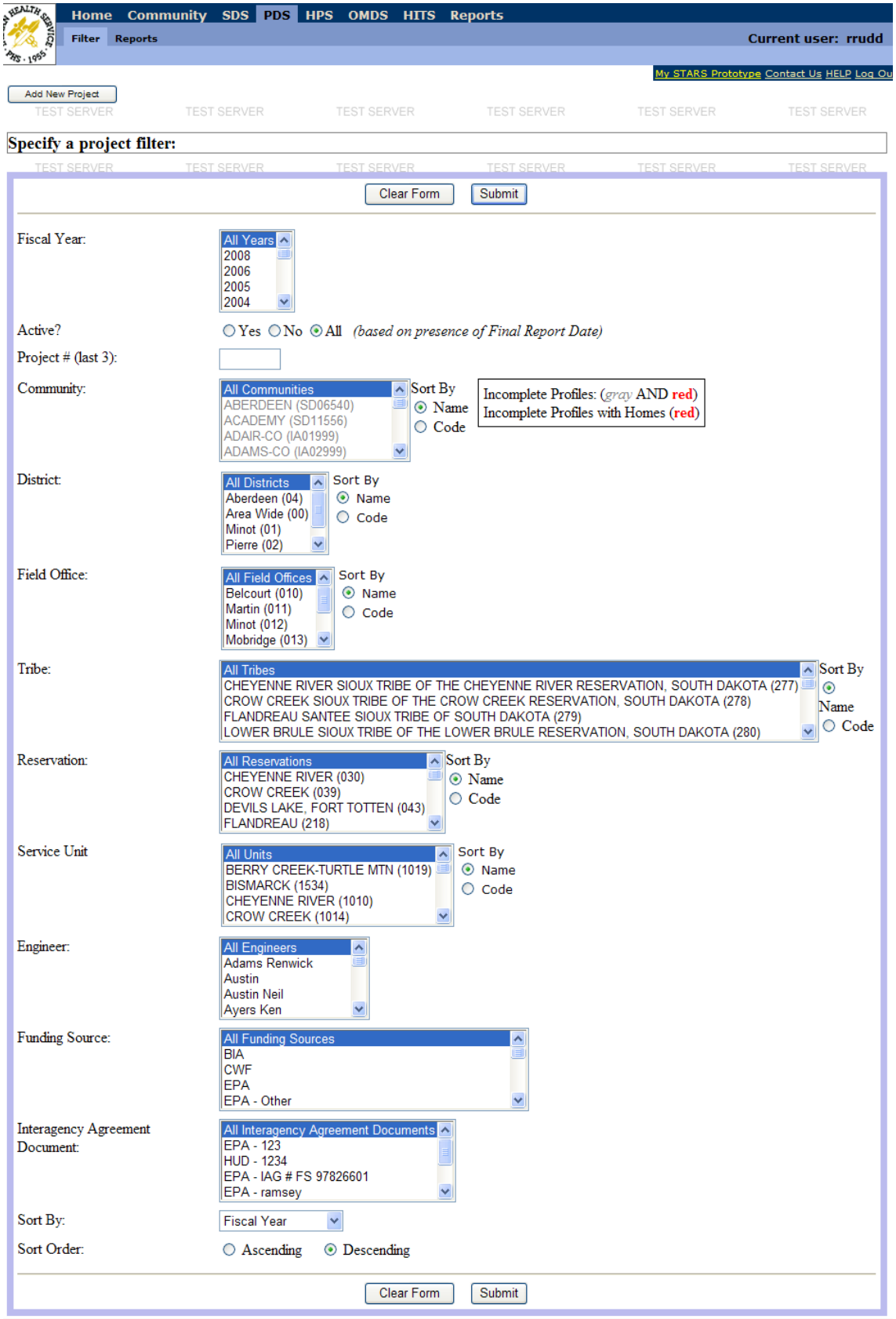



**Figure 4-1.** "Specify a project filter" screen in PDS.

The PDS project filter page allows the user to choose a subset of projects based on one or more filter criteria. If no filter criteria are specified, all projects that the user has access to will be returned when the filter is submitted. Clicking on the appropriate search criteria provides a view of a project list that meets selected criteria. Selecting multiple search criteria will result in a shorter list of projects. The permissions set in the user profile by the Area STARS Administrator will also limit the projects that will be returned by the filter. For example, choosing a District to which a user does not have access will return zero results.

### *4-2.1 Common Actions*

#### *4-2.1.1 Select Filter Criteria*

**Field Label** — **Description**

**Fiscal Year** — Select the Fiscal Year for the projects of interest.

**Active?** — A project is considered active if the Final Report has not yet been published. An actual date in the "Milestones" tab (Section 4-6) for the published final report is the determining factor for "inactive" status. The options for filtering by project status are shown in Table 4-1.

| *OPTION* | *EXPLANATION* |
|---|---|
| Yes | Select this button to see only a list of active projects. |
| No | Select this button to see only a list of projects that are no longer active. |
| All | Select this button to see a list of all of the projects matching the filter criteria regardless of status. |

**Table 4-1.** Options for filtering by project status.

**Project # (last 3)** — Enter the last three characters (numbers and/or letters) of the desired project number. This is limited to only one project selection and returns only one project as the result. The last three characters are unique values within each IHS area.

**Community** — Select this option to view projects based on the assigned community. Click on the appropriate option button to sort the list of community names. The list of communities to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each community by

clicking on the appropriate option button adjacent to the "Community" filter box.

*<u>User Tip</u>: Use the shift-click or ctrl-click method of selection to choose more than one item in each filter field.*

**District** Select this option to view projects based on the assigned district. Click on the appropriate option button to sort the list of district names. The list of districts to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each district.

**Field Office** Select this option to view projects based on the assigned field office. Click on the appropriate option button to sort the list of field office names. The list of field offices to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each field office.

**Tribe** Select this option to view projects based on the assigned Tribe. Click on the appropriate option button to sort the list of Tribe names. The list of Tribes to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each Tribe.

**Reservation** Select this option to view projects based on the assigned Reservation. Click on the appropriate option button to sort the list of Reservation names. The list of Reservations to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each Reservation.

**Service Unit** Select this option to view projects based on the assigned service unit. Click on the appropriate option button to sort the list of service unit names. The list of service units to choose from can be sorted in alphabetical order by name or in numerical order based on the code number assigned to each service unit.

**Engineer** Select this option to view projects based on the assigned engineer.

**Funding Source** Select this option to view projects based on a particular funding source.

**Interagency Agreement Document** Select this option to view projects based on a particular interagency agreement document.

**Sort By** The filter results can be sorted by a number of criteria, as shown in Table 4-2. The default option is ”Fiscal Year”.

| ***SORT CRITERIA*** | |
|---|---|
| Community | Reservation |
| Project Number | Service Unit |
| Project Name | Engineer |
| Fiscal Year (Default) | Review Date |
| Total Cost | Reviewer |
| Number of Homes | Reviewer Level |
| District | Attachments |
| Field Office | Last Update |
| Tribe | |

**Table 4-2.** Sort Criteria.

**Sort Order** Once the filter criteria has been selected, the resulting list of projects can be displayed in either ascending order (A-Z; 0-9) or descending order (Z-A; 9-0) based on the sorting criteria selected in Section 4-2.1.1. Click on the appropriate option button to select the desired sort order.

### *4-2.1.2 Add a New Project*

To add a new project to PDS, select the **Add New Project** button in the upper left-hand corner of the filter screen. The “Create/Edit PDS Project Number” screen will be displayed, as shown in Figure 4-2.

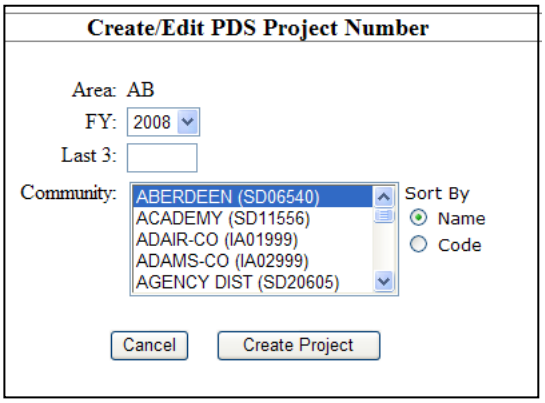



**Figure 4-2.** “Create/Edit PDS Project Number” screen.

*User Tip: This function should not be used for Regular projects that have been funded through SDS. A project that is funded through SDS should be migrated into PDS through the steps listed in Section 3-3.2.7. By following this process, all of the project information that was previously entered in SDS (journal entries, time tracking data, etc.) will be migrated into PDS. This will also prevent funded project needs from remaining in SDS.*

| Field Label | Description |
|---|---|
| **Area** | Displays the two letter abbreviation for the Area to which the project is assigned. See Table 4-3 for Area abbreviations. |
| **FY** | Enter the fiscal year of the project. The fiscal year is usually the year the initial project funding was received, although it may be the year the majority of the project funding is received. |
| **Last 3** | Enter the last three characters of the project number. The last three can be a combination of alphanumberic characters. Projects in an area cannot have duplicate Last 3 values. |
| **Community** | Select the community where the project is located. |
| **Create Project** | Select the **Create Project** button to create the project with the selected information or to save an existing project with the edited information. |
| **Cancel** | Select the **Cancel** button to return to the filter screen without creating or editing a project. |

| ABBREVIATION | AREA | ABBREVIATION | AREA |
|---|---|---|---|
| AB | Aberdeen | NA | Navajo |
| AL | Albquerque | NS | Nashville |
| AN | Alaska | OK | Oklahoma |
| BE | Bemidji | PH | Phoenix |
| BI | Billings | PO | Portland |
| CA | California | TU | Tucson |

**Table 4-3.** Area identifier abbreviations.

### *4-2.1.3 Clear the Filter Form*

To clear the project filter of all previously selected criteria, select the **Clear Form** button located at the top or bottom of the “Project Filter” screen.

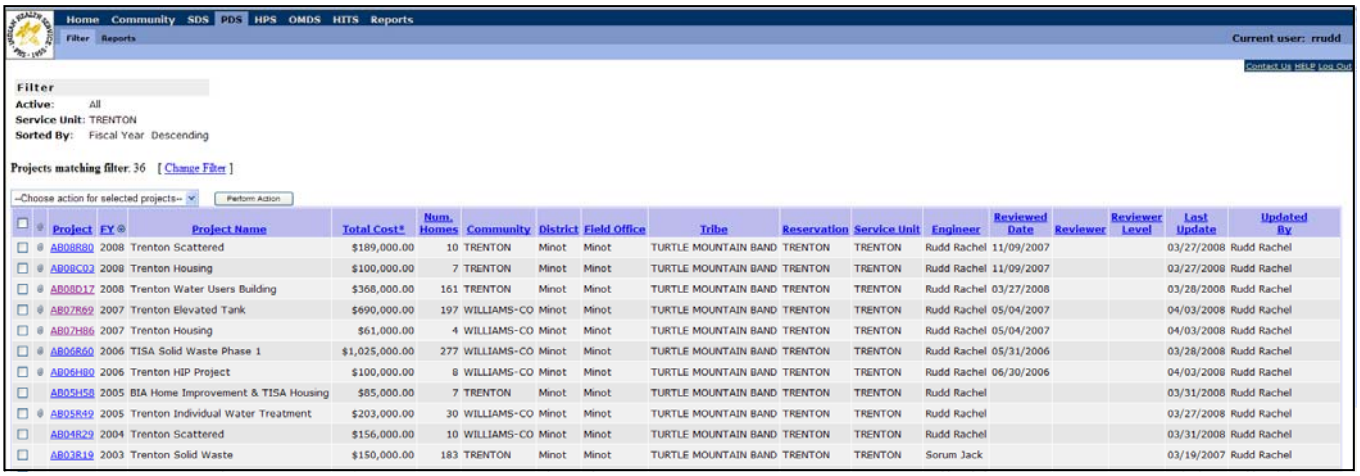
*<u>User Tip</u>: Choosing too many filter criteria or incompatible filter criteria will result in zero (0) results returned. Use this button to clear the form and broaden the filter criteria.*

#### *4-2.1.4 Submit the Filter Form*

To return a list of projects from the database based on the selected (highlighted) filter criteria, select the **Submit** button located at the top or bottom of the "Filter" screen.

## *4-3 FILTER RESULTS*

Once the filter criteria have been selected and submitted, a list of projects matching the criteria will be displayed, as shown in Figure 4-3. At the top left-hand side of the screen, the filter criteria that were chosen are listed.




| Project | FY | Project Name | Total Cost* | Num. Homes | Community | District | Field Office | Tribe | Reservation | Service Unit | Engineer | Reviewed Date | Reviewer | Reviewer Level | Last Update | Updated By |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AB08R80 | 2008 | Trenton Scattered | $189,000.00 | 10 | TRENTON | Minot | Minot | TURTLE MOUNTAIN BAND | TRENTON | TRENTON | Rudd Rachel | 11/09/2007 | | | 03/27/2008 | Rudd Rachel |
| AB08C02 | 2008 | Trenton Housing | $100,000.00 | 7 | TRENTON | Minot | Minot | TURTLE MOUNTAIN BAND | TRENTON | TRENTON | Rudd Rachel | 11/09/2007 | | | 03/27/2008 | Rudd Rachel |
| AB08D17 | 2008 | Trenton Water Users Building | $368,000.00 | 161 | TRENTON | Minot | Minot | TURTLE MOUNTAIN BAND | TRENTON | TRENTON | Rudd Rachel | 03/27/2008 | | | 03/28/2008 | Rudd Rachel |
| AB07R69 | 2007 | Trenton Elevated Tank | $690,000.00 | 197 | WILLIAMS-CO | Minot | Minot | TURTLE MOUNTAIN BAND | TRENTON | TRENTON | Rudd Rachel | 05/04/2007 | | | 04/03/2008 | Rudd Rachel |
| AB07H86 | 2007 | Trenton Housing | $61,000.00 | 4 | WILLIAMS-CO | Minot | Minot | TURTLE MOUNTAIN BAND | TRENTON | TRENTON | Rudd Rachel | 05/04/2007 | | | 04/03/2008 | Rudd Rachel |
| AB06R60 | 2006 | TISA Solid Waste Phase 1 | $1,025,000.00 | 277 | WILLIAMS-CO | Minot | Minot | TURTLE MOUNTAIN BAND | TRENTON | TRENTON | Rudd Rachel | 05/31/2006 | | | 03/28/2008 | Rudd Rachel |
| AB06H80 | 2006 | Trenton HIP Project | $100,000.00 | 8 | WILLIAMS-CO | Minot | Minot | TURTLE MOUNTAIN BAND | TRENTON | TRENTON | Rudd Rachel | 06/30/2006 | | | 04/03/2008 | Rudd Rachel |
| AB05H58 | 2005 | BIA Home Improvement & TISA Housing | $85,000.00 | 7 | TRENTON | Minot | Minot | TURTLE MOUNTAIN BAND | TRENTON | TRENTON | Rudd Rachel | | | | 03/31/2008 | Rudd Rachel |
| AB05R49 | 2005 | Trenton Individual Water Treatment | $203,000.00 | 30 | WILLIAMS-CO | Minot | Minot | TURTLE MOUNTAIN BAND | TRENTON | TRENTON | Rudd Rachel | | | | 03/27/2008 | Rudd Rachel |
| AB04R29 | 2004 | Trenton Scattered | $156,000.00 | 10 | WILLIAMS-CO | Minot | Minot | TURTLE MOUNTAIN BAND | TRENTON | TRENTON | Rudd Rachel | | | | 03/31/2008 | Rudd Rachel |
| AB03R19 | 2003 | Trenton Solid Waste | $150,000.00 | 183 | TRENTON | Minot | Minot | TURTLE MOUNTAIN BAND | TRENTON | TRENTON | Sorum Jack | | | | 03/19/2007 | Rudd Rachel |

**Figure 4-3.** "PDS filter results" screen.

### *4-3.1 Filter Results - Field Descriptions*

| **Field Label** | **Description** |
|---|---|
| **Project** | Displays the project number. Each PDS project number is unique.<br><br>The project number is the standard project number used by DSFC. The first two characters are the two-letter abbreviation for the IHS Area responsible for the project. The two-letter abbreviations for each Area are listed in Table 4-4. |

The next two characters are the project year. The project year should be the fiscal year in which the initial funding is provided to a project.

The final three characters are project specific and may be alphanumeric characters.

**FY** Displays the project fiscal year.

**Project** Displays the descriptive name identifying the project. The descriptive name is typically the geographic location of the project and a short phrase describing the project. The name can contain any characters up to 40 characters long.

**Total Cost** Displays the total project cost. Costs in italics are uncalculated costs. These uncalculated costs are associated with legacy projects that were constructed prior to the creation of PDS.

**Num. Homes** Displays the number of homes proposed to be served by the project.

**Community** Displays the community where the project is located. Only one community can be assigned to a project. If the project involves more than one community, the project engineer should decide which community is the most affected.

*User Tip: Proper selection of the community is critical for accurate reporting in PDS. The service unit, Reservation, district, field office, and Tribe are assigned based on cross-references set for the community in the CDP. See Chapter for more information.*

**District** Displays the district assigned to the project.

**Field Office** Displays the field office assigned to the project.

**Tribe** Displays the name of the Tribe served by the project.

**Reservation** Displays the Reservation where the project is assigned.

**Service Unit** Displays the service unit served by the project.

**Engineer** Displays the engineer assigned to the project.

**Reviewed Date** Displays the date when the project was last reviewed.

**Reviewer** Identifies the person who last reviewed the project.

**Reviewer Level** Identifies the level of the person who last reviewed the project.

*User Tip: The reviewer must manually mark the project as being reviewed as described in Section 4-3.2.4 or in the "Project Details" tab as described in Section 4-5.1.*

**Last Update** Displays the date the project was last updated.

**Updated By** Displays the user name of who most recently updated the project.

## *4-3.2 Common Actions*

### *4-3.2.1 Navigate to a Project*

To open a project from the list, click on the desired project number hyperlink to go to the "Project Details" screen for the selected project. See Section 4-5 for a discussion of the "Project Details" screen.

### *4-3.2.2 Add a New Project*

See Section 4-2.1.2 for instructions on adding a new project to PDS.

### *4-3.2.3 Change the Filter Criteria*

If the desired project does not appear in the filter results list, the filter criteria can be changed in two ways.

1. Click on the "Change Filter" hyperlink.

   or

2. Scroll to the bottom of the filter results page to see the "Specify a Project Filter" screen.

Repeat the steps listed in Section 4-2.1.1 until the desired results appear.

### *4-3.2.4 Perform Action*

The "Perform Action" dropdown menu and button, allows several actions to be performed based on the selected projects in the filter results list. To perform an action:

1. Click on the dropdown menu in the "Choose action for selected projects" drop box and select the desired action.

2. Check the box to the left of the desired project(s).

*User Tip: Click on the box to the left of the "Project" header to select all projects.*

3. Click on the **Perform Action** button.

4. The results will be displayed based on the action that was performed. The actions are described below.

***Filter to Marked Projects***
This option allows the user to filter the project list further by selecting only specific projects from the list. A new filter results list will be displayed, listing only the selected projects.

***Export Marked Projects to Excel***
This option exports the selected projects to an Excel spreadsheet. This spreadsheet provides basic information about the project as well as all milestones currently in the project. Only limited formatting is provided.

*User Tip: The file will open as an XML spreadsheet. To save it as an Excel spreadsheet file, specify "Excel spreadsheet" in the "Save as type" window that appears to save the file.*

***Reviewed by Me***
This option will mark the selected projects as being reviewed by the current user. The selected projects will show the current user's name as being the Reviewer with the current date as the Reviewed Date. The Reviewer Level reflects the access level of the current user. To see these columns, scroll to the far right-hand side of the screen.

***Progress Report***
This option will create a progress report for each selected project. Progress Reports include basic information related to the project in a standard format that includes specific milestones, financial data, and journal entries. See Section 4-12 for more information on journal entries.

After clicking on the **Perform Action** button, the "Specify settings for Progress Report" screen will appear, as shown in Figure 4-4.

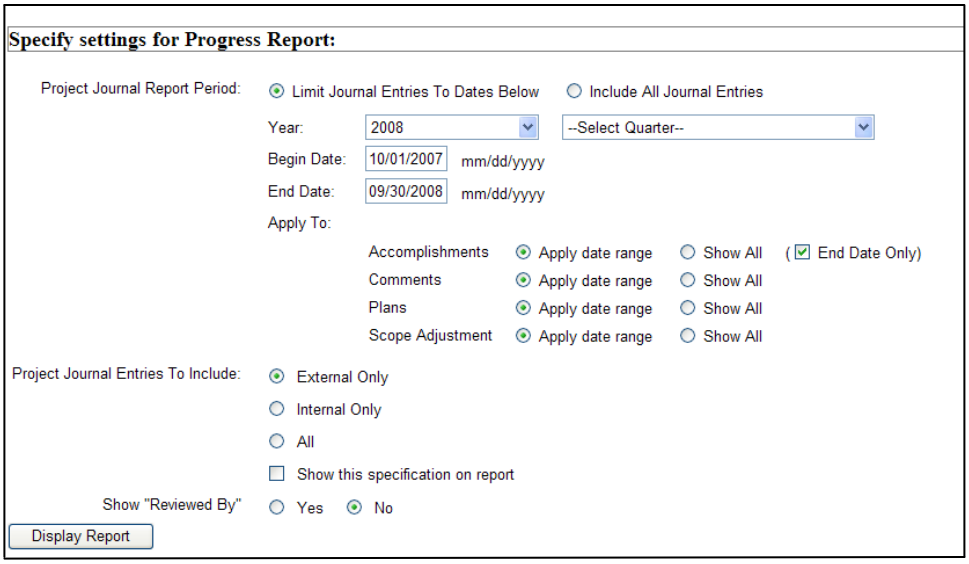



**Figure 4-4.** "Specify settings for Progress Report" screen.

| Field Label | Description |
|---|---|
| **Project Journal Report Period** | All of the journal entries written for the project can be included on the progress report by clicking on the option button to "Include All Journal Entries."<br><br>To display only the journal entries written within a specified time period, select the option button to "Limit Journal Entries to Dates Below." Then, select an option for the reporting period of journal entries. The reporting period can be defined by year, by quarter or by defining specific begin and end dates.<br><br>Select the items to apply the project journal report period to. These items include Accomplishments, Comments, Plans and Scope Adjustments. The date range previously selected can be applied to these items, or all of the items can be listed in the report by choosing the appropriate selection. Check the "End Date Only" box to include journal entries made on or before the specified end date (i.e. the begin date is ignored.) |

| | |
|---|---|
| **Project Journal Entries to Include** | Select which journal entries should be included in the progress report. The journal entries can be limited to either Internal only or External only. Alternatively, all of the journal entries can be shown. To show which journal entries are being listed in the report, check the "Show this specification on report" box. |
| **Show "Reviewed By"** | To show the name of the user who most recently marked the project "Reviewed By", click on the "Yes" option button. |
| **Display Report** | To generate a progress report with the options chosen above, click on the **Display Report** button. |

***Assign Engineer***

This option will assign an engineer to the selected project(s). A box will appear that asks, "Are you sure you want to assign [Engineer Name] as engineer for all selected projects?" Select **OK** to assign the Engineer or **Cancel** to return to the filter results screen without assigning an engineer.

### *4-3.2.5 Sort Results by Title Headings*

The project list can be sorted by any field, either alphabetically or numerically, by clicking on the field name once. To reverse the sort order, click on the field name a second time.

## *4-4 ACCESSING A PROJECT IN PDS*

To update or view a specific project, click on the hyperlinked project number in the PDS "Filter Results" screen. When a project is opened, the "Project Details" screen will be displayed along with seven other sub-headings (tabs), as shown in Figure 4-5. To open a different tab, click on the tab name. A description of each tab follows in the corresponding section labeled in the figure below.

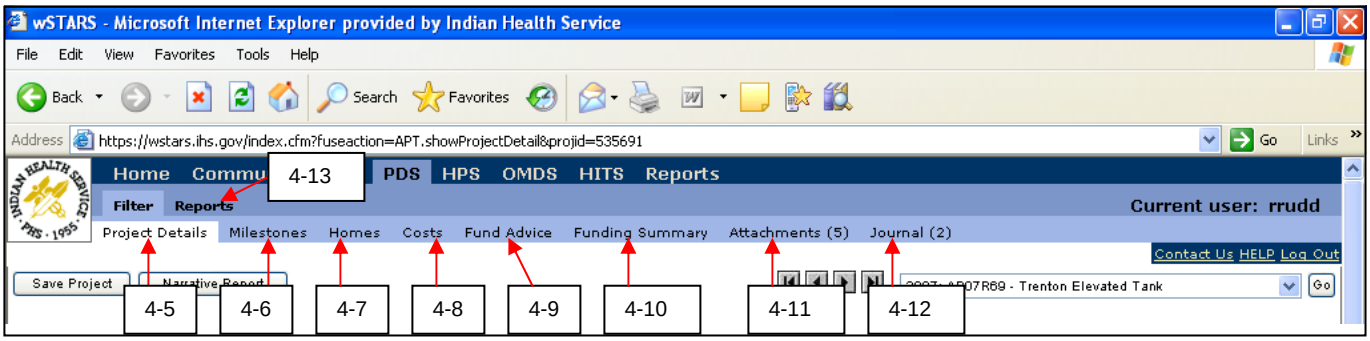



**Figure 4-5.** Sub-headings (tabs) under specific projects.

## 4-5 PROJECT DETAILS

The "Project Details" tab displays a general overview of the project, including the Tribe, Reservation and community the project will serve, the engineer, the type of project, the project scope and project costs. There are eight subsections under this tab and described in detail below. Figure 4-6 shows an example of a "Project Details" screen.

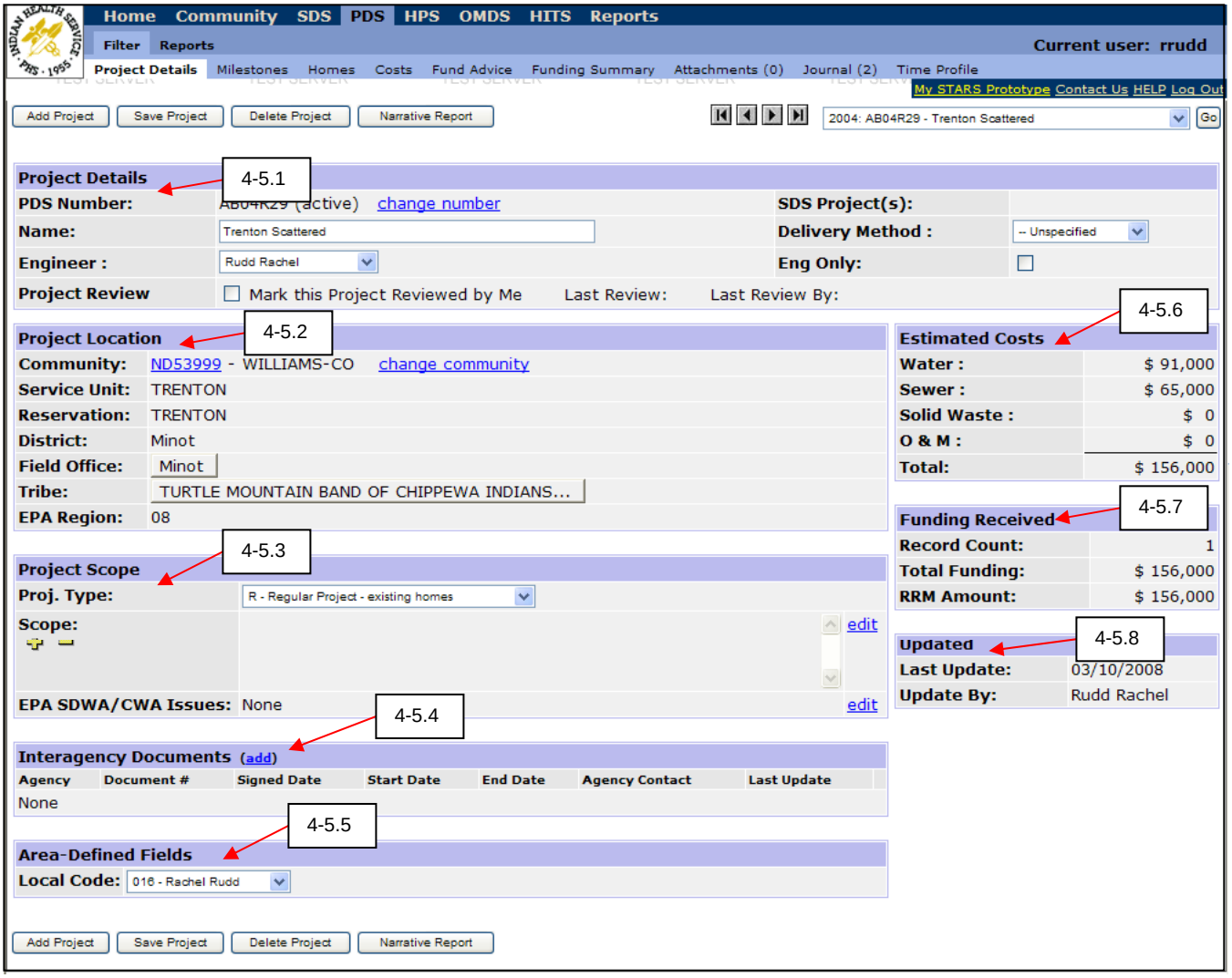



**Figure 4-6.** Sample "Project Details" screen.

### 4-5.1 Project Details - Field Descriptions

| Field Label | Description |
|---|---|
| **PDS Number** | Displays the PDS project number, as described in Section 4-3.1. |

**SDS Project(s)** Displays the SDS project number from which this PDS project was created. If the PDS project was initiated in PDS, the SDS project field will be blank.

**Name** Enter the descriptive name identifying the project. This will typically be the name of the proposed project's geographical location and a short phrase describing the project. The name can contain any characters and can be up to 40 characters long.

**Delivery Method** Select the delivery method from the dropdown menu. The delivery methods are described in Table 4-4.

| *DELIVERY METHOD* | *DESCRIPTION* |
|---|---|
| **IHS Direct Service** | IHS administers the DSFC program. Sanitation facilities are constructed by:<br>1) IHS federal employees; or<br>2) Transferring project funds using a P.L. 86-121 Memorandum of Agreement (MOA) to establish tribal or third party project commitments; or<br>3) Using federal contracts.<br>4) P.L. 93-638 Subp. J Construction Contract, unless the Tribe has also contracted to perform program services and functions for the project. |
| **Title 1 Contract** | Tribes and tribal organizations contract with IHS to provide the program, services, functions and activities of IHS (Public Law 93-638). |
| **Title 5 Compact** | Tribes and tribal organizations are authorized to plan, conduct, consolidate and administer programs, services, functions and activities of IHS. |

**Table 4-4.** Delivery methods.

**Engineer** Displays the Engineer assigned to the project. This field can be updated by selecting the name of the new engineer from the list.

**Eng Only** A checked box indicates the project includes engineering services only (includes no construction).

**Project Review** Displays the name of the last user to review the project and on what date. Checking the box will update the "Last Review By" name and "Last Review" date based on the user login name and date. When the project is saved, the box will automatically reset to unchecked, but the last reviewer and date will remain.

### *4-5.2 Project Location - Field Descriptions*

| Field Label | Description |
|---|---|
| **Community** | Displays the community where the project is located. This is the primary community if the project serves more than one community. |
| **Service Unit** | Displays the service unit where the project is located. |
| **Reservation**<br>**District** | Displays the Reservation where the project is located.<br>Displays the district to which the project is assigned. |
| **Field Office** | Displays the field office to which the project is assigned. The field office name displays on a button that can be clicked to select a different field office. |
| **Tribe** | Displays the name of the Tribe served by the project. The Tribe name displays on a button that can be clicked to select a different Tribe. |
| **EPA Region** | Displays the EPA Region for the project. The EPA Region number is inherited from the community information assigned in the Community Deficiency Profile (Chapter 2). Table 4-5 lists the EPA regions and the corresponding states covered by each regional office. |

| *EPA REGION #* | *STATES COVERED* |
|---|---|
| 1 | MA, ME, NH, VT, CT, RI |
| 2 | NY, NJ, PR, VI |
| 3 | PA, VA, WV, DE, DC, MD |
| 4 | KY, TN, NC, SC, GA, FL, AL, MS |
| 5 | MN, WI, IL, MI, IN, OH |
| 6 | NM, TX, OK, AR, LA |
| 7 | IA, MO, NE, KS |
| 8 | MT, ND, SD, UT, CO, WY |
| 9 | AZ, CA, NV |
| 10 | WA, OR, ID, AK |

**Table 4-5.** EPA regions and corresponding states.

### *4-5.3 Project Scope - Field Descriptions*

| Field Label | Description |
|---|---|
| **Project Type** | Displays the project type. The project type usually reflects the source of the majority of the project funding, but the project type is determined by the Area office. The project type can be selected from the dropdown menu. Table 4-6 summarizes the project types and corresponding codes. |

| *CODE* | *PROJECT TYPE* |
|---|---|
| - - | Unspecified |
| A | Accelerated Public Works project |
| C | CDBG Funded Project |
| E | EPA Funded project |
| H | Housing Project - new or renovated homes |
| O | Funded with other contributions |
| R | Regular project - existing homes |
| S | Special or Emergency project |

**Table 4-6.** Project types and corresponding codes.

| | |
|---|---|
| **Scope** | Displays the project scope. The project scope should summarize existing deficiencies and describe proposed deficiency corrections. The scope can be entered or edited here by clicking on the "edit" hyperlink. The hyperlink may only be visible if a project scope has not yet been identified and the user has the appropriate permissions. Click on the (+) to display 12 lines of the scope or the (-) to display only four lines. Note that for projects funded through SDS, the scope will be inherited from the SDS narrative |
| **EPA SDWA/ CWA Issues** | Identifies any EPA Safe Drinking Water Act (SDWA) or Clean Water Act (CWA) issues or special conditions. |

### *4-5.4 Interagency Documents - Field Descriptions*

This section displays information about documents and agreements between the IHS and other agencies. Most commonly, these documents/agreements will be IHS-EPA interagency agreements, but agreements with other agencies also may be included in the project documents and archived here.

| Field Label | Description |
|---|---|
| **Agency** | Displays the non-IHS signatory agency. |
| **Document #** | Displays the interagency document number. |

| | |
|---|---|
| **Signed Date** | Displays the interagency document signing date. |
| **Start Date** | Displays the interagency document start date. |
| **End Date** | Displays the interagency document end date. |
| **Agency Contact** | Displays the name of the non-IHS signatory agency contact. |
| **Last Update** | Displays the date the interagency document information was last updated. |

### *4-5.5 Area-Defined Fields - Field Descriptions*

Displays any additional fields that the Area would like to have included in the project details. Area-defined fields can be defined and managed in the STARS maintenance tab by the Area STARS Administrator.

### *4-5.6 Estimated Costs - Field Descriptions*

Displays estimated project costs, broken down by deficiency type. These fields summarize data input on the "Costs" tab. See Section 4-8 for updating estimated costs.

| Field Label | Description |
|---|---|
| **Water** | Displays subtotal of estimated project costs to correct water deficiencies. |
| **Sewer** | Displays subtotal of estimated project costs to correct sewer deficiencies. |
| **Solid Waste** | Displays subtotal of estimated project costs to correct solid waste deficiencies. |
| **O & M** | Displays subtotal of estimated project costs to correct operation and maintenance deficiencies. |
| **Total** | Displays the total estimated project costs to correct all deficiencies. |

### *4-5.7 Funding Received - Field Descriptions*

Displays the project funding amount received to date. These fields summarize data input on the "Fund Advice" tab. See Section 4-9.4 for updating the Funding Received information.

| Field Label | Description |
|---|---|
| **Record Count** | Displays the number of project funding records. |
| **Total Funding** | Displays the total project funding received. |
| **RRM Amount** | Displays the total amount of RRM eligible project funding. See Section 4-9 for a brief explanation of the Resources Requirement Methodology (RRM). |

### *4-5.8 Updated - Field Descriptions*

Displays the date of the last update and the name of the person who made the update. This field is automatically populated each time the record is saved.

| Field Label | Description |
|---|---|
| **Last Update** | Displays the date the project was last updated. |
| **Update By** | Displays the name of the user of that last updated the project. |

### *4-5.9 Common Actions*

#### *4-5.9.1 Navigate to a Different Project*

The navigation bar (Figure 4-7) in the upper right-hand corner of the screen can be used to quickly navigate to another project without returning to the filter screen. The navigation bar can be used in different ways to move between projects.

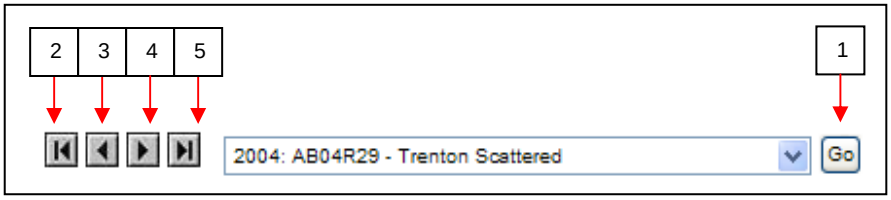



**Figure 4-7.** Navigation bar.

1. Click on the dropdown menu in the project name drop box. Select the desired project from the project list and click on the **Go** button.

2. Click on the left arrow with the bar (to the left of the project name in the navigation bar) to be directed to the first project in the project list.

3. Click on the left arrow to be directed to the previous project in the project list.

4. Click on the right arrow to be directed to the next project in the project list.

5. Click on the right arrow with the bar to be directed to the last project in the project list.

Note that the projects listed in the navigation bar drop down will match the results of the most recent filter query. If the desired project is not contained in the project list, select the "Filter" tab and attempt to locate the desired project using new filter criteria (Section 4-2).

#### *4-5.9.2 Add a New Project*

To add a project to PDS, click on the **Add Project** button. This button is located at both the top and the bottom of the screen. See Section 4-2.1.2 for more information about adding projects.

#### *4-5.9.3 Save Project Details*

To save changes made on the current screen, click on the **Save Project** button located at both the top and bottom of the screen.

*User Tip: Changes are not saved automatically. Any changes must be saved before navigating away from this page. A window will appear to notify the user changes have not been saved. Clicking on the* **OK** *button will exit the current screen without saving the changes and clicking on the* **Cancel** *button will return to the current project details screen.*

#### *4-5.9.4 Delete an Existing Project*

To delete a project from PDS, click on the **Delete Project** button, located at both the top and bottom of the screen.

*User Tip: A window will appear to notify the user of other STARS records the deletion will affect. Clicking on the* **Delete** *button will confirm the deletion.*

#### *4-5.9.5 View/Print a Narrative Report*

To create a one page narrative report for the current project, click on the **Narrative Report** button located at both the top and bottom of the screen. See Section 4-13.2.1 for more information on narrative reports.

#### *4-5.9.6 Change a Project Number*

To change the PDS project number, "change number" hyperlink in the "Project Details" box. The "Create/Edit PDS Project Number" screen will appear. See Section 4-2.1.2 for a detailed description of this screen.

#### *4-5.9.7 Change a Community Name*

To change the community to which the project is assigned, click on the "change community" hyperlink in the "Project Location" box. After making the change on the "Community Data" screen that appears, click on the **Submit** button to save the change or **Cancel** to return to the current project details screen without making the change.

#### *4-5.9.8 Change a Field Office Name*

To change the field office assigned to the project, click on the button with the field office name in the "Project Location" box. The "Select Field Office/Tribe" Webpage dialog box will appear in which changes can be made. The field offices available for selection will be automatically filtered based on the community selected. Clicking on the **OK** button will save the changes and clicking on the **Cancel** button will return to the current project details screen without saving the changes.

#### *4-5.9.9 Change a Tribe Name*

To change the name of the Tribe served by this project, click on the button with the Tribe name in the "Project Location" box. The "Select Field Office/Tribe" Webpage dialog box will appear in which changes can be made. The Tribes available for selection will be automatically filtered based on the community selected. Clicking on the **OK** button will save the changes and clicking on the **Cancel** button will return to the current project details screen without saving the changes.

#### *4-5.9.10 Edit the Scope*

To edit the project scope, click on the "edit" hyperlink in the "Project Scope" box to the right of the scope description. This hyperlink will be visible only if a project scope has not yet been identified and the user has the appropriate permissions. The scope can also be edited under the "Journal" tab (Section 4-12).

#### *4-5.9.11 Edit or Add EPA SDWA/CWA Issues*

To edit EPA Safe Drinking Water Act and Clean Water Act issues, select the "edit" hyperlink in the "Project Scope" box to the right of EPA SDWA/CWA Issues. The possible choices are listed in Table 4-7.

| EPA ENVIRONMENTAL ISSUES | |
|---|---|
| ***SDWA*** | ***CWA*** |
| Arsenic | None listed |
| Lead and Copper | |
| Nitrate/Nitrite | |
| Other VOCs | |
| Radionuclides | |
| Surface Water | |
| Total Coliforms | |
| TTHMs | |

**Table 4-7.** EPA SDWA/CWA Issues.

#### *4-5.9.12 Add an Interagency Document*

To add an Interagency Document, click on the "add" hyperlink to the right of the "Interagency Documents" header. The "Interagency Document" window will open, as shown in Figure 4-8). An existing document can be selected from the list in the first selection box by clicking on the "Select Existing Document" option button. A new document can be added by clicking on the "Add New Document" option button.

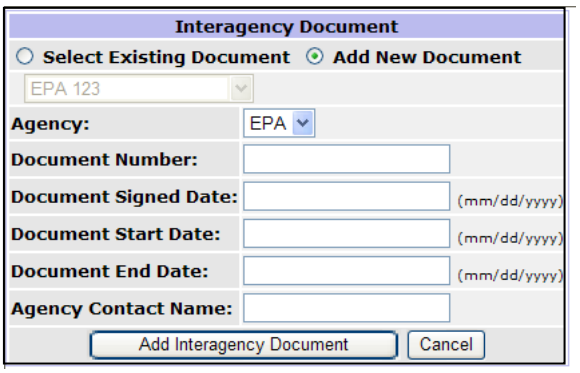



**Figure 4-8.** "Add Interagency Document" screen.

## *4-6 MILESTONES*

The "Milestones" tab allows scheduling and tracking of specific project activities and project phases and viewing of the project status. Select milestones are included in the progress reports that can be generated from PDS. The user can input proposed, revised and actual dates for the completion of each project milestone. Figure 4-9 shows a sample "Milestones" screen. Most users can add milestones from a standard list. Users with the appropriate permission can create new milestones and most Areas have a standard set of project milestones that are created for each new PDS project. Typically creating new milestones and maintaining the default set of milestones is a function reserved for the Area STARS coordinator. See Appendix I for a list of standard milestones and definitions of the activities/dates that correspond to them. See Chapter 8 (STARS Maintenance) for more information on creating and adding milestones.

### *4-6.1 Field Descriptions*

| Field Label | Description |
|---|---|
| **Project Phase** | The project milestones are collected into four phases as shown in Table 4-8. |

| *MILESTONE PROJECT PHASES* | |
|---|---|
| Planning | Includes project document dates. |
| Design | Include right-of-way and bid opening dates. |
| Construction | Includes Notice to Proceed, preconstruction meeting and final inspection dates. |
| Closeout | Includes ss-builts, transfer agreements & final reports. |

**Table 4-8** Milestone project phases.

**Code** Displays the code assigned to each milestone. The code numbers for the Headquarters-required milestones are assigned at the Headquarters level and the codes for the Area milestones at the Area level. The code number ranges indicate project phases as shown in Table 4-9.

| *MILESTONE CODE NUMBER RANGES* | |
|---|---|
| 1000-1999 | Planning |
| 2000-2999 | Design |
| 3000-3999 | Construction |
| 4000-4999 | Closeout |

**Table 4-9.** Milestone code number ranges.

**Milestone** Displays the milestone Name.

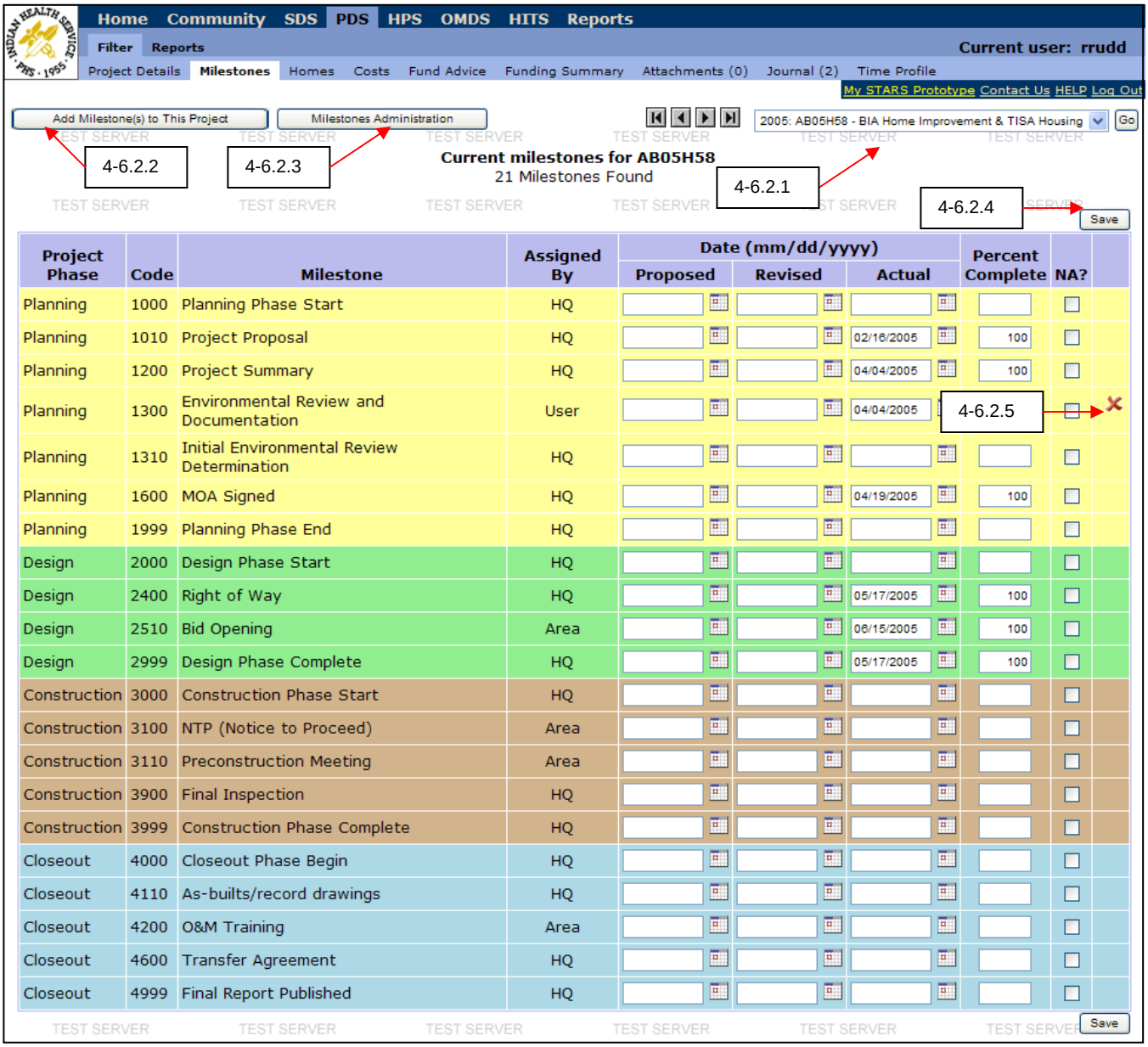
**Assigned By** Displays the user level that assigned each milestone (i.e. HQ, Area, etc.)

**Proposed Date** Displays the proposed completion date for each milestone. Together the milestones represent the original project schedule.

*User Tip: See Appendix I for guidance on dates that should be entered for standard milestones.*

*User Tip: Once the proposed dates are entered and saved, they can only be changed by users with the appropriate permissions.*

**Revised Date** Displays the revised completion date for each milestone and can be updated as the project progresses.




| Project Phase | Code | Milestone | Assigned By | Date (mm/dd/yyyy) Proposed | Revised | Actual | Percent Complete | NA? |
|---|---|---|---|---|---|---|---|---|
| Planning | 1000 | Planning Phase Start | HQ | | | | | |
| Planning | 1010 | Project Proposal | HQ | | | 02/16/2005 | 100 | |
| Planning | 1200 | Project Summary | HQ | | | 04/04/2005 | 100 | |
| Planning | 1300 | Environmental Review and Documentation | User | | | 04/04/2005 | | |
| Planning | 1310 | Initial Environmental Review Determination | HQ | | | | | |
| Planning | 1600 | MOA Signed | HQ | | | 04/19/2005 | 100 | |
| Planning | 1999 | Planning Phase End | HQ | | | | | |
| Design | 2000 | Design Phase Start | HQ | | | | | |
| Design | 2400 | Right of Way | HQ | | | 05/17/2005 | 100 | |
| Design | 2510 | Bid Opening | Area | | | 06/15/2005 | 100 | |
| Design | 2999 | Design Phase Complete | HQ | | | 05/17/2005 | 100 | |
| Construction | 3000 | Construction Phase Start | HQ | | | | | |
| Construction | 3100 | NTP (Notice to Proceed) | Area | | | | | |
| Construction | 3110 | Preconstruction Meeting | Area | | | | | |
| Construction | 3900 | Final Inspection | HQ | | | | | |
| Construction | 3999 | Construction Phase Complete | HQ | | | | | |
| Closeout | 4000 | Closeout Phase Begin | HQ | | | | | |
| Closeout | 4110 | As-builts/record drawings | HQ | | | | | |
| Closeout | 4200 | O&M Training | Area | | | | | |
| Closeout | 4600 | Transfer Agreement | HQ | | | | | |
| Closeout | 4999 | Final Report Published | HQ | | | | | |

**Figure 4-9.** Sample "Milestones" screen.

**Actual Date** Displays the actual completion date for each milestone.

*<u>User Tip</u>: IDG 20.2 specifies that that the date for the milestone "Final Report Published" be entered when the final report is uploaded to STARS/PDS, and it can only be entered by users with appropriate permissions. See Appendix J for more information.*

**Percent Complete** Displays the percent of completion of each milestone to date. When an actual date is entered, the milestone automatically sets to 100% complete.

**N/A?** When checked, this check box indicates a milestone is not applicable to the project.

*<u>User Tip</u>: If an N/A milestone is one of those included on the standard progress report, all dates for that milestone (proposed, revised, and actual) will be reported as "Not Applicable" on the progress report.*

## *4-6.2 Common Actions*

### *4-6.2.1 Navigate to a Different Project*

See Section 4-5.9.1 for instructions on using the navigation bar in the upper right hand corner of the screen to access other projects within the filter results.

### *4-6.2.2 Add a New Milestone*

A predetermined set of required milestones (set by HQ and/or Area Office) are automatically populated when the project is created. Additional project milestones may be available that do not automatically show up in the list of current milestones. The available standard milestones that have been created are listed in Appendix I. To add one of these "optional" milestones to the project, click on the **Add Milestone(s) to this Project** button. A list of the remaining available milestones will appear. Select one or more of the remaining milestones from the list by checking the box to the left of the milestone name, then click on the **Add Milestone** button. Click on the **Save** button at the top right or bottom right of the milestone list to save the milestone.

### *4-6.2.3 Milestones Administration*

The standard milestone list in STARS currently includes the 120 milestones listed in Appendix I. PDS and HITS use the same milestone list. The milestones that automatically populate when a new PDS project is created and those available in the **Add Milestone(s) to this Project** button are part of this standard list. Each Area determines which of these milestones are available to users in that Area.

Users with the appropriate permissions can make additional milestones available to a project. Also, if a desired milestone is not on the list of standard milestones, new milestones can be created. Both of these actions are done by selecting the **Milestones Administration** button at the top of the screen. For more information on Milestones Administration see Chapter 8 (STARS Maintenance).

### *4-6.2.4 Save Changes to the Milestones Screen*

To save changes made on the "Milestones" screen, click on the **Save** button located at the top and bottom of the milestones list, on the right side of the screen.

*<u>User Tip:</u> Changes are not saved automatically. The project must be saved before navigating away from this page.*

#### 4-6.2.5 Delete an Existing Milestone

To delete a milestone, click on the red **X** to the right of that milestone. A window will appear to verify the deletion. Milestones without a red **X** are considered required milestones by HQ or the Area office and cannot be deleted.

## 4-7 HOMES

The "Homes" tab provides a location to enter information about the homes that will be served under the project. Separate entries should be made for each home type, deficiency level, eligibility status, and/or community location. The information entered in this screen is linked to the cost data on the "Costs" tab so it is important to include enough detail to coincide accurately with the cost data.

Information on this screen may be automatically generated if it is an SDS project that was funded into a PDS project, or it can be manually entered. However, the overall housing groups typically should reflect the groups in the project summary document. Entries are commonly made by Area or district staff but can also be made by field staff depending on Area's preference. A location is also provided to enter the actual homes served for each group following completion of the project. An example of the "Homes" screen is shown in Figure 4-10.

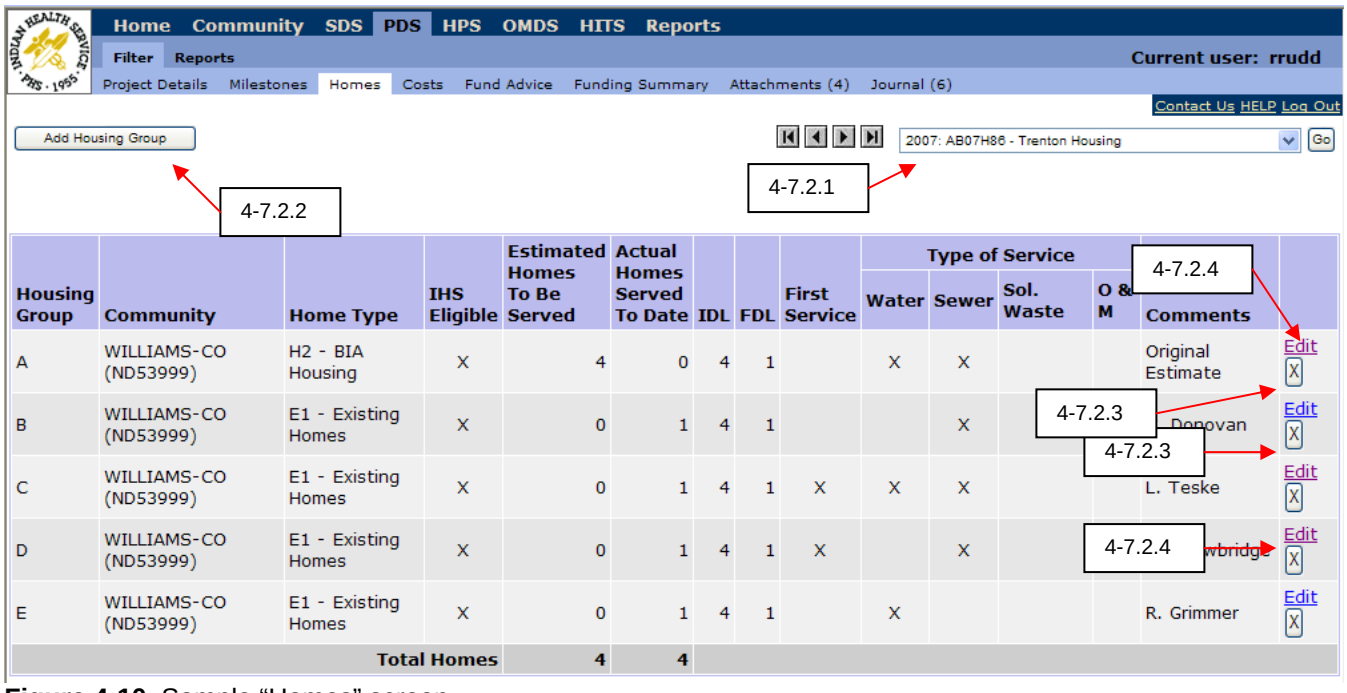



**Figure 4-10.** Sample "Homes" screen.

### *4-7.1 Field Descriptions*

| Field Label | Description |
|---|---|
| **Housing Group** | Displays the letter assigned to each housing group. Housing groups are automatically lettered alphabetically in the order created. |
| **Community** | Displays the community to which each housing group is assigned. |
| **Home Type** | Displays the type of home included in each housing group. The standard home type codes are listed in Table 4-10. See Section 3-6 for a complete description of home types. |

| *HOME TYPE CODE* | *TYPE OF HOME* | *DESCRIPTION* |
|---|---|---|
| E1 | Existing AI/AN Homes | Existing, AI/AN owned, 24-hour year-round family dwellings. Land status either trust or non-trust. |
| E2 | Non-Residential Units | Commercial, industrial, or agricultural establishments including office buildings, casinos, nursing homes, health clinics, schools, churches, hospitals, and hospital quarters. Also includes second homes and vacation homes. |
| E3 | Non-Indian Units | Any home that is not an AI/AN owned home. |
| H1 | HUD Housing (AI/AN) | HUD funded Indian housing projects, grants to Tribally Designated Housing Entities (TDHE's) or state and county governments for new houses financed by HUD. Section 184 with Housing Authority on the title. |
| H2 | BIA-HIP Housing | Home constructed or renovated under the Bureau of Indian Affairs (BIA) Home Improvement Program (HIP). Excludes HIP Category A homes, which are homes that do not meet acceptable building standards. |
| H3 | Tribal Housing (AI/AN) | Community Improvement Program (CIP) homes. |
| H4 | State or Remote Housing (AI/AN) | State owned AI/AN homes. Includes Alaska homes for teachers. |
| H5 | Other Housing (AI/AN) | Individually financed new homes (VA, FHA, etc.). AI/AN homes with personal homeowner mortgages guaranteed by HUD under Section 184 of the Housing and Community Development Act of 1992, or others, provided the home is titled solely in the occupant's name. |
| H6 | HUD-BIA Housing (AI/AN) | Former housing program. This is typically not used. |
| H7 | HUD Block Grant (AI/AN); CDBG Complete Units | CDBG new homes and renovations funded by HUD. |

**Table 4-10.** Home type codes.

| | |
|---|---|
| **IHS Eligible** | Displays whether or not each housing group is eligible for service with IHS funds. The presence of an ”X” in the box indicates IHS eligibility. |
| **Estimated Homes To Be Served** | Displays the estimated number of homes in each housing group to be served by the project. This value usually comes from the project summary document. |
| **Actual Homes Served To Date** | Displays the actual number of homes in each housing group served by the project to date. |
| **IDL** | Displays the initial deficiency level for each housing group in the project. |
| **FDL** | Displays the final deficiency level for each housing group in the project. |

*User Tip: Refer to the user manual glossary and SDS Guidelines for additional information for deficiency level definitions and examples.*

| | |
|---|---|
| **First Service** | Displays whether or not this is the first time that the homes in each housing group have been served by an IHS project, including previous service by another federal agency). The presence of an ”X” in the box indicates first time service for the housing group. |
| **Type of Service** | Displays the type of service provided under this project (Water, Sewer, Solid Waste and/or O&M). The type of service is assigned to housing groups under the “Costs” tab as described in Section 4-8 and automatically populates these fields when relevant data is entered on the “Costs” tab. The presence of an ”X” in a box indicates the type of service provided to each housing group under the project. |
| **Comments** | Displays any comments related to the housing group. |

### *4-7.2 Common Actions*

#### *4-7.2.1 Navigate to a Different Project*

See Section 4-5.9.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other projects within the filter results.

### *4-7.2.2 Add a New Housing Group*

To add a housing group to the project, click on the **Add Housing Group** button in the upper left screen corner. The "Project Home Details" window will be displayed as shown in Figure 4-11. This screen allows the user to enter a new housing group and pertinent housing group details for the project.

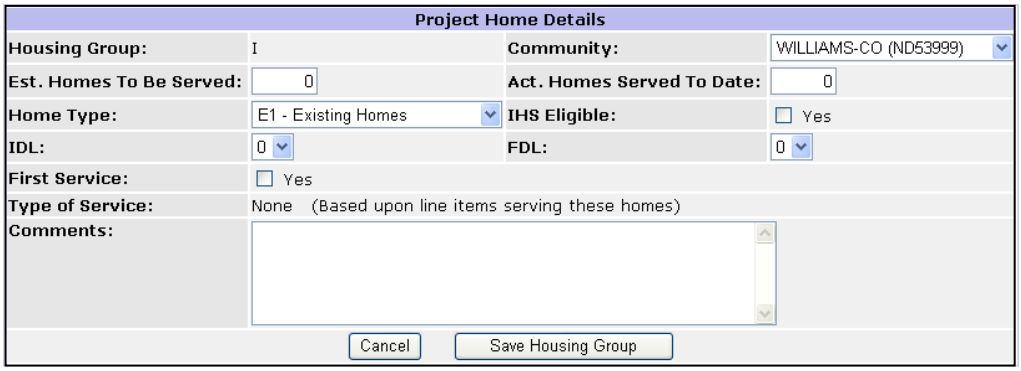



**Figure 4-11.** "Add Housing Group" screen.

| Field Label | Description |
|---|---|
| **Housing Group** | The housing group will automatically be assigned a letter. Housing groups are lettered alphabetically in the order created. |
| **Community** | Select the community where the housing group is located. |
| **Est. Homes To Be Served** | Enter the estimated number of homes in this housing group to be served by the project. This value usually comes from the project summary document. |
| **Act. Homes Served To Date** | Enter the actual number of homes in this housing group served to date by the project. |
| **Home Type** | Select the type of homes in this housing group. Standard home type codes are listed in Table 4-10. |
| **IHS Eligible** | Check the box if the housing group is eligible for service with IHS funding. |
| **IDL** | Select the initial deficiency level for the group of homes. |

| | |
|---|---|
| **FDL** | Select the final deficiency level for the group of homes. |
| **First Service** | Check the box if this is the first time that homes in this housing group have been served by an IHS project, including previous service by another federal agency. |
| **Type of Service** | Automatically displays the type of service provided to the housing group under the project (water, sewer, solid waste and/or O&M). The type of service is assigned to housing groups under the "Costs" tab as described in Section 4-8. |
| **Comments** | Enter any comments related to the housing group. |
| **Cancel** | To return to the "Homes" screen without adding a new housing group, select the **Cancel** button. |
| **Save Housing Group** | To save a housing group, select the **Save Housing Group** button. |

#### *4-7.2.3 Delete an Existing Housing Group*

To delete an existing housing group, select the **X** button located on the far right hand side of the Housing Group display table. A window will appear to verify the deletion.

#### *4-7.2.4 Edit an Existing Housing Group*

To edit an existing housing group, select the "Edit" hyperlink located on the far right hand side of the Housing Group display table. The "Project Home Details" screen will be displayed. This screen will be similar to Figure 4-11 but the values will already be populated. See Section 4-7.2.2 for descriptions of the field labels.

## *4-8 COSTS*

The "Costs" tab provides a location to enter the estimated costs for a project. Separate entries are typically made for each major facility type, funding source, and funding year. In addition, separate entries are required for housing groups/facilities with differing eligibility status. Housing groups entered on the "Homes" tab are linked with each line item on the "Costs" tab.

Entries can be very detailed or grouped together under common facility types depending on the Area's preference. Information on this screen may be automatically generated if it is an SDS project that was funded into a PDS project, or it can be manually entered. However, the overall cost information typically should reflect the costs in the project summary document. Entries are commonly made by Area or district staff but can also be

made by field staff depending on Area's preference. A location is also provided to enter the actual quantities and/or costs for each line item following completion of the project. An example "Costs" screen is shown in Figure 4-12.

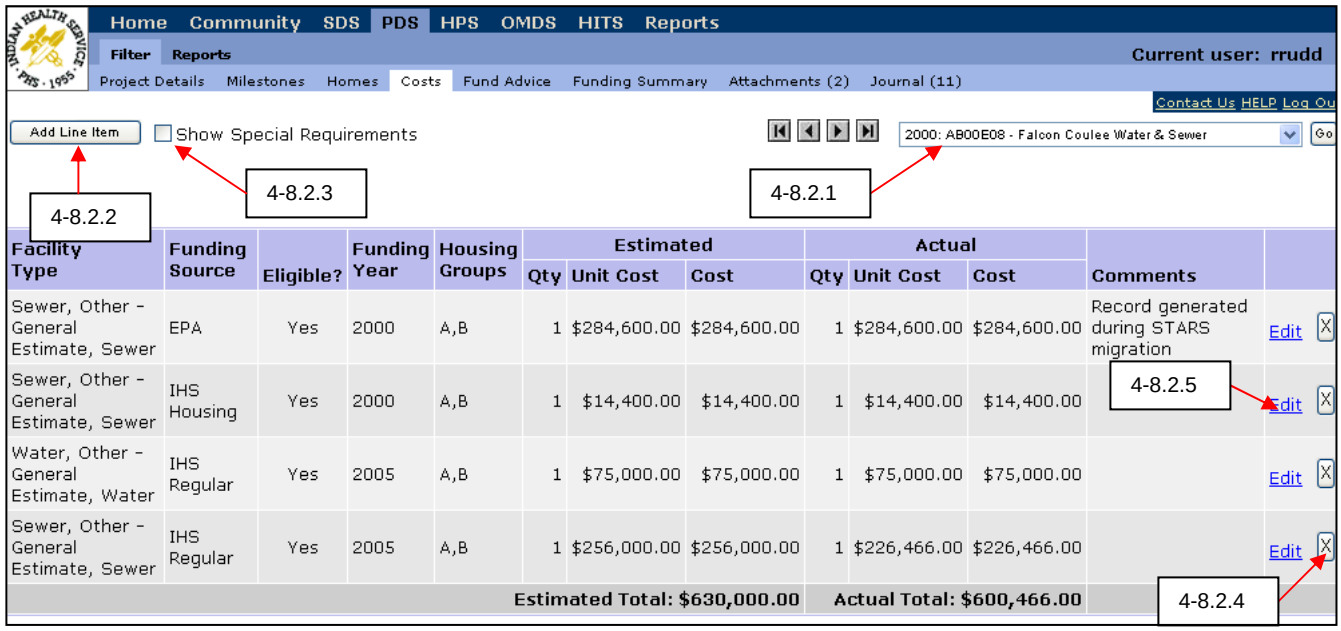



**Figure 4-12.** Sample "Costs" screen.

### *4-8.1 Field Descriptions*

| Field Label | Description |
|---|---|
| **Facility Type** | Displays the facility type for each line item. |
| **Funding Source** | Displays the funding source for each line item. See Table 4-12 for a list of available funding sources. |
| **Funding Year** | Displays the fiscal year funding is received, or expected to be received, from the specified funding source. |
| **Eligible?** | Displays whether or not the line item facilities are considered eligible for IHS funding. Refer to the Criteria for the Sanitation Facilities Construction Program – June 1999 ("Blue Book") for more information on eligibility. |
| **Housing Groups** | Displays the housing groups that will be served by or benefit from the facilities provided under each line item. |
| **Estimated Qty** | Displays the estimated number of units to be provided for each line item. |

| | |
|---|---|
| **Estimated Unit Cost** | Displays the estimated unit cost for each line item. |
| **Estimated Cost** | Displays the total estimated cost for each line item (Qty x Unit Cost). |
| **Actual Qty** | Displays the actual number of units provided for each line item. |
| **Actual Unit Cost** | Displays the actual unit cost for each line item. |
| **Actual Cost** | Displays the total actual cost for each line item. (Qty x Unit Cost). |
| **Comments** | Displays any comments pertinent to the line item. |

## *4-8.2 Common Actions*

### *4-8.2.1 Navigate to a Different Project*

See Section 4-5.9.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other projects within the filter results.

### *4-8.2.2 Add a New Project Costs Line Item*

To add a line item, click on the **Add Line Item** button in the upper left screen corner. The "Line Item Details" box will be displayed at the bottom of the screen, as shown in Figure 4-13.

In general line items should be entered that will match with the housing groups entered under the "Homes" tab. Typically, separate line items will be entered for each different facility type and funding source. Multiple housing groups can be assigned to a single cost item assuming the eligibilities are consistent. For example, there may be one line item for community water for the IHS eligible homes, and one line item for community water for the ineligible homes. Funding for the ineligible homes can not be provided by IHS. Refer to the Criteria for the Sanitation Facilities Construction Program – June 1999 ("Blue Book") for more information on eligibility criteria.

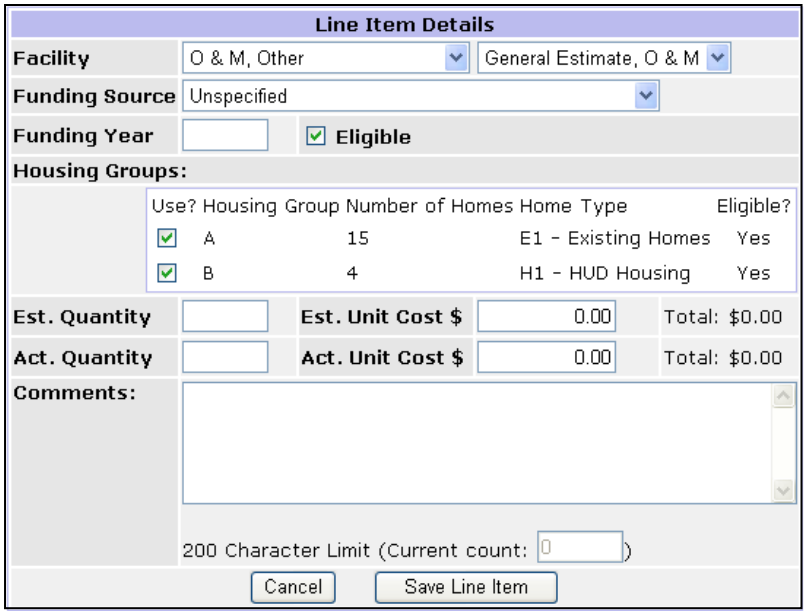



**Figure 4-13.** "Line Item Details" screen.

| Field Label | Description |
|---|---|
| **Facility** | Select the facility type that is to be provided for this line item. Typical facility types available are shown in Table 4-11, although the facility types are customizable be each Area. See Chapter 8 for a discussion about creating Area-specific facility types. |

| *FACILITY* | |
|---|---|
| O&M, Other | General Estimate, O&M |
| Sewer, Other | General Estimate, Sewer |
| Solid Waste A (Plan) | Solid Waste A (Plan) |
| Solid Waste B (Closure) | Solid Waste B (Closure) |
| Solid Waste C (Development) | Solid Waste C (Development) |
| Water, Other | General Estimate, Water |

**Table 4-11.** Facility types.

| | |
|---|---|
| **Funding Source** | Select the agency/source providing the funding for this line item. The funding sources available are shown in Table 4-12. |

| FUNDING SOURCES | |
|---|---|
| Unspecified | HUD CDBG |
| BIA | IHS Housing |
| CWF | IHS Regular |
| EPA | New Funding |
| EPA - Other | Other |
| EPA CWA Set-Aside | Tribal |
| EPA SDWA Set-Aside | USDA-RD |
| Funds managed by others; | VSW |
| Project managed by IHS | VSW/EPA |
| HUD | VSW/RD |

**Table 4-12.** Funding sources.

**Funding Year** Enter the fiscal year project funding is received for the line item.

**Eligible** Check this box if the proposed facilities are eligible for IHS funding.

**Housing Groups** Check the box(es) for the housing groups that will benefit from facilities provided by the line item. These are the housing groups described under the "Homes" tab (Section 4-7).

**Est. Quantity** Enter the estimated number of units to be provided for the line item.

**Est. Unit Cost** Enter the estimated unit cost for the line item facility.

**Total** Displays the total estimated cost for the line item facility (Qty x Unit Cost).

**Act. Quantity** Enter the actual number of units provided for the line item facility.

**Act. Unit Cost** Enter the actual unit cost for the line item facility.

**Total** Displays the total actual cost for the line item facility (Qty x Unit Cost).

**Comments** Enter any comments that are pertinent to this line item.

**Cancel** To return to the "Costs" screen without adding a new line item select the **Cancel** button.

**Save Line Item** To save a line item and return to the "Costs" screen, select the **Save Line Item** button.

### *4-8.2.3 Add/View Special Requirements*

Special requirements are specific items that have an impact on the cost of the project. To show special requirements, check the box at the top of the screen to "Show Special Requirements". A Special Requirements line will be added to each line item, as shown in Figure 4-14.

Currently the only special requirement that can be selected is "Arsenic" which identifies additional costs resulting from the Arsenic Rule. Costs associated with all other special requirements currently must be added as "Unspecified". The Special Requirements lookup list can be edited by users with the appropriate permissions.

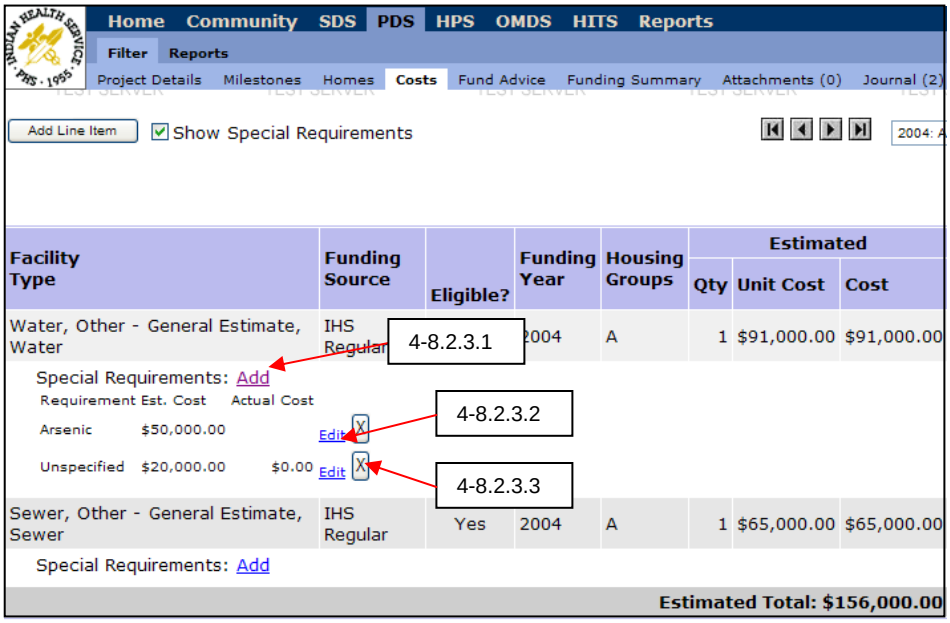



**Figure 4-14.** "Special Requirements" screen.

### ***Add Special Requirements***

To add Special Requirements, click on the "Add" hyperlink on the Special Requirements line. The "Special Requirements" box will be displayed at the bottom of the screen, as shown in Figure 4-15.

**Figure 4-15.** "Add Special Requirements" screen.

| Field Label | Description |
|---|---|
| **Requirement** | Select a special requirement from the dropdown menu. |
| **Est. Cost** | Enter the estimated cost resulting from this special requirement. |
| **Actual Cost** | Enter the actual cost resulting from this special requirement. |
| **Cancel** | To return to the "Costs" screen without adding any special requirements select the **Cancel** button. |
| **Save Special Requirement** | To save the special requirement and return to the "Costs" screen, select the **Save Special Requirement** button. |

***Edit an Existing Special Requirement***

To edit an existing special requirement, click on the "Edit" hyperlink. The "Special Requirements" box will be displayed at the bottom of the screen, as shown in Figure 4-15. See Section 4-8.2.3 for a description of field labels in this box.

***Delete an Existing Special Requirement***

To delete an existing special requirement, click on the **X** button to the right of the special requirement. A dialog box will appear asking if the special requirement should be deleted. Click on the **OK** button to delete the special requirement. Click on the **Cancel** button to return to the "Costs" screen without deleting the special requirement.

### *4-8.2.4 Delete an Existing Project Costs Line Item*

To delete an existing project costs line item, click on the **X** button near the right hand side of the screen. A dialog box will appear asking if the special requirement should be deleted. Click on the **OK** button to delete the special requirement. Click on the **Cancel** button to return to the "Costs" screen without deleting the line item.

### *4-8.2.5 Edit an Existing Project Costs Line Item*

To edit an existing project costs line item, click on the "Edit" hyperlink near the right hand side of the screen to edit an existing housing group. The "Line Item Details" box will be displayed at the bottom of the screen, as shown in Figure 4-13. See Section 4-8.2.2 for a description of the field labels in the "Line Item Details" box.

## 4-9 FUND ADVICE

The “Fund Advice” tab provides a location to record project funding received. The entries on this screen represent funding amounts that have been obligated to the project account (IHS funding), or contributions that have been received from third-party funding sources. Entries can also be made for funding that IHS does not receive, but that is retained by other participants in the project. Project RRM calculations are derived from the information on this screen, so it is important to accurately record all sources of funding for the project whether obligated by IHS or reserved in a separate account by a third-party funding source. However, care should be taken not to enter funding until it is obligated, either through a signed MOA or a notice of funds availability for third-party funds.

This screen also provides the ability to track estimated expenditures for funds that have been received. This is a useful tool for tracking project expenses, particularly when generating progress reports. Area staff will typically create the entries in this screen based on the signed MOA. Field staff will typically only enter information on estimated expenditures (if required by the Area). A sample “Fund Advice” screen is shown in Figure 4-16.

### 4-9.1 Fund Advice Table – Field Descriptions

| Field Label | Description |
|---|---|
| **Fund Source** | Displays the source for each funding contribution to the project. |
| **Fund Year** | Displays the fiscal year in which IHS funds were appropriated or contributed funds were received. |
| **CAN Number** | Displays the Common Accounting Number (CAN) for each funding source. |
| **Amount** | Displays the amount of each funding source. |
| **Est. Expenditure** | Displays the estimated expenditures to date from each funding source. This could include actual disbursements or obligations for which the work has been completed but payment has not yet been requested. |
| **Est. Balance** | Displays the estimated balance of each funding source. This is a calculated field displaying the difference between the Amount and the Est. Expenditure fields. |
| **Date of Entry** | Displays the date each advice of funds was entered into the IHS finance system. |

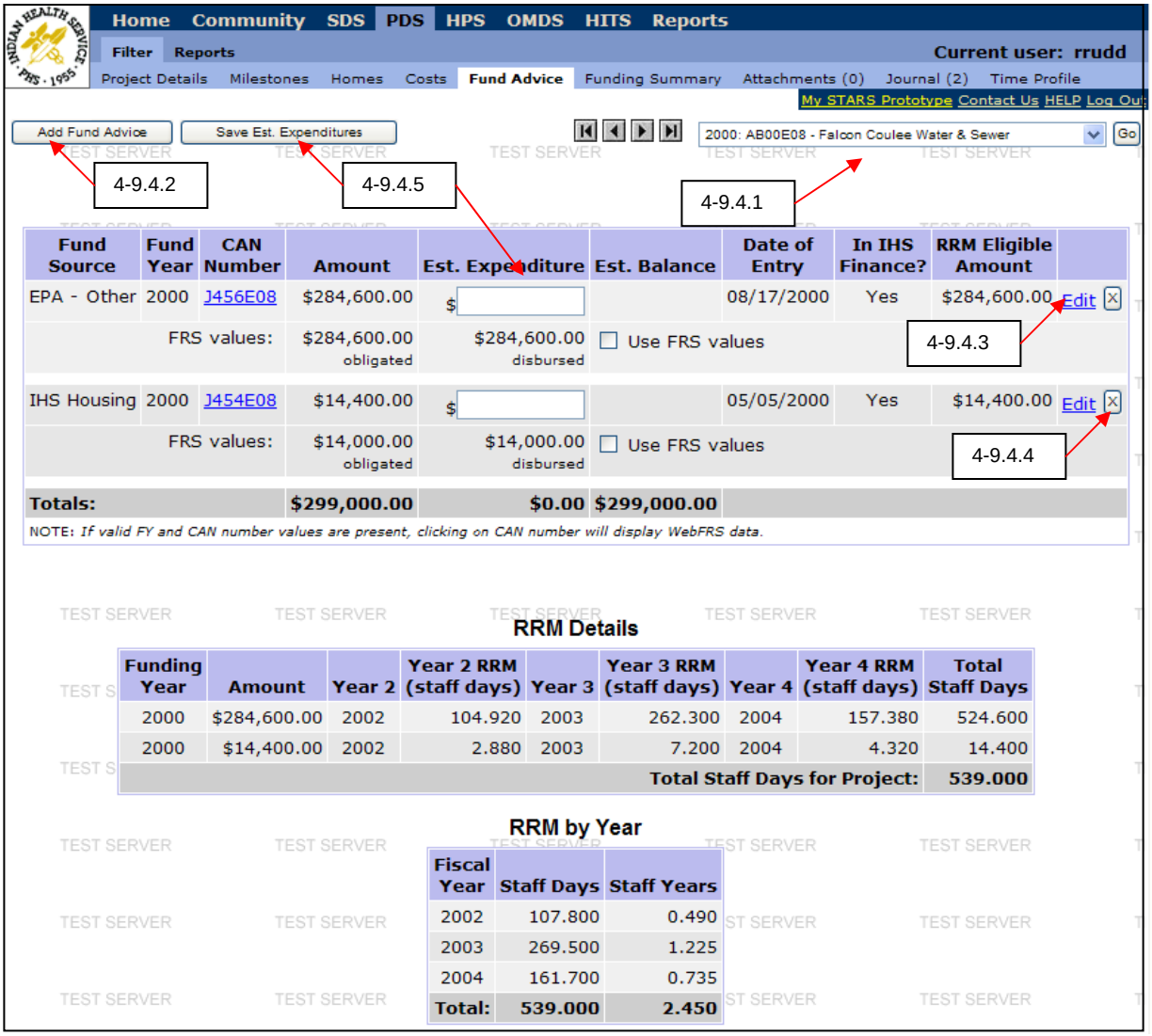



**Figure 4-16.** Sample "Fund Advice" screen.

**In IHS Finance?** Displays whether or not the fund advice has been received by IHS. Project funds managed by Tribes or tribal organization may be listed on the fund advice tab but not managed in the IHS finance system.

**RRM Eligible Amount** Displays the amount of each contribution that is included in the project RRM calculations. For a brief description of RRM, see Section 4-9.2.

### *4-9.2 RRM Details – Field Descriptions*

The Resource Requirement Methodology (RRM) is a workload needs model intended to reflect the amount of effort required to complete the various aspects of the Environmental Health and Sanitation Facilities Construction missions. It is

used to allocate Environmental Health Support Account funds to the Areas. For the project portion of the RRM calculation, the model is based on project funding management. The RRM calculations essentially provide a relative measure of the staff time necessary to plan, implement and complete a construction project and provide other essential non-project activities at the field level. The calculations shown in this section reflect project related workload requirements.

Refer to Chapter 7 of the Criteria for the Sanitation Facilities Construction Program – June 1999 ("Blue Book") for a more complete explanation of RRM and how it is calculated.

| Field Label | Description |
|---|---|
| **Funding Year** | Displays the fiscal year when IHS funds were appropriated or contributed funds were received. |
| **Amount** | Displays the amount of the total project funding by fiscal year. |
| **Year 2** | Displays the second year after project funding was received. |
| **Year 2 RRM (staff days)** | Displays the calculated project workload in staff-days, according to the project workload formula. |
| **Year 3** | Displays the third year after project funding was received. |
| **Year 3 RRM (staff days)** | Displays the calculated project workload in staff-days, according to the project workload formula. |
| **Year 4** | Displays the fourth year after project funding was received. |
| **Year 4 RRM (staff days)** | Displays the calculated project workload in staff-days, according to the project workload formula. |
| **Total Staff Days** | Displays the total calculated project workload, in staff-days, according to the project workload formula. Note that RRM is a relative model. The SFC program is generally staffed at between 30% and 40% of the staff days identified by the model. |

### *4-9.3 RRM by Year – Field Descriptions*

| Field Label | Description |
|---|---|
| **Fiscal Year** | Displays the fiscal year. |
| **Staff Days** | Displays the calculated workload for all funding sources, in staff-days, for that fiscal year. |

**Staff Years** Displays the calculated workload for all funding sources, in staff-years, for that fiscal year.

### *4-9.4 Common Actions*

#### *4-9.4.1 Navigate to a Different Project*

See Section 4-5.9.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other projects within the filter results.

#### *4-9.4.2 Add a New Fund Advice*

To add project fund advice, click on the **Add Fund Advice** button in the upper left screen corner. The "Fund Advice Details" screen will be displayed, as shown in Figure 4-17.

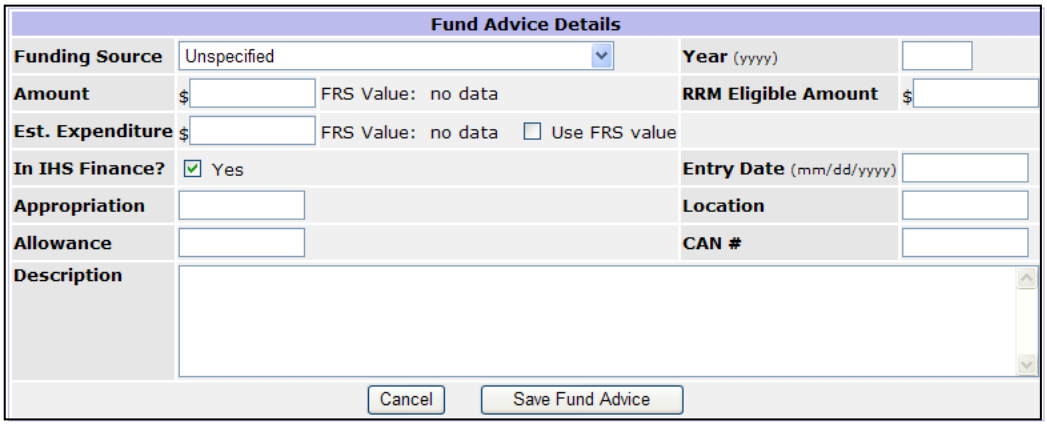



**Figure 4-17.** "Fund Advice Details" screen.

| Field Label | Description |
|---|---|
| **Funding Source** | Select the agency/source providing the contribution. The available funding sources are listed in Table 4-12. |
| **Fund Year** | Enter the fiscal year when IHS funds were appropriated or contributed funds were received. |
| **Amount** | Enter the amount of received project funding. |
| **RRM Eligible Amount** | Enter the RRM eligible project funding amount for the fund advice. This is normally the full advice amount, although there are project costs that are not RRM eligible. |

*User Tip: Refer to the Criteria for the Sanitation Facilities Construction Program – June 1999 ("Blue Book") Table 7-5 for a list of costs that are not RRM eligible.*

| | |
|---|---|
| **Est. Expenditure** | Enter the estimated expenditure to date from each funding source. This could include actual disbursements or obligations for which the work has been completed but payment has not yet been requested. |
| **In IHS Finance?** | Check the box if the funding has been received by IHS Finance. |
| **Date of Entry** | Enter the date the funding was received by IHS Finance. |
| **Appropriation** | Enter the appropriation for the fund advice. This is a project accounting code designated by Area finance, for example "75X0391". |
| **Location** | Enter the location for the fund advice. This is a project accounting code designated by Area finance, for example "38.824". |
| **Allowance** | Enter the allowance for the fund advice. This is a project accounting code designated by Area finance, for example "07-30002". |
| **CAN #** | Enter the Common Accounting Number (CAN) for the fund advice. This is a project accounting code designated by Area finance, for example "J458R29". |
| **Description** | Enter a description for the fund advice, if desired. |

### *4-9.4.3 Edit a Fund Advice*

To edit fund advice details, select the "Edit" hyperlink on the right side of the fund advice line item. The "Fund Advice Details" screen will be displayed. See Section 4-9.4.2 for a description of the fields in the "Fund Advice Details" screen. To save changes to the estimated expenditures, click on the **Save Fund Advice** button to ensure that this change has been saved.

#### 4-9.4.4 *Delete a Fund Advice*

To delete a fund advice line item, click on the **X** button on the right side of the line item to be deleted. A dialog box will appear asking for confirmation of the deletion.

#### 4-9.4.5 *Update Estimated Expenditures*

Estimated expenditures to date, from a particular fund source, can be entered directly on the "Fund Advice" tab in the "Est. Expenditure" column. To save changes to the estimated expenditures, click on the **Save Est. Expenditures** button to ensure the change has been saved. Alternatively, the estimated expenditures to date can be automatically populated from data provided through the IHS Web Financial Reporting System (webFRS). This webFRS functionality is being phased out and replaced with a similar data connection to the Unified Financial Management System (UFMS).

## 4-10 *FUNDING SUMMARY*

The "Funding Summary" tab provides an overview of the financial data for the project. This is a read only screen for informational purposes only. The data on this screen includes a summary of estimated funding derived from the "Costs" tab, and received funding derived from the "Fund Advice" tab. District and Area staff are the most likely users of this screen, however, field users may also benefit from information presented on this screen. An example "Funding Summary" screen is shown in Figure 4-18.

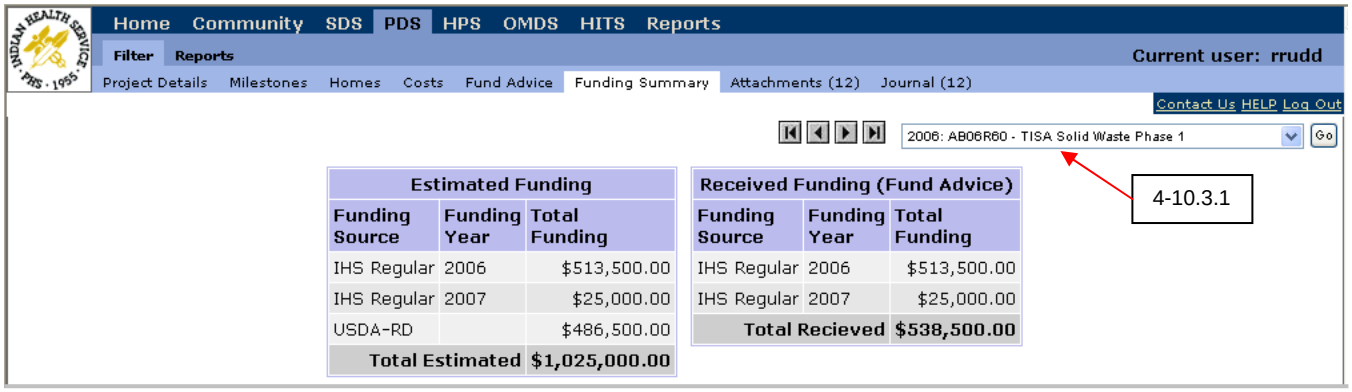



**Figure 4-18.** Sample "Funding Summary" screen.

### 4-10.1 *Estimated Funding – Field Descriptions*

| Field Label | Description |
|---|---|
| **Funding Source** | Displays the source of the project funding. |
| **Funding Year** | Displays the fiscal year for each funding source. |

| | |
|---|---|
| **Total Funding** | Displays the total estimated project costs summarized by source and fiscal year. |

### *4-10.2 Received Funding (Fund Advice) – Field Descriptions*

| **Field Label** | **Description** |
|---|---|
| **Funding Source** | Displays the source of the project funding received. |
| **Funding Year** | Displays the fiscal year for each funding source received. |
| **Total Funding** | Displays the total project funding received, summarized by source and fiscal year. |

### *4-10.3 Common Actions*

#### *4-10.3.1 Navigate to a Different Project*

See Section 4-5.9.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other projects within the filter results.

## *4-11 ATTACHMENTS*

The "Attachments" tab provides a place to upload supporting documentation for the project. This can include any information relevant to the project including reports, test results, photographs, web links, email messages, etc. Attachments can be added to the STARS global library and categorized for easier recall from the library. Attachments are typically added by field staff. However, district and Area staff may also add attachments. The main purpose of the attachments tab is to provide an electronic repository for supporting documentation that is permanently linked to the project. An example of "Attachments" screen is shown in Figure 4-19.

*User Tip: IGD 20.2 includes a requirement that final reports for projects be included as an attachment in STARS and specifies that the name of the uploaded final report file be in the format "FR-project#.pdf as in "FR-AB06R60.pdf". See Appendix J for additional information.*

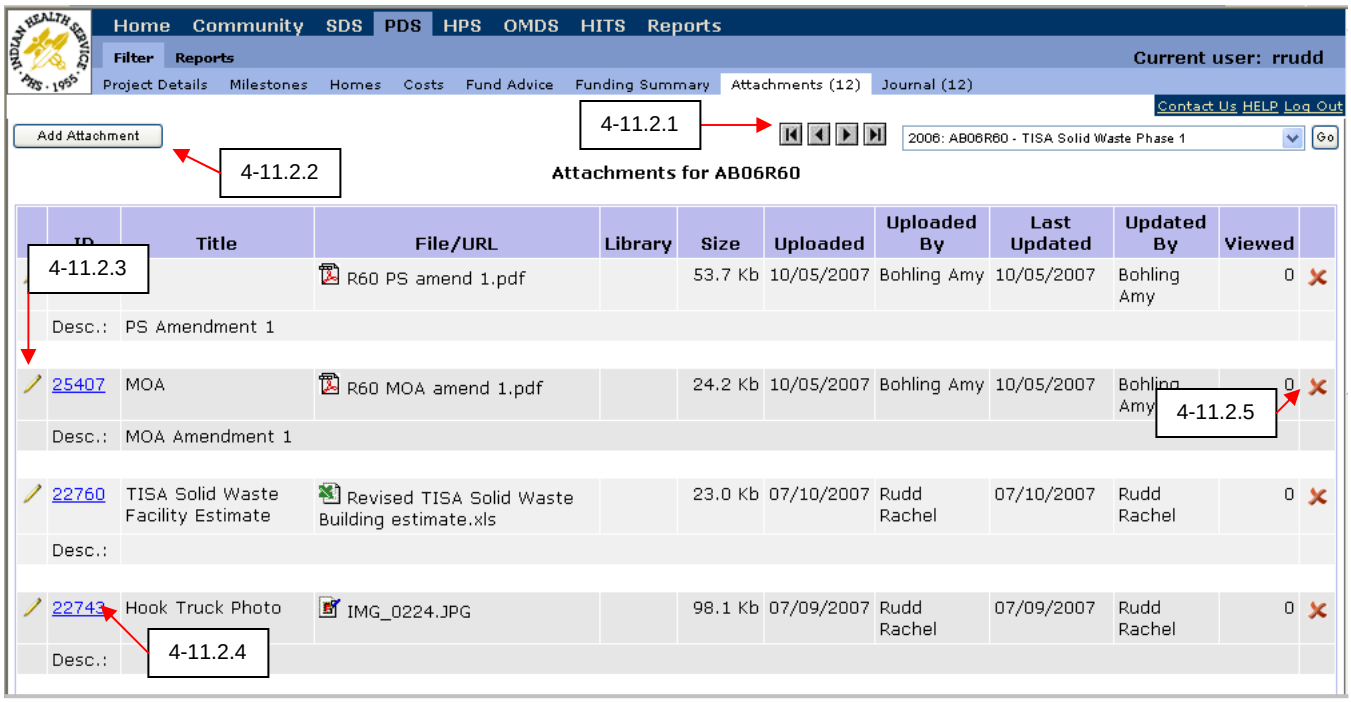



**Figure 4-19.** Sample "Attachments" screen.

### *4-11.1 Attachments for [Project Number] - Field Descriptions*

| Field Label | Description |
|---|---|
| **ID** | Displays the ID number assigned to the attachment. The ID number is system generated when a new attachment is created. Select the ID number hyperlink to view the attachment. |
| **Title** | Displays the user defined attachment title. |
| **File/URL** | Displays the attachment file name and type or URL. |
| **Library** | Displays whether or not a copy of the attachment is stored in the library. See Chapter 1 for more information about the STARS library. |
| **Size** | Displays the attachment size. |
| **Uploaded** | Displays the attachment upload date. |
| **Uploaded By** | Displays who uploaded the attachment. |
| **Last Updated** | Displays when the last attachment was updated. |

| | |
|---|---|
| **Updated** | Displays who last updated the attachment. |
| **Viewed** | Displays the number of times the attachment has been viewed. |

## *4-11.2 Common Actions*

### *4-11.2.1 Navigate to a Different Project*

See Section 4-5.9.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other projects within the filter results.

### *4-11.2.2 Add a New Attachment*

To add an attachment, click on the **Add Attachment** button in the upper left screen corner. The "Attachment Details" screen will be displayed, as shown in Figure 4-20.

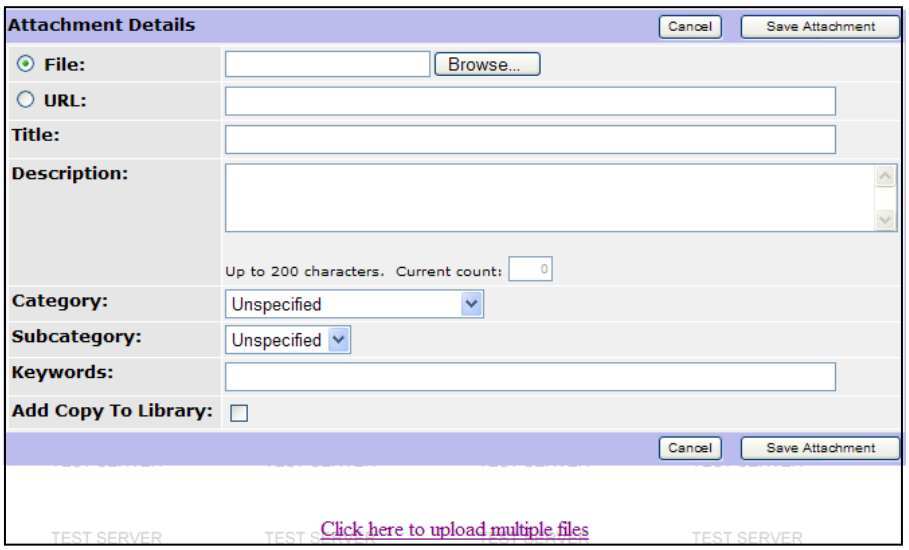



**Figure 4-20.** "Attachment Details" screen used for adding new attachments.

| Field Label | Description |
|---|---|
| **File** | To attach a file, select the option button to the left of the word "File". Enter the name and path of the file to be attached. The file can also be located by selecting the **Browse…** button to the right of the file name field. See Section 4-11 for required filename format for final reports attached. |
| **URL** | To attach a URL, select the option button to the left of the word URL. Enter the URL to be attached. |

| | |
|---|---|
| **Title** | Enter a descriptive attachment title. |
| **Description** | Enter an attachment description, if desired. The description field is limited to 200 characters. |
| **Category** | Select an attachment category. The available categories to select from are listed in Appendix H. |
| **Sub-Category** | Select an attachment subcategory. The sub-category choices are dependent on the category selected. The available subcategories to select from are listed in Appendix H. |
| **Keyword** | Enter a key word or phrase for the attachment to assist a user when searching for this document in the library. |
| **Add Copy To Library** | Check the box to add a copy of the attachment to the library. See Chapter 1 for more information about the STARS library. |
| **Cancel** | To return to the main attachments screen without saving the new attachment, click on the **Cancel** button. |
| **Save Attachment** | To save a new attachment, select the **Save Attachment** button. |

To attach multiple files to the project at the same time, select the "Click here to upload multiple files" hyperlink below the "Attachment Details" screen. The "Upload Multiple Files" screen will be displayed, as shown in Figure 4-21.

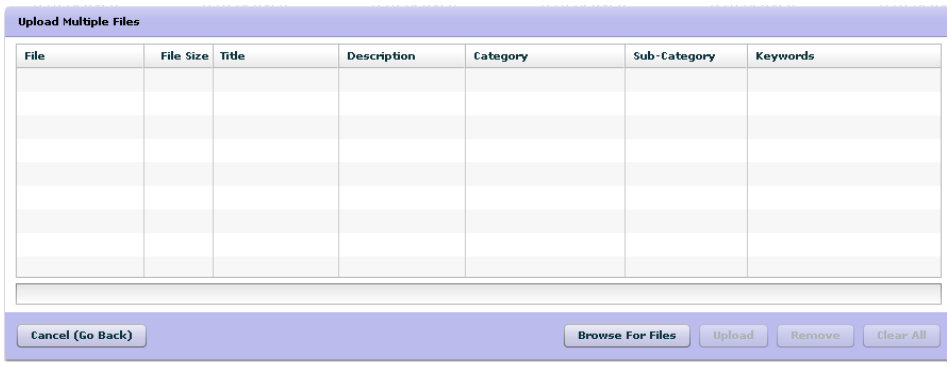



**Figure 4-21.** "Upload Multiple Files" screen.

*User Tip: If the "Upload Multiple Files" screen does not display properly, Flash Player may need to be loaded on the computer. Flash Player can be installed from the Adobe website at www.adobe.com.*

### *4-11.2.3 Edit Existing Attachment Details*

To edit the details for an existing attachment, select the pencil icon to the left of the attachment title. The "Attachment Details" screen will be displayed, as shown in Figure 4-22.

*User Tip: Only the user that uploaded the attachment and users with the appropriate permissions can edit existing attachments.*

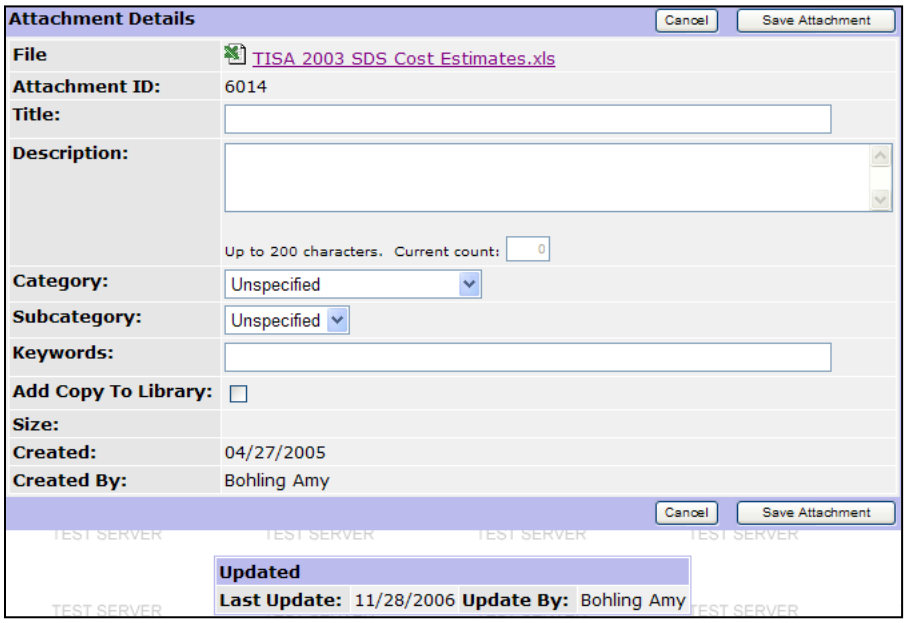



**Figure 4-22.** "Attachment Details" screen used for editing existing attachments.

| Field Label | Description |
|---|---|
| **File** | To view the attached file, click on the file name. |
| **Attachment ID** | Displays the ID number assigned to the attachment The attachment ID number is system generated. |
| **Title** | Enter or edit the attachment title. |
| **Description** | Enter or edit the attachment description, if desired. The description field is limited to 200 characters. |
| **Category** | Select an attachment category. The available categories to select from are listed in Appendix H. |
| **Subcategory** | Select an attachment subcategory. The sub-category choices are dependent on the category selected. The available subcategories to select from are listed in Appendix H. |

| | |
|---|---|
| **Keyword** | Enter a key word or phrase for the attachment to assist a user when searching for this document in the library. |
| **Add Copy To Library** | Check the box to add a copy of the attachment to the library. The copy can be shared with the Area or the national library. See Chapter 1 for more information about the STARS library. |
| **Size** | Displays the attachment size. |
| **Created** | Displays the file attachment date. |
| **Created By** | Displays who attached the project file. |
| **Cancel** | To return to the main attachments screen without saving the new attachment, select the **Cancel** button. |
| **Save Attachment** | To save a new attachment, select the **Save Attachment** button. |
| **Last Update** | Displays when the attachment was last updated. |
| **Updated By** | Displays who last updated the attachment. |

#### *4-11.2.4 View Existing Attachment*

To view an existing attachment, click on the attachment ID number hyperlink, to the left of the attachment title.

#### *4-11.2.5 Delete an Existing Attachment*

To delete an existing attachment, click on the red **X** on the right side of the screen corresponding to the attachment to be deleted.

*User Tip: Only the user that uploaded the attachment and users with the appropriate permissions can delete existing attachments.*

## *4-12 JOURNAL*

The "Journal" tab provides a place to enter narrative comments for each project. Entries are date stamped at the time they are entered and provide a permanent record of the progress, issues, and accomplishments for a project. Each entry can be classified as one of several types, including accomplishments, comments, original scope, plans or scope adjustments. Entries on this tab are typically made by field staff. However, district and Area staff may also make entries to the journal. Some entries may be automatically generated, such as the original project scope, when an SDS project is funded into PDS.

Journal entries are also used in progress reports and provide a means for managers to track progress of the project. A sample set of journal entries is shown in Figure 4-23.

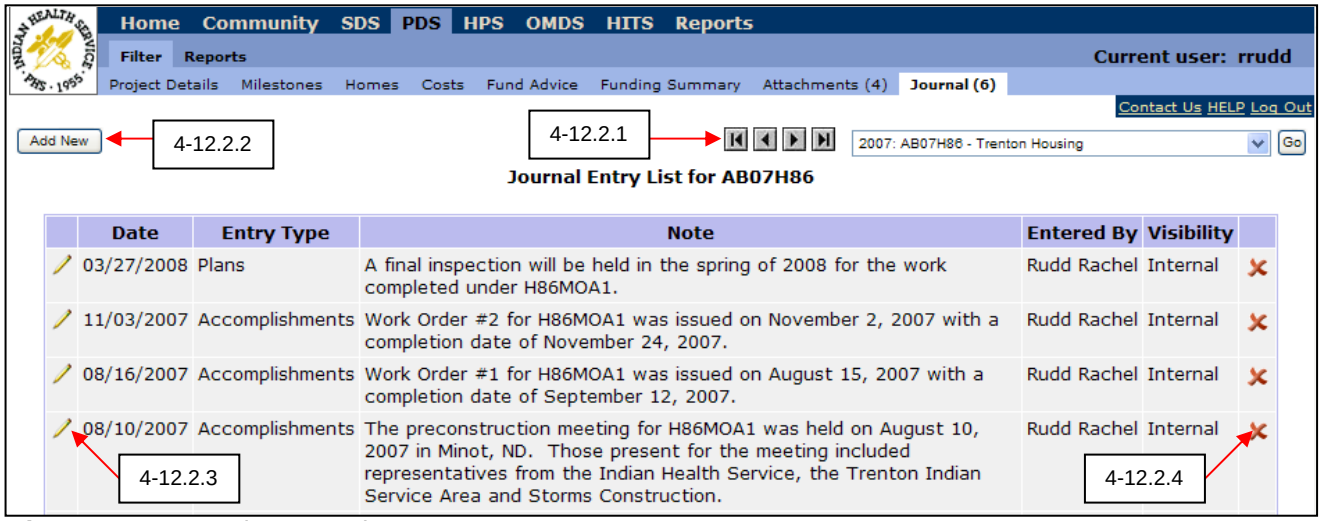



**Figure 4-23.** Sample "Journal" screen.

### *4-12.1 Journal Entry List for [Project Number] – Field Descriptions*

| Field Label | Description |
|---|---|
| **Date** | Displays when the journal entry was created or edited. |
| **Entry Type** | Displays the type of journal entry. See Table 4-13 for a description of journal entry types. |
| **Note** | Displays the journal entry text. |
| **Entered By** | Displays who submitted or edited the journal entry. |
| **Visibility** | Displays whether the entry is for internal or external viewing. This function is useful when generating progress reports, by allowing either internal or external journal entries to be listed in the report. |

### *4-12.2 Common Actions*

#### *4-12.2.1 Navigate to a Different Project*

See Section 4-5.9.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other projects within the filter results.

#### *4-12.2.2 Add a New Journal Entry*

To add a new journal entry, click on the **Add New** button in the upper left screen corner. The "Journal Entry" screen will be displayed, as

shown in Figure 4-24, allowing a new journal entry to be created and added to the project.

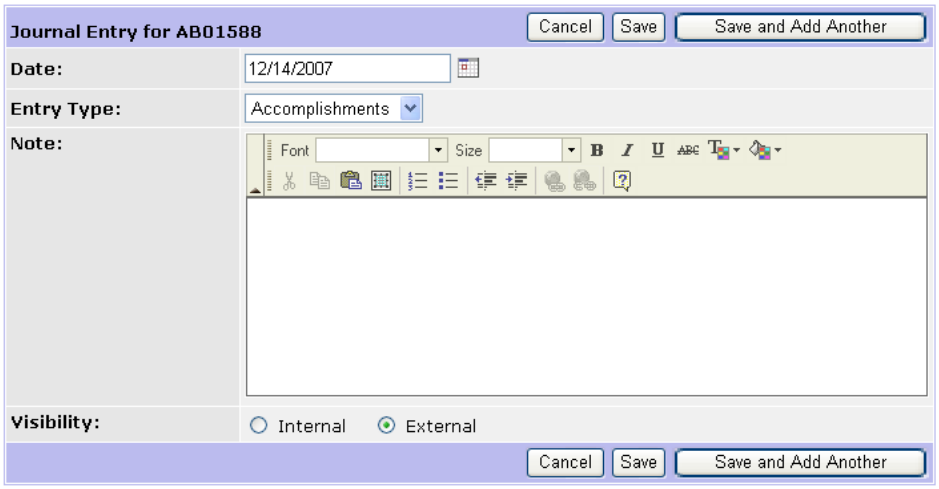



**Figure 4-24.** "Journal Entry for [Project Number]" screen.

| Field Label | Description |
|---|---|
| **Date** | Enter the journal entry date. The date can be typed in or selected by clicking on the calendar. |
| **Entry Type** | Select an entry type from the dropdown menu. The entry types are shown in Table 4-13. |

| *ENTRY TYPE* | *WHEN TO USE* |
|---|---|
| Accomplishments | Something completed and measureable. |
| Comments | Statements about project related items not necessarily measureable. |
| Original Scope | The original scope when the project was originally funded. |
| Plans | What is expected to be completed during the next quarter. Plans should be updated on a quarterly basis, at a minimum. Previously entered plans should be deleted when new plans are entered. |
| Scope Adjustment | Any change in the project that significantly changes the scope of work. |

**Table 4-13.** Journal entry types and use.

| | |
|---|---|
| **Note** | Enter the journal entry text. The journal entries are used to generate Progress Reports (Section 4-13.1). |

*User Tip: Journal entries should be written in complete sentences and in the third person. Sentences should include words such as Project Engineer, Construction Inspector, IHS, etc., rather than I, me, we, etc.*

*User Tip: The note field allows for various text formatting options. Be aware that when generating reports using the journal entries, such as in Progress Reports, the journal entries will be displayed with the formatting options chosen. If journal entries within one project are formatted differently, a generated progress report would have various text formats and may result in an unprofessional looking document.*

| | |
|---|---|
| **Visibility** | Select whether the journal entry should be visible internally or externally. This function is useful when generating progress reports by allowing either internal or external journal entries (or both) to be listed in the report. Future STARS functionality will allow an administrator to determine which journal entries a user will be allowed to view. |
| **Cancel** | To return to the journal entry list without adding a new journal entry, click on the **Cancel** button. |
| **Save** | To save the journal entry and return to the journal entry list, click on the **Save** button. |
| **Save and Add Another** | To save the journal entry and add another journal entry before returning to the journal entry list, click on the **Save and Add Another** button. |

#### *4-12.2.3 Edit an Existing Journal Entry*

To edit a journal entry, select the pencil icon to the left of the journal entry date. The "Journal Entry" screen will be displayed, as shown in Figure 4-24. See Section 4-12.2.2 for a description of the fields in the "Journal Entry" screen.

#### *4-12.2.4 Delete an Existing Journal Entry*

To delete an existing journal entry, click on the red **X** on the right side of the screen corresponding to the journal entry to be deleted. A dialog box will appear to verify the deletion.

## 4-13 STANDARD REPORTS

### 4-13.1 Accessing Standard Reports

Standard reports combine several common topics to summarize the important details for selected projects. There are two ways to access standard PDS reports.

1. Click on the "Reports" tab at the far right side of the main STARS menu, then select the separate STARS module (i.e. community, SDS, PDS, etc.) from which to generate the reports. This is shown in Figure 4-25.

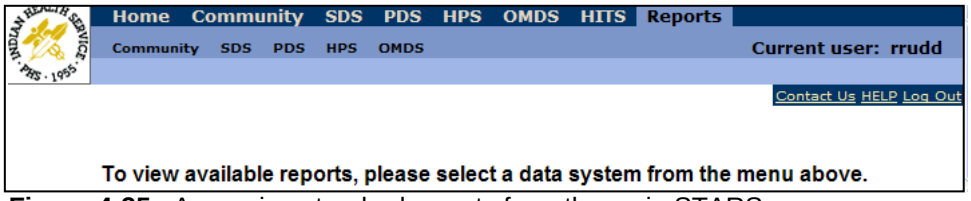



**Figure 4-25.** Accessing standard reports from the main STARS menu.

2. Click on the "Standard Reports" sub tab (located next to the "Filter" sub tab) within the PDS module as shown in Figure 4-5.

A list of the available reports will be shown on the left side of the screen, as shown in Figure 4-26. Click on the blue dot to the left of the desired report to pull up a filter screen, as shown on the right in Figure 4-26.

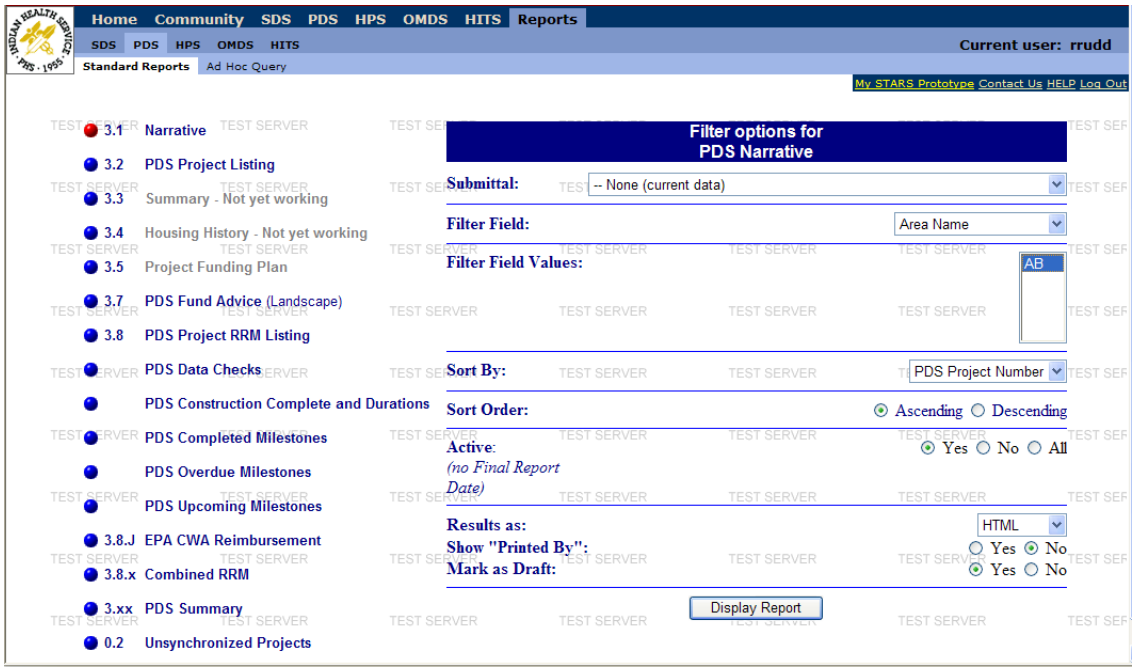



**Figure 4-26.** PDS "Standard Reports" screen with filter options for a PDS Narrative Report.

### *4-13.2 Brief Descriptions of Standard Reports*

#### *4-13.2.1 3.1 Narrative Report*

A narrative report provides a summary of project information and status, including information entered on each of the tabs described previously. This report is similar to the progress report discussed in Section 4-3.2.4 but contains more detailed information and has a slightly different format. See Appendix D for a sample Narrative Report.

***Print a Narrative Report from the "Reports" Tab***

Narrative reports can be generated and printed from the "Reports" tab in PDS. This is helpful when it is necessary to print multiple narrative reports that meet the specified filter criteria.

***Print a Narrative Report from "Project Details" Tab***

A narrative report can also be printed directly from the "Project Details" screen (Figure 4-6) by selecting the **Narrative Report** button on the top left or bottom left of the screen while in the desired project. A report will be generated in a separate window. Adjustments may be needed to print this document. Go to **View → Text Size** from the dropdown menu and select a text size that will achieve the desired result. A portion of a sample narrative report is shown in Figure 4-27 along with the menus for reducing the text size.

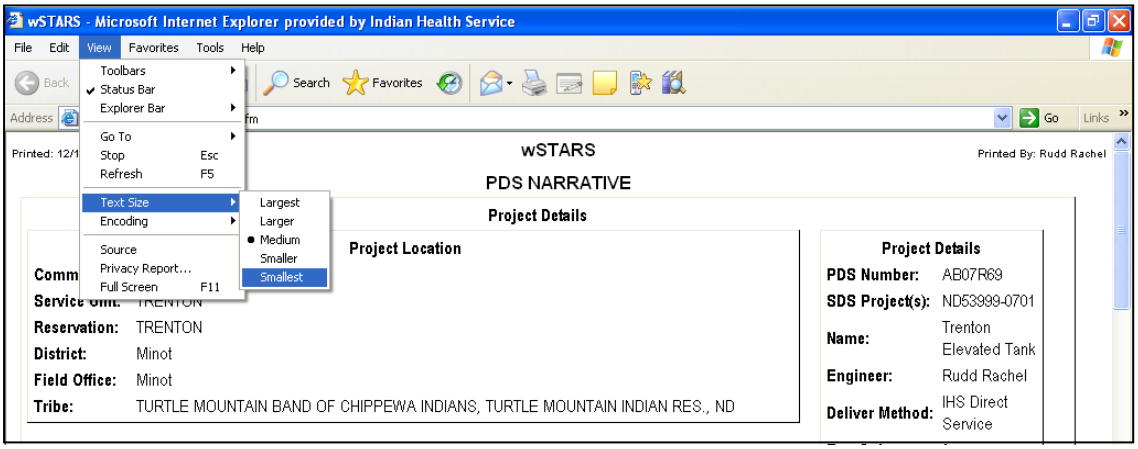



**Figure 4-27.** Sample PDS Narrative Report with instructions for reducing text size to fit to a printable page.

#### *4-13.2.2 3.2 PDS Project Listing*

The PDS Project Listing report generates a listing of all active PDS projects that meet the filter criteria specified on the reports screen. An active project is defined as a project without an "actual" final report date entered under the milestones tab. The following categories are displayed for each project: Project Number, Project Name, Project Class, Engineer, Last Update, Total Cost, Homes, Date that the MOA

was signed, Construction Start Date, Construction Complete Date and Final Report Date. See Appendix D for a sample Project Listing report.

#### *4-13.2.3 3.3 Summary – Not yet working*

This report is currently not available.

#### *4-13.2.4 3.4 Housing History – Not yet working*

This report is currently not available.

#### *4-13.2.5 3.5 Project Funding Plan*

This report is currently not available.

#### *4-13.2.6 3.7 PDS Fund Advice (Landscape)*

The PDS Fund Advice report is a list of funding contributions that meet the specified filter criteria. The report is grouped according to funding year, then according to the user specified sort criteria within each funding year. The following information is displayed for each project on a PDS Fund Advice report: Project Number, Community, Project Name, Fund Type, Funding Year, Amount, RRM Eligible Amount, Date Entry and Description. This report is most commonly used by HQ or Area staff to reconcile bulk funding allowances against project obligations. This report also shows a Grand Total funding amount for all years for the filter criteria selected, as well as a Grand Total RRM Eligible Amount. See Appendix D for a sample Fund Advice report.

#### *4-13.2.7 3.8 PDS Project RRM Listing*

The PDS Project RRM Listing report displays the project workload component of the RRM calculation for a user specified fiscal year. The report is based on the project workload formula in Table 7-3 of the SFC Criteria Manual – June 1999. Report totals are based on the user specified filter and sort criteria. The following information is displayed for each project on a PDS Project RRM Listing report: Project Number, Project Name, Funding Year, Funding Source, RRM Eligible Amount, Staff Days and Staff Years. The report is commonly used by managers to balance staff workload and by Area staff to determine tribal program shares and for budgeting among programs within the Area. See Appendix D for a sample Project RRM Listing report.

#### *4-13.2.8 PDS Data Checks*

The PDS Data Checks report lists all projects that fall under the filter criteria and indicates any problems with the integrity of the PDS data. The following information is displayed for each project on a PDS Data Checks report: Project Number, Project Name, Funding Source, Funding Year, CAN, RRM Eligible and FRS Obligated Amount. The report is used primarily by HQ and Area staff to identify inconsistencies in project data. See Appendix D for a sample PDS Data Checks report.

#### *4-13.2.9 PDS Construction Complete and Durations*

The PDS Construction Complete and Durations report displays projects with construction complete dates that fall within the selected dates. The report also calculates the project duration for each project. Duration is defined as the length of time between the signature date of the MOA and the construction complete date and is based on actual milestone dates. Project duration enables managers and project engineers to monitor trends and identify old projects for closeout. The report also displays the total number of completed projects during the selected timeframe as well as the mean and median durations. The report is commonly used by Area and district staff but may also be used by field staff. The following information is listed on this report: Area, District, Field Office, Engineer, Project, Project Name, Class, Total Estimated Cost, Homes, MOA Date, Construction Start Date, Construction Complete Date, Final Report Date and Duration (years). See Appendix D for a sample PDS Construction Complete and Durations report.

#### *4-13.2.10 PDS Completed Milestones*

The PDS Completed Milestones report displays milestones and actual dates completed within the date range specified. The results can be filtered by field office, engineer or milestone. Milestone reports are commonly used by field and district staff to manage workload and prioritize schedules. The following information is displayed on this report: Area, District, Field Office, Engineer, Project Number, Project Name, Phase, Milestone Code, Proposed Date, Revised Date, Actual Date, Percent Complete and Variance (days from the proposed/revised date to the actual date). See Appendix D for a sample PDS Completed Milestones report.

#### *4-13.2.11 PDS Overdue Milestones*

The PDS Overdue Milestones Report displays milestones that have not been completed and are past the proposed completion date. The results can be filtered by field office, engineer or milestone. This report is most commonly used by field and district staff. The following information is displayed in this report: Area, District, Field Office, Engineer, project Number, project Name, Milestone Phase, Milestone Code, Milestone, Proposed Date, Revised Date, Percent Complete and Days Overdue. See Appendix D for a sample PDS Overdue Milestones report.

#### *4-13.2.12 PDS Upcoming Milestones*

The PDS Upcoming Milestones report displays milestones that have proposed completion dates on or before the user specified cutoff date. The results can be filtered by field office, engineer or milestone. The report is most likely to be used by field and district staff to manage work

priorities. The following information is displayed in this report: Area, District, Field Office, Engineer, Project Number, Project Name, Milestone Phase, Milestone Code, Proposed Date, Revised Date and Percent Complete. See Appendix D for a sample PDS Upcoming Milestones report.

#### *4-13.2.13 3.8J EPA CWA Reimbursement*

The EPA CWA Reimbursement report displays a list of EPA funded projects along with related RRM data. The results can only be filtered by Area. The fiscal year and personnel costs must be entered to generate a report. The results will show all projects with RRM eligible costs prior to the fiscal year selected. The resulting personnel costs will be divided by the amount entered in the “Personnel Cost” box. The following information is displayed in this report: Project, Project Name, Funding Year, RRM Eligible Amount, Staff Days, Staff Years and Personnel Costs. See Appendix D for a sample EPA CWA Reimbursement report.

#### *4-13.2.14 3.8.x Combined RRM*

The Combined RRM report displays the combined project and non-project RRM totals for the user specified fiscal year. The report can only be filtered to the Area level. The following information is displayed in this report: Area, Project RRM, Non-Project RRM, Total RRM and Percentage. This report is most commonly used by Area and HQ staff. See Appendix D for a sample Combined RRM report.

#### *4-13.2.15 3.xx PDS Summary*

The PDS Summary report displays the total number of homes served within an Area by housing category for a specified fiscal year. The data for the specified fiscal year is displayed on top, while the data for all other years is displayed below. The following information is displayed in this report: Fiscal Year, Area, First Service (Total # of Homes, # of Existing Homes, # of HUD Homes, # of HIP Homes, # of Tribal & Other Homes), Total Upgrades – E1, Total Upgrades – Other and Total – All Homes. See Appendix D for a sample PDS Summary report.

#### *4-13.2.16 0.2 Unsynchronized Projects*

The Unsynchronized Projects report lists all projects for which synchronization errors exist. These errors typically occur when the information in the project details does not match the information in the CDP or Area defined cross references under the maintenance tab. Projects that have synchronization issues will be give the option to “synchronize” the project on the “Project Details” screen. This report can be used by all staff to identify and correct data inconsistencies. The results can be filtered by Tribe Name, Reservation Name, Field

Office/RHO Name or Community Name. See Appendix D for a sample Unsynchronized Projects report.

### *4-13.3 Select Filter Criteria*

The standard reports filter works in a similar way to the projects filter discussed in Section 4-2. However, the information selected in the project filter does not carry through to the reports filter.

The filter options will vary depending on the report to be generated. The following list is a summary of all of the potential filter options for generating reports.

| Field Label | Description |
|---|---|
| **Submittal** | Standard reports can be generated for the current data set as well as any previously saved data snapshot (i.e. submittal). For example, reports can be run for the data currently in the database or for data from the PDS national snapshot taken November 6, 2006. Select the desired submittal from the dropdown menu. |
| **Fiscal Year** | Enter the 4-digit fiscal year of the desired projects for which to generate the report. |
| **Construction Complete Date Range** | Enter the start and end dates for construction completion. A report will be generated for all projects meeting the other filter criteria with construction complete dates falling between the dates entered. |
| **Cutoff Date** | Enter a cutoff date for upcoming milestones. A report will be generated, based on other criteria selected, listing all of the upcoming milestones up until the date entered as the cut-off date. |
| **Milestone Complete Date Range** | Enter the start and end dates for milestone completion. A report will be generated for all projects meeting the other filter criteria with milestone completion dates falling between the dates entered. |
| **Filter Field** | The filter field dropdown menu allows the user to filter by a selected subject, such as a Tribe, district, engineer, etc. The filter field options will vary depending on user permissions. If there is no dropdown menu for this field, then the displayed filter field is the only option available for the report. |

| | |
|---|---|
| **Filter Field Values** | This box lists further options to filter by. Use the *shift-click* or c*trl-click* method of selection to choose more than one item in each filter field. |
| **Funding Source** | Select the appropriate option button for the desired funding source. |
| **Sort By** | This dropdown menu allows the user to sort the data in the report by the selected subject. |
| **Sort Order** | Select the appropriate option button to sort the data in ascending or descending order. |
| **Active** | Select the appropriate option button to show only active projects (Yes), only inactive projects (No) or all projects (All) fitting the other filter criteria. A project is considered active if there is no actual date for the published final report listed in the "Milestones" tab. |
| **Results as** | Select the desired report format from the dropdown menu. Reports can be exported as HTML, MS Excel or MS Word. |
| **Show "Printed By"** | Select the appropriate option button to show, or not show, the user who printed the report. |
| **Mark as Draft** | Select the appropriate option button to mark, or not mark, the generated report as a draft report. |

### *4-13.4 Common Action – Display Report*

Select the filter criteria necessary to generate the desired report and click on the **Display Report** button to generate the report. The report will be displayed in a separate window.

## *4-14 AD HOC QUERY REPORTS*

Ad Hoc Query provides the flexibility to design reports to fit unique user needs. Ad Hoc Query reports can be accessed by the same methods for accessing standard reports in Section 4-13. The PDS Ad Hoc Query reports screen is shown in Figure 4-28.

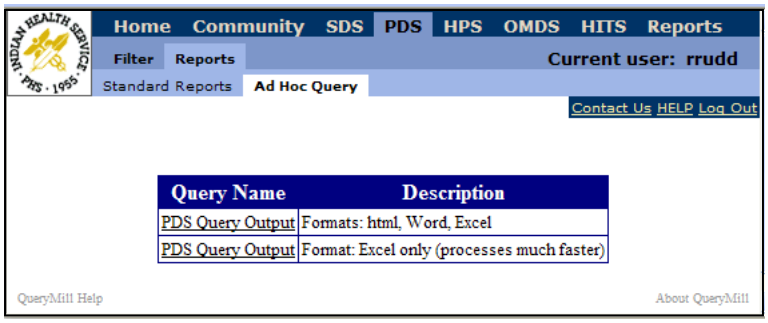



**Figure 4-28.** "Ad Hoc Query" reports screen.

Ad Hoc Query utilizes a program called QueryMill™ 2.5.00 which provides web-based database querying capabilities to users. Ad hoc queries are very involved with a large variety of possible data combinations. A detailed description for using ad hoc query reports can be found in Chapter 3. Alternatively, users can refer to the QueryMill user's guide located within STARS. To access the QueryMill User's Guide, click on the "QueryMill Help" hyperlink in the bottom left corner of the screen.

There are two selections for PDS ad hoc queries. The first option will export the data in HTML, Word or Excel formats. The second option will only export the report in Excel format. The Excel only format uses different technology from the standard QueryMill Excel format. This option generates a file which is natively readable by Excel and therefore processes more quickly. Therefore, the Excel only option should be used when running a report for a large number of records, such as an entire area.

# CHAPTER 5 – HPS

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# CHAPTER 5 – HOUSING PRIORITY SYSTEM (HPS)

## *5-1 BACKGROUND INFORMATION - WHAT IS HPS?*

The Housing Priority System (HPS) is used to document, prioritize, and allocate resource needs for DSFC projects for new and like-new housing. Housing support funds are allocated based on needs using the methodology described in the Criteria Document. The HPS is used by all Areas and is a component of the Sanitation Tracking and Reporting System (STARS) data system. Tribes that manage their own Sanitation Facilities Construction (SFC) Program under P.L. 93-638, as amended, participate in their Area HPS. New and like-new homes needing sanitation facilities must comply with the national eligibility requirements provided in the criteria.

The national priority classification for eligible new and like-new homes for sanitation facilities funded by the IHS is provided in the Criteria Document, partially reproduced in Table 5-1 below. Housing support projects are funded in priority order; i.e., housing group I (A in Table 5-1) ranks higher than group II (B and C in Table 5-1) and group II ranks higher than group III (D in Table 5-1). Needed facilities for homes not meeting HPS eligibility criteria should be included in the SDS and addressed, in priority order as regular projects, if they meet SDS eligibility criteria.

Each Area establishes a unit cost cap for housing support projects, which is a maximum average funding amount per house for each housing support project within each Area. The unit cost cap limits large capital expenditures using housing support funds (serious capital deficiencies should be listed in SDS).

Policies on the HPS and housing support funding are located in the Criteria Document. The Criteria Document can be found at http://www.dsfc.ihs.gov/documents.cfm

*User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area Administrator.*

## *5-2 HPS SUMMARY PAGE*

### *5-2.1 General Description*

The HPS tab when selected brings up a screen similar to the one shown in Figure 5-1. Table 5-1 lists and explains what column headings you should see and the definition of each. The user has two options to choose from in order to view the HPS projects for their area: 1) select specific year project details, or 2) select to view project details for all years.

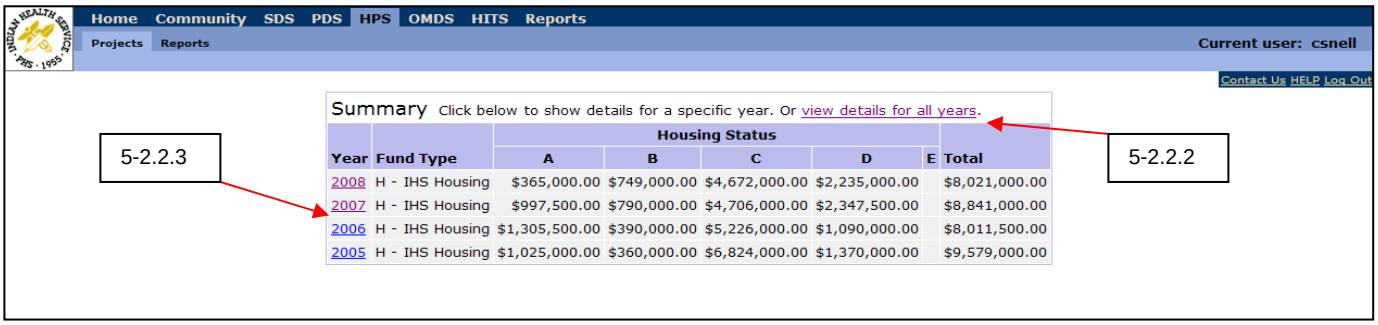


**Figure 5-1** "HPS Summary" screen.

| ***Field Label*** | ***Description*** |
|---|---|
| Year | Fiscal year in which housing funds are requested |
| Fund Type | H – housing (by default) |
| Housing Status: | |
| A | BIA HIP new and eligible "like-new" home projects. |
| B | New homes completed in the previous fiscal years. |
| C | New Homes to be completed during the funding year. |
| D | Existing eligible "like-new" homes |
| E | Medical Referrals |
| Total | Total amount of funds request by your Area |

**Table 5-1** HPS Summary Field Descriptions.

## *5-2.2 Common Actions*

### *5-2.2.1 Add HPS Project*

To add an HPS project, click on the **Add HPS Project** button. Depending on the users privileges you may or may not have access to this function. The screen that appears will show a dialog box below the summary fields as shown in Figure 5-2. Users can input the information for the particular project and select the **Save Project** button.

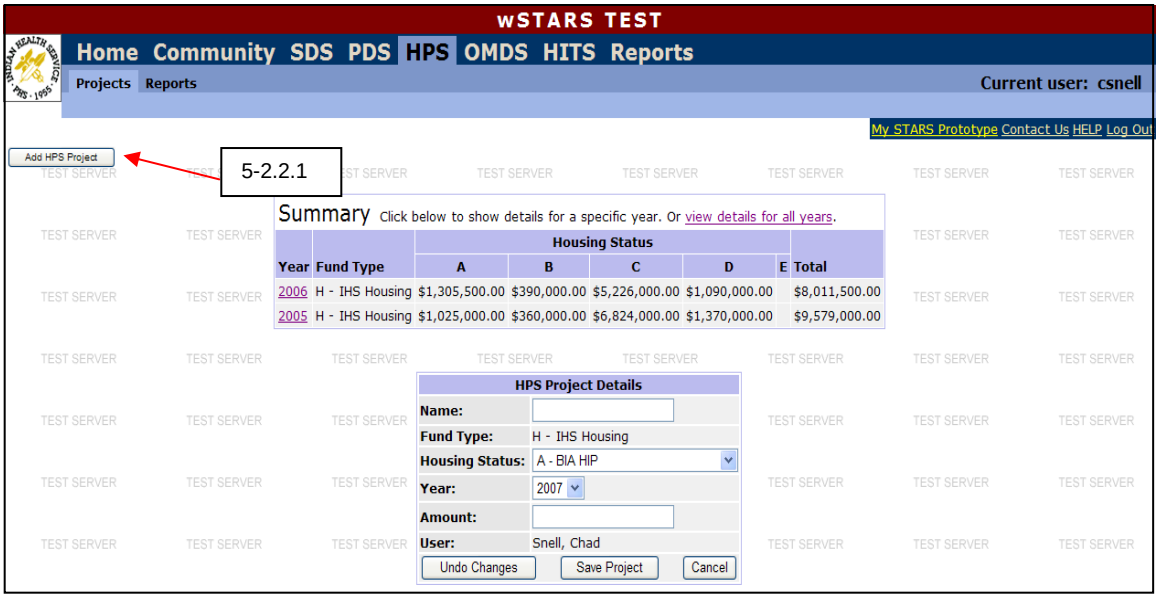


**Figure 5-2** "HPS Summary" screen after clicking **Add HPS Project**.

### *5-2.2.2 View Details for all Years*

A second option available when viewing the "HPS Summary" screen is to select the "view details for all years" hyperlink. A screen will appear (Figure 5-3) listing projects for all years that data was entered. It will be in a one-line listing format containing the information entered as a result of selecting the **Add HPS Project** button. In addition to the information entered in Figure 5-2, the "Date Updated" column is also added.

Details

| Project Name | Fund Type | Housing Status | Year | Amount | User | Date Updated |
|---|---|---|---|---|---|---|
| Pine Ridge - HIP Like New | H - IHS Housing | A | 2008 | $190,000.00 | Calkins Mark | 10/31/2007 |
| Cheyenne River - HIP Like New | H - IHS Housing | A | 2008 | $120,000.00 | Calkins Mark | 11/01/2007 |
| Lower Brule - HIP Like New | H - IHS Housing | A | 2008 | $20,000.00 | Calkins Mark | 10/31/2007 |
| Lake Traverse - HIP Like New | H - IHS Housing | A | 2008 | $20,000.00 | Calkins Mark | 11/01/2007 |
| Omaha - HIP Like new | H - IHS Housing | A | 2008 | $15,000.00 | Calkins Mark | 11/01/2007 |
| Spirit Lake - New Tribal Completed | H - IHS Housing | B | 2008 | $119,000.00 | Calkins Mark | 10/31/2007 |
| Turtle Mountain - HIP Like New | H - IHS Housing | B | 2008 | $30,000.00 | Calkins Mark | 10/31/2007 |
| Turtle Mountain - New Tribal Completed | H - IHS Housing | B | 2008 | $600,000.00 | Calkins Mark | 11/01/2007 |

**Figure 5-3** "View details for all years" screen.

### *5-2.2.3 Year Selection Hyperlink*

Users can also select the year hyperlink, i.e. "2008", under the year column. Selecting such a hyperlink will take the user to a screen very similar to the one shown in Figure 5-3 but showing only projects for the year selected.

## 5-3 REPORTS

### 5-3.1 HPS Standard Reports

HPS reports identify how housing support funds were requested for new and like-new housing sanitation facilities projects by the Area SFC Programs. The purpose of the HPS report is to document how previously requested funds were recorded. Funded project information for specific homes that were served with IHS funding is listed within the Project Data System (PDS) and can be found in Chapter 4. This information is needed to justify new funding requests and to assist in the determination of project funding priorities. Examples of each type of standard report are provided in Appendix E.

Selecting the HPS "Standard Reports" tab allows for only one report option: the HPS Summary. Clicking on the blue dot to the left of the "HPS Summary" creates a filter screen, as shown in Figure 5-4. Users will notice that the blue dot will turn red signifying that the designated report has been selected. Next choose the filter criteria, including the fiscal year, necessary to generate the desired report and select the **Display Report** button at the bottom of the screen.

*User Tip: The only filter criteria available to users for generating the standard HPS Summary is fiscal year, or the HQ system wide submittal date.*

Three report formats are available: HTML document, MS Excel spreadsheet, or a MS Word document.

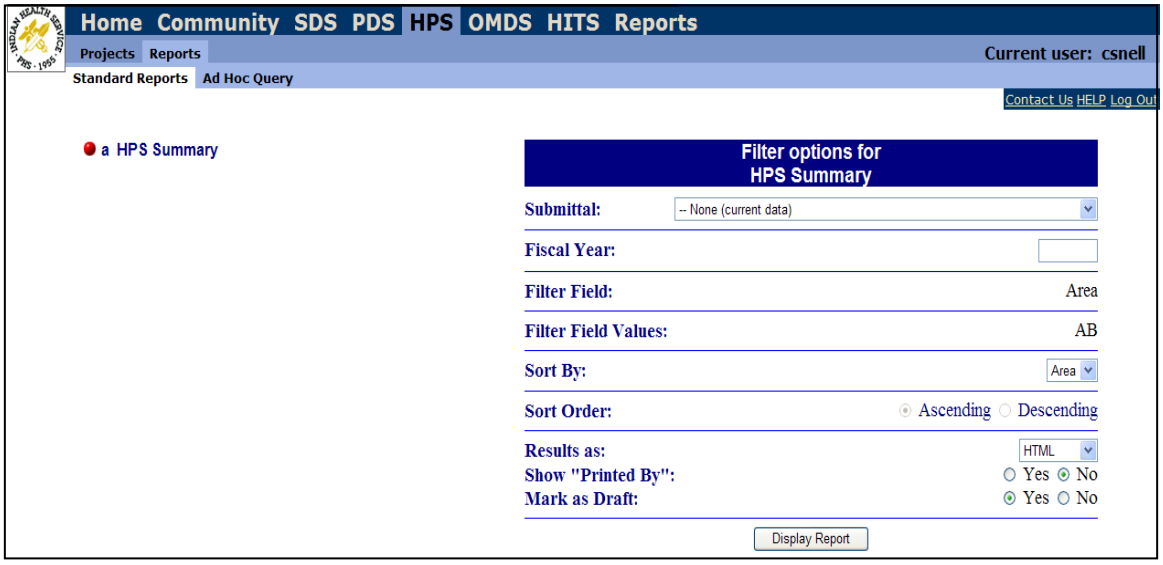


**Figure 5-4.** HPS "Standard Reports" screen.

### *5-3.2 Ad Hoc Queries*

Ad Hoc Query provides freedom to design reports to fit unique needs of each engineer. The "Ad Hoc Query Reports" screen is shown in Figure 5-5. The user has a selection of fiscal years, the housing status, and the data format (HTML, MS Excel, MS Word, and Comma Separated Values). Once the selections are made, click on the **View Results** button to generate the report.

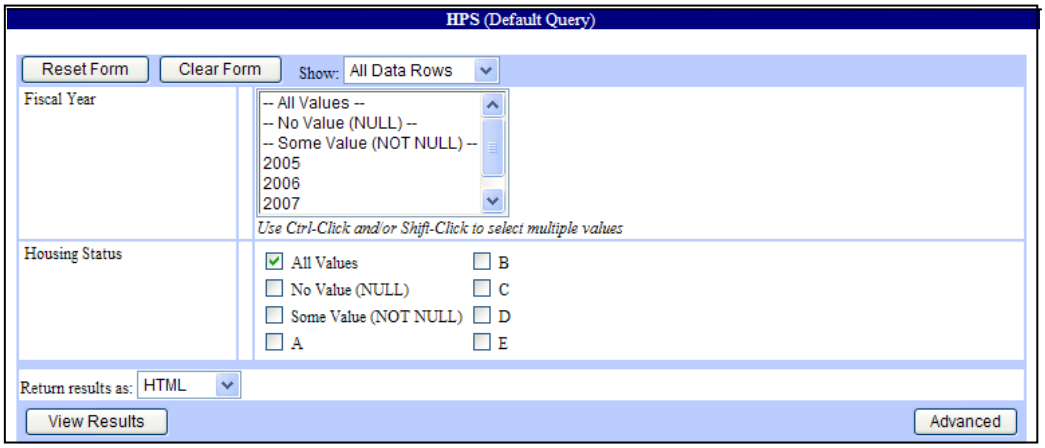


**Figure 5-5.** HPS "Ad Hoc Query" screen.

To specify which columns to include in the query results, click on the **Advanced** button located in the bottom right-hand corner of the initial "HPS Query" screen to access additional display options. A screen will open and allow the user to select which data to retrieve from the data base. A more detailed explanation of Ad Hoc Queries can be found in Chapter 3-SDS, Section 3-14.

# CHAPTER 6 – OPERATION & MAINTENANCE DATA SYSTEM

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# CHAPTER 6 – Operations and Maintenance Data System

## 6-1 BACKGROUND INFORMATION - WHAT IS OMDS?

OMDS is the Operations and Maintenance Data System for the DSFC of the IHS. OMDS stores data about the sanitation systems (water, sewer, and solid waste) that serve American Indian/Alaska Native communities and the organizations that operate those systems. Information contained in OMDS serves as a resource for Field, District and Area project managers, for Headquarters to provide information to Congress and others as requested, and for agency partners like EPA. OMDS is the only source of information readily available on AI/AN sanitation infrastructure systems and operating organizations. The data system allows for data sorting, data analysis, and generating reports.

OMDS information is used to help manage Area O&M programs and for Area program reviews. It is also used as a basis to distribute funds from the Environmental Health Support Account. The distribution of non-recurring O&M training funds is based on system inventories and population served. The non-project portion of relative workloads funding under the Resource Requirement Methodology (RRM) is distributed based on numbers of community systems and organizations. The annual Open Dumps report is generated from data in the OMDS. The EPA uses open dump data from the OMDS to measure open dump activities associated with their Government Performance Results Act (GPRA) measures.

OMDS is web-based and is part of the STARS data system. Within STARS, OMDS is linked to both the SDS and the PDS. Once associated, SDS and PDS projects for a specific system can be listed. As with the other STARS systems, users have specifically assigned permissions within OMDS.

*User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area Administrator.*

## 6-2 SYSTEM FILTER

### 6-2.1 General Description

*A user must have access* to the STARS database in order to enter, edit, or view information in OMDS. See Chapter 1 for more specific information on how to obtain access to STARS. The user selects the appropriate IHS Area that they are assigned to and enters their login name and password. The selected Area's homepage will open. Click on the "OMDS" tab at the top of the screen to begin working in OMDS. The "OMDS System Filter" screen will open. An example of this is shown in Figure 6-1.

### *6-2.2 Specifying the System Filter Criteria*

The OMDS system filter page allows the user to filter systems based on several different filtering criteria. To view a list of systems, enter the appropriate search criteria on the system filter and select the **Submit** button to view a database list of systems that meet the search criteria (See Figure 6-1). If no filter is applied, the result will be a list of all systems the user has permissions to see. The selection of several filters will result in a shorter list of results. The field options within each criterion will show all the options for which the user has permissions assigned. For most criteria, the user can select one option, all options or more than one option by clicking on an option, holding down the *Ctrl* or *Shift* key, scrolling down the list to through the options of interest and clicking on the last option of interest. When selecting a group of options, the selected options will be highlighted in the criteria box.

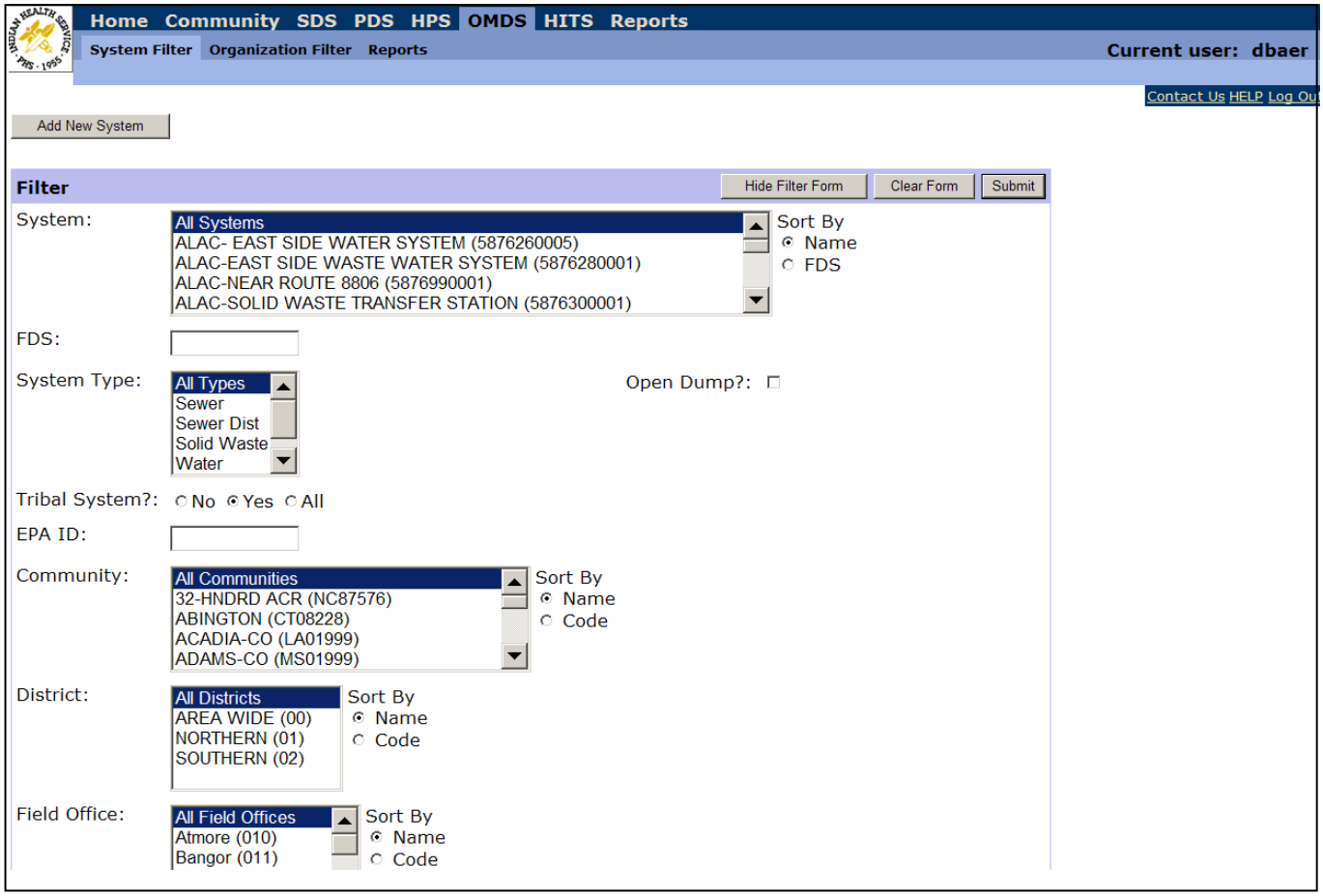



**Figure 6-1.** "OMDS system filter" screen.

### *6-2.2.1 The System Filter options are as follows:*

**Sort Order**
Most of the filtering criteria allow the user to sort the results by "Name" or by "Code" (FDS for system). The filter results can be sorted by any of the filter criteria. The default option for the system filter is "Name."

**System**
The user can select a system of interest by name or FDS number. Table 6-1 shows sorting options for the system field. The default sequence is alphabetical order.

| *SORT OPTION* | *EXPLANATION* |
|---|---|
| Sort by Name | Select this button to see the list of options in alphabetical order. |
| Sort by FDS | Select this button to see the list of options in ascending order by code or FDS number for the 'Systems" field. |

**Table 6-1.** Filter Options sort order – FDS number.

**FDS**
Facility Data System (FDS) number is a 10-digit system identifier remaining from legacy data systems. The FDS number is shared by DSFC data systems (STARS) and Environmental Health data systems (WebEHRS). The first four digits are the service unit code, the second two digits are the FDS system type, and the last four digits are a unique identifier for a particular system. Entering partial FDS numbers will show all systems that contain the sequence of entered numbers.

**System Type**
Select the type of desired system. Filter options for system type are shown in Table 6-2.

| *OPTION* | *EXPLANATION* |
|---|---|
| All Types | Select this button to see a list of all water, sewer, and solid waste systems of all types. |
| Sewer | Select this button to see a list of all sewer systems (FDS Type = 28) |
| Sewer Dist | Select this button to see a list of all sewer collection systems (FDS Type = 29) |
| Solid Waste | Select this button to see a list of all solid waste systems (FDS Type = 30 and 99) |
| Water | Select this button to see a list of all water systems (FDS Type = 26) |
| Water Dist | Select this button to see a list of all water distribution systems (FDS Type = 27) |

**Table 6-2.** Options for filtering by System Type.

**Open Dump?**
The Open Dump checkbox is available if the selected system type is “All Types” or “Solid Waste”. Checking the checkbox will show a list of all open dumps (FDS Type = 99)

**Tribal System?**
Select tribal systems only, non-tribal systems only or all systems. Non-tribal systems may be included in the OMDS if they serve AI/AN communities or significant numbers of AI/AN members.

**EPA ID**
EPA ID is an EPA assigned Public Water Supply Identification (PWSID) or National Pollutant Discharge Elimination System (NPDES) number. Entering partial EPA ID numbers will show all systems that contain the sequence of entered numbers in either PWSID or NPDES numbers.

**Community**
Select the IHS community of interest. Community names and codes listed are from the IHS Standard Codebook Tables (listed and maintained in the Information Technology Resources section of the IHS webpage - http://www.ihs.gov/) and may vary from local names or spellings. STARS has a “Community” database and more information on that module can be found in Chapter 2.

**Sort By**
The filter option order in the filter boxes can be presented numerically or alphabetically; order by selecting the appropriate option button to the right of the filter option boxes. Sort by name is the default sequence.

| *SORT OPTION* | *EXPLANATION* |
|---|---|
| Sort by Name | Select this button to see the filter field list in alphabetical order. |
| Sort by Code | Select this button to see the filter field list in ascending order by numeric code assigned to each name. |

**Table 6-3.** Filter Options sort order – general description

**District**
Select the IHS district where the desired system is located. Each District has a unique 2-digit code identifier.

**Field Office**
Select the IHS field office where the desired systems are assigned. Each Field Office has a unique 3-digit code identifier.

**Tribe**
Select the Tribe served by the desired systems. The Tribe names and codes listed are from the IHS Standard Code Book and may vary from local names or spellings. Each Tribe has a unique 2-digit code identifier.

**Reservation**
Select the Reservation served by the desired systems. The Reservation names and codes listed are from the IHS Standard Code Book and may vary from local names or spellings. Each reservation has a unique 3-digit code identifier.

**Service Unit**
Select the IHS Service Unit where the desired systems are assigned. The service unit names and codes listed are from the IHS Standard Code Book. Each service unit has a unique 4-digit code identifier

**Organization**
Select the organization that operates the desired systems. Each organization has a unique 10-digit code identifier

**Sort Order**
Once the filter criteria have been selected, the resulting list of systems can be displayed in either ascending order (A-Z; 0-9) or descending order (Z-A; 9-0) based on the sorting criteria selected in Section 6-2.2.1. Click on the appropriate option button to select the desired sort order.

### *6-2.3 Common Actions*

#### *6-2.3.1 Add a New System*

To add a new system to OMDS, select the **Add New System** button in the upper left-hand corner of the screen. The “Add System” screen will be displayed, as shown in Figure 6-2.

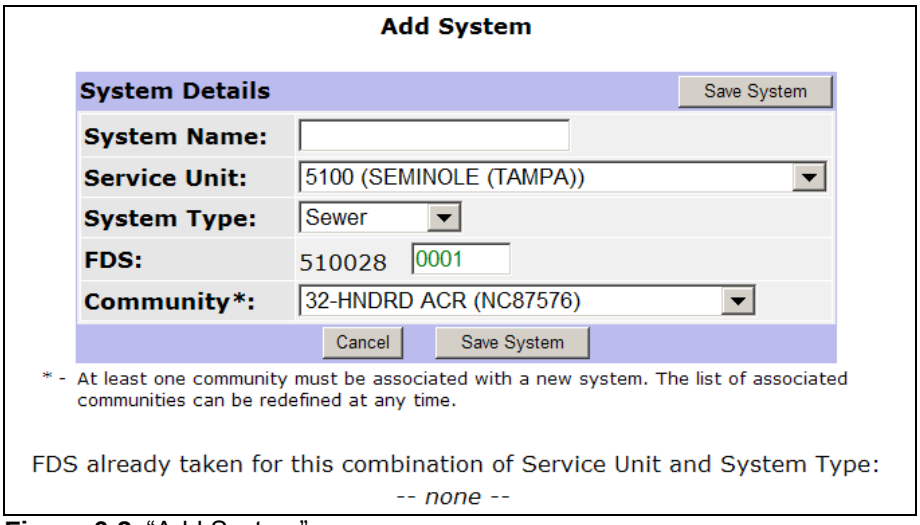



**Figure 6-2.** "Add System" screen.

**System Name** Enter the name of the system.

**Service Unit** Select the service unit where the system is located. If the system serves multiple service units, enter the service unit where the majority of the system is located.

**System Type** Select the system type from the dropdown menu.

| *OPTION* | *EXPLANATION* |
|---|---|
| Sewer | Select this button to add a sewer system (FDS Type = 28) |
| Sewer Dist | Select this button to add a sewer collection system (FDS Type = 29) |
| Solid Waste | Select this button add a solid waste system (FDS Type = 30 and 99) |
| Water | Select this button to add a water system (FDS Type = 26) |
| Water Dist | Select this button to add a water distribution system (FDS Type = 27) |

**Table 6-4.** Options for System Type.

**FDS** Facility Data System (FDS) number is a 10-digit system identifier shared by DSFC data systems (STARS) and Environmental Health data systems (WebEHRS). The first four digits are the service unit code and the second two digits are the FDS system type. Enter the last four digits as a unique identifier for the system. Previously used FDS numbers for this Service Unit/System Type combination are listed below the "Add System" box.

**Community** Select the community where the system is located.

**Save System** Select the **Save System** button to create the system with the selected information.

**Cancel** Select the **Cancel** button to return to the filter screen without creating a system.

#### *6-2.3.2 Clear the Filter Form*

To clear the system filter of any previously selected criteria, select the **Clear Form** button located at the top or bottom of the "System Filter" screen.

#### *6-2.3.3 Submit the Filter Form*

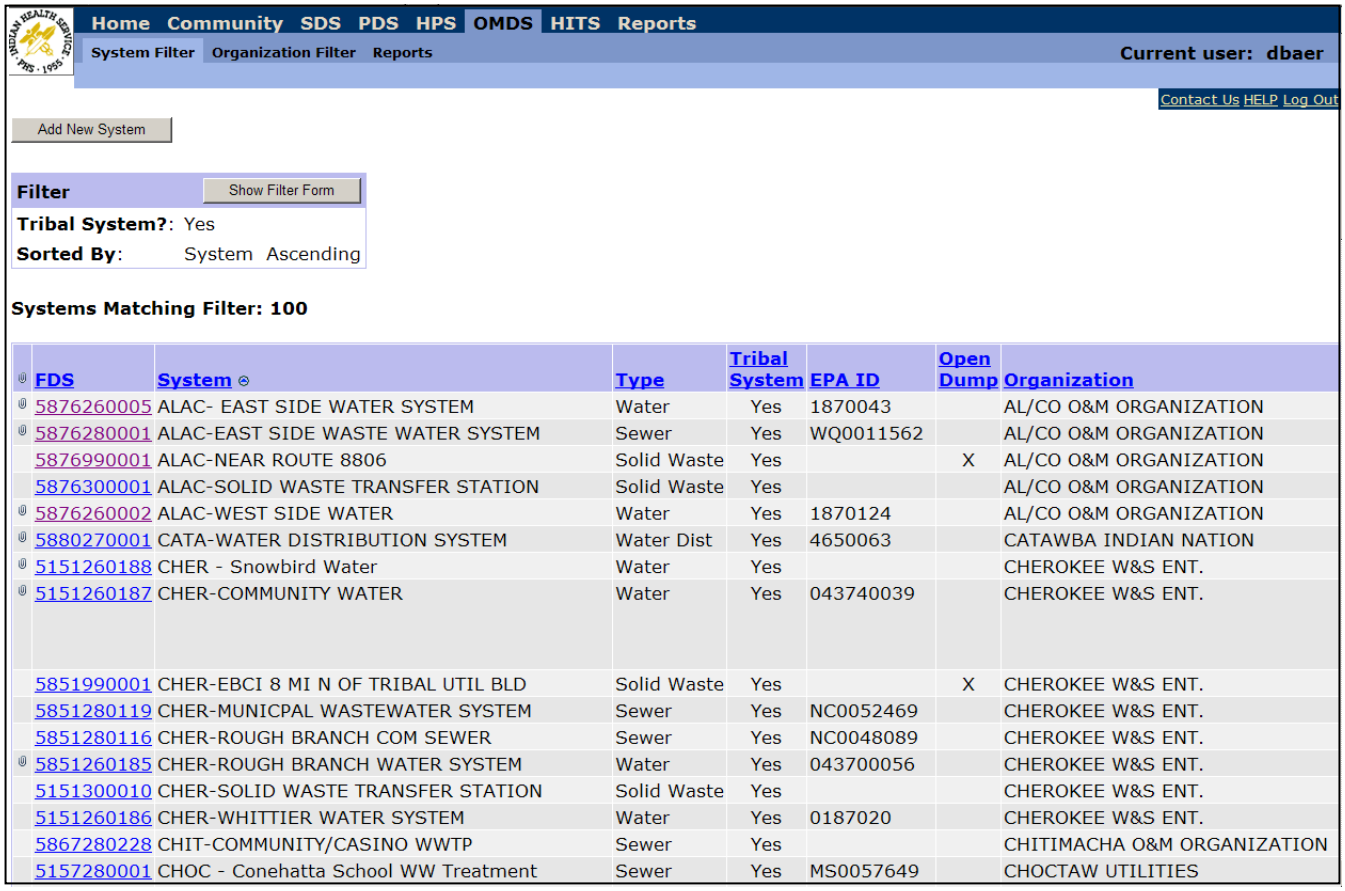
To begin searching the OMDS for systems based on the filter criteria that were selected, select the **Submit** button located at the top or bottom of the "System Filter" screen.

#### *6-2.3.4 Hide the Filter Form*

Once the **Submit** button located at the top or bottom of the System Filter screen has been clicked on the first time, a third **Hide Filter Form** action button appears. Clicking on this button toggles from the filter form, to the results screen, described in Section 6-3.

## *6-3 SYSTEM FILTER RESULTS*

Once the filter criteria have been selected and submitted a list of systems matching the criteria will be displayed, as shown in Figure 6-3. At the top left of the screen, the filter criteria and sort order chosen are listed. Just below is the number of systems found that match the filter criteria.




| FDS | System | Type | Tribal System | EPA ID | Open Dump | Organization |
|---|---|---|---|---|---|---|
| 5876260005 | ALAC- EAST SIDE WATER SYSTEM | Water | Yes | 1870043 | | AL/CO O&M ORGANIZATION |
| 5876280001 | ALAC-EAST SIDE WASTE WATER SYSTEM | Sewer | Yes | WQ0011562 | | AL/CO O&M ORGANIZATION |
| 5876990001 | ALAC-NEAR ROUTE 8806 | Solid Waste | Yes | | X | AL/CO O&M ORGANIZATION |
| 5876300001 | ALAC-SOLID WASTE TRANSFER STATION | Solid Waste | Yes | | | AL/CO O&M ORGANIZATION |
| 5876260002 | ALAC-WEST SIDE WATER | Water | Yes | 1870124 | | AL/CO O&M ORGANIZATION |
| 5880270001 | CATA-WATER DISTRIBUTION SYSTEM | Water Dist | Yes | 4650063 | | CATAWBA INDIAN NATION |
| 5151260188 | CHER - Snowbird Water | Water | Yes | | | CHEROKEE W&S ENT. |
| 5151260187 | CHER-COMMUNITY WATER | Water | Yes | 043740039 | | CHEROKEE W&S ENT. |
| 5851990001 | CHER-EBCI 8 MI N OF TRIBAL UTIL BLD | Solid Waste | Yes | | X | CHEROKEE W&S ENT. |
| 5851280119 | CHER-MUNICPAL WASTEWATER SYSTEM | Sewer | Yes | NC0052469 | | CHEROKEE W&S ENT. |
| 5851280116 | CHER-ROUGH BRANCH COM SEWER | Sewer | Yes | NC0048089 | | CHEROKEE W&S ENT. |
| 5851260185 | CHER-ROUGH BRANCH WATER SYSTEM | Water | Yes | 043700056 | | CHEROKEE W&S ENT. |
| 5151300010 | CHER-SOLID WASTE TRANSFER STATION | Solid Waste | Yes | | | CHEROKEE W&S ENT. |
| 5151260186 | CHER-WHITTIER WATER SYSTEM | Water | Yes | 0187020 | | CHEROKEE W&S ENT. |
| 5867280228 | CHIT-COMMUNITY/CASINO WWTP | Sewer | Yes | | | CHITIMACHA O&M ORGANIZATION |
| 5157280001 | CHOC - Conehatta School WW Treatment | Sewer | Yes | MS0057649 | | CHOCTAW UTILITIES |

**Figure 6-3.** "OMDS System Filter Results" screen.

### *6-3.1 System Filter Results – Field Descriptions*

| Field Label | Description |
|---|---|
| **FDS** | Displays the 10-digit Facility Data System number unique to the system. |
| **System** | Displays the descriptive name identifying the system. The name can contain any characters and can be up to 40 characters long. |
| **Type** | Displays the system type. |

| *TYPE* | *EXPLANATION* |
|---|---|
| Sewer | Sewer system (FDS Type = 28) |
| Sewer Dist | Sewer collection system (FDS Type = 29) |
| Solid Waste | Solid waste system (FDS Type = 30 and 99) |
| Water | Water system (FDS Type = 26) |
| Water Dist | Water distribution system (FDS Type = 27) |

**Table 6-5.** Filter Results System Type.

**Tribal System** "Yes" indicates the listed system is tribally owned. "No" indicates he listed system is not tribally owned.

**EPA ID** EPA ID is an EPA assigned PWSID or NPDES number.

**Open Dump** "Yes" indicates the listed system is an open dump. A blank field indicates the listed system is not an open dump.

**Organization** The name of the organization that owns or is responsible for operating the listed facility.

**Community** Displays the community where the system is located. If the system involves more than one community, the system engineer should decide which community is most affected.

**District** Displays the district where the system is assigned.

**Field Office** Displays the field office to which the system is assigned.

**Tribe** Displays the name of the Tribe receiving services from this system.

**Reservation** Displays the Reservation where the system is located.

**Service Unit** Displays the service unit where the system is located.

### *6-3.2 Common Actions*

#### *6-3.2.1 Navigate to a System*

To open a system from the list, click on the desired FDS number (underlined in blue). This will take you to the System Details screen for the selected system. See Section 6-5 for a discussion of the system details screen.

#### *6-3.2.2 Add a New System*

See Section 6-2.3.1 for instructions on adding a new system to OMDS.

#### *6-3.2.3 Change the Filter Criteria*

If the desired system does not appear in the filter results list, the filter criteria can be changed.

1. Click on the "Show Filter Form" hyperlink.

2. Repeat the steps listed in Section 6-2.2 "Specifying a System Filter" until the desired system appears.

#### 6-3.2.4 *Sort Results by Title Headings*

The list of systems can be sorted by any of the fields that have column headers underlined in blue, either alphabetically or numerically, by clicking on the field name. To reverse the sort order, click on the field name a second time.

## 6-4 *OPEN A SYSTEM IN OMDS*

To update or view a specific system, click on the system FDS number in the "System Filter Results" screen. When a system is opened, 5 sub-menu tabs will be displayed, as shown in Figure 6-4. The "System Details" tab will be displayed. To open a different tab, click on the tab name. Each tab is described in a separate section in this chapter of the manual.

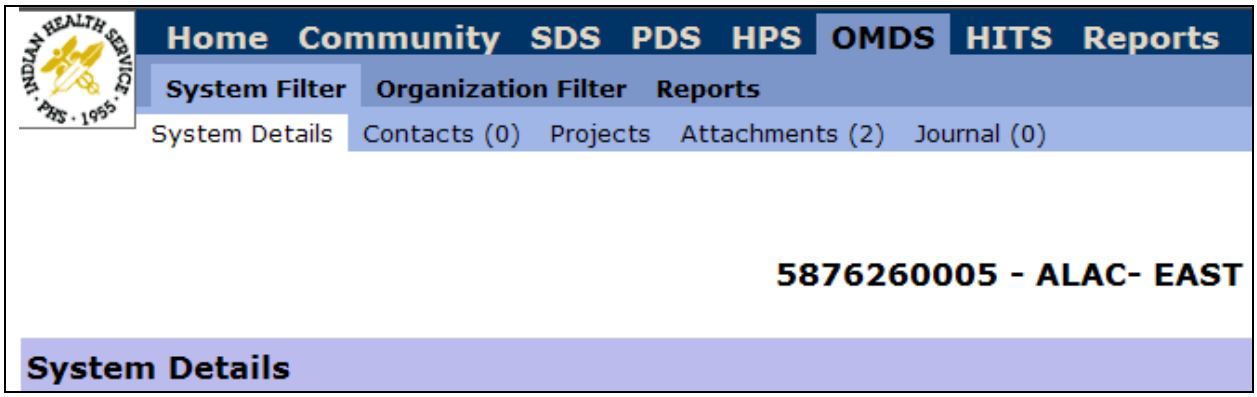



**Figure 6-4.** Sub-menu tabs for specific systems.

## 6-5 *SYSTEM DETAILS*

The "System Details" tab displays a general summary of the system. There are two subsections under this tab. The left half of the screen is the demographic information about a system which is the same for all system types. The right half provides information specific to the system type. The information contained in the right half is different for water, sewer, and solid waste systems. Example water system, sewer system, and solid waste system screens are shown in Figures 6-5, 6-6, and 6-7 respectively.

### 6-5.1 *System Details – General System Information Field Descriptions*

| Field Label | Description |
|---|---|
| **FDS** | Displays the FDS system number as described in Section 6-4. |
| **System Type** | Displays the OMDS system type as described in Section 6-4. |

**Tribal System?** This boxed checked indicates that the listed system is a Tribally owned system. This boxed unchecked indicates that the listed system is not a Tribally owned system.

**Certified Operator?** This boxed checked indicates that the system has at least one certified operator on staff. This boxed unchecked indicates that the listed system does not have a certified operator.

**Facility Name** Displays the descriptive name identifying the system. The name can contain any characters and can be up to 40 characters long.

**Organization** Displays the name of the organization that owns or is responsible for operating the system.

**General Description** Displays a complete description of the system. The description can contain any characters up to 2,000 characters long. The current count box immediately below the "General Description" field displays the number of characters currently in the descriptive field.

**Indian Pop** Displays the number of AI/AN people served by the system. The system service population is the total of Indian and non-Indian populations and may differ from the community population.

**Non-Indian Pop** Displays the number of non-Native people served by the system. The system service population is the total of Indian and non-Indian populations and may differ from the community population.

**Last Survey Date** Displays the date of the most recent system facilities survey or the date the system information was last evaluated.

**Surveyor** Displays the name of the person that conducted the most recent facilities survey or evaluation of the system.

**Communities** Displays the name of the community where the system is located. In Section 6.5.5 "Common Actions," there are instructions for adding a community and using the community dropdown menu.

**IHS District** Displays the district(s) where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple IHS districts, the districts are listed in alphabetical order.

**IHS Service Unit** Displays the service unit(s) where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple IHS service units, the service units are listed in alphabetical order.

**State** Displays the state where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple states, the states are listed in alphabetical order.

**County** Displays the county(s) where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple counties, the counties are listed in alphabetical order.

**Reservation** Displays the Reservation where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple Reservations, the Reservations are listed in alphabetical order.

**EPA Region** Displays the EPA Region where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple EPA Regions, the regions are listed in ascending numeric order.

**IHS Field Office** Displays the field office where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple IHS field offices, the field offices are listed in alphabetical order.

**Tribe** Displays the Tribe(s) where the system is located. Automatically filled based on the community or communities selected. This field is updated when the system is saved. If there are multiple Tribes, the Tribes are listed in alphabetical order.

**Area Defined** Displays data specific to an Area. These fields are created by the Area STARS manager to track specific information for the Area. Maintenance of the “Area Defined” fields is described in Chapter 8.

### *6-5.2 System Details – Water System Field Descriptions*

The right hand side of the “System Details” screen provides specific information about the system type. An example “Water System” screen is shown in Figure 6-5.

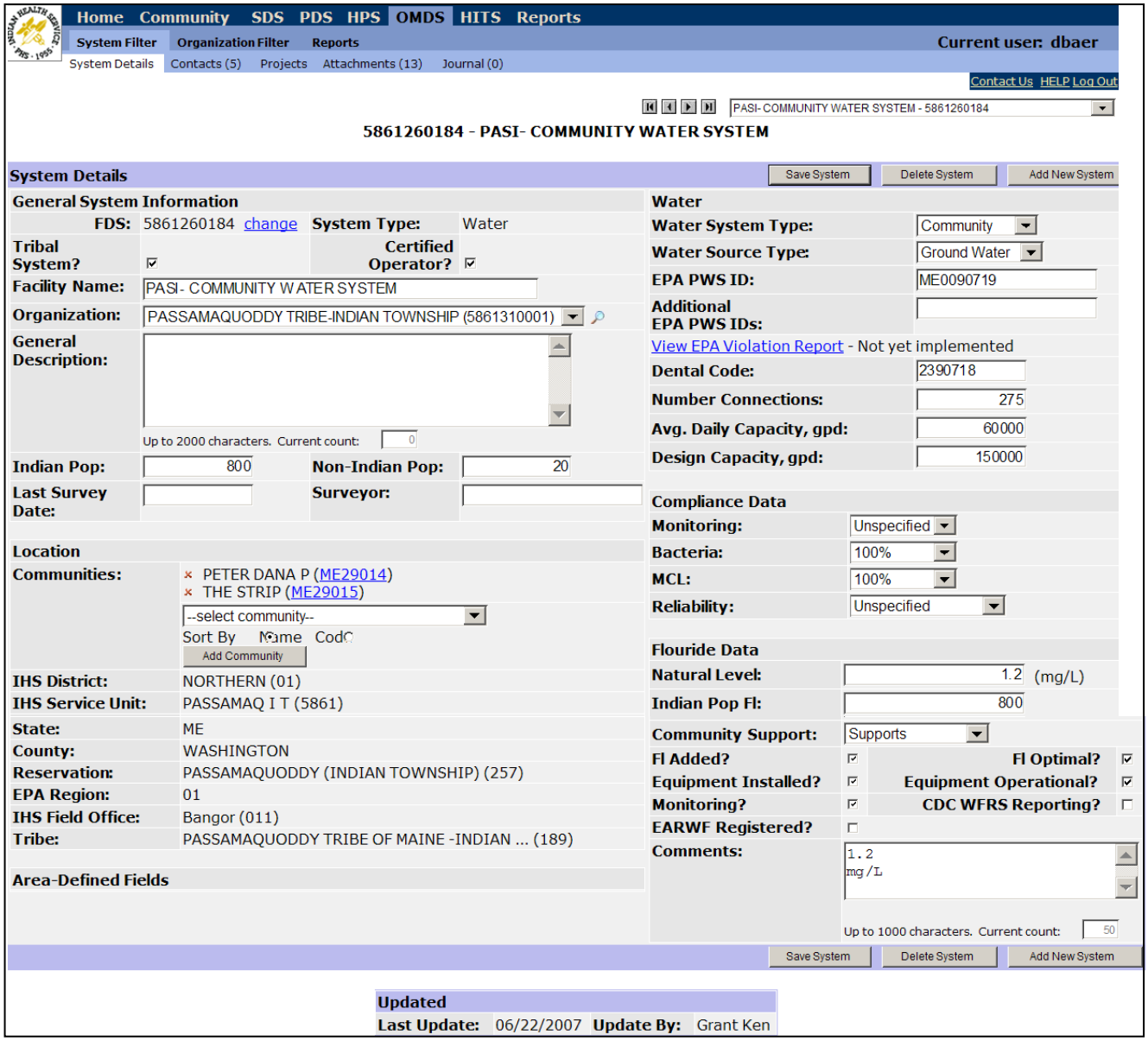



**Figure 6-5.** "Water System Details" screen.

| Field Label | Description |
|---|---|
| **Water System Type** | Select the type of water system from the dropdown menu. |

| *TYPE* | *EXPLANATION* |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about a water system. |
| Community | Community water system serves at least 26 persons or 15 service connections year-round. |
| Individual | Water system that serves an individual or single family. |
| Non-Transient | A non-community public water system that serves at least 25 of the same people, four or more hours per day, for four or more days per week, for 26 or more weeks (i.e., a system that serves always serves the same people, but not at their homes; examples include systems that serve schools or businesses). |
| Other | Any water system that does not fit the other definitions. |
| Transient | A non-community public water system that does not serve at least 25 of the same people, four or more hours per day, for four or more days per week, for 26 or more weeks (i.e., a system that serves different people all the time; examples include systems that serve campgrounds or rest areas). |

**Table 6-6.** Options for Water System Type.

**Water Source Type**

Displays the water source type. The source type can be selected from the dropdown menu.

| ***TYPE*** | ***EXPLANATION*** |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about a water source. |
| Combination | System is supplied by a combination of ground and surface water. |
| Ground Water | Subsurface water source from either a confined or unconfined aquifer. |
| Purchased | Used to describe consecutive water system in cases where the parent system has an EPA PWSID. |
| Surface Water | Surface water source or ground water under the direct influence of surface water. |

**Table 6-7.** Options for Water Source Type.

**EPA PWSID** Displays the EPA or State Public Water Supply Identification Number.

**Additional EPA PWSID** Displays a second EPA or State Public Water Supply Identification Number if one is designated for the system.

**View EPA Violation Report** Select this hyperlink to access the EPA State Drinking Water Information System (SDWIS) database for a history of known drinking water violations for this system. It has been tested but is currently not functional.

**Dental Code** Displays a legacy 7-digit code used to associate data about this system with the Dental Program fluoride data system.

**Number Connections** Displays the number of service connections on this system. The number includes both active and inactive connections.

**Avg. Daily Capacity Gpd** Displays the average daily water use of the system in gallons per day.

**Design Capacity gpd** Displays the system design capacity in gallons per day.

**Monitoring** Displays a subjective index of compliance with the statutory monitoring requirements of the system. The index values can be selected from the dropdown menu.

| *INDEX* | *EXPLANATION* |
|---|---|
| 0% | No monitoring is done |
| 1-25% | |
| 25-50% | |
| 51-75% | |
| 76-90% | |
| 91-99% | |
| 100% | All monitoring is correctly done |

**Table 6-8.** Options for Monitoring Index.

**Bacteria** Displays a subjective index of compliance with the bacteriological requirements of the system. The index values can be selected from the dropdown menu.

| INDEX | EXPLANATION |
|---|---|
| 0% | No compliance with bacteriological requirements. |
| 1-25% | |
| 25-50% | |
| 51-75% | |
| 76-90% | |
| 91-99% | |
| 100% | Complete compliance with bacteriological requirements. |

**Table 6-9.** Options for Bacteria Index.

**MCL** Displays a subjective index of compliance with the Maximum Contaminant Level (MCL) requirements of the system. The index values can be selected from the dropdown menu.

| INDEX | EXPLANATION |
|---|---|
| 0% | No compliance with MCL requirements. |
| 1-25% | |
| 25-50% | |
| 51-75% | |
| 76-90% | |
| 91-99% | |
| 100% | Complete compliance with MCL requirements. |

**Table 6-10.** Options for MCL Index.

**Reliability** Displays a subjective index of general operational reliability of the system. The index values can be selected from the dropdown menu.

| INDEX | EXPLANATION |
|---|---|
| 0% | System is completely unreliable. |
| 1-25% | |
| 25-50% | |
| 51-75% | |
| 76-90% | |
| 91-99% | |
| 100% | System is completely reliable. |

**Table 6-11.** Options for Reliability Index.

**Natural Level** Displays the natural or background fluoride concentration in the raw water that supplies the system. If there are multiple sources, this is a weighted average. The concentration is reported in milligrams per liter (mg/L).

**Indian Pop Fl** Displays the AI/AN population served by fluoridated water from this system. Usually will match service population, but may vary.

**Community Support** Description of the level of community support for water fluoridation.

**Fl Added?** This box checked indicates fluoride is added to the drinking water at the source.

**Fl Optimal?** This box checked indicates the fluoride concentration is consistently optimal in the finished water in this system.

**Equipment Installed?** This box checked indicates that fluoride injection equipment is installed at the sources for this system regardless if it is functional or not.

**Equipment Operational?** This box checked indicates functional fluoride injection equipment.

**Monitoring?** This box checked indicates fluoride monitoring consistently complies with the statutory requirements.

**CDC WFRS Reporting?** This box checked indicates fluoride monitoring results are consistently reported to the CDC Water Fluoridation Reporting System (WFRS).

**EARWF Registered?** This box checked indicates the infrastructure and operation of the system fluoridation equipment are consistent with the CDC Engineering and Administrative Recommendations for Water Fluoridation.

**Comments** Displays a complete system description. The description can contain any characters up to 1,000 characters long. The current count box immediately below the "Comments" field displays the number of characters currently in the descriptive field.

### *6-5.3 System Details – Sewer System Field Descriptions*

The right hand side of the "System Details" screen provides information specific the system type. An example "Sewer System" screen is shown in Figure 6-6.

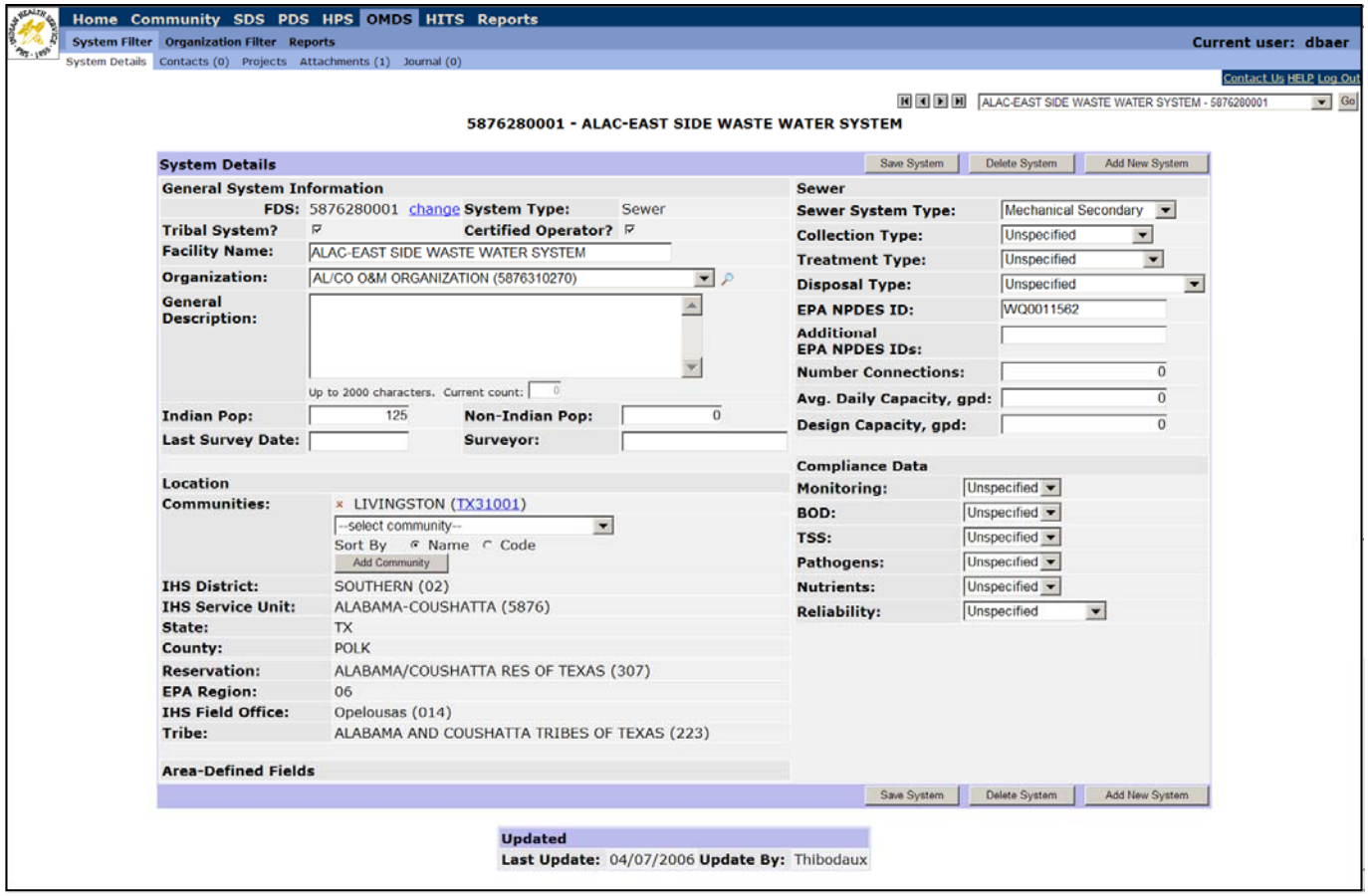



**Figure 6-6.** "Sewer System Details" screen.

| Field Label | Description |
|---|---|
| **Sewer System Type** | Displays the sewer system type. The system type can be selected from the dropdown list that best describes the overall system. See Table 6-12. |

| TYPE | EXPLANATION |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about a sewer system. |
| Collection Only | Sewer system collects and conveys wastewater only. |
| Community Sub-Surface | Treated wastewater is disposed of through a community disposal field. |
| Honey Bucket Pond | Honey bucket haul system with pond disposal. |
| Lagoon – Discharging | Wastewater system with any type of lagoon that discharges to the environment. |
| Lagoon – No Discharge | Wastewater system with any type of lagoon that does not discharge to the environment. |
| Mechanical Primary | Wastewater system with any type of mechanical primary treatment. |
| Mechanical Secondary | Wastewater system with any type of mechanical secondary treatment. |
| Other | Any wastewater system that does not fit the other definitions. |
| Primary/Ocean | Wastewater system with primary treatment and ocean outfall disposal (primarily in Alaska) |

**Table 6-12.** Options for Sewer System Type.

**Collection Type**

Displays the type of collection system that best describes the method of collecting wastewater for this facility. The collection type can be selected from the dropdown menu. See Table 6-13.

| TYPE | EXPLANATION |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about the collection system. |
| Gravity | The collection has gravity flow only. |
| Gravity and Pressure | Collection systems where wastewater is moved by a combination of gravity and mechanical means. |
| Pressure | Collection systems where wastewater is moved only by mechanical means (vacuum or pressure). |

**Table 6-13.** Options for Collection Type.

**Treatment Type**

Displays the type of treatment system that best describes the method of treating wastewater for this facility. The treatment type can be selected from the dropdown menu. See Table 6-14.

| TYPE | EXPLANATION |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about the treatment system. |
| Lagoon | Wastewater treatment system with any type of lagoon. |
| Mechanical secondary | Wastewater treatment facility where secondary treatment is the final stage of treatment. |
| Mechanical tertiary | Wastewater treatment facility where tertiary treatment is the final stage of treatment. |
| Primary only | Wastewater treatment facility with only primary treatment. |
| Untreated | Wastewater system where the wastewater is not treated. |

**Table 6-14.** Options for Treatment Type.

**Disposal Type** Displays the method that best describes how treated wastewater from the facility is disposed of. The disposal type can be selected from the dropdown menu. See Table 6-15.

| TYPE | EXPLANATION |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about the type of disposal. |
| Discharge to adjacent system | Treated wastewater is disposed of into the collection or treatment facilities owned by another system. |
| Discharge to subsurface | Treated wastewater is disposed of into the ground by injection or gravity. |
| Discharge to surface water | Treated wastewater is disposed of into surface water bodies. |
| Total retention | No wastewater is discharged. |

**Table 6-15.** Options for Disposal Type.

**EPA NPDES ID** Displays the EPA or State National Pollutant Discharge Elimination System Identification Number.

**Additional EPA NPDES** Displays a second EPA or State National Pollutant Discharge Elimination System Number, if one is designated for the system.

**Number Connections** Displays the number of service connections on the system. The number includes both active and inactive connections.

**Avg. Daily Capacity Gpd** Displays the average daily flow of wastewater from the system in gallons per day.

**Design Capacity Gpd** Displays the design daily flow of wastewater from the system in gallons per day.

**Monitoring** Displays a subjective index of compliance with the statutory monitoring requirements of the system discharge. The index values can be selected from the dropdown menu. See Table 6-16.

| *INDEX* | *EXPLANATION* |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about the monitoring practice or the facility does not discharge. |
| 0% | No monitoring is done |
| 1-25% | |
| 25-50% | |
| 51-75% | |
| 76-90% | |
| 91-99% | |
| 100% | All monitoring is correctly done |

**Table 6-16.** Options for Monitoring Index.

**BOD** Displays a subjective index of compliance with the Biological Oxygen Demand (BOD) statutory monitoring requirements of the system discharge. The index values can be selected from the dropdown menu. Systems that do not discharge will be reported as "unspecified". See Table 6-17.

| *INDEX* | *EXPLANATION* |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about the discharge or the facility does not discharge. |
| 0% | No compliance with BOD requirements. |
| 1-25% | |
| 25-50% | |
| 51-75% | |
| 76-90% | |
| 91-99% | |
| 100% | Complete compliance with BOD requirements. |

**Table 6-17.** Options for BOD Index.

**TSS** Displays a subjective index of compliance with the Total Suspended Solids (TSS) requirements of the system. The index values can be selected from the dropdown menu. See Table 6-18.

| INDEX | EXPLANATION |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about the discharge or the facility does not discharge. |
| 0% | No compliance with TSS requirements. |
| 1-25% | |
| 25-50% | |
| 51-75% | |
| 76-90% | |
| 91-99% | |
| 100% | Complete compliance with TSS requirements. |

**Table 6-18.** Options for TSS Index.

**Pathogens** Displays a subjective index of system compliance with the viral, bacteriological or other pathogenic requirements. The index values can be selected from the dropdown menu. See Table 6-19.

| INDEX | EXPLANATION |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about the discharge or the facility does not discharge. |
| 0% | No compliance with pathogenic requirements. |
| 1-25% | |
| 25-50% | |
| 51-75% | |
| 76-90% | |
| 91-99% | |
| 100% | Complete compliance with pathogenic requirements. |

**Table 6-19.** Options for Pathogens Index.

**Nutrients** Displays a subjective index of system compliance with nutrient requirements. The index values can be selected from the dropdown menu. See Table 6-20.

| INDEX | EXPLANATION |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about the discharge, the facility does not discharge, or there is no nutrient requirement in the discharge. |
| 0% | No compliance with nutrient requirements. |
| 1-25% | |
| 25-50% | |
| 51-75% | |
| 76-90% | |
| 91-99% | |
| 100% | Complete compliance with nutrient requirements. |

**Table 6-20.** Options for Monitoring Index.

**Reliability** Displays a subjective index of the general operational reliability of the system. The index values can be selected from the dropdown menu. See Table 6-21.

| INDEX | EXPLANATION |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about the reliability of the facility. |
| 0% | System is completely unreliable. |
| 1-25% | |
| 25-50% | |
| 51-75% | |
| 76-90% | |
| 91-99% | |
| 100% | System is completely reliable. |

**Table 6-21.** Options for Reliability Index.

### *6-5.4 System Details – Solid Waste System Field Descriptions*

The right hand side of the "System Details" screen provides information specific the system type. An example "Solid Waste System" screen is shown in Figure 6-7.

Field Label Description

**Solid Waste System Type** Displays the type of solid waste system from the dropdown menu. See Table 6-22.

| TYPE | EXPLANATION |
|---|---|
| Unspecified | Normally not used. Use only when nothing is known about a sewer system. |
| Solid Waste Disposal Site | An unmanaged multi-family dumpsite. |
| Collection System with Off-Reservation Disposal | Curb-side, drop box, or self-haul system to collect waste which is transferred to a disposal site located off reservation. |
| Transfer Site | A site that accepts waste for consolidation and then transfer to an on-reservation landfill. |
| Transfer Site with Off-Reservation Disposal | In addition to being a transfer site/collection point, the waste is hauled to an off-reservation landfill. |
| Construction and Demolition Debris Landfill | Managed site for C&D waste that may or may not be 40 CFR Part 257 compliant. |
| Municipal Solid Waste Landfill | Managed site for MSW that may or may not be a 40 CFR Part 258 compliant site. |
| Recycling Facility | A site where recyclables are collected for recycling. |

**Table 6-22.** Options for Solid Waste System Type.

Home Community SDS PDS HPS OMDS HITS Reports

System Filter Organization Filter Reports

Current user: dbaer

System Details Contacts (0) Projects Attachments (0) Journal (0)

Contact Us HELP Log Out

ALAC-NEAR ROUTE 8806 - 5876990001 Go

**5876990001 - ALAC-NEAR ROUTE 8806**

**System Details** Save System Delete System Add New System

**General System Information**

FDS: 5876990001 change System Type: Solid Waste

Tribal System? ☑ Certified Operator? ☐

Facility Name: ALAC-NEAR ROUTE 8806

Organization: AL/CO O&M ORGANIZATION (5876310270)

General Description:

Up to 2000 characters. Current count: 0

Indian Pop: 200 Non-Indian Pop:

Last Survey Date: Surveyor:

**Location**

Communities: × LIVINGSTON (TX31001)

--select community--

Sort By ◉ Name ○ Code

Add Community

IHS District: SOUTHERN (02)

IHS Service Unit: ALABAMA-COUSHATTA (5876)

State: TX

County: POLK

Reservation: ALABAMA/COUSHATTA RES OF TEXAS (307)

EPA Region: 06

IHS Field Office: Opelousas (014)

Tribe: ALABAMA AND COUSHATTA TRIBES OF TEXAS (223)

**Area-Defined Fields**

**Solid Waste System Details**

Solid Waste System Type: Open Dump

System Status: Inactive

Condition: Surface open dump

Condition Date:

EPA ID:

**Open Dump Health Threat Summary**

Open Dump Health Threat: *Moderate*

EPA Threat Concurrence: ☐ Unspecified

Health Threat Comment:

**Site Characteristics**

Land Status: Trust (Tribal)

N Latitude: 30.7000000000 (Decimal)

W Longitude: 94.0000000000 (Decimal)

Surface Area: 1.00 (Acres)

Surface Volume: (Cu. Yards)

**Hazard Factors**

Contents: A - Municipal Solid Waste

- ☐ Abandoned automobiles
- ☐ Abandoned trailers
- ☐ Animal carcasses
- ☐ Appliances/white goods
- ☐ Construction and demolition wastes
- ☐ Drums/containers of unknowns/pesticide containers
- ☐ Electronics
- ☐ Fluorescent light bulbs
- ☐ Furniture
- ☐ Lead acid batteries
- ☐ Medical wastes
- ☐ Meth-lab wastes
- ☐ Municipal solid waste
- ☐ Scrap tires
- ☐ Sewage sludge/septic-tank pumpings
- ☐ Suspected asbestos or lead containing materials
- ☐ Suspected RCRA Subtitle C hazardous wastes (treated wood, paints, solvents)
- ☐ Waste oils/oily wastes
- ☐ Yard/green wastes

Rainfall: Unspecified

Site Drainage and Leachate Potential: Unspecified

Flooding Potential: Unspecified

Frequency of Cover: Never

Frequency of Burning: Unspecified

Fenced Site? ☐

Controlled Access: Unspecified

Public Concern: Unspecified

**Proximity Factors**

Vertical Distance to Drinking Water Aquifer: Unspecified

Horizontal Distance to Surface Water Bodies: Unspecified

Distance to Homes: Unspecified

Save System Delete System Add New System

**Updated**

Last Update: 04/03/2006 Update By: Helgeson Scott

**Figure 6-7.** "Solid Waste System Details" screen.

**System Status** Displays the status of the solid waste system. The status can be selected from the dropdown menu. See Table 6-23.

| STATUS | EXPLANATION |
|---|---|
| Unspecified | Not selectable. Indicates legacy data for this field was null. |
| Active | Site actively being used to deposit waste at the time of the last site visit. |
| Inactive | Site was formerly used to deposit waste and site has received no waste in the year previous to the date of the last site visit. |

**Table 6-23.** Options for Solid Waste System Status.

**Condition** Displays the condition of the solid waste facility. The condition can be selected from the dropdown menu. See Table 6-24.

| CONDITION | EXPLANATION |
|---|---|
| Unspecified | Not selectable. Indicates legacy data for this field was null. |
| Open Dump – Buried | Open dump where waste on site has been covered, but dumping still occurs. |
| Open Dump – Surface | Open dump site still receives waste, or not all waste is completely covered. |
| Closed | Open dump where waste is left in place, the site is covered, and the site no longer is used as a dump. |
| Cleaned Up | Open dump where waste is removed, and the site no longer is used as a dump. |
| Upgraded | Open dump site is receiving waste but is fully compliant with 40 CFR Part 258 standards and no longer an open dump. |
| Properly Managed | Waste is being managed in accordance with best management practices. |

**Table 6-24.** Options for Solid Waste Condition.

**Condition Date** Displays the date current condition arose or was initially identified – not the date of assessment (this is recorded in the "Last Survey Date" field).

**EPA ID** Displays any relevant EPA site identifiers. May be blank.

Most fields below EPA ID on the "Solid Waste" screen are only applicable to "Open Dump" solid waste systems. Part of the IHS responsibility in Public Law 103-399, The Indian Lands Open Dump Cleanup Act of 1994, is to identify open dump sites on Indian lands, inventory those sites, and to assess the relative health

and environment hazards posed by those sites. These fields are intended for that purpose.

**Open Dump Health Threat Score** Displays a health threat score automatically assigned based on size, hazard, and proximity factors. Health threat score = (Σ hazard factors) x (Size) x (Σ proximity factors). See Table 6-25.

| SCORE | EXPLANATION |
|---|---|
| Low | Health threat score 0 – 450 |
| Medium | Health threat score 451 – 900 |
| High | Health threat score 901 – 1488 |

**Table 6-25.** Threat Score.

**EPA Threat Concurrence** Indicates EPA concurrence with the threat ranking and score. See Table 6-26.

| CHECKED? | EXPLANATION |
|---|---|
| Unchecked | No legacy data or no concurrence. |
| Checked | Yes, EPA does concur. |

**Table 6-26.** EPA Threat Concurrence.

**Health Threat Comment** Displays additional description of the health threat. The description can contain any characters, up to 1,000 characters long.

## Site Characteristics

**Land Status** Displays a description of the land ownership status of the land on which the solid waste facility is located. The status can be selected from the dropdown menu. See Table 6-27.

| LAND STATUS | EXPLANATION |
|---|---|
| Alaska Native Land | Native land held in title by one of 12 regional and 200 local village corporations chartered under the Alaska Native Claims Settlement Act (ANCSA). |
| Allotted | Tribal lands allotted to individual Indians in designated amounts on Reservations created by treaty, act of Congress, or Executive Order. Includes allotted lands obtained through inheritance. |
| Fee | The most basic form of ownership by Tribes or individual Indians. The owner, who can be Indian or non-Indian, holds title and control of the property. |
| New Mexico Pueblos | Aboriginal lands retained by a group of Indians recognized by the federal government as an Indian |

| LAND STATUS | EXPLANATION |
|---|---|
| | Pueblo. |
| Private | Land owned by Tribes, individuals or organizations subject to taxation and regulation by non-Indian governments. |
| Trust (Individual) | Land held in trust by the federal government for specific individuals. |
| Trust (Tribal) | Land held in trust by the federal government for specific Tribes. |

**Table 6-27.** Options for Land Status.

**N Latitude** Displays the north latitude measured in decimal degrees north and reported to 10 decimal points. It is determined in the field using a hand-held GPS unit at the most-used point of access to the site.

**W Longitude** Displays the west longitude measured in decimal degrees west and reported as a positive number to 10 decimal points. It is determined in the field using a hand-held GPS unit at the most-used point of access to the site.

**Surface Area** Displays the calculated site acreage not including area with wind blown trash reported in acres.

**Surface Volume** Displays the estimated volume of waste on the surface of the ground reported in cubic yards.

**Hazard Factors** Hazard factor fields include "Content," "Rainfall," "Site Drainage," "Potential Flooding," "Frequency of Cover," "Frequency of Burning," "Controlled Access," and "Public Concern." Each factor is assigned points based on the relative hazard. Although the sum of the Hazard Factors does not appear on the screen, it is used as one of three factors in determining the Open Dump Health Threat score described above.

**Contents** Displays contents type automatically assigned based on contents check boxes selected. Checkbox checked indicates the specific type of waste is identified or observed at site.

The "Contents" portion of the Hazard Factor Score is also automatically calculated based on the content box selection. Each has a contents score of 1, 5 or 10. The calculation is based on the sum of the contents score. If the contents score is less than or equal to 10, then the contents hazard factor = 1. If the contents score greater than 10 and less than 25, the contents hazard factor = 4. If the sum of the contents score greater than or equal to 25, then the contents hazard factor = 8. See Table 6-28 and Table 6-29.

| CONTENTS TYPE | EXPLANATION |
|---|---|
| A = Municipal solid waste | Any household, commercial/industrial, or institutional solid waste that legally can be discarded in a municipal landfill under the provisions of RCRA Subtitle D. |
| B = Special waste | Solid or other wastes not specifically regulated as hazardous under RCRA Subtitle C but which are considered to require special handling either due to regulation under other statutes or for worker safety. |
| C = Hazardous waste | All materials listed by EPA under RCRA Subtitle C as hazardous. |
| D = Municipal and special waste | Combined A-class and B-class wastes. |
| E = Municipal and Hazardous waste | Combined A-class and C-class wastes. |
| F = Municipal, Special and Hazardous waste | Combined A-class, B-class, and C-class wastes. |
| G = Special and Hazardous waste | Combined B-class and C-class wastes. |

**Table 6-28.** Contents Categories.

| CONTENTS TYPE | EXPLANATION |
|---|---|
| Abandoned automobiles | Contents type = B, contents score = 5 |
| Abandoned trailers | Contents type = A, contents score = 1 |
| Animal carcasses | Contents type = B, contents score = 5 |
| Appliances/white goods | Contents type = B, contents score = 5 |
| Construction and demolition wastes | Contents type = B, contents score = 1 |
| Drums/containers of unknowns/pesticide containers | Contents type = C, contents score = 10 |
| Electronics | Contents type = B, contents score = 5 |
| Fluorescent light bulbs | Contents type = C, contents score = 5 |
| Furniture | Contents type = A, contents score = 1 |
| Lead acid batteries | Contents type = C, contents score = 10 |
| Medical wastes | Contents type = B, contents score = 10 |
| Meth-lab wastes | Contents type = C, contents score = 10 |
| Municipal solid waste | Contents type = A, contents score = 5 |
| Scrap tires | Contents type = B, contents score = 1 |
| Sewage sludge/septic-tank pumpings | Contents type = B, contents score = 5 |
| Suspected asbestos or lead containing materials | Contents type = C, contents score = 10 |
| Suspected RCRA Subtitle C hazardous wastes (treated wood, paints, solvents) | Contents type = C, contents score = 10 |
| Waste oils/oily wastes | Contents type = B, contents score = 5 |
| Yard/green wastes | Contents type = A, contents score = 1 |

**Table 6-29.** Contents Type.

**Rainfall** Displays rainfall at site in inches per year selected from a dropdown menu. Estimated rainfall per year at the site based on historical data from NOAA or the National Weather Service. The "Rainfall" portion of the Hazard Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-30.

| OPTION | EXPLANATION |
|---|---|
| Unspecified | Not selectable. Indicates legacy data for this field was null. |
| Low <10 inches per year | Hazard threat factor = 1 |
| Medium 10-25 inches per year | Hazard threat factor = 2 |
| High >25 inches per year | Hazard threat factor = 3 |

**Table 6-30.** Options for Rainfall.

**Site Drainage** Displays site drainage description selected from a dropdown menu. Estimated potential for site to contaminate surface and/or groundwater based on local geography. The "Site Drainage" portion of the Hazard Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-31.

| *OPTION* | *EXPLANATION* |
|---|---|
| Unspecified | Not selectable. Indicates legacy data for this field was null. |
| Site drainage protects ground or surface water | There are no measured, observed, or suspected impacts to ground or surface water from contamination from the waste at the site. Hazard threat factor = 1. |
| Limited ponding, drainage effects largely neutral | Although some water accumulates or flows through the site, the water has not been measured, observed, or suspected to increase drainage of contaminants from the site into ground or surface water. Hazard threat factor = 2. |
| Site drainage increases ground or surface water contamination | Contamination has been measured, observed, or highly suspected in ground or surface water due to ponding, flooding, or other water infiltrating the site. Hazard threat factor = 3. |

**Table 6-31.** Options for Site Drainage.

**Flooding Potential** Displays estimated potential for debris movement due to flooding based on a local geography description selected on a dropdown menu. Factors include percent of side slope, distance from stream course (horizontal and vertical), surface soil texture and degree of compaction, site evidence of previous hydrology including debris, soil color, and plant indicators. The "Flooding Potential" portion of the

Hazard Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-32.

| OPTION | EXPLANATION |
|---|---|
| Unspecified | Not selectable. Indicates legacy data for this field was null. |
| Debris movement from flooding likely | Hazard threat factor = 1. |
| Debris movement from flooding unlikely | Hazard threat factor = 2. |
| No potential for flooding | Hazard threat factor = 3. |

**Table 6-32.** Options for Flooding Potential.

**Frequency of Cover** Displays a dropdown menu selection of a description of how often site covered with dirt or other material. This hazard factor is not included in the health threat score. See Table 6-33.

| OPTION | EXPLANATION |
|---|---|
| Unspecified | Not selectable. Indicates legacy data for this field was null. |
| Daily | |
| Monthly | |
| Never | |
| Weekly | |
| Yearly | |

**Table 6-33.** Options for Frequency of Cover.

**Frequency Of Burning** Displays a description of how often waste burning occurs at the site. The description is selected from a dropdown menu. The "Frequency of Burning" portion of the Hazard Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-34.

| OPTION | EXPLANATION |
|---|---|
| Unspecified | Not selectable. Indicates legacy data for this field was null. |
| Burning does not occur | Hazard threat factor = 1. |
| Burning less frequently than weekly | Hazard threat factor = 2. |
| Burning weekly or more frequently | Hazard threat factor = 4. |

**Table 6-34.** Options for Frequency of Burning.

**Fenced Site** Displays a checkbox indicating presence of site fencing. The hazard factor value for fencing is included in the "Controlled Access" portion of the Hazard Factor Score. See Table 6-35.

| CHECKED? | EXPLANATION |
|---|---|
| Unchecked | No legacy data or the site is not fenced. |
| Checked | Yes, the site is fenced. |

**Table 6-35.** Options for Fenced Site.

**Controlled Access** Displays a description of access control to the site. The description is selected from a dropdown menu. The "Controlled Access" portion of the Hazard Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-36.

| *OPTION* | *EXPLANATION* |
|---|---|
| Unspecified | Not selectable. Indicates legacy data for this field was null. |
| Effectively controlled access | Fences, gates, on-site personnel and/or other means limit access to use the site as designed and permitted during appropriate hours of operation. Access is not allowed when site activities are unsupervised. Hazard threat factor = 1. |
| Ineffective controls or poorly restricted access | Fences do not surround the entire site, gates are left unlocked, and/or on-site personnel are not present at all times of operation. Hazard threat factor = 2. |
| Unrestricted access | Fences, gates, and/or on-site personnel are not used to control access at the site Hazard threat factor = 4. |

**Table 6-36.** Options for Monitoring Index.

**Public Concern** Displays a description of the community public concern about the site. The description is selected from a dropdown menu. The "Public Concern" portion of the Hazard Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-37.

| OPTION | EXPLANATION |
|---|---|
| Unspecified | Not selectable. Indicates legacy data for this field was null. |
| No concern voiced | Tribal, IHS, and EPA personnel have no knowledge of any individuals or organizations voicing concern about the site. Hazard threat factor = 1. |
| Little concern voiced by the public | Tribal, IHS, and/or EPA personnel know that a person or a group of persons have asked questions or have stated concerns about the site and the site's impact to culture, history, health and/or environment. Hazard threat factor = 2. |
| Concern frequently voiced by public | Tribal, IHS, and/or EPA personnel know that a person or group of persons have serious concerns and questions about the impacts of the site on culture, history, health and/or environment. Hazard threat factor = 3. |

**Table 6-37.** Options for Public Concern.

## Proximity Factors

Proximity factor fields include "Vertical Distance to Aquifer," "Horizontal Distance to Surface Water," and "Distance to Homes." Each factor is assigned points based on the relative proximity. Although the sum of the proximity factors does not appear on the screen, it is used as one of the three factors in determining the Open Dump Health Threat score described above.

**Vertical Distance to Aquifer**

Displays an estimate of the vertical distance from the site to the closest drinking water aquifer in feet based on water wells or other borings in the area. The vertical distance portion of the Proximity Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-38.

| OPTION | EXPLANATION |
|---|---|
| Unspecified | Not selectable. Indicates legacy data for this field was null. |
| Greater than 600 feet | Proximity threat factor = 1. |
| 51 – 599 feet | Proximity threat factor = 3. |
| Less than 50 feet | Proximity threat factor = 6. |

**Table 6-38.** Options for Vertical Distance to Aquifer.

**Horizontal Distance to Surface**

Displays an estimate of the horizontal distance from the site to the nearest surface water body in feet based on actual or mapped measurement. The horizontal distance portion of the Proximity

**Water** Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-39.

| OPTION | EXPLANATION |
|---|---|
| Unspecified | Not selectable. Indicates legacy data for this field was null. |
| Greater than 1,000 feet | Proximity threat factor = 1. |
| 51 – 1,000 feet | Proximity threat factor = 2. |
| Less than 50 feet | Proximity threat factor = 4. |

**Table 6-39.** Options for Horizontal Distance to Drinking Water.

**Distance to Homes** Displays an estimate of the horizontal distance, in feet, from the site to the nearest home based on actual or mapped measurement. The distance to homes portion of the Proximity Factor Score is automatically assigned based on the dropdown menu selection as shown in Table 6-40.

| OPTION | EXPLANATION |
|---|---|
| Unspecified | Not selectable. Indicates legacy data for this field was null. |
| Greater than 5,000 feet | Proximity threat factor = 1. |
| 1,000 – 5,000 feet | Proximity threat factor = 3. |
| Less than 1,000 feet | Proximity threat factor = 6. |

**Table 6-40.** Options for Distance to Homes.

## *6-5.5 Common Actions*

### *6-5.5.1 Navigate to a Different System*

The navigation bar in the upper right-hand corner of the screen can be used to navigate to another system. The navigation bar can be used in different ways to move between systems.

1. Click on the dropdown menu by the system name. Select the desired system from the system list and click on the **Go** button.
2. Click on the left arrow with the bar (to the left of the system name in the navigation bar) to be directed to the first system in the system list.
3. Click on the left arrow to be directed to the previous system in the system list.
4. Click on the right arrow to be directed to the next system in the system list.
5. Click on the right arrow with the bar to be directed to the last system in the system list.

If the desired system is not contained in the system list, select the Filter tab and attempt to locate the desired system using new filter criteria (Section 6-2).

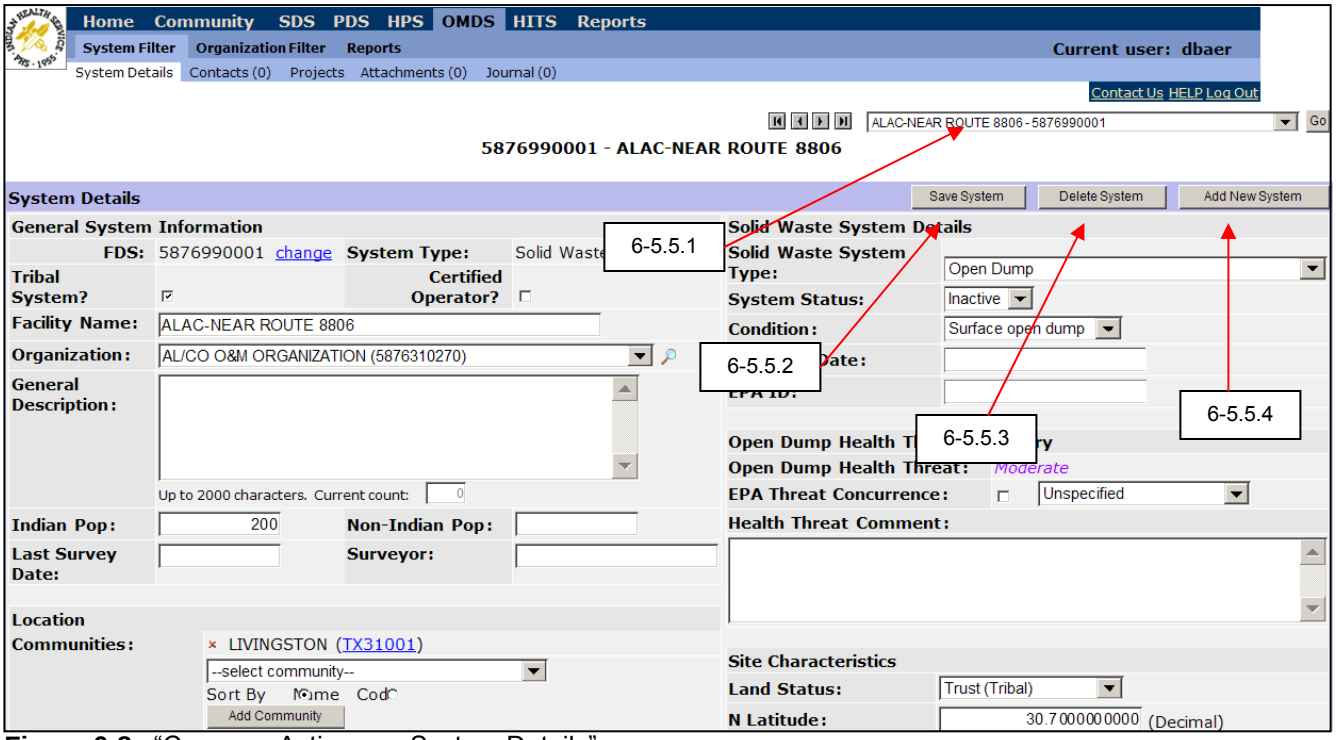



**Figure 6-8.** "Common Actions on System Details" screen.

### *6-5.5.2 Save System Details*

To save changes that have been made on the current screen, click on the **Save System** button located at both the top and bottom of the screen. Note that the "Last Update" and "Update By" fields at the bottom of the system screen are automatically updated when the **Save System** button is clicked.

*User Tip: Changes are not saved automatically. Any changes must be saved before navigating away from this page. If changes have been made to the system, a pop-up window to save or cancel automatically appears to ensure changes are made prior to navigating away from a changed screen.*

### *6-5.5.3 Delete an Existing System*

To delete a system from OMDS, click on the **Delete System** button located at both the top and bottom of the screen. Click on the **OK** button in the pop-up window to delete the currently displayed system. Upon deletion, you will return to the filter screen. Click on the **Cancel** button to return to the current system without deleting.

### *6-5.5.4 Add a New System*

To add a system to OMDS, click on the **Add System** button. This button is located at both the top and the bottom of the screen. See Section 6-2.3.1 for more information about adding systems.

#### 6-5.5.5 *Add a Community*

STARS data is community based. The legacy OMDS data did not have community associations and some system and organization records may remain unassociated.

To add a community to a system, choose the desired community from the dropdown menu adjacent to the "Communities" data field. Click on the **Add Community** button to make the association. After the change is saved, all of the fields below the "Communities" data fields will automatically populate based on data maintained in the STARS "Community" data system. More than one community can be assigned to a system. The options for sorting the list of communities are shown in Table 6-41.

| *SORT OPTION* | *EXPLANATION* |
|---|---|
| Sort by Name | Select this button to see the list of communities in alphabetical order by community name. |
| Sort by Code | Select this button to see the list of communities in ascending order by seven-character IHS standard code assigned to each community. |

**Table 6-41.** Options Community Sort Order.

*User Tip: Changes are not saved automatically. Any changes must be saved before navigating away from this page.*

## 6-6 SYSTEM CONTACTS

### 6-6.1 General Description

The "Contacts" tab allows the user to list specific individuals associated with the system with their contact information. The contacts database is shared with the other STARS systems, and as such contacts entered or edited in OMDS will simultaneously be available in the other STARS systems. A sample "Contacts" screen is shown in Figure 6-9.

### 6-6.2 Contacts Details

| Field Label | Description |
|---|---|
| **Name** | Displays the individual name of the contact listed with last name followed by first name. |
| **Role** | Displays the listed contact's role with the system. The same individual may also be a contact in another system or another STARS database with a different role. Roles are selected from a dropdown menu and are described in Table 6-42. |

| ROLE | EXPLANATION |
|---|---|
| Unspecified | Not normally used. Indicates the role of the person on the system is not known. |
| Contractor | Any contractor associated with the listed system. |
| Director, DSFC | The director of the IHS SFC Program. |
| District Engineer | The IHS district engineer with responsibility for the district where the system is located. |
| Field Engineer | The IHS field engineer assigned to Tribe primarily served by system. |
| Inspector | |
| Lab | |
| Operator | |
| Project Engineer | Not normally used for ”System” contacts. |
| Resident (other) | Not normally used for ”System” contacts. |
| Secretary | |
| Service Request Manager | Not normally used for ”System” contacts. |
| Well Driller | |

**Table 6-42.** Options for Contacts Role.

**Company** Displays the name of the organization for which the listed contact works. This may be a Tribe, a for-profit company, or a non-profit organization. Click on the yellow plus-symbol to expand the company name listing to include the mailing address. Click on the yellow minus-symbol to hide the mailing address.

**Phone** Displays the telephone number and type for the listed contact.

**Email** Displays the contact’s email address.

**Resident** Normally “No” for system contacts. Primary resident, indicated by “Yes”, is not a selectable role in OMDS.

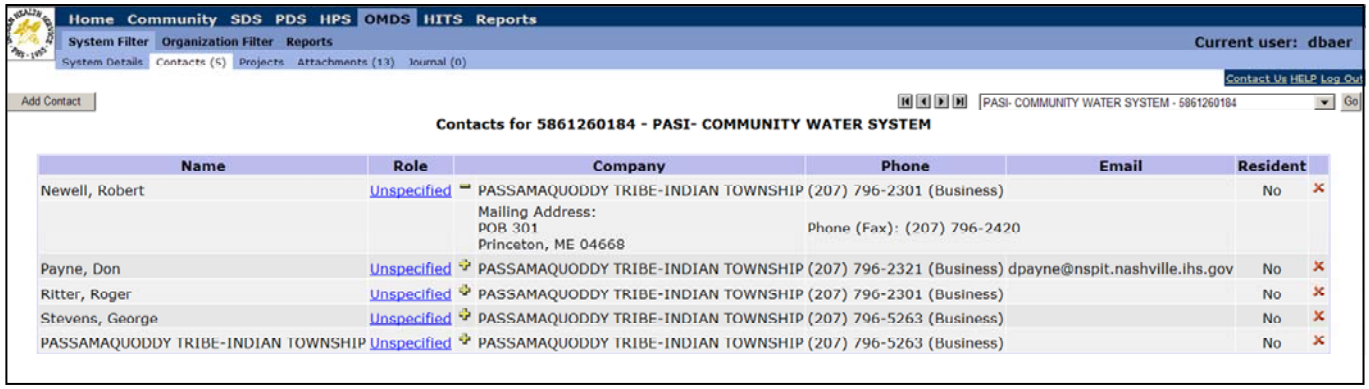



**Figure 6-9.** “Contacts” screen.

### *6-6.3 Common Actions*

#### *6-6.3.1 Navigate to a System Contact*

To get to the contact details screen for a listed contact, click on the hyperlinked role description.

*User Tip: Clicking on the hyperlinked role description displays the full contact information.*

#### *6-6.3.2 Add a System Contact*

Adding a new contact is a two step process. To ensure that contacts are not inadvertently duplicated, the first step is to look to see if the new contact is already in the system through a filter screen. If the new contact is not found in the contacts list, the second step is to add the contact.

**First step** - To add a contact, click on the **Add Contact** button located on the top left side of the "Contacts" screen. The "Contacts Filter" screen appears, as shown in Figure 6-10. Enter last name or part of the last name and click on the **Search** button. Any results matching the filter criteria will appear in a results box below a summary of the filter criteria as shown in Figure 6-11. If the new contact is already in the contacts data base, click on the contact name in the results list and the "Add Contact" screen will appear with all existing information on the contact listed except for "Role." After assigning the role of this contact on this system with the drop down list, click on **Save Contact** to add the new contact. Note that the same individual can be listed as a contact in multiple STARS applications with different role in each. The contact can also be assigned more than once to a specific system with different roles. An operator of two systems would be added to both systems with same role.

**Second step** - If the new contact is not already listed in the contacts data base, the filter will return 0 contacts. To add the new contact click on the **Add New Contact** button and complete the "Add Contact" screen. Click on the "Save Contact" screen to save the contact. The "Add Contact" screen is shown in Figure 6-12.

*User Tip: The filter criteria are not case sensitive. Results will include anything that includes the filter criteria. For example, to see if Robert Newell is already in the contacts list, "Newell", "newell", "new", or "N" in the last name field will all return Robert Newell if he listed anywhere in the contacts database.*

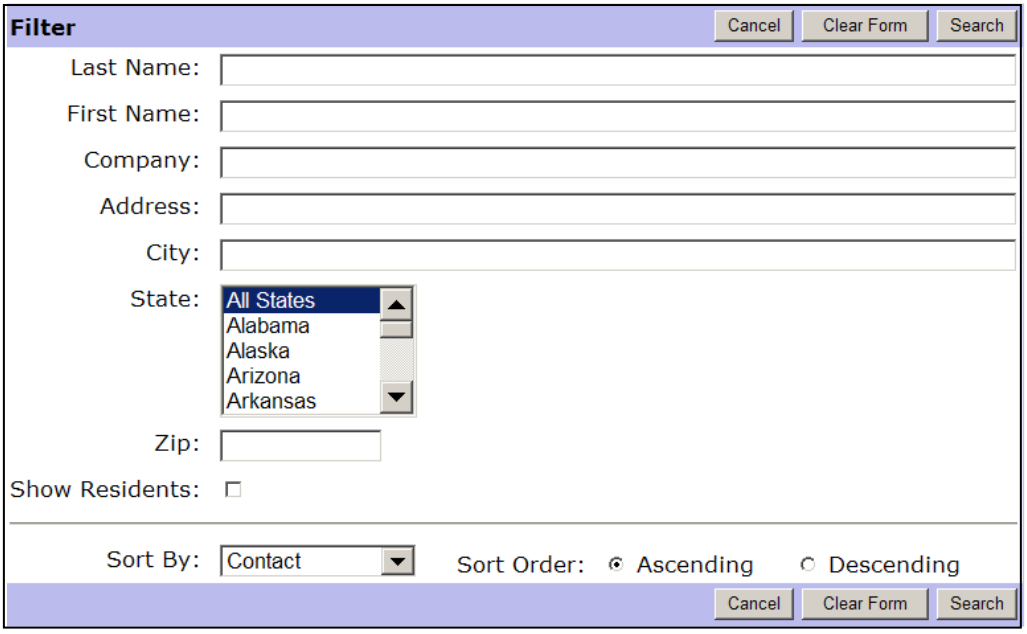



**Figure 6-10.** "Contacts filter" screen.

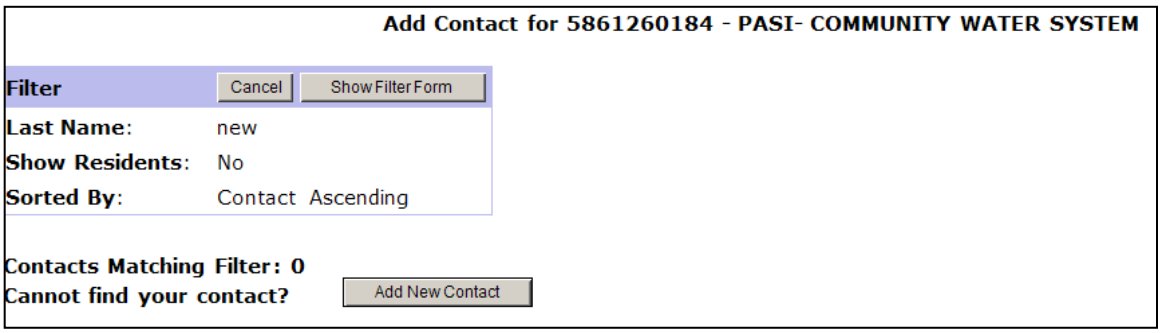



**Figure 6-11.** "Contacts filter results" screen.

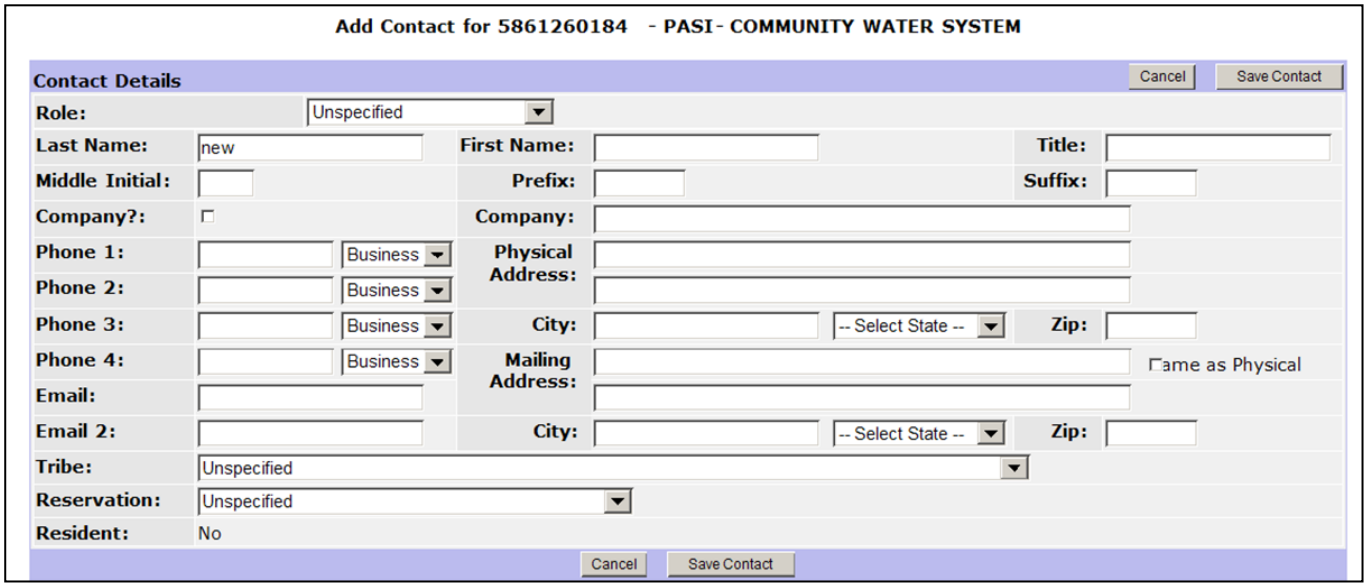



**Figure 6-12.** "Add contact" screen.

### *6-6.3.3 Edit a System Contact*

The role of a contact listed for a specific system can be changed for that system only. The detail information for a contact can also be changed, and these changes will apply to all STARS applications where the contact is listed.

To edit the role of a contact on a specific system, click on the hyperlinked "Role" description which will open the "Edit Role" screen as shown in Figure 6-13. Choose the new role from the dropdown menu and click on the **Save Contact** button to save the change.

**Edit Role for 5861260184 - PASI- COMMUNITY WATER SYSTEM**

| **Contact Details** | | | | | Cancel | Save Contact |
|---|---|---|---|---|---|---|
| **Role:** | Unspecified | | | | | |
| **Last Name:** | Newell | **First Name:** | Robert | **Title:** | Tribal Governor | |
| **Middle Initial:** | | **Prefix:** | | **Suffix:** | | |
| **Company?:** | No | **Company:** | PASSAMAQUODDY TRIBE-INDIAN TOWNSHIP | | | |
| **Phone (Business):** | (207) 796-2301 | **Physical Address:** | Tribal Administration Building | | | |
| **Phone (Cell):** | | | | | | |
| **Phone (Pager):** | | **City:** | Indian Township Maine | **Zip:** | | |
| **Phone (Fax):** | (207) 796-2420 | **Mailing Address:** | POB 301 | | | |
| **Email:** | | | | | | |
| **Email 2:** | | **City:** | Princeton Maine | **Zip:** | 04668 | |
| **Tribe:** | PASSAMAQUODDY TRIBE OF MAINE -INDIAN TOWNSHIP (189) | | | | | |
| **Reservation:** | PASSAMAQUODDY (INDIAN TOWNSHIP) (257) | | | | | |
| **Resident:** | No | | | | | |
| **Summary of Associations for Contact** | | | | | | |
| **OMDS System:** | | | Unspecified: 3 | | | |
| | | | Cancel | Save Contact | | |

| **Updated** | | | |
|---|---|---|---|
| **Last Update:** | 05/08/2006 | **Update By:** | Grant Ken |

**Figure 6-13.** "Edit role" screen.

To edit the detail information of a contact, first click on the hyperlinked "Role" description which will open the "Edit Role" screen. Then click on the yellow pencil icon. A window will pop up to describe any all STARS applications that use the details for the listed contact. The "Edit Contact Details" screen is shown in Figure 6-14.

**Edit Role for 5861260184 - PASI- COMMUNITY WATER SYSTEM**

| **Contact Details** | | | | | Cancel | Save Contact |
|---|---|---|---|---|---|---|
| **Role:** | Unspecified | | | | | |
| **Last Name:** | Payne | **First Name:** | Simon | **Title:** | Health Director | |
| **Middle Initial:** | | **Prefix:** | | **Suffix:** | | |
| **Company?:** | No | **Company:** | PASSAMAQUODDY TRIBE-INDIAN TOWNSHIP | | | |
| **Phone (Business):** | (555) 796-2321 | **Physical Address:** | PASI - Health Clinic | | | |
| **Phone (Cell):** | | | | | | |
| **Phone (Pager):** | | **City:** | Peter Dana Point Maine | **Zip:** | | |
| **Phone (Fax):** | (555) 796-2422 | **Mailing Address:** | POB 301 | | | |
| **Email:** | spayne@nspit.nashville.ihs.gov | | | | | |
| **Email 2:** | | **City:** | Princeton Maine | **Zip:** | 04668 | |
| **Tribe:** | PASSAMAQUODDY TRIBE OF MAINE -INDIAN TOWNSHIP (189) | | | | | |
| **Reservation:** | PASSAMAQUODDY (INDIAN TOWNSHIP) (257) | | | | | |
| **Resident:** | No | | | | | |
| **Summary of Associations for Contact** | | | | | | |
| **OMDS System:** | | Unspecified: 3 | | | | |
| Cancel | Save Contact | | | | | |

| **Updated** | | | |
|---|---|---|---|
| **Last Update:** | 08/14/2008 | **Update By:** | Baer Dana |

**Figure 6-14.** "Edit contact details" screen.

*User Tip: Changes made to the "Edit Contact Details" will be seen in all STARS records associated with the listed contact except for "Role" which can be different for each associated record. For example, Don Payne may be assigned the role of "operator" in one water system and the role of "resident" in the HITS data system associated with an application for scattered service to his home. Changing his contact details information in the OMDS system record will simultaneously change his detail information in the HITS system and vice versa.*

### *6-6.3.4 Delete a System Contact*

To delete a contact from a system click on the red ✕ adjacent to the listed contact you want to remove from the system. A window will pop up and ask for confirmation that you want to delete the listed contact. Deleting a contact will only remove the contact from the current system and not from any other STARS records where it is associated.

*User Tip: The contact details information for a contact who is deleted from all STARS records will remain in the contacts database and remain available for use in the future.*

## 6-7 PROJECTS

### 6-7.1 General Description

The “Projects” tab allows the user to list SDS and PDS projects associated with the system. The SDS projects can be either funded or unfunded, and the PDS projects can be active or inactive. The user can also associate (add) new projects from SDS or PDS in the same community as the system. The program does not automatically associate (assign) projects to a system, rather the user must initially manually associate projects with a system. Once a project has been associated with a system, it will automatically show up under the “Projects” tab for that system. Associating projects with systems will be described in common actions. A sample “Projects” screen is shown in Figure 6-15.

### 6-7.2 Projects Details

| Field Label | Description |
|---|---|
| **Associated SDS Projects** | Displays SDS project numbers and names associated with the system. May include funded, unfunded or all projects. |
| **Associated PDS Projects** | Displays PDS project numbers and names associated with the system. May include active, inactive or all projects. |
| ✕ | Click on the red X symbol to delete a project. |
| ✎ | Click on the pencil symbol to edit a project. |

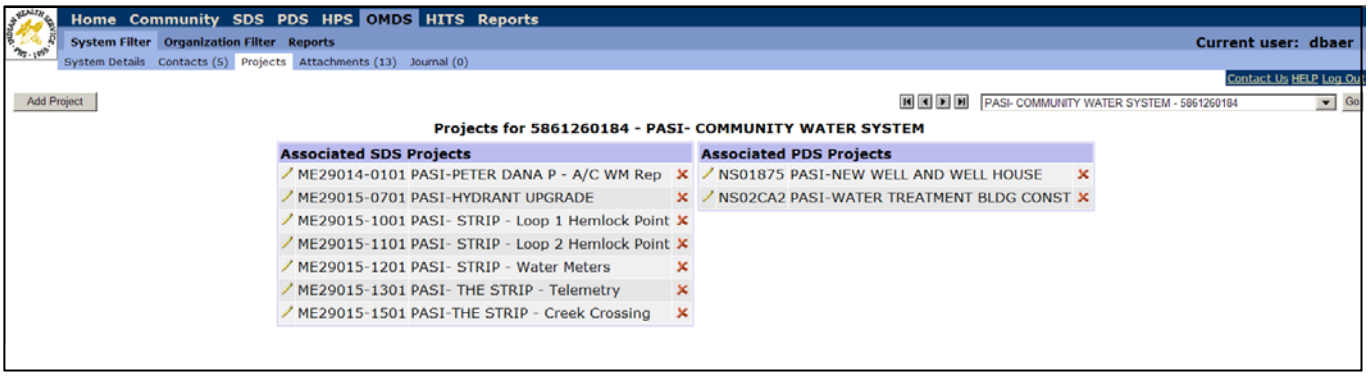


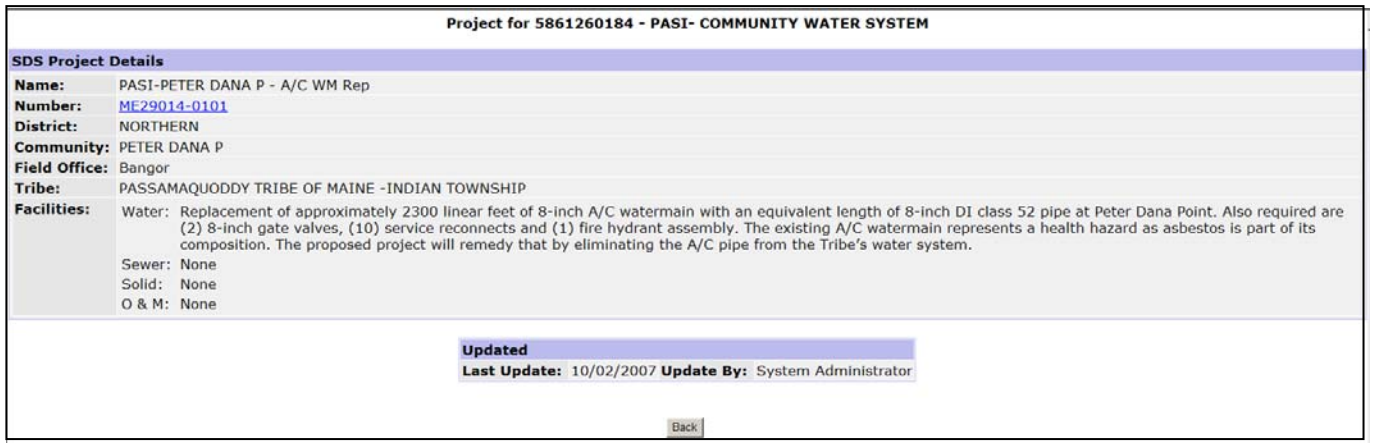

**Figure 6-15.** “Projects” screen.

### 6-7.3 Common Actions

#### 6-7.3.1 Navigate to a Project

To get to the project details screen for a listed project, click on the yellow pencil ✎ icon. From the project details screen, click on the hyperlinked project number to navigate to the listed project in either PDS

or SDS, depending on the type of project. A sample “SDS Project Details” screen is shown in Figure 6-16 and a sample “PDS Project Details” screen is shown in Figure 6-19.



Project for 5861260184 - PASI- COMMUNITY WATER SYSTEM

SDS Project Details

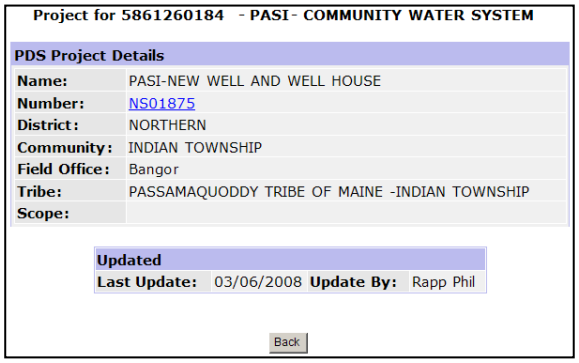
| | |
|---|---|
| Name: | PASI-PETER DANA P - A/C WM Rep |
| Number: | ME29014-0101 |
| District: | NORTHERN |
| Community: | PETER DANA P |
| Field Office: | Bangor |
| Tribe: | PASSAMAQUODDY TRIBE OF MAINE -INDIAN TOWNSHIP |
| Facilities: | Water: Replacement of approximately 2300 linear feet of 8-inch A/C watermain with an equivalent length of 8-inch DI class 52 pipe at Peter Dana Point. Also required are (2) 8-inch gate valves, (10) service reconnects and (1) fire hydrant assembly. The existing A/C watermain represents a health hazard as asbestos is part of its composition. The proposed project will remedy that by eliminating the A/C pipe from the Tribe's water system.<br>Sewer: None<br>Solid: None<br>O & M: None |

Updated

Last Update: 10/02/2007 Update By: System Administrator

Back

**Figure 6-16.** “SDS Project Details” screen.



Project for 5861260184 - PASI- COMMUNITY WATER SYSTEM

PDS Project Details

| | |
|---|---|
| Name: | PASI-NEW WELL AND WELL HOUSE |
| Number: | NS01875 |
| District: | NORTHERN |
| Community: | INDIAN TOWNSHIP |
| Field Office: | Bangor |
| Tribe: | PASSAMAQUODDY TRIBE OF MAINE -INDIAN TOWNSHIP |
| Scope: | |

Updated

Last Update: 03/06/2008 Update By: Rapp Phil

Back

**Figure 6-17.** “PDS Project Details” screen.

*User Tip: Clicking on the back button will take you back to the projects screen. Clicking on the hyperlinked project number will take you to the project details screen in PDS or SDS depending on the type of project.*

### *6-7.3.2 Add an SDS Project to a System*

To add (associate) a project to the system of interest, click on the **Add Project** button located in the upper right corner of the Projects screen. The “Add Project” screen will appear. The **Choose Type** option buttons are used to limit the contents in the “Choose Project” dropdown menu. An example of this screen is shown in Figure 6-18.

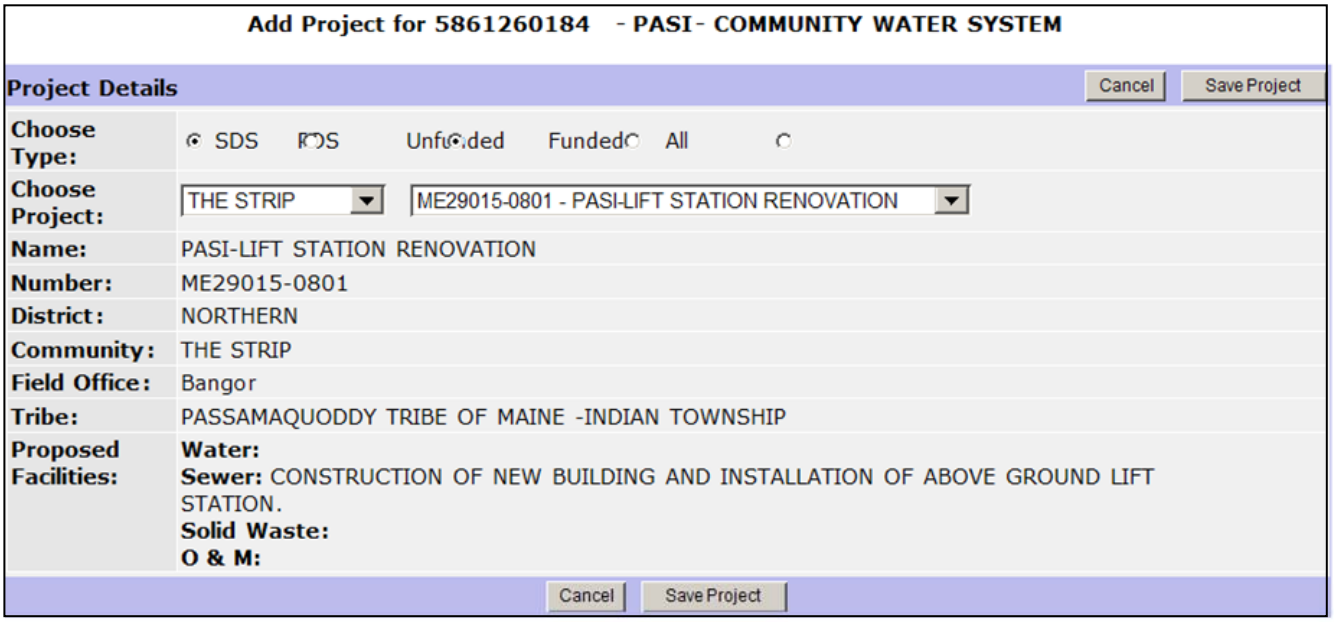



**Figure 6-18.** "Add Project" screen.

| Field Label | Description |
|---|---|
| **Choose Type** | Defines the filter for SDS projects that can be associated to this OMDS system. |

| *OPTION* | *EXPLANATION* |
|---|---|
| Unfunded | This is the usual choice. Makes only SDS projects that have not been funded available in the dropdown menu. |
| Funded | Makes only SDS projects that have been funded available in the dropdown menu. |
| All | Makes funded and unfunded SDS projects available in the dropdown menu. |

**Table 6-43.** Options for SDS Project Type.

**Choose Project** Further defines the filter for SDS projects that can be associated with this OMDS system.

| *OPTION* | *EXPLANATION* |
|---|---|
| Community | The first selection box is used to select the community where the SDS project is located. All communities that are associated with this system on the "System Details" screen are available in the dropdown menu. |
| Project | The second selection box is used to select the SDS project. Only SDS projects that meet the type and community criteria are available in the dropdown menu. Once a project is selected and associated with the system it will no longer appear on the dropdown menu. |

**Table 6-44.** More options for SDS Project Type.

*User Tip: The following descriptive fields are automatically filled when the "Choose Type" and "Choose Project" are completed.*

| | |
|---|---|
| **Name** | Name of the SDS project that meets the "Choose Type" and "Choose Project" criteria. |
| **Number** | Number of the selected SDS project. |
| **District** | IHS district where the selected SDS project is located. |
| **Community** | Community where the selected SDS project is located. |
| **Field Office** | Field office where the selected SDS project is assigned. |
| **Tribe** | Tribe served by the selected SDS project. |
| **Proposed Facilities** | Scope description from the "Proposed Facilities" fields on the "Details" screen of the selected SDS project. |

### *6-7.3.3 Add a PDS Project to a System*

To add a project click on the **Add Project** button located in the upper right corner of the "Projects" screen. The "Add Project" screen will appear. The "Choose Type" option buttons are used to limit the contents in the "Choose Project" dropdown menu. An example of this screen is shown in Figure 6-19.

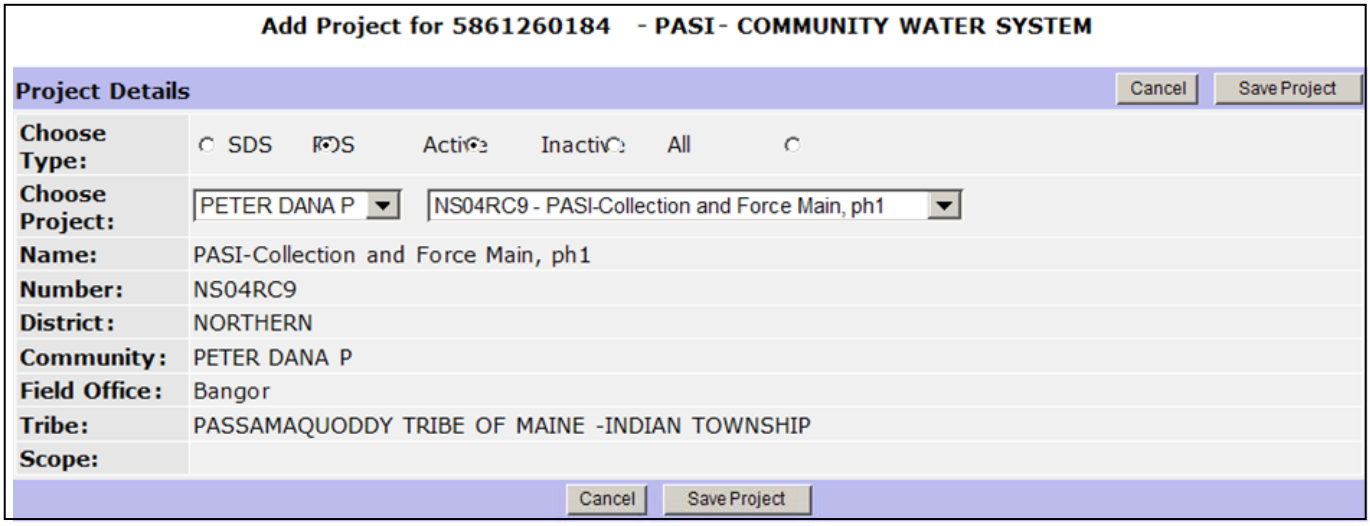



**Figure 6-19.** "Add PDS Project" screen.

| Field Label | Description |
|---|---|

**Choose Type** Defines the filter for PDS projects that can be associated to this OMDS system.

| OPTION | EXPLANATION |
|---|---|
| Active | This is the usual choice. Makes only PDS projects that are active available in the dropdown menu. Active projects do not have a published final report. |
| Inactive | Makes only PDS projects that are not active available in the dropdown menu. When the final report is published and the final report milestone date entered into PDS, a project automatically becomes inactive. |
| All | Makes funded and unfunded SDS projects available in the dropdown menu. |

**Table 6-45.** Options for PDS Project Type.

**Choose Project** Further defines the filter for PDS projects that can be associated to this OMDS system.

| OPTION | EXPLANATION |
|---|---|
| Community | The first selection box is used to select the community where the PDS project is located. All communities that are associated with this system on the ”System Details” screen are available in the dropdown menu. |
| Project | The second selection box is used to select the PDS project. Only PDS projects that meet the type and community criteria are available in the dropdown menu. Once a project is selected and associated with the system it will no longer appear on the dropdown menu. |

**Table 6-46.** Options for PDS Project.

*User Tip: The following descriptive fields are automatically filled when the “Choose Type” and “Choose Project” are completed.*

**Name** Name of the PDS project that meets the “Choose Type” and “Choose Project” criteria.

**Number** Project number of the selected PDS project.

**District** IHS district where the selected PDS project is located.

**Community** Community where the selected PDS project is located.

**Field Office** Field office where the selected PDS project is assigned.

**Tribe** Tribe served by the selected PDS project.

**Scope** Scope description from the "Scope" field on the "Project Details" screen of the selected PDS project.

#### *6-7.3.4 Edit a Project on a System*

To edit a project associated to a system through the "Project Details" screen for a listed SDS or PDS project, click on the yellow pencil icon on the left side of the appropriate project number. From the "Project Details" screen, click on the hyperlinked project number to navigate to the listed project in either PDS or SDS, depending on the type of project. A sample "SDS Project Details" screen is shown in Figure 6-16 and a sample "PDS Project Details" screen is shown in Figure 6-17.

#### *6-7.3.5 Delete a Project on a System*

To delete a project from a system, click on the red **X**. A window will pop up to ask to confirm the deletion. Click **OK** to delete the project from the system.

*User Tip: Deleting a project from a system will remove the project-system association but will not delete the project from PDS, SDS, or any other STARS record to which the system is associated.*

## *6-8 SYSTEM ATTACHMENTS*

### *6-8.1 General Description*

The "Attachments" tab displays any related documents, drawings or pictures added to the system, as shown in Figure 6-20. The number of current attachments is displayed in parenthesis after the word "Attachments" at the top of the screen.

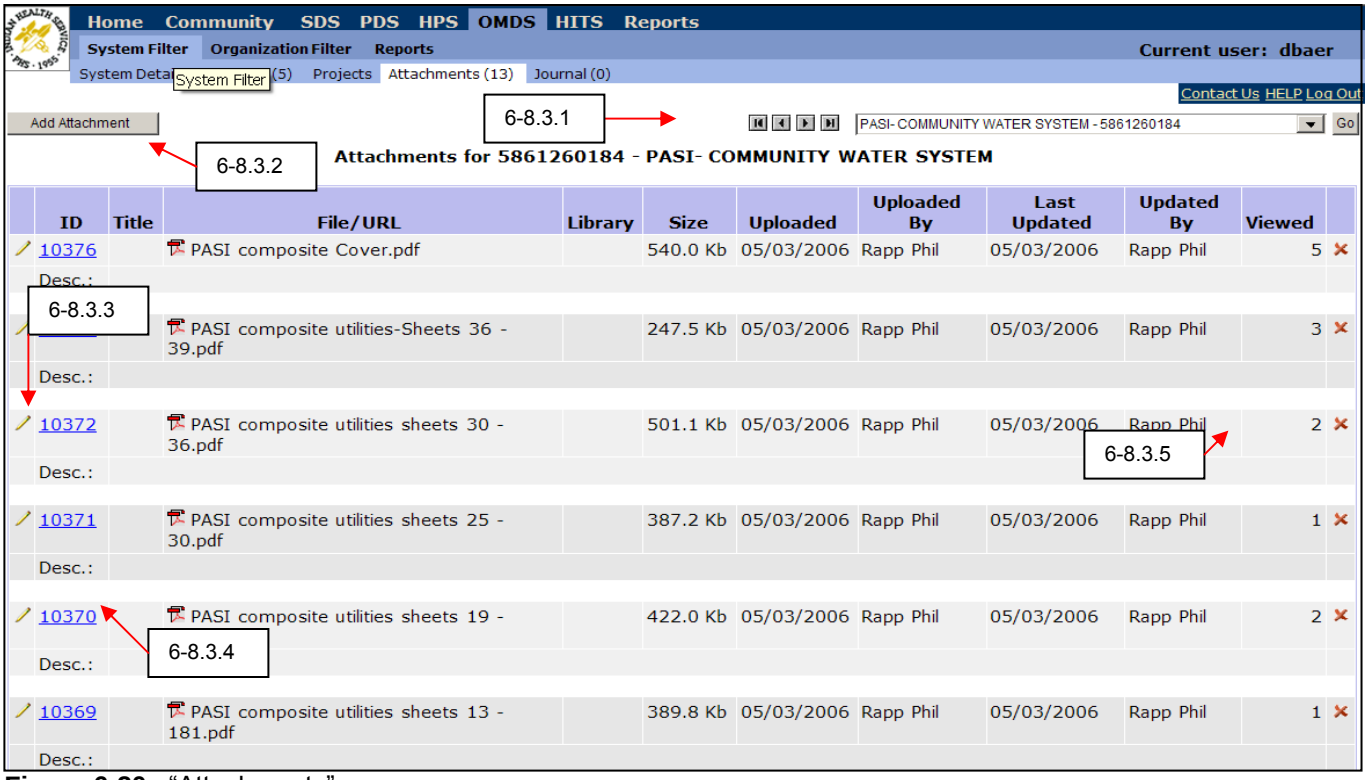



**Figure 6-20.** "Attachments" screen.

### *6-8.2 Attachments Field Descriptions*

| Field Label | Description |
|---|---|
| **ID** | Displays the ID number assigned to the attachment. The ID number is system generated when a new attachment is created. Select the ID number hyperlink to view the attachment. |
| **Title** | Displays the user defined attachment title. |
| **File/URL** | Displays the attachment file name and type or URL. |
| **Library** | Displays whether or not a copy of the attachment is stored in the library. See Chapter 1 for more information about the STARS library. |
| **Size** | Displays the attachment size. |
| **Uploaded** | Displays the attachment upload date. |
| **Uploaded By** | Displays the name of the user who uploaded the attachment. |
| **Last Updated** | Displays when the attachment was last updated. |

| | |
|---|---|
| **Updated** | Displays who last updated the attachment. |
| **Viewed** | Displays the number of times the attachment has been viewed. |
| | Click on the red **X** symbol to delete an attachment. |
| | Click on the pencil symbol to edit an attachment. |

## *6-8.3 Common Actions*

### *6-8.3.1 Navigate to a Different System*

See Section 6-5.5.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other systems within the filter results.

### *6-8.3.2 Add a New Attachment*

To add an attachment, click on the **Add Attachment** button in the upper left screen corner. The "Attachment Details" screen will be displayed, as shown in Figure 6-21.

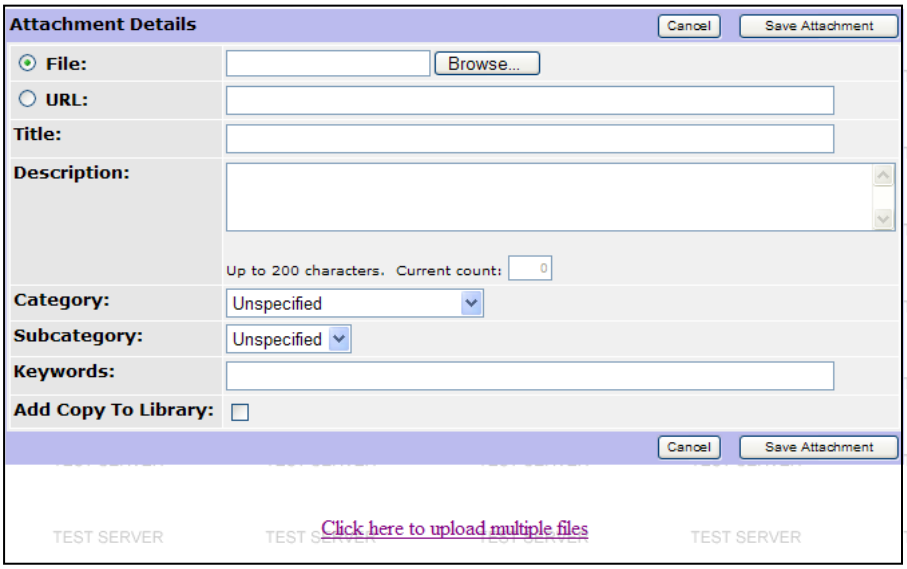



**Figure 6-21.** Attachment Details - New attachments.

| Field Label | Description |
|---|---|
| **File** | To attach a file, select the button to the left of the word "File." Enter the location of the file to be attached. The file can also be located by selecting the **Browse…** button to the right of the file name slot. |

| | |
|---|---|
| **URL** | To attach a URL, select the button to the left of the word URL. Enter the URL to be attached. |
| **Title** | Enter an attachment title. |
| **Description** | Enter an attachment description, if desired. The description field is limited to 200 characters. |
| **Category** | Select an attachment category. The available categories to select from are listed in Appendix H. |
| **Sub-Category** | Select an attachment subcategory. The subcategory choices are dependent on the category selected. The sub-categories to select from are listed in Appendix H. |
| **Keyword** | Enter a key word or phrase for the attachment to assist a user when searching for this document in the library. |
| **Add Copy To Library** | Check the box to add a copy of the attachment to the library. See Chapter 1 for more information about the STARS library. |
| **Cancel** | To return to the main attachments screen without saving the new attachment, click on the **Cancel** button. |
| **Save Attachment** | To save a new attachment, select the **Save Attachment** button. |

To attach multiple files to the project at the same time, select the "Click here to upload multiple files" hyperlink below the "Attachment Details" screen. The "Upload Multiple Files" screen will be displayed, as shown in Figure 6-22.

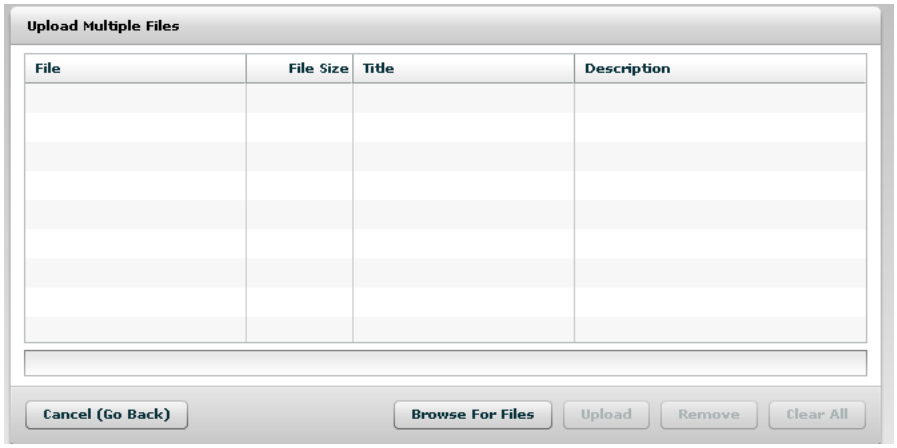



**Figure 6-22.** "Upload Multiple Files" screen.

*User Tip: If the "Upload Multiple Files" screen does not display properly, Flash Player may need to be loaded on the computer. Flash Player can be installed from the Adobe website at www.adobe.com.*

### 6-8.3.3 *Edit Existing Attachment Details*

To edit the details for an existing attachment, select the pencil icon to the left of the attachment title. The "Attachment Details" screen will be displayed, as shown in Figure 6-23.

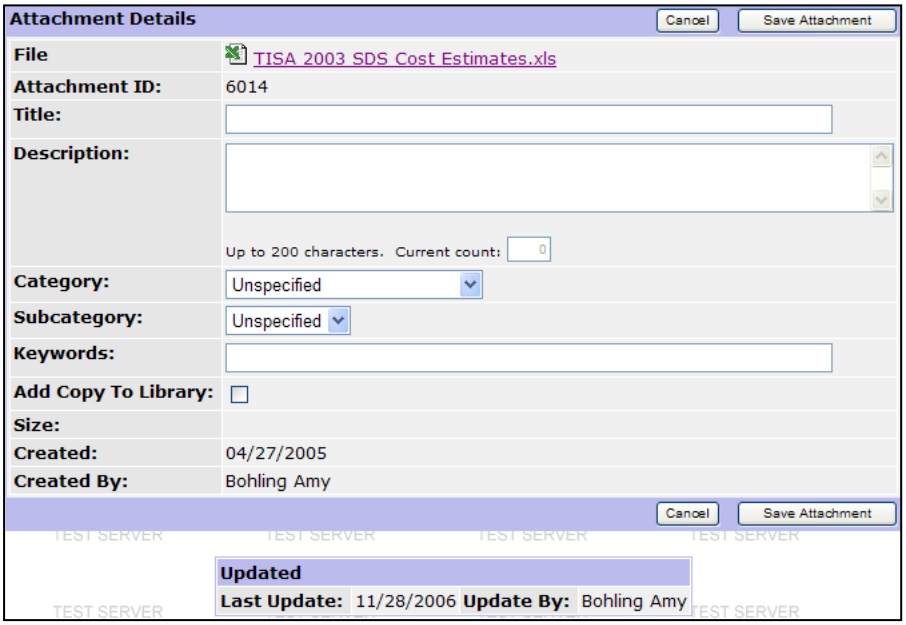



**Figure 6-23.** "Attachment Details screen" - Edit attachments.

| Field Label | Description |
|---|---|
| **File** | To view the attached file, click on the file name. |
| **Attachment ID** | Displays the ID number assigned to the attachment The attachment ID number is system generated. |
| **Title** | Enter or edit the attachment title. |
| **Description** | Enter or edit the attachment description, if desired. The description field is limited to 200 characters. |
| **Category** | Select an attachment category. The available categories to select from are listed in Appendix H. |

| | |
|---|---|
| **Sub-Category** | Select an attachment subcategory. The subcategory choices are dependent on the category selected. The sub-categories to select from are listed in Appendix H. |
| **Keyword** | Enter a key word or phrase for the attachment to assist a user when searching for this document in the library. |
| **Add Copy To Library** | Check the box to add a copy of the attachment to the library. See Chapter 1 for more information about the STARS library. |
| **Size** | Displays the attachment size. |
| **Created** | Displays the date the file was originally attached. |
| **Created By** | Displays the name of the user who originally attached the project file. |
| **Cancel** | To return to the main attachments screen without saving the new attachment, select the **Cancel** button. |
| **Save Attachment** | To save a new attachment, select the **Save Attachment** button. |
| **Last Update** | Displays when the attachment was last updated. |
| **Updated By** | Displays who last updated the attachment. |

#### *6-8.3.4 View an Existing Attachment*

To view an existing attachment, click on the attachment ID number hyperlink, to the left of the attachment title.

#### *6-8.3.5 Delete an Existing Attachment*

To delete an existing attachment, click on the red **X** on the right side of the screen corresponding to the attachment to be deleted.

## *6-9 SYSTEM JOURNAL*

### *6-9.1 General Description*

The “Journal” tab displays any journal entries written for the system. Journal entries can include the scope of work, any project accomplishments, plans and general comments. The “Journal” tab assists the reviewer by summarizing the history of the system and the system’s status. A sample “Journal Entry List” is shown in Figure 6-24.

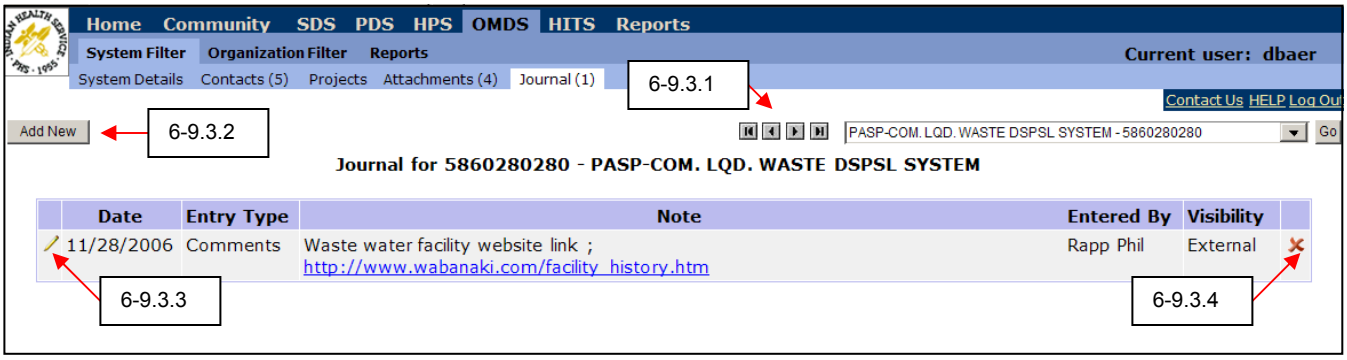



**Figure 6-24.** Sample "Journal" screen.

### *6-9.2 Journal Field Descriptions*

| Field Label | Description |
|---|---|
| **Date** | Displays when the journal entry was created or edited. |
| **Entry Type** | Displays the type of journal entry. See Table 6-47 for a description of journal entry types. |
| **Note** | Displays the journal entry text. |
| **Entered By** | Displays who submitted or edited the journal entry. |
| **Visibility** | Displays whether the entry is for internal or external viewing. This function is useful when generating progress reports by allowing either internal or external journal entries to be listed in the report. |

### *6-9.3 Common Actions*

#### *6-9.3.1 Navigate to a Different System*

See Section 6-5.5.1 for instructions about using the navigation bar in the upper right hand corner of the screen for accessing other systems within the filter results.

#### *6-9.3.2 Add a New Journal Entry*

To add a new journal entry, click on the **Add New** button in the upper left screen corner. The "Journal Entry" screen will be displayed, as shown in Figure 6-25, allowing a new journal entry to be created and added to the system.

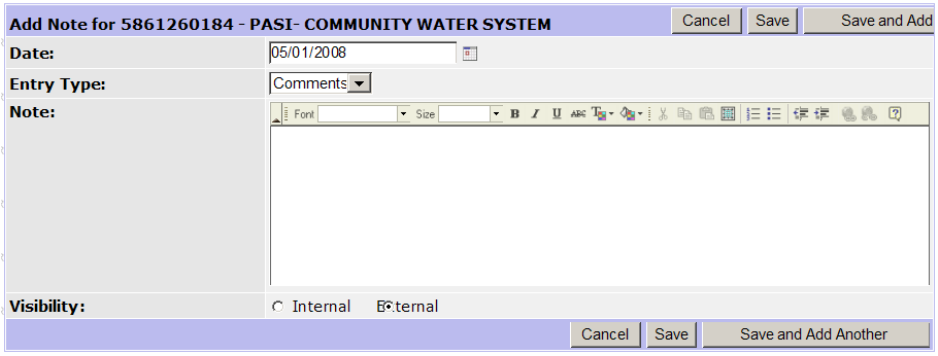



**Figure 6-25.** "Journal Entry" screen.

| Field Label | Description |
|---|---|
| **Date** | Enter the journal entry date. The date can be typed in or selected by clicking on the calendar. |
| **Entry Type** | Select an entry type from the dropdown list. The entry types are shown in Table 6-47. |

| *ENTRY TYPE* | *WHEN TO USE* |
|---|---|
| Accomplishments | Something completed and measureable. |
| Comments | Statements about project related items not necessarily measureable. |
| Original Scope | The original scope when the project was originally funded. |
| Plans | What is expected to be completed during the next quarter. Plans should be updated on a quarterly basis, at a minimum. Previously entered plans should be deleted when new plans are entered. |
| Scope Adjustment | Any change in the project that significantly changes the scope of work. |

**Table 6-47.** Journal Entry Types.

**Note** Enter the journal entry text. The external journal entries are included Progress Reports (Section 4-3.2.4).

*User Tip: Journal entries should be written in complete sentences and in the third person. Sentences should include words such as Project Engineer, Construction Inspector, IHS, etc., rather than I, me, we, etc.*

*User Tip: The Note field allows for various text formatting options. Be aware that when generating reports using the journal entries, the journal entries will be displayed with the formatting options chosen. If journal*

*entries within one system are formatted differently, a generated report will have various text formats and may result in an unprofessional looking document.*

**Visibility** Select whether the journal entry should be visible internally or externally. This function is useful when generating progress reports by allowing either internal or external journal entries (or both) to be listed in the report. Future STARS functionality will allow an administrator to determine which journal entries a user will be allowed to view.

**Cancel** To return to the journal entry list without adding a new journal entry, click on the **Cancel** button.

**Save** To save the journal entry and return to the journal entry list, click on the **Save** button.

**Save and Add Another** To save the journal entry and add another journal entry before returning to the journal entry list, click on the **Save and Add Another** button.

#### *6-9.3.3 Edit an Existing Journal Entry*

To edit a journal entry, select the pencil icon to the left of the journal entry date. The "Journal Entry" screen will be displayed, as shown in Figure 6-25. See Section 6-9.3.2 for a description of the fields in the "Journal Entry" screen.

#### *6-9.3.4 Delete an Existing Journal Entry*

To delete an existing journal entry, click on the red **X** on the right side of the screen corresponding to the journal entry to be deleted.

## *6-10 ORGANIZATION FILTER*

### *6-10.1 General Description*

The general function of the organization filter is the same as the system filter described in Section 6-2.1. Click on the "OMDS" tab at the top of the screen to begin working in OMDS. To get to the "OMDS Organization Filter" screen click on the "Organization Filter" menu item on the second row of menu options. An example of this is shown in Figure 6-26.

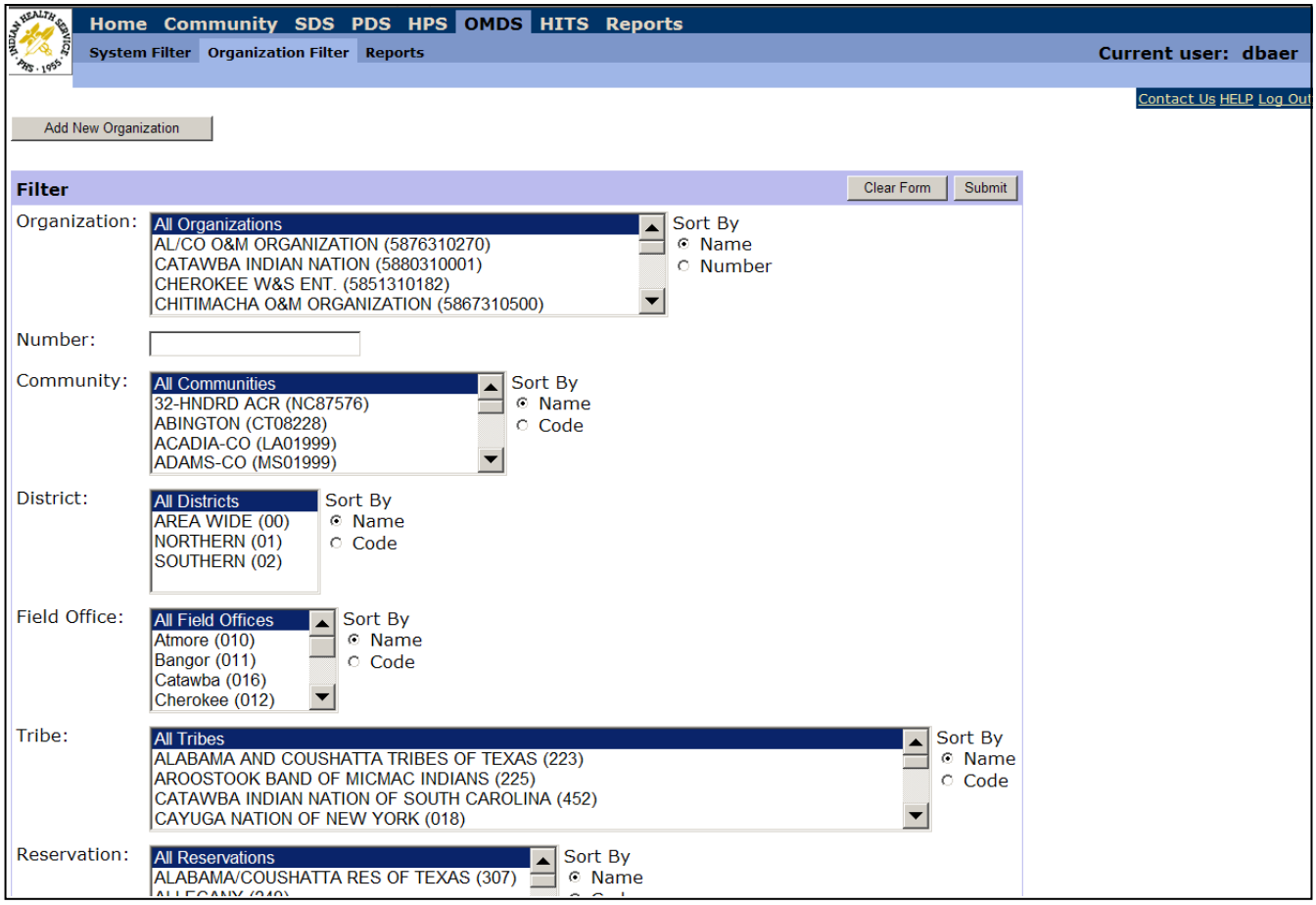



**Figure 6-26.** "OMDS organization filter" screen.

### *6-10.2 Specifying the Organization Filter Criteria*

The OMDS organization filter page allows the user to filter organizations based on several different filtering criteria. To view a list of organizations, enter the appropriate search criteria on the organization filter and select **Submit** to view a list of organizations in the database that meet the search criteria. (Figure 6-28). If no filter is applied, all organizations in an Area will be included in the results list. The selection of several filters will result in a shorter list of results. The field options within each criterion will show all the options a user's assigned permissions allow access. For most of the criteria, the user can select on option, all options or more than one option by clicking on an option, holding down the *Shift/Ctrl* key. When selecting a group of options, the selected options will all appear highlighted in the criteria box.

Organization Filter options are as follows:

**Sort By**

Most of the filtering criteria allow the user to sort the results by "Name or by Number" (FDS for system). Table 6-48 shows sorting options for the criteria

fields. The default sequence is alphabetical order and this is the most common option. The filter results can be sorted by any of the filter criteria. The default option is "System."

| SORT OPTION | EXPLANATION |
|---|---|
| Sort by Name | Select this button to see the list of options in alphabetical order. |
| Sort by Number (FDS for Systems field) | Select this button to see the list of options in ascending order by code or FDS number for the "Systems" field. |

**Table 6-48.** Organization Filter Sort Order.

### Organization
Select the organization of interest by name. The default sequence is alphabetical order and this is the most common option.

### Number
The organization number is a 10-digit identifier similar to the FDS number remaining from legacy data systems. The first four digits are the service unit code, the second two digits indicate an O&M organization; and the last four digits are a unique identifier for a particular organization. Entering organization numbers will show all systems that contain the sequence of entered numbers.

### Other Filter Criteria
The remaining filter criteria are community, district, field office, Tribe, Reservation, service unit, and system. These function identically to the same filter criteria described in Section 6-2.

### System
Select the system of interest by name. The default sequence is alphabetical order and this is the most common option.

### Sort By
The filter results can be sorted by "Organization Name", "Organization Number", or "Attachments" by selecting the criteria on the dropdown menu. The default option is "Organization Name."

### Sort Order
Once the filter criteria have been selected, the resulting list of organizations can be displayed in either ascending or descending order based on the sorting criteria selected in Section 6-10.2.1.

### 6-10.3 Common Actions

#### 6-10.3.1 Add a New Organization

To add a new organization to OMDS, select the **Add New Organization** button in the upper left-hand corner of the screen. The "Add Organization" screen will be displayed, as shown in Figure 6-27.

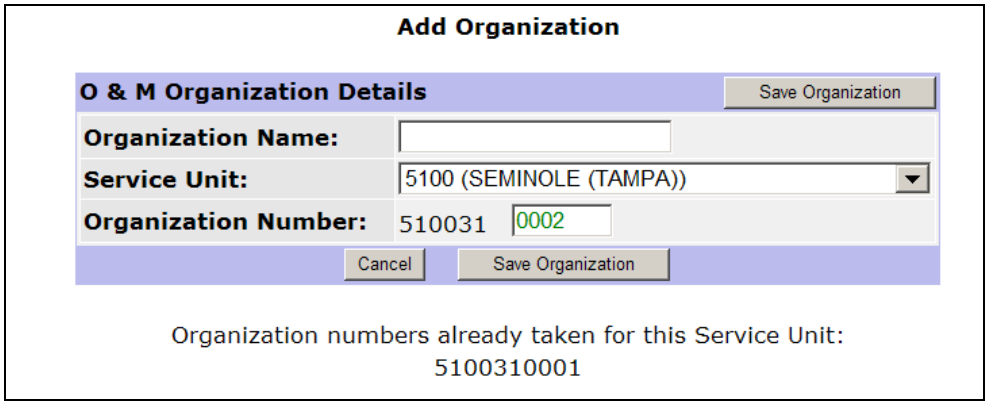



**Figure 6-27.** "Add Organization" screen.

| | |
|---|---|
| **Organization Name** | Enter the name of the organization. |
| **Service Unit** | Select the service unit in which the organization is located. If the organization serves multiple service units, enter the service unit where the organization headquarters or main office is located. |
| **Organization Number** | Enter an organization number's last 4-digits. Organization number is a 10-digit organization identifier. The first four digits are the service unit code and the second two digits are 31 to indicate this entity is an organization. Enter the last four digits as a unique identifier for the organization. Previously used organization numbers for this service unit are listed below the "Add Organization" box. |

#### 6-10.3.2 Submit the Filter Form

Click the **Submit** button to find all organizations that meet all selected filter options. If no filter criteria are set, clicking the **Submit** button will return all organizations.

### 6-10.3.3 Hide the Filter Form

The **Hide Filter Form** button appears on the top right and bottom right of the filter form after the first use of the Organization Filter. To see the filter results from the previous filter query click on the **Hide Filter Form** button. An example of this is illustrated in Figure 6-28.

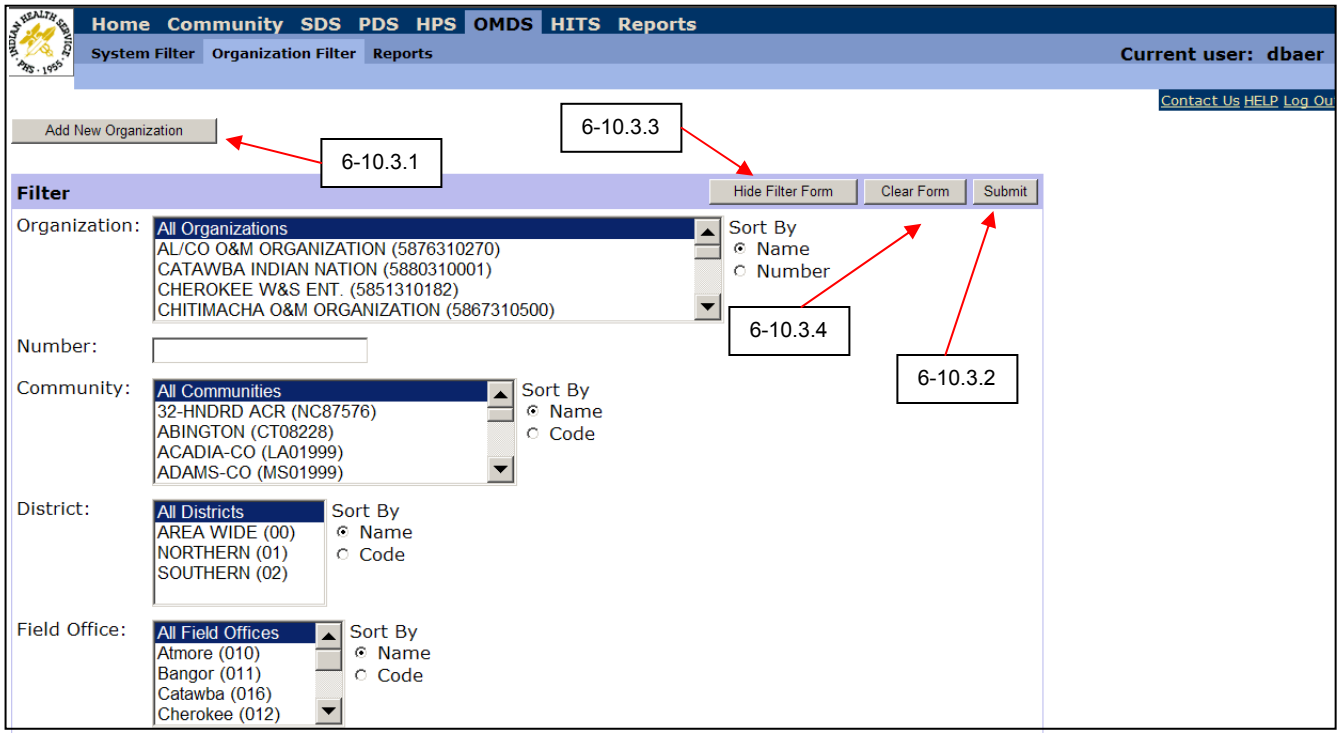



**Figure 6-28.** "Common Actions Organization Filter" screen.

### 6-10.3.4 Clear the Filter Form

Click the **Clear Form** button to clear all selected filter options and restore the filter defaults. Unless new filter criteria are set, clicking the **Submit** button after clicking the **Clear Form** button will return all organizations.

## 6-11 ORGANIZATION FILTER RESULTS

### 6-11.1 Organization Filter Results - Field Descriptions

| Field Label | Description |
|---|---|
| **Number** | Displays the 10-digit organization number unique to the organization. |

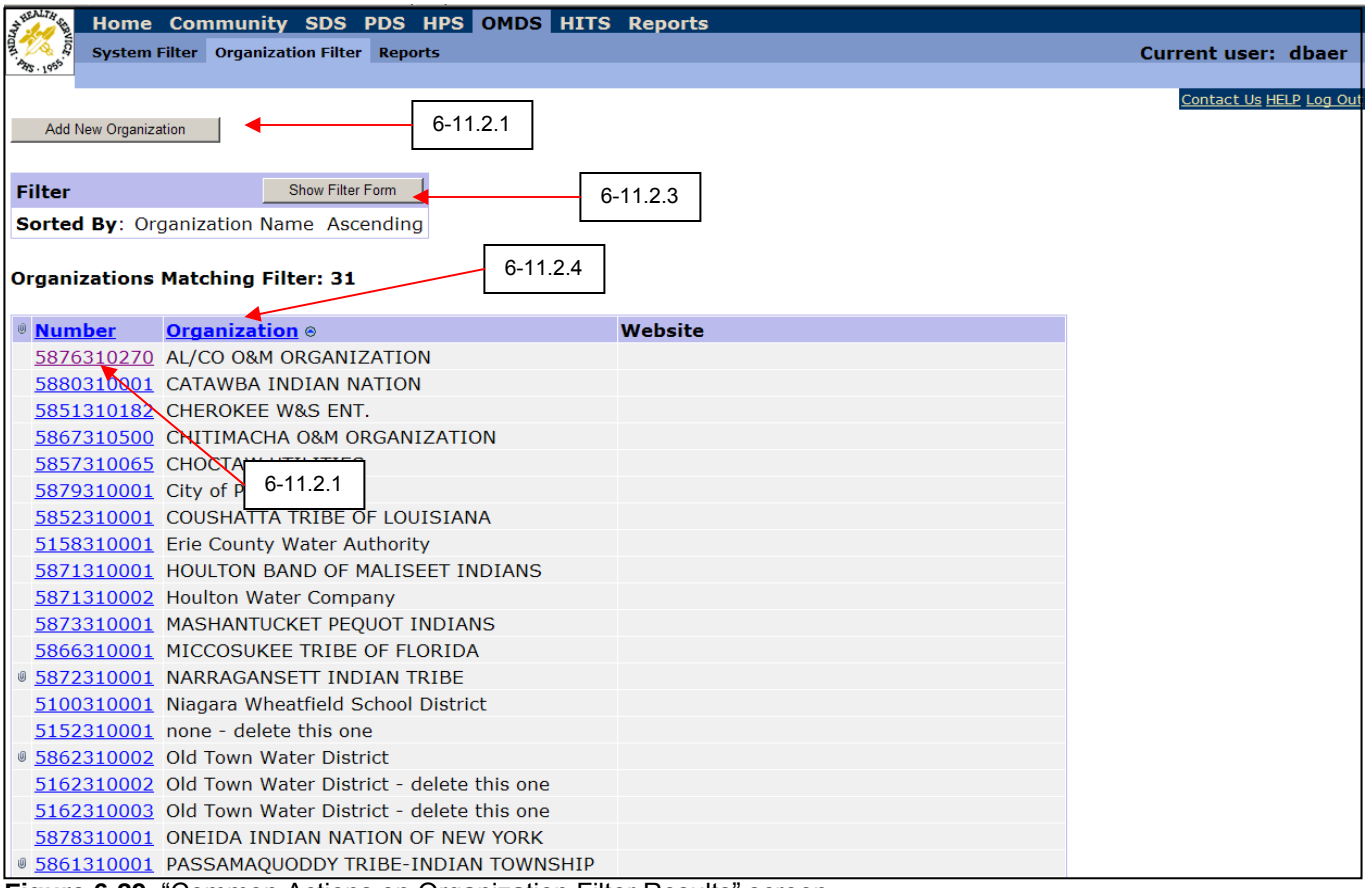



**Figure 6-29.** "Common Actions on Organization Filter Results" screen

| | |
|---|---|
| **Organization** | Displays the descriptive name identifying the system. The name can contain any characters and can be up to 40 characters long. |
| **Website** | Displays the URL of the organization's website. |

## *6-11.2 Common Actions*

### *6-11.2.1 Add a New Organization*

To add a new organization to OMDS, see Section 6-10.3.1.

### *6-11.2.2 Navigate to an Organization*

To go to an organization from the list, click on the desired Organization number (underlined in blue). This will take you to the Organization Details screen for the selected system. See Section 6-12 for a discussion of the "Organization Details" screen.

### *6-11.2.3 Change the Filter Criteria*

If the desired system does not appear in the filter results list, the filter criteria can be changed.

1. Click on the "Show Filter Form" hyperlink.
2. Repeat the steps listed in Section 6-2 "Specifying a System Filter" until the desired system appears.

#### *6-11.2.4 Sort Results by Title Headings*

The list of systems can be sorted by any of the fields that have column headers underlined in blue, either alphabetically or numerically, by clicking on the field name. To reverse the sort order, click on the field name a second time.

## *6-12 ORGANIZATION DETAILS*

The "Organization Details" tab displays general information about the organization. An example "Organization Details" screen is shown in Figure 6-30.

### *6-12.1 Organization Details Field Descriptions*

| Field Label | Description |
|---|---|
| **Organization Number** | Displays the 10-digit "Facility Data System" number as described in Section 6-11. |
| **Organization Name** | Displays the common name of the O&M organization. |
| **General Description** | Displays a complete description of the organization. The description can contain any characters and can be up to 200 characters long. The current count box immediately below the "General Description" field displays the number of characters currently in the descriptive field. |
| **Phone** | Telephone number of the organization. |
| **Fax** | Facsimile telephone number of the organization. |
| **Website** | URL of the website, with hyperlink, if the organization has one. Some organizations will not have a website. |
| **Physical Address** | This is the actual location of the organization and is used as the "deliver to" address for package delivery or visitation. |
| **City** | The city, town, or community where the organization headquarters is located. |
| **State** | The state where the organization headquarters is located. |

**Zip** The postal zip code for the city, town, or community where the organization headquarters is located.

**Mailing Address** The organization address where mail is delivered.

**Same as Physical** Checking this box the mailing address will be set automatically matched to the physical address.

**City** The city, town, or community of the organization where mail is delivered.

**State** The state of the organization where mail is delivered.

**Zip** The postal zip code for the city, town, or community of the organization to which mail is delivered.

**Adequate Staff %** A subjective index that the listed organization has adequate staff to operate and maintain the system(s) it owns. Increasingly adequate staffing is reflected by a higher index value with 100% representing a fully adequate staff.

**User Fee %** A subjective index that the listed organization collects sufficient user fees to support the operation of the systems it owns. User fees increasingly adequate to financially support system operations and maintenance is reflected by a higher index value. 100% indicates that user fees are sufficient to fully fund system operations and maintenance.

**Budget Process** Indicator of a workable budget process. See Table 6-49.

| *CHECKED?* | *EXPLANATION* |
|---|---|
| Unchecked | No legacy data or no budget process in place. |
| Checked | Yes, a workable budget process in place. |

**Table 6-49.** Options for Budget Process checkbox.

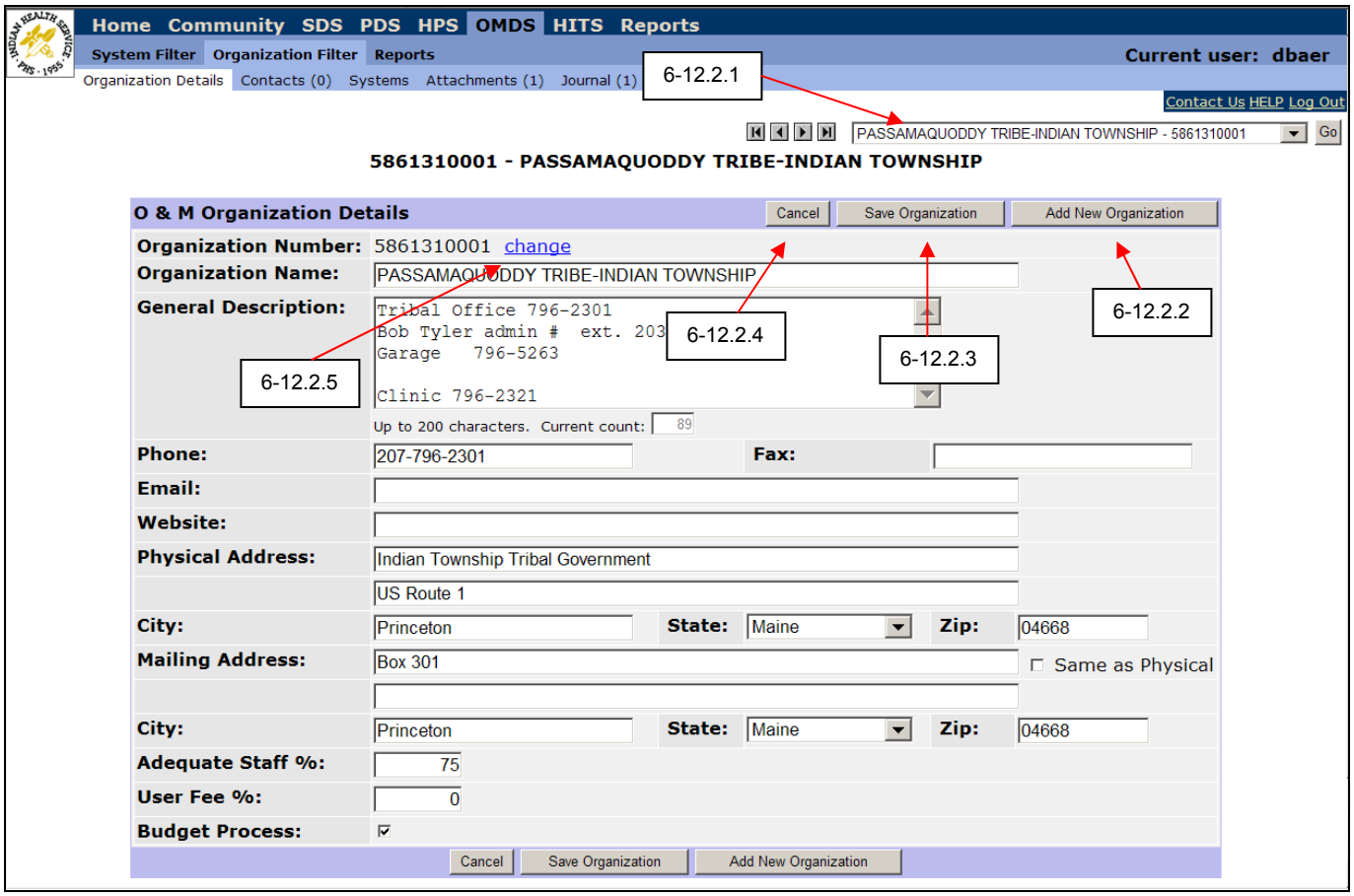



**Figure 6-30.** "Common Actions on Organization Details" screen

## *6-12.2 Common Actions*

### *6-12.2.1 Navigate to an Organization*

The navigation bar in the upper right-hand corner of the screen can be used to navigate to another system. The navigation bar can be used in different ways to move between systems.

1. Click on the dropdown menu by the system name. Select the desired system from the system list and click on the **Go** button.

2. Click on the left arrow with the bar (to the left of the system name in the navigation bar) to be directed to the first system in the system list.

3. Click on the left arrow to be directed to the previous system in the system list.

4. Click on the right arrow to be directed to the next system in the system list.

5. Click on the right arrow with the bar to be directed to the last system in the system list.

If the desired system is not contained in the system list, select the Filter tab and attempt to locate the desired system using new filter criteria (Section 6-2).

#### *6-12.2.2 Add a New Organization*

See Section 6-10.3.1 above to add a new organization.

#### *6-12.2.3 Save an Organization*

Select the **Save Organization** button to create the organization with the selected information.

#### *6-12.2.4 Cancel an Organization*

Select the **Cancel** button to return to the filter screen without creating an organization.

#### *6-12.2.5 Change Organization Number*

To change the 10-digit organization number, click on the "change" hyperlink adjacent to the organization number. The "Edit Organization Number" will pop up. Only the last 4 digits can be manually changed. The first 4 digits can only be changed by changing the service unit. Existing organization numbers fir the chosen service unit will listed to avoid duplication. An example of the "Edit Organization" screen is shown in Figure 6-31.

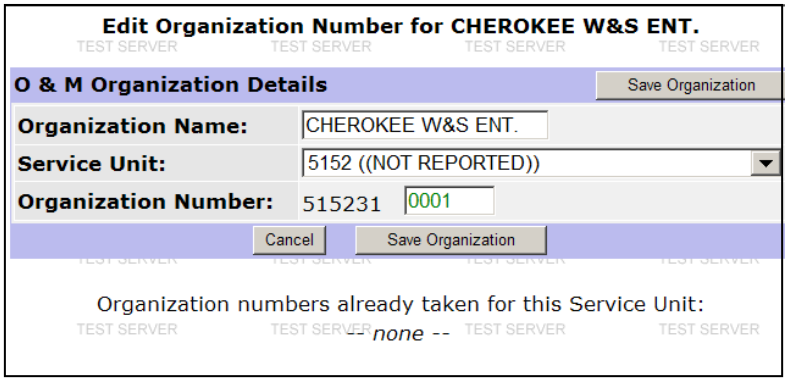



**Figure 6-31.** "Edit Organization Number" screen

## 6-13 ORGANIZATION CONTACTS

### 6-13.1 General Description

The “Contacts” functionality for organizations in OMDS is identical to that for contacts for systems. See Section 6.6 for a complete description.

## 6-14 SYSTEMS

### 6-14.1 General Description

The “Systems” screen is a read only screen that lists all systems assigned to the current organization. The association of organizations to systems is made on the “System Detail” screen on a system by system basis. See Section 6-5 for the “System Detail” screen.

## 6-15 ORGANIZATION ATTACHMENTS

### 6-15.1 General Description

The “Attachments” functionality for organizations in OMDS is identical to that for attachments for systems. See Section 6.8 for a complete description.

## 6-16 ORGANIZATION JOURNAL

### 6-16.1 General Description

The journal functionality for organizations in OMDS is identical to that for journal for systems. See Section 6.9 for a complete description.

## 6-17 REPORTS

### 6-17.1 General Description

Currently only solid waste reports are available. Click on the blue dot to the left of the report to be generated. This will pull up a filter screen, as shown in Figure 6-32. Choose the filter criteria necessary to generate the desired report. Once the filter options have been selected, click on the **Display Report** button. A brief description of each report follows. Examples of each type of standard report are provided in Appendix F.

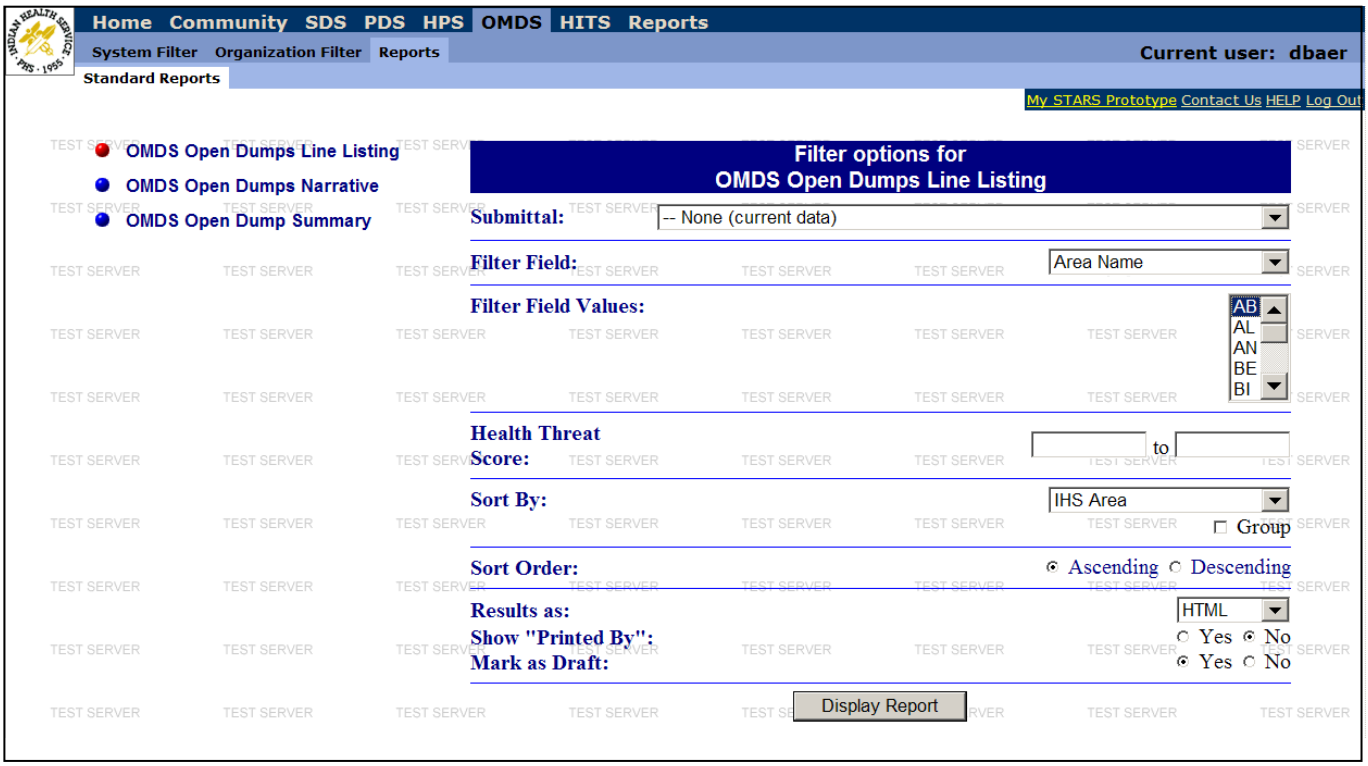



**Figure 6-32.** "OMDS Standard Reports" screen.

### *6-17.2 OMDS Open Dumps Line Listing Report*

An "Open Dumps Line Listing" report provides a one line summary of open dump facilities, including all of the information that is required for the annual IHS open dumps report to Congress.

#### *6-17.2.1 Print a Report from the "Reports" Tab*

"Open Dumps Line Listing" reports can be generated and printed from the "Reports" tab in OMDS. The report will be generated in a separate window. The following categories are displayed for each project: EPA Region, IHS Area, Tribe, Facility Name, System Type, Condition, Health Threat, Health Threat Score, Contents, Surface Area, Latitude, and Longitude.

Adjustments may be needed to print this document. Go to *View – Text Size* and select a smaller text size acceptable for printing. A portion of a sample narrative report is shown in Figure 6-33 along with instructions for reducing the text size.

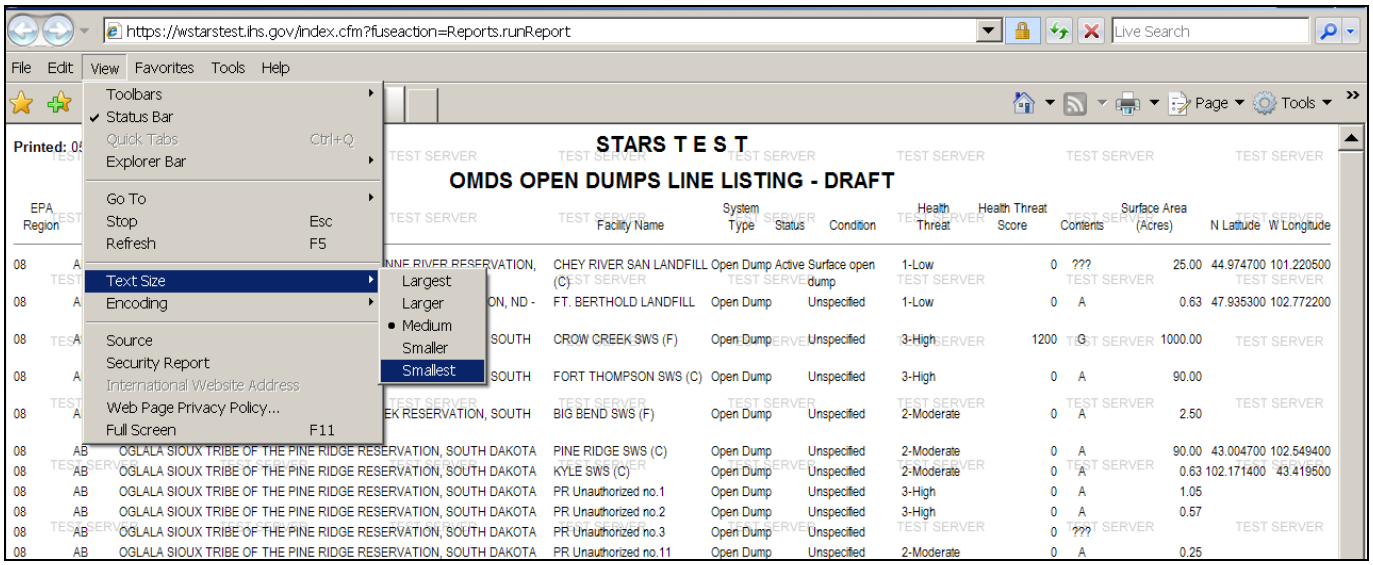



**Figure 6-33.** Sample "Open Dumps Report."

### *6-17.3 OMDS Open Dumps Narrative*

The OMDS "Open Dumps Narrative" report generates a one-page narrative description for each open dump that falls under the filter criteria.

### *6-17.4 OMDS Open Dump Summary*

The "OMDS Open Dump Summary" report generates a tabular summary of open dumps that fall under the filter criteria. The results are summarized in four tables. The results can be summarized by EPA Region or by IHS Area.

The "Open Dump Condition Summary" table provides a count of *cleaned up*, *closed*, and *upgraded* open dumps. The filter allows the user to set a start date and an end date for this table. The EPA will use this table to track and manage an open dump GPRA measure.

The "Open Dump Health Threat Summary" table provides a count of *high*, *moderate*, and *low* health threats for the dumps that meet the filter criteria.

The "Open Dump Surface Area Summary" table provides a count of dumps by *surface area* groupings that meet the filter criteria.

The "Open Dump Contents Summary" table provides a count of *A*, *B*, *C*, *D*, *E*, *F*, and *G contents* groupings for the dumps that meet the filter criteria.

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# CHAPTER 7 – Home Inventory Tracking System

## *7-1 BACKGROUND INFORMATION - WHAT IS HITS?*

### *7-1.1 General Description*

HITS is the Home Inventory Tracking System for the IHS DSFC. DSFC provides water and sanitation facilities to federally recognized Indian tribes on a community and individual level. Individual tribal members requesting water and sewer facilities are usually served by a scattered "housing" project. HITS data is used to manage information regarding homes, service requests and residents. HITS is an element of the larger STARS (Sanitation Tracking and Reporting System).

HITS was created in June 2007 to provide a unified database tool that could be used to track individual sanitation facilities and/or various housing data. Prior to its inception, information was stored in paper files and varying electronic databases. These data storage methods were inherently more difficult to search and to share between offices.

*User Tip: CAUTION! The collection and maintenance of individual homeowner data within HITS is governed by the Privacy Act. See Appendix A and IDG 12.1 in Appendix J for more information.*

HITS can be employed by field offices in a number of ways. Information regarding residents requesting service and their homes can easily be recorded and accessed. In this way, the system can be used to help determine service eligibility. It can also generate reports useful in maintaining tribal relationships and managing office workload.

*User Tip: Each STARS user has specific levels of access. Depending on your user rights, you may not see or have access to all of the tabs shown. There are also restrictions on the data that can be inputted, viewed, and edited by each STARS user. Questions about rights or restrictions should be directed to the Area Administrator.*

### *7-1.2 Residents, Homes, and Service Requests*

The HITS system stores information by resident, home, and service request (SR). These records are linked together in a way that facilitates researching previous service and existing facilities.

#### *7-1.2.1 Residents*

Resident information primarily consists of contact information. A contact record is created for each resident. In addition, the record is linked to all the homes and SRs associated with the resident. A resident may also be thought of as the applicant applying for sanitation facilities.

#### 7-1.2.2 Homes

Home information consists mostly of location indicators and existing facility information. As with residents, home records can stand alone, but can also be linked to all the related residents and SRs.

#### 7-1.2.3 Service Requests

The SR is the most common type of record. An SR is created each time a resident applies for service. The SR links a resident to a home (or service location) and stores additional information regarding the type(s) of facilities requested.

## 7-2 SPECIFYING A FILTER

### 7-2.1 General Description

You must have access to the STARS database to edit or view information HITS. See Chapter 1 for more information on obtaining access to STARS. To enter the STARS system, select the IHS Area office assigned using the clickable map on the right side of the page. Enter login name and password. The selected Area homepage will open. Click the "HITS" tab at the top of the screen to enter HITS. The "SR Filter" screen (Figure 7-1) will open.

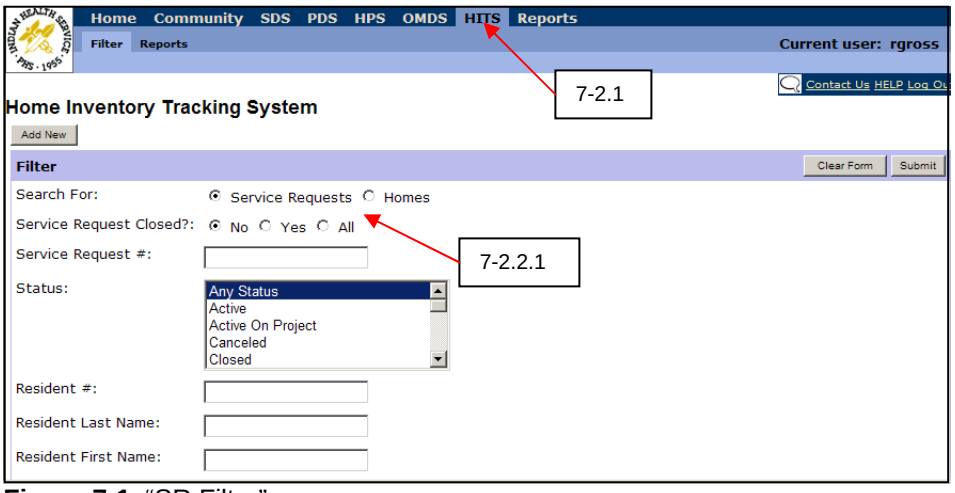


**Figure 7-1.** "SR Filter" screen.

### 7-2.2 Specifying a Filter Criteria

The "SR Filter" screen allows for filtering service requests or homes based on multiple criteria.

#### 7-2.2.1 *Filter Choices (Service Requests / Homes)*

To search for SRs or homes using the “SR / Homes Filter” screen:

1. Click the buttons in the “Search For:” field to filter for SRs or Homes. The default setting is SRs. The filter criteria will be displayed, as shown in Figures 7-1 and 7-2.

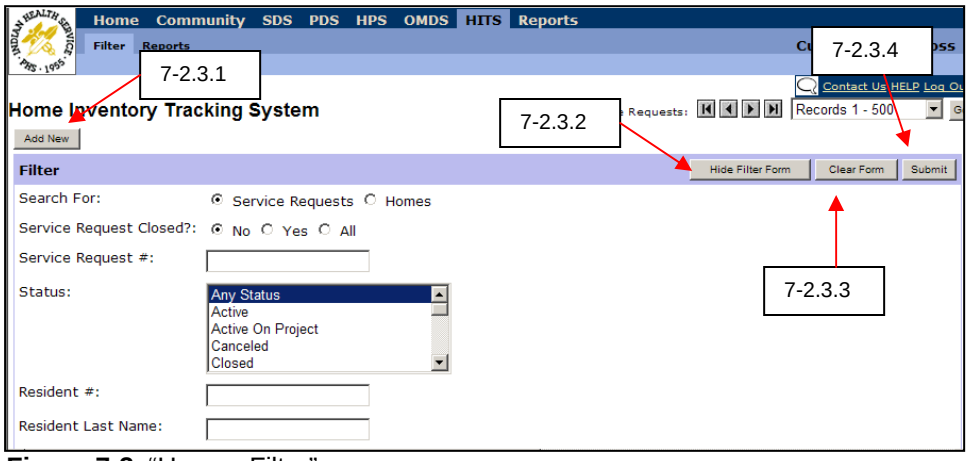


**Figure 7-2.** “Homes Filter” screen.

2. Enter the desired criteria in the appropriate field, dropdown menu or list item. If the meaning of any of these fields is not obvious, it is likely covered later in this chapter.
3. Click **Submit** to view a list of the service requests in the database meeting the criteria provided.

### 7-2.3 *Common Actions*

#### 7-2.3.1 *Add New*

Click **Add New** to create a new SR. The “Add New SR – New Record Details” screen will open (Figure 7-28). This action will be covered in detail in Section 7-10.

#### 7-2.3.2 *Hide Filter Form*

Click **Hide Filter Form** to minimize the filter form so that the search fields are not visible. This is useful when viewing filter results.

#### 7-2.3.3 *Clear Form*

Click **Clear Form** to reset all filter form fields to the default value.

#### 7-2.3.4 *Submit*

Click **Submit** to generate a list of SRs or homes matching the criteria entered in the filter form.

## 7-3 FILTER RESULTS

### 7-3.1 Filter Results Table

The “Filter Results Table” screen (Figure 7-3) displays all of the SRs or homes matching the criteria entered in the filter form.

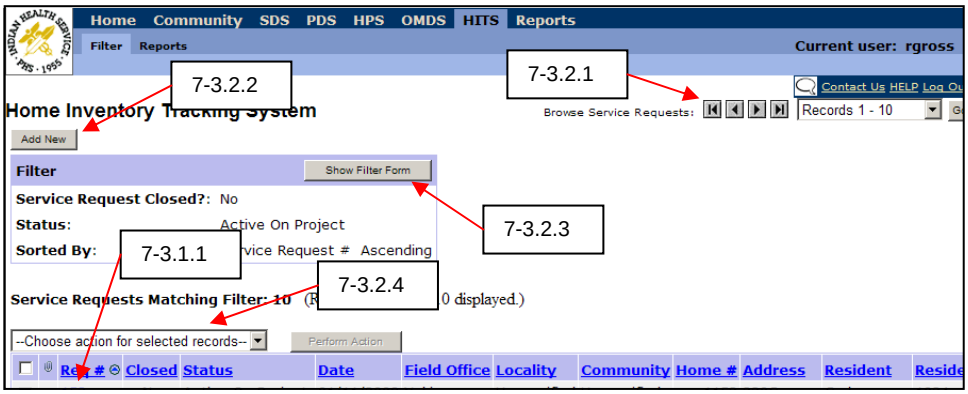


**Figure 7-3.** “Filter Results Table” screen.

#### 7-3.1.1 Navigating to a Service Request

To open a record from the list, click on the SR number (Req #) of the desired record. The “SR Details” screen (Figure 7-6a & 7-6b) for the selected record will open. See Section 7-4.1 for a detailed discussion of the “SR details” screen.

### 7-3.2 Common Actions

#### 7-3.2.1 Service Request Navigation Bar

To navigate to different SRs in the list of filter results, use the SR navigation bar. The sorting of SRs on the navigation bar is determined by the settings on the filter screen.

1. Expand the dropdown menu and select the desired resident name.
2. Click **Go**.

If the changes made to the current service request have not been saved, the user will be prompted to save these changes before proceeding.

#### 7-3.2.2 Add New

Click **Add New** to create a new SR. The “Add New SR – New Record Details” screen will open (Figure 7-28). This action will be covered in detail in Section 7-10.

### *7-3.2.3 Show Filter Form*

Click **Show Filter Form** to expand the filter form so that all search fields are visible. The filter form is automatically hidden after a search is submitted. This button is used to expand the form to refine the filter criteria after the initial search is performed.

### *7-3.2.4 Perform Action Dropdown Menu*

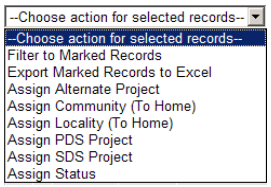


**Figure 7-4.** "Perform Action" dropdown menu.

The "Perform Action" dropdown menu contains several options that enable the user to manipulate the filter results. To select an action, highlight that option in the dropdown menu (Figure 7-4) and follow the directions below.

***Perform Action – Filter to Marked Records***

Use this option to filter the list of records removing all records not marked by the user with a check.

1. Click the dropdown menu in the "Choose action for selected records" box and select "Filter to Marked Records."
2. Check the box to the left of the desired record(s) to retain after the filter.
3. Click **Perform Action**. A new filter results list will be displayed, containing only the selected records.

***Perform Action – Export Marked Records to Excel***

Use this option to export selected records to an Excel spreadsheet.

1. Click on the dropdown menu in the "Choose action for selected records" box and select "Filter to Marked Records."
2. Check the box to the left of the desired records to export.
3. Click **Perform Action**. The "Specify Columns for Excel Export' screen (Figure 7-5) will open.

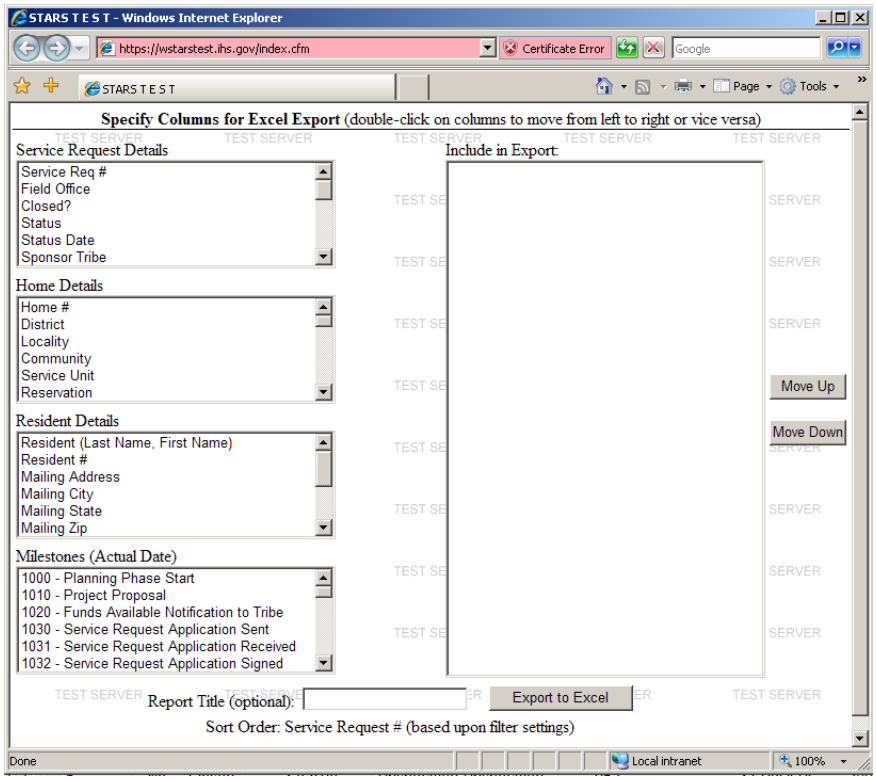


**Figure 7-5.** "Specify Columns for Excel Export" screen.

4. Select the desired columns to export and the order in which they will appear.

*<u>User Tip</u>: To select a column for export, double-click on the name of the column on the left side of the screen.*

*<u>User Tip</u>: To change the order of the columns, highlight the name of the column on the left side of the screen and click **Move Up** or **Move Down**.*

5. Enter the title of the table in the text box at the bottom of the screen.
6. Click **Export to Excel**. An Excel spreadsheet will open in a new window of the browser. This can be saved as an Excel spreadsheet, if desired.

***Perform Action – Assign Alternate Project***

Use this option to assign an alternate project to all selected records.

1. Click the dropdown menu in the "Choose action for selected projects" box and select "Assign Alternate Project."
2. A text box will appear. Enter the desired alternate project number to assign to the record. This number should not be the PDS number, which may be entered through a different command.
3. Click **Perform Action**.

***Perform Action – Assign Community (To Home)***
Use this option to assign a community to the home records associated with the selected SR record(s).

1. Click the dropdown menu in the ”Choose action for selected projects” box and select ”Assign Community (To Home).”
2. A selection box will appear. Select the desired community to assign to the home record(s).
3. Click **Perform Action**.

***Perform Action – Assign Locality (To Home)***
Use this option to assign a locality to the home records associated with the selected SR record(s).

1. Click the dropdown menu in the ”Choose action for selected projects” box and select ”Assign Locality (To Home).”
2. A selection box will appear. Select the desired locality to assign to the home record(s).
3. Click **Perform Action**.

***Perform Action – Assign PDS Project***
Use this option to assign a PDS Project to all selected records.

1. Click the dropdown menu in the ”Choose action for selected projects” box and select “Assign PDS Project.”
2. A selection box will appear. Select the desired PDS Project to assign to the record(s).
3. Click **Perform Action**.

***Perform Action – Assign SDS Project***
Use this option to assign an SDS Project to all selected records.

1. Click the dropdown menu in the ”Choose action for selected projects” box and select ”Assign SDS Project.”
2. A selection box will appear. Select the desired SDS Project to assign to the record(s).
3. Click **Perform Action**.

***Perform Action – Assign Status***
The option will assign a status to all selected records.

1. Click the dropdown menu in the ”Choose action for selected projects” box and select ”Assign Status.”
2. A selection box will appear. Select the desired status to assign to the record(s).
3. Click **Perform Action**.

### *7-3.2.5 Column Headings*

The filter results table displays several columns of information for each record. These columns are described below.

| Field Label | Description |
|---|---|
| **Req#** | Service request number, automatically assigned by HITS. |
| **Closed** | Indicates if the service request has been closed. |
| **Status** | Status of the service request. |
| **Date** | Date of the last status update. |
| **Field Office** | Field office managing this service request. |
| **Locality** | Locality where the home is located. The exact use of this field will be defined at the area level. |
| **Community** | Community where the home is located. |
| **Home #** | Home number, automatically assigned by HITS. |
| **Resident** | Name of resident (last name, first name). |
| **SDS Project** | Sanitation Deficiency System Project number to which the service request is assigned. |
| **PDS Project** | Project Data System project number to which the service request is assigned. |
| **Alt. Project #** | Alternate project number (other than PDS/SDS project #) which can be assigned to the service request. |
| **Last Update** | Date when the service request was last updated. |
| **Last Updated By** | Name of the last user to update the service request. |

## 7-4 SERVICE REQUEST DETAILS

### 7-4.1 Service Request Details – Field Descriptions

Refer to Figure 7-6 a & b for the location of the fields discussed in this section.

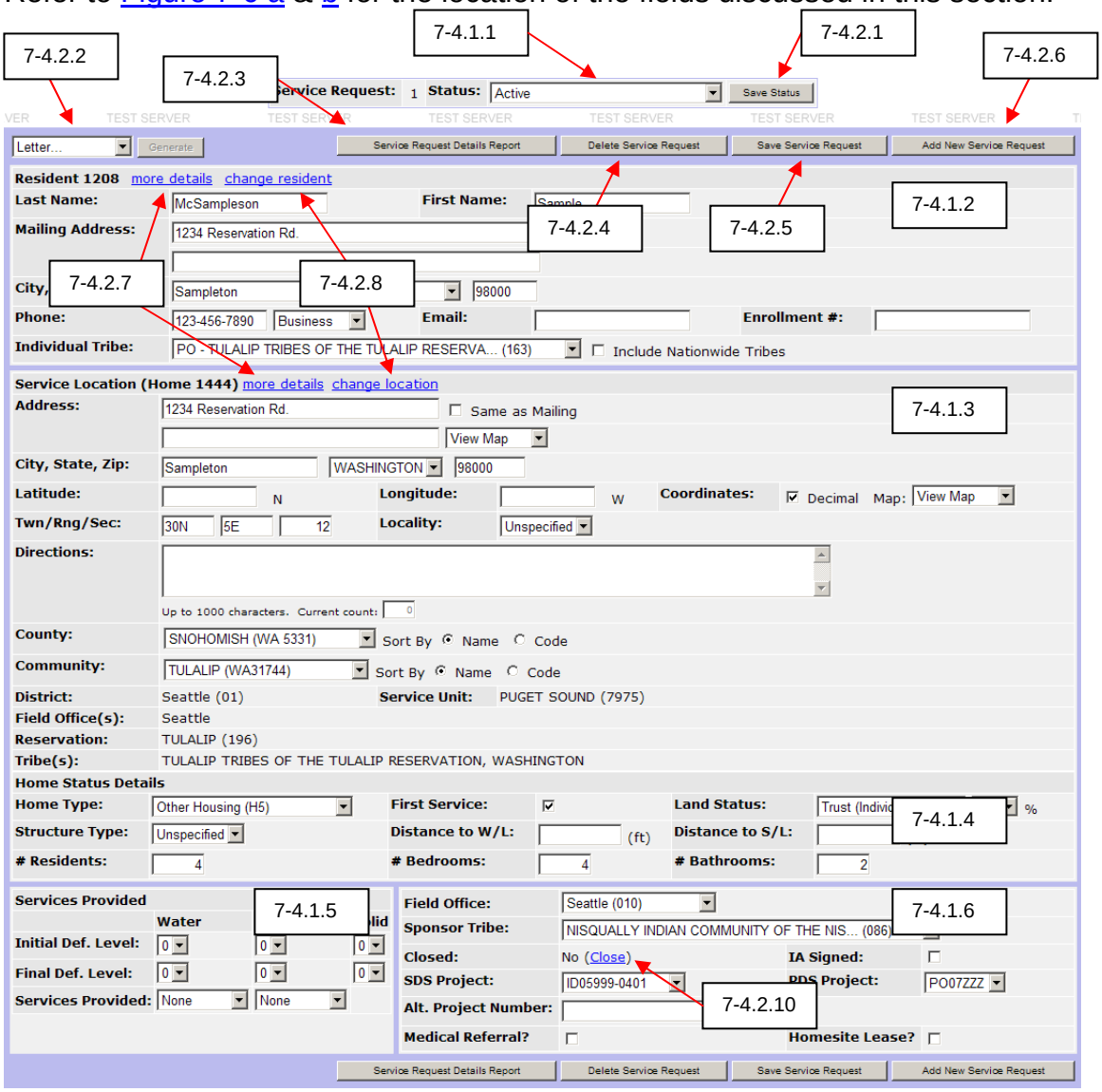


**Figure 7-6a.** "SR Details" screen (top).

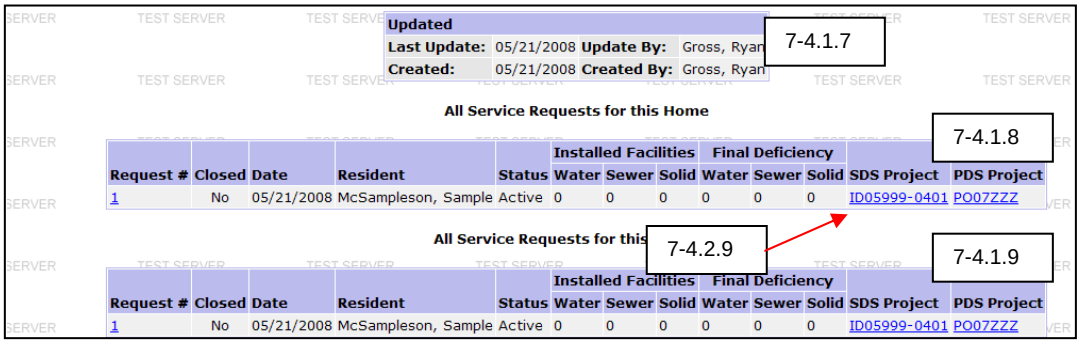


**Figure 7-6b.** "SR Details" screen (bottom).

### *7-4.1.1 Service Request Status*

The SR status displays the number and the status of the SR. To change the status, update using the selection box. The different status options correspond to milestones in a typical scattered site project. The status options available are determined at the area level.

### *7-4.1.2 Resident Details Section*

The "Resident Details" section displays information from the contact record of the resident.

*<u>User Tip:</u> The information in this section pertains to the resident only and not necessarily to the service request or the home. The address provided may be (and often is) different from the home. Also, the tribal information provided is associated specifically with the resident, and may be a different from the sponsor tribe the resident used when applying for service.*

### *7-4.1.3 Service Location Details Section*

The "Service Location Details" section displays information from the service location home record. The section includes a variety of information describing the physical location of the home.

| **Field Label** | **Description** |
|---|---|
| **Address, City, State, Zip** | Displays the address of the home. |

*<u>User Tip:</u> To populate this field with the mailing address, click the check box labeled "Same as Mailing."*

*<u>User Tip:</u> To view this address using an internet mapping program, click on the dropdown menu labeled "View Map" and select the preferred program.*

**Latitude, Longitude, Coordinates** Displays the latitude and longitude of the home.

*User Tip: To change the entry format from "dd°mm'ss" to decimal, select the "Coordinates" check box.*

*User Tip: The "View Map" feature is also available for the latitude and longitude coordinate fields.*

**Twn/Rng/Sec** Displays the township, range, and section of the home.

**Locality** Displays the locality where the home is located.

**County** Displays the county where the home is located.

**Community** Displays the community where the home is located.

**District, Service Unit, Reservation** Displays the IHS district and service unit serving the community and the reservation where the community is located. These fields are populated by STARS automatically after the community information is saved.

### *7-4.1.4 Home Status Details Section*

The "Home Status Details" section displays information from the SR record regarding the service that will be provided to the home.

**Field Label** **Description**

**Home Type** Displays the home type designation. The designation is defined by IHS based upon funding source and condition of the home and is summarized in Table 7-1.

| *HOME TYPE CODE* | *TYPE OF HOME* |
|---|---|
| E1 | Existing Homes |
| E2 | Non-Residential Units |
| E3 | Non-Indian Units |
| H1 | HUD Housing |
| H2 | BIA Housing |
| H3 | Tribal Housing |
| H4 | State or Remote Housing |
| H5 | Other Housing |
| H6 | HUD-BIA Housing |
| H7 | HUD Block Grant |

**Table 7-1.** Home type codes.

| | |
|---|---|
| **First Service** | The checkbox indicates whether the service request will be the first service to the homeowner. |
| **Land Status** | Displays the ownership status of the land where the home is located. Options include Fee, Trust (Tribal), Trust (Individual), Private, Allotted, etc. |
| **Structure Type** | Displays the type of structure. Options are determined at the Area level. |
| **Distance to W/L** | Displays, in feet, the distance from the home to the nearest existing water line. |
| **Distance to S/L** | Displays, in feet, the distance from the home to the nearest existing sewer line. |
| **# Residents** | Displays the number of residents who will be occupying the home |
| **# Bedrooms** | Displays the number of bedrooms in the existing/ proposed home. |
| **# Bathrooms** | Displays the number of bathrooms in the existing/ proposed home. |

### *7-4.1.5 Service Provided*

The service provided section provides an overview of the deficiency level and the services provided.

The sanitary deficiency subsection displays the IDL and the FDL for water, sewer, and solid (waste) facilities. For more information on deficiency levels, refer to the STARS User Manual glossary or the Criteria Manual.

The services provided field displays the type of sewer and water facilities installed at this home. The facilities can be described as None, Individual, or Community.

### *7-4.1.6 Administrative Details*

The administrative details section displays administrative information important to IHS.

| Field Label | Description |
|---|---|
| **Field Office** | Displays the field office managing the SR. |

**Sponsor Tribe** Displays the tribe through which the application for service is submitted.

**Closed?** Displays whether or not the SR has been closed.

**IA Signed** Checkbox indicates whether or not an Individual Agreement has been signed.

#### *7-4.1.7 Updated*

The “Updated” section displays when, and by whom, the SR record was created and last updated.

#### *7-4.1.8 All Service Requests for this Home*

The “All Service Requests for this Home” section displays all SR records associated with the home.

#### *7-4.1.9 All Service Requests for this Resident*

The “All Service Requests for this Home” section displays all SR records associated with the resident.

### *7-4.2 Common Actions*

#### *7-4.2.1 Save Status*

Update the status of the SR and click **Save Status** to save changes to the status of the SR.

#### *7-4.2.2 Service Request Letter Generator*

To generate letters that can be sent to the homeowner, use the “Letter Generator” dropdown menu to select the type of letter to generate. To generate a letter:

1. Click the “Letter” dropdown menu (Figure 7-7).

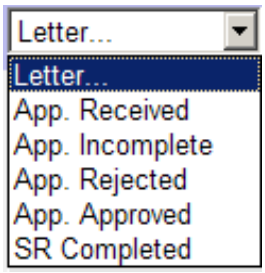


**Figure 7-7.** “Letter” dropdown menu.

2. Click on the type of letter you wish to generate. The different types of letters are described below. The “Specify Letter Details” screen will appear in a new browser window.

| Field Label | Description |
|---|---|
| **App. Received** | Letter to homeowner acknowledging receipt of an application. |
| **App. Incomplete** | Letter to homeowner listing missing application items that must be submitted. |
| **App. Rejected** | Letter to homeowner rejecting application and listing reasons for rejection. |
| **App. Approved** | Letter to homeowner acknowledging the application has been approved and describing the service process. |
| **SR Completed** | Letter to homeowner acknowledging the completion of the facilities provided. |

3. Specify the details of the letter. These details most often include the top margin and the format (PDF or HTML).

4. Click **Generate Letter**. The letter will be generated in the same window. The letter can be printed or the text can be copied to a Word document.

#### *7-4.2.3 Service Request Details Report*

To produce a printable Service Request Details Report, click **Service Request Details Report**. A new window will open displaying the report (Figure 7-8).

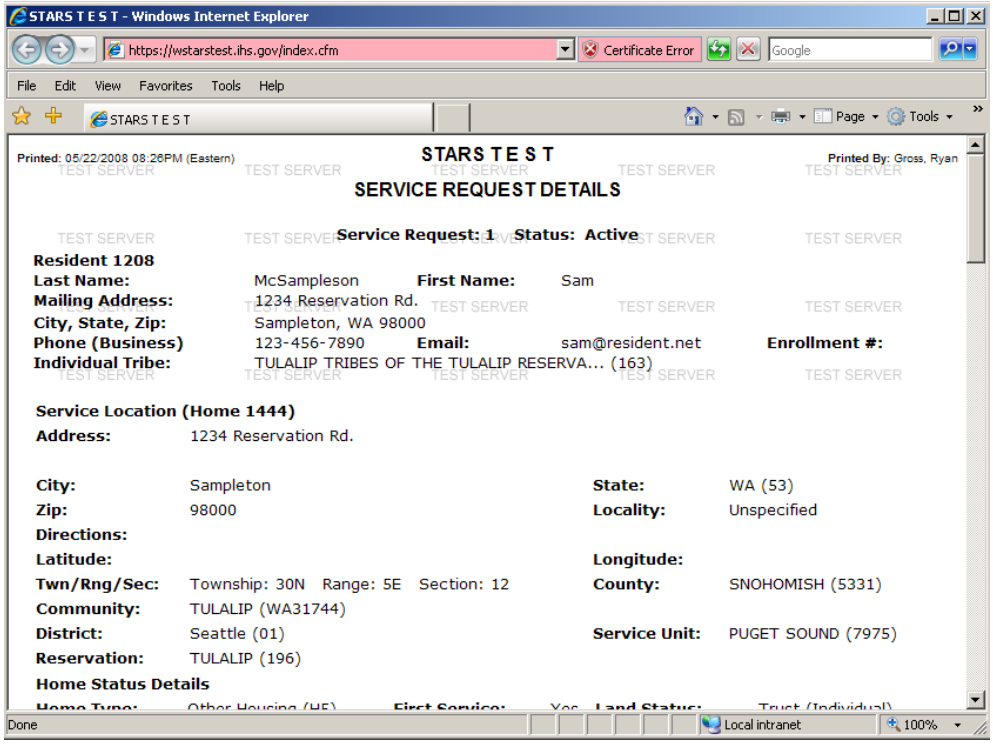


**Figure 7-8.** "SR Details Report" screen.

### *7-4.2.4 Delete Service Request*

Click **Delete Service Request** to delete the SR.

### *7-4.2.5 Save Service Request*

Click **Save Service Request** to save any changes to the SR.

*User Tip: Any changes made to a record will be lost if the SR is not saved before navigating away from the page.*

### *7-4.2.6 Add New Service Request*

Click **Add New Service Request** to create a new SR. The "Add New SR – New Record Details" screen will open (Figure 7-28). This action will be covered in detail in Section 7-10.

### *7-4.2.7 Resident / Location – More Details Hyperlink*

Click the "More Details" hyperlink next to the resident number to display the editable "Contact Details" screen for the resident (Figure 7-9). When a new SR is created, a resident contact record is also created automatically if one does not already exist.

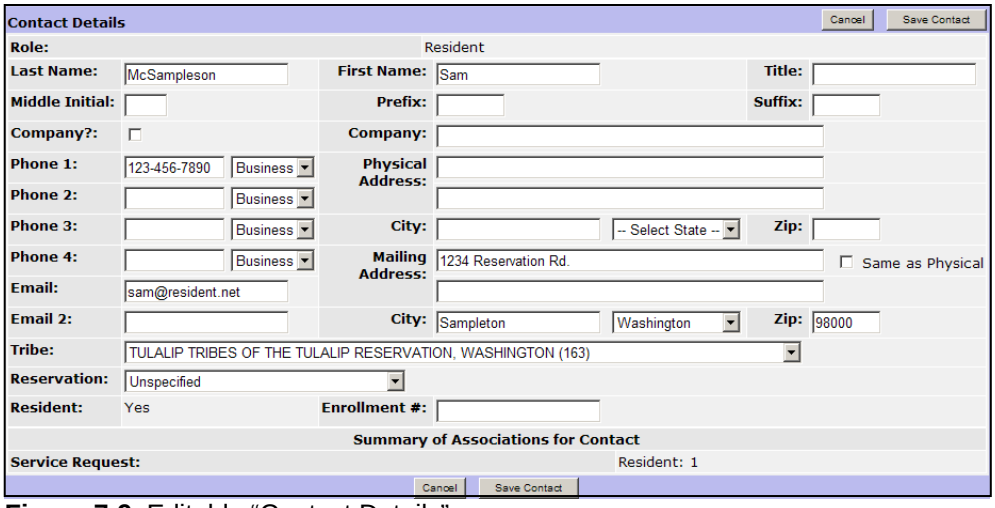


**Figure 7-9.** Editable "Contact Details" screen.

Click the "More Details" hyperlink next to the home number in the "Service Location Details" section to display the "Home Details" screen (Figure 7-10) for the service location. When a new service request is created, a home record for the service location is created automatically if one does not exist.

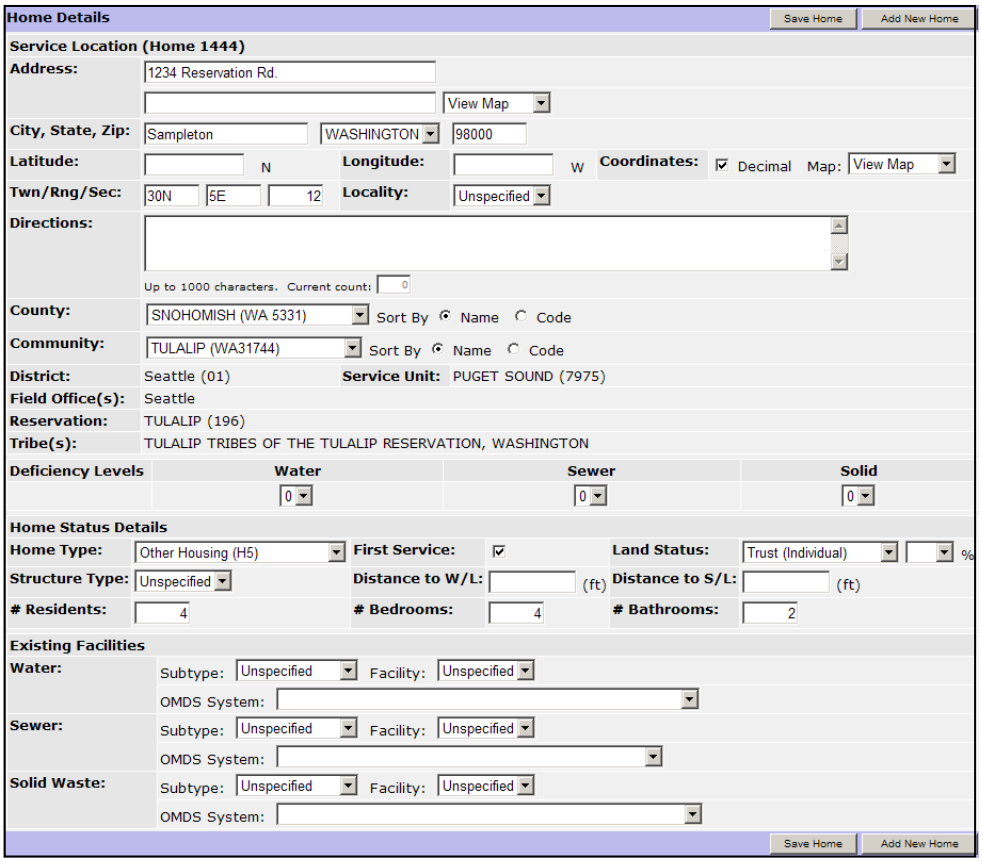


**Figure 7-10.** "Home Details" screen.

### *7-4.2.8 Resident / Location – Change Hyperlink*

Sometimes it is necessary to change the resident or home currently assigned to a SR. To change the resident or the location associated with an SR:

1. Click the "Change Resident" or "Change Location" hyperlink. The "Change SR" screen (Figure 7-11) will open.

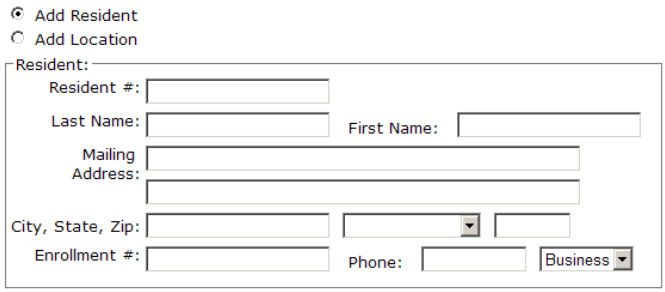


**Figure 7-11.** "Change SR" screen.

2. Enter the information pertaining to the resident / location to add to the SR. This information will be used as filter criteria to search the existing homeowner record. The results of the filter will be displayed.
3. Select the desired resident / location to associate with this SR.

### *7-4.2.9 SDS/PDS Project Hyperlinks*

Click on the "SDS/PDS Project" hyperlink to view more data regarding the SDS or PDS project to which the SR has been assigned. The hyperlinks can be found at the bottom of the "SR Details" screen. The "SDS or PDS Project Summary" screen (Figure 7-12) will open.

| PDS Project Summary | | | |
|---|---|---|---|
| **Project:** | PO07A96 Seattle District Scattered Housing (Active) | | |
| **Name:** | Seattle District Scattered Housing | **Number:** | PO07A96 |
| **Area:** | PORTLAND | **District:** | Seattle (01) |
| **Community:** | SWINOMISH IC (WA29684) | **Field Office:** | Seattle (010) |
| **Tribe:** | SWINOMISH TRIBE, WA (158) | | |
| **Service Unit:** | KALMATH (7000) | | |
| **Scope:** | | | |

**Figure 7-12.** "PDS Project Summary" screen.

### *7-4.2.10 Close Service Request*

Click on "Close" hyperlink button to close the SR.

*User Tip: After a SR is closed, the SR is locked and can only be unlocked by users with the appropriate permissions.*

## 7-5 SERVICE REQUEST FACILITIES

The SR Facilities screen allows the user to enter information regarding the facilities installed in response to this service request. As shown in Figure 7-13, this information includes important descriptive, contracting, and budgetary data.

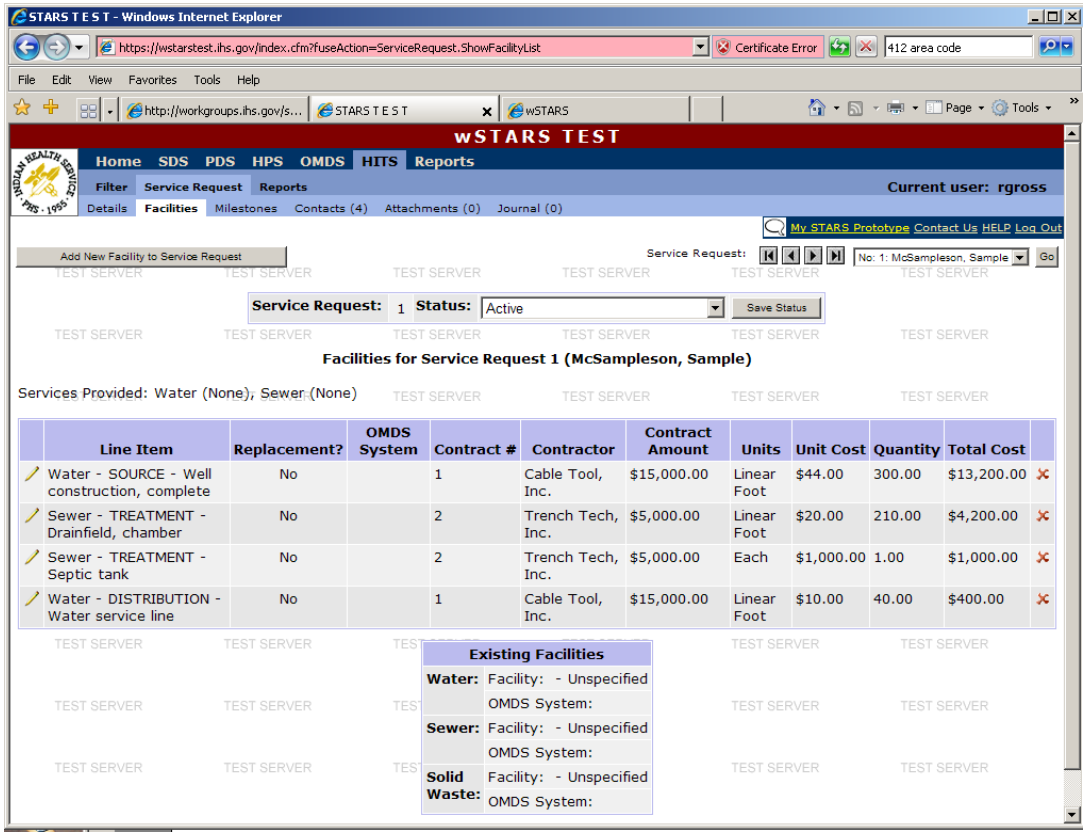


**Figure 7-13.** "SR Facilities" screen.

### 7-5.1 Service Request # & Status

This section of the "SR Facilities" screen (Figure 7-13) displays the SR number and status.

### 7-5.2 Facilities for Service Request

Displays the water or sewer facilities that have been proposed or completed for the resident. The "Services Provided" information comes from "Facilities Provided" section of the "SR Details" screen. Specific items can be entered using the **Add New Facility to Service Request** button.

### 7-5.3 Existing Facilities

Displays the existing facilities at the service location. The information comes from the "Home Details" screen (Figure 7-10).

## 7-5.4 Common Actions

### 7-5.4.1 Add New Facility To Service Request

To add a new facility to the SR:

1. Click **Add New Facilities To Service Request**. The "Add Facility" screen (Figure 7-14) will open.

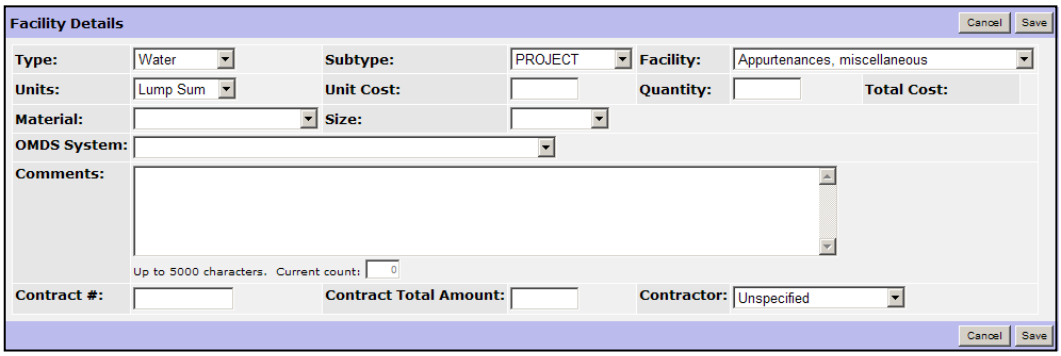


**Figure 7-14.** Standard "Add Facility" screen.

2. Enter data describing the facility in the appropriate fields and click the **Save** button in the lower right-hand corner of the screen. The facility will be added to the list of facilities.
3. For some types of facilities (i.e. wells, drainfields, etc.), it is helpful to add more information to the facility record. In this case, the "Edit Facility" screen will open when the record is saved. This screen contains a section called "Additional Details" which can be shown or hidden by clicking the **Open Additional Details** and **Close Additional Details** buttons.

*User Tip: When adding a septic drainfield to the facility list, the "Edit Facility" screen seen in Figure 7-15 will appear.*

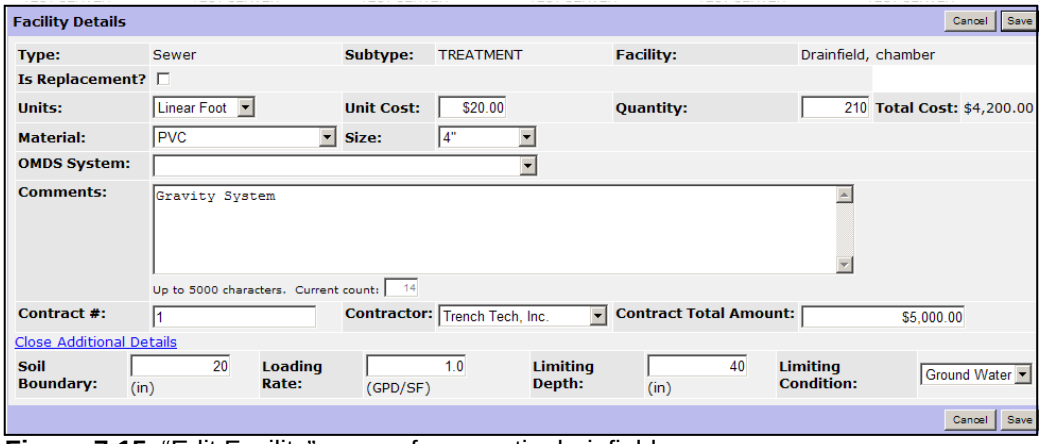


**Figure 7-15.** "Edit Facility" screen for a septic drainfield.

*User Tip: When adding a well to the facility list, the "Edit Facility" screen seen in Figure 7-16 will appear.*

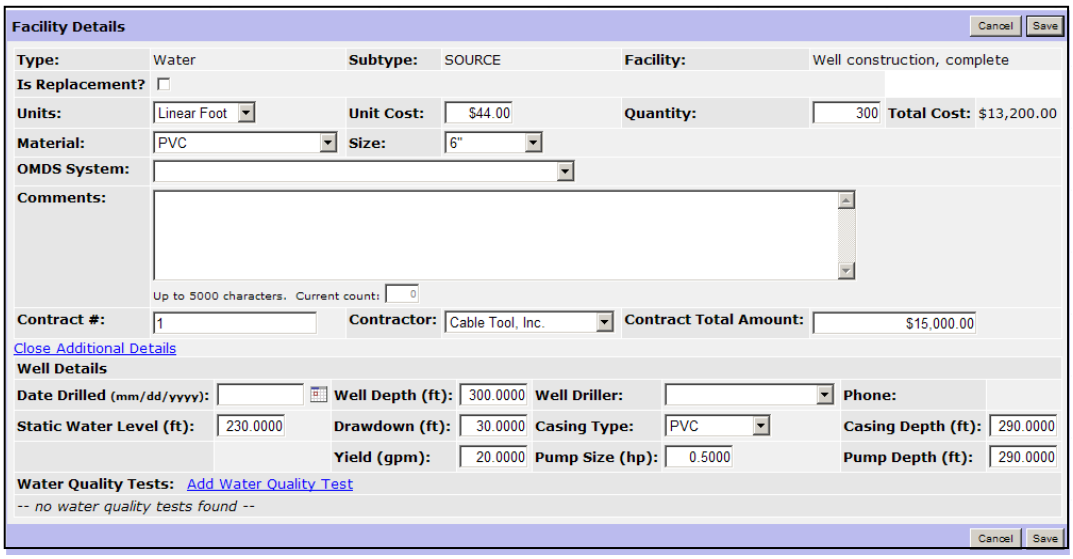


**Figure 7-16.** "Edit Facility" screen for a well.

## 7-6 SERVICE REQUEST MILESTONES

The "Milestones" tab displays milestones used to track the progress of the project. The milestones are selected by the user from an extensive list. See Figure 7-17.

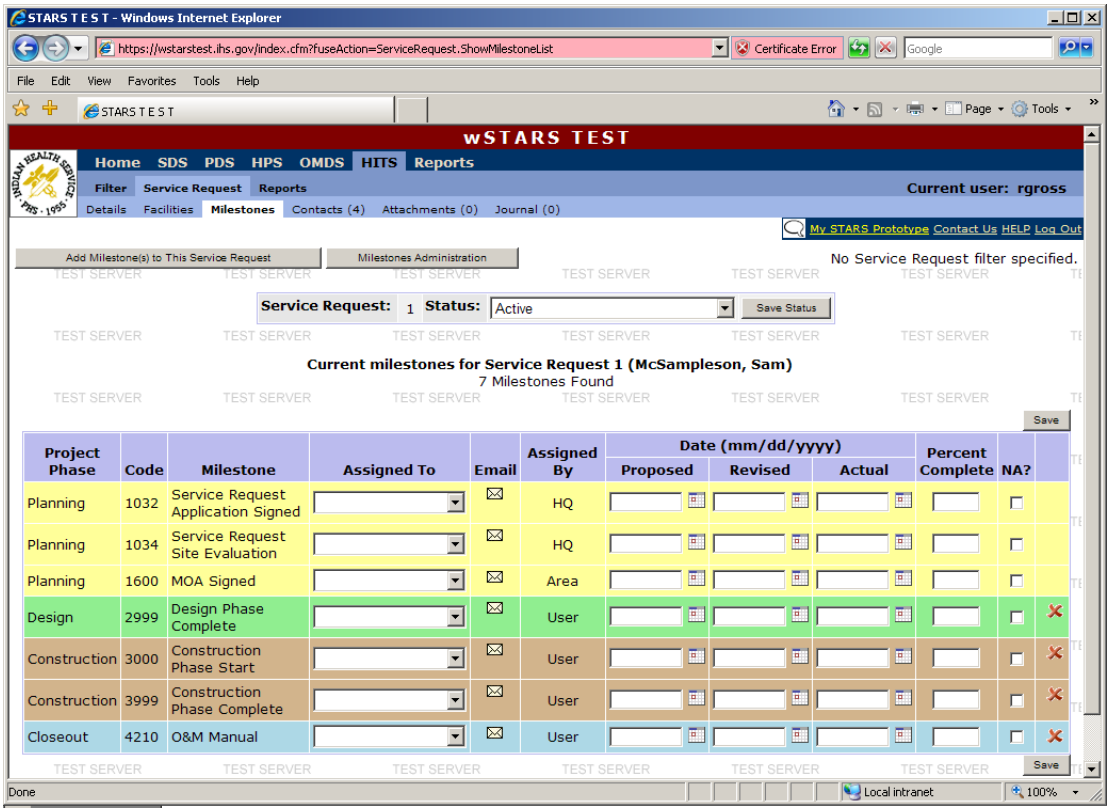


**Figure 7-17.** "SR Milestones" screen.

*<u>User Tip</u>: See Appendix I for a complete list of possible milestones and definitions of the activities/dates that correspond to them.*

### *7-6.1 Field Descriptions*

| **Field** | **Description** |
|---|---|
| **Project Phase** | Displays the project phase (Planning, Design, Construction, or Closeout) of the milestone. |
| **Code** | Displays the code assigned to the milestone. |
| **Milestone** | Displays the name of the milestone. |
| **Assigned to** | Displays the name of the contact to which the milestone is assigned. The names are drawn from the contact list attached to the SR. |
| **Email** | Click on the envelope icon to open the "Send Email" screen (Figure 7-26) and notify recipients of the milestone. |
| **Proposed** | Displays the proposed milestone completion date for each milestone. |

*<u>User Tip</u>: Once the proposed dates are entered and saved, they can only be changed by users with the appropriate permissions.*

| | |
|---|---|
| **Revised** | Displays the revised proposed milestone completion date for each milestone and can be updated as the project progresses. |
| **Actual** | Displays the actual completion date for the milestone. |
| **Percent Complete** | Displays the percent of milestone completion. |
| **NA?** | Indicates if the milestone is not applicable to the project. |

*<u>User Tip</u>: If an N/A milestone is one of those included on the standard progress report, all dates for that milestone (proposed, revised, and actual) will be reported as "Not Applicable" on the progress report.*

## *7-6.2 Common Actions*

### *7-6.2.1 Add Milestone(s) to This Service Request*

A predetermined set of required milestones (set by HQ and/or Area Office) are automatically populated when a service request is created. Additional milestones may be available that do not automatically show up in the list of current milestones. The available standard milestones that have been created are listed in Appendix I. To add one of these "optional" milestones:

1. Click **Add Milestone(s) to This Service Request**. The "Add Milestone(s) to SR" screen (Figure 7-18) will open.

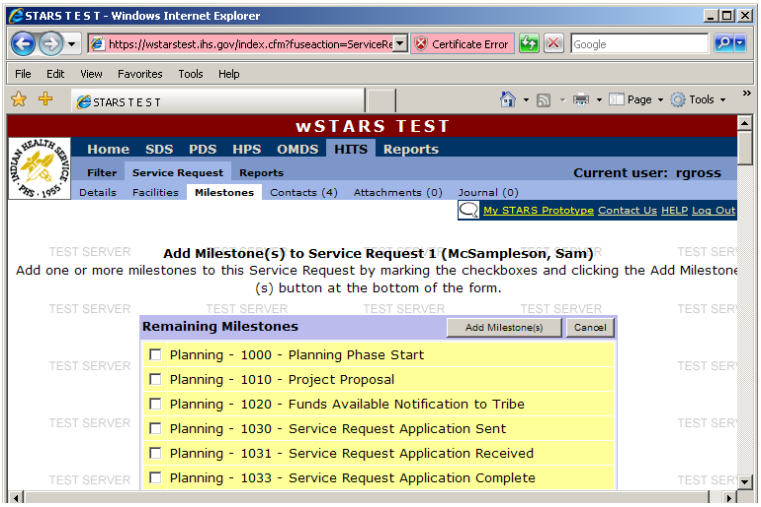


**Figure 7-18.** "Add Milestone(s) to SR" screen.

2. Check the box next to the desired milestone(s).
3. Click **Add Milestone(s)**. The desired milestones will be added to the milestones list.

### *7-6.2.2 Milestones Administration*

The standard milestone list in STARS currently includes the 120 milestones listed in Appendix I. PDS and HITS use the same milestone list. The milestones that automatically populate when a new HITS SR is created and those available in the **Add Milestone(s) to this Project** button are part of this standard list. Each Area determines which of these milestones are available to users in that Area.

Users with the appropriate permissions can make additional milestones available to a SR. Also, if a desired milestone is not on the list of standard milestones, new milestones can be created. Both of these actions are done by selecting the **Milestones Administration** button at the top of the screen. For more information on Milestones Administration see Chapter 8 (STARS Maintenance).

## *7-7 SERVICE REQUEST CONTACTS*

The "SR Contacts" screen (Figure 7-19) displays the list of contacts associated with a SR.

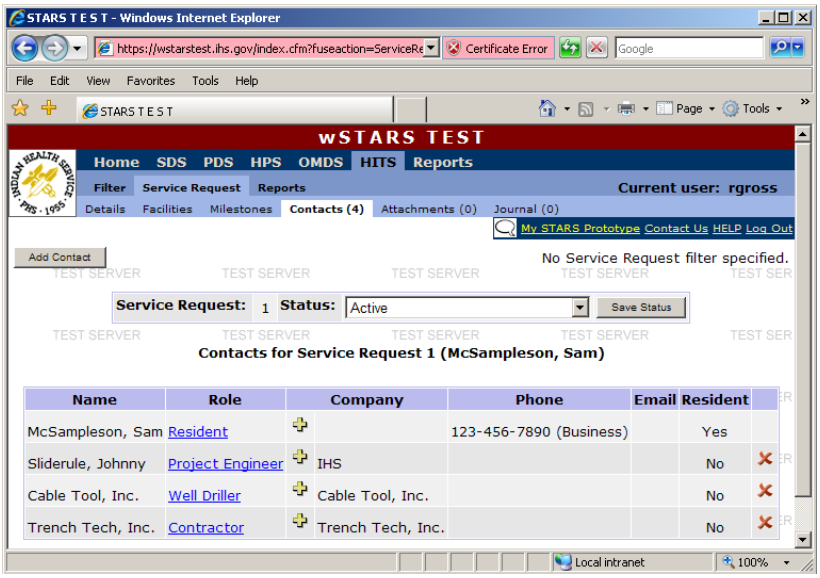


**Figure 7-19.** "SR Contacts" screen.

### *7-7.1 Contact Field Descriptions*

| Field | Description |
|---|---|

**Name** Displays name of individual or company contact.

**Role** Displays the contact's role within the SR.

**Company** Displays the company or agency affiliated with the contact.

**Phone** Displays the contact phone number.

**Email** Displays the contact email address.

**Resident** Indicates whether the contact attached to the SR is the resident.

### *7-7.2 Designating a New Contact*

To view the "Contact Details" screen (Figure 7-21) for any listed contact, click on the associated role. Within the "Contact Details" screen, use the dropdown menu to change the designated role, or click on the pencil icon to open the editable "Contact Details" screen (see Figure 7-9 for example).

### *7-7.3 Assigning a New Contact*

To assign a new contact:

1. Click **Add Contact** in the "SR Contacts" screen (Figure 7-19). This will open the "Add Contact to SR Filter" screen (Figure 7-20).

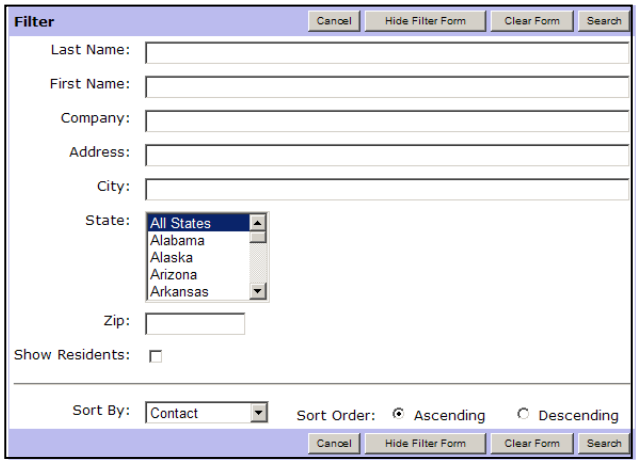


**Figure 7-20.** "SR Contacts Filter" screen.

2. Enter the filter criteria into the text boxes and click **Search.** The screen will list the results of your search, displaying any existing contacts that match the filter criteria.

3. Select the desired contact from the filter results list by clicking on the contact name. This will open the “Contact Details” screen (Figure 7-21) for the selected contact.

**Figure 7-21.** “Contact Details” screen.

To create a new contact to associate with the SR, click **Add New Contact** in the screen displaying the filter search results (not shown). This will open the editable “Contact Details” screen (Figure 7-9).

4. Specify the role of this contact in the SR by selecting from the drop box.

5. Click **Save Contact**.

## *7-8 SERVICE REQUEST ATTACHMENTS*

The “SR Attachments” screen (Figure 7-22) displays the documents and files that have been attached to the SR.

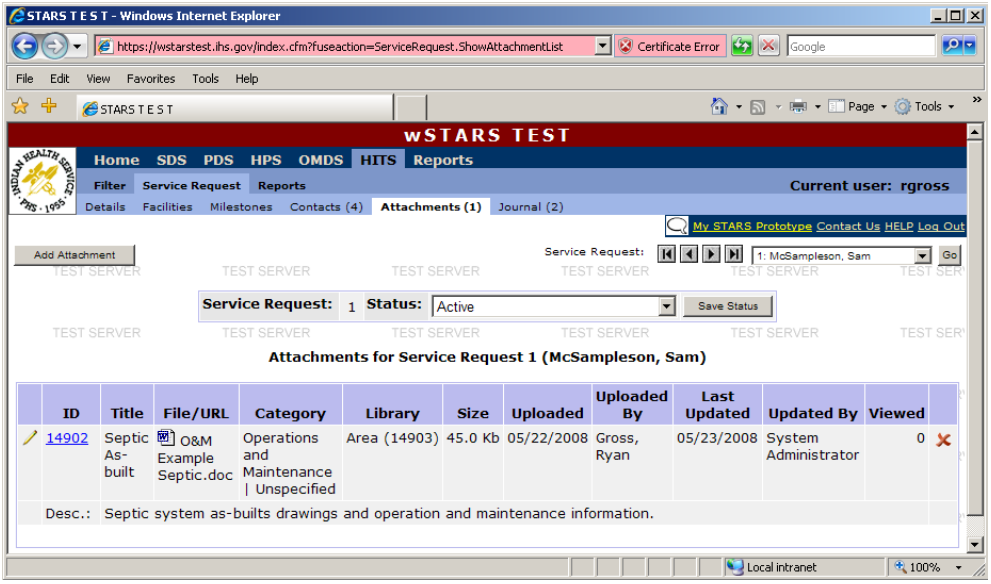


**Figure 7-22.** “SR Attachments” screen.

### *7-8.1 Field Descriptions*

| Field | Description |
|---|---|
| **ID** | Displays the attachment ID number. The ID number is generated by HITS. |
| **Title** | Displays the attachment title entered by the user. |
| **File/URL** | Displays the file or URL title as uploaded. |
| **Category** | Displays the assigned attachment category. See Appendix H for a complete list of the available categories. |
| **Library** | Displays what library(s), if any, the attachment has been added and the attachment ID number within the library. |
| **Size** | Displays the attachment size. |
| **Uploaded** | Displays the date when the attachment was uploaded. |
| **Uploaded By** | Displays who uploaded the attachment. |
| **Last Updated** | Displays the date when the attachment was last updated. |
| **Updated By** | Displays who last updated the attachment. |
| **Viewed** | Displays the number of times the attachment has been viewed. |
| **Desc.** | Displays an attachment description entered by the user. |

### *7-8.2 Adding Attachments*

To add a document or file to the SR, click on the **Add Attachment** button in the upper right hand corner of the screen. The “Attachment Details” screen (Figure 7-23) will open.

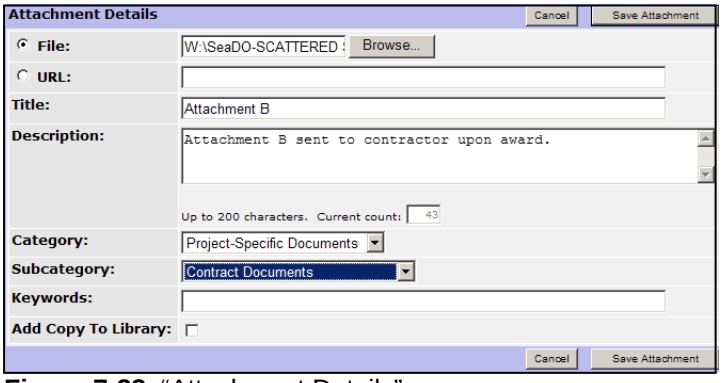


**Figure 7-23.** "Attachment Details" screen.

| Field Label | Description |
|---|---|
| **File** | To attach a file, select the option button to the left of the word "File." Enter the location of the file to be attached. The file can also be located by selecting the **Browse…** button to the right of the file name. |
| **URL** | To attach a URL, select the option button to the left of the word "URL." Enter the URL to be attached. |

*User Tip: Hyperlinks and Web addresses can be attached to the SR by entering them into the URL: field.*

| | |
|---|---|
| **Title** | Enter an attachment title. |
| **Description** | Enter an attachment description, if desired. The description field is limited to 200 characters. |
| **Category** | Select an attachment category. The available categories to select from are listed in Appendix H. |
| **Subcategory** | Select an attachment subcategory. The subcategory choices are dependent on the category is selected. The available subcategories to select from are listed in Appendix H. |
| **Keywords** | Enter a key word or phrase for the attachment to assist a user when searching for the document in the library. |
| **Add Copy To Library** | Check the box to add a copy of the attachment to the STARS Library. See Chapter 1 for more information about the STARS library. |
| **Cancel** | To return to the main attachments screen without saving the new attachment, select the **Cancel** button. |

| | |
|---|---|
| **Save Attachment** | To save a new attachment, select the **Save Attachment** button. |

### *7-8.3 Function of the Library*

Files, documents, hyperlinks, and Web addresses can be copied to the STARS library by selecting the check box on the “Attachments Details” screen. Items copied to the library are available for reference by others either in the select Area or nationwide.

## *7-9 SERVICE REQUEST JOURNAL*

The “SR Journal” screen (Figure 7-24) displays journal entries associated with a SR. Each entry includes the date entered, type of entry, entry content, user name or entry source, and the visibility level (internal or external).

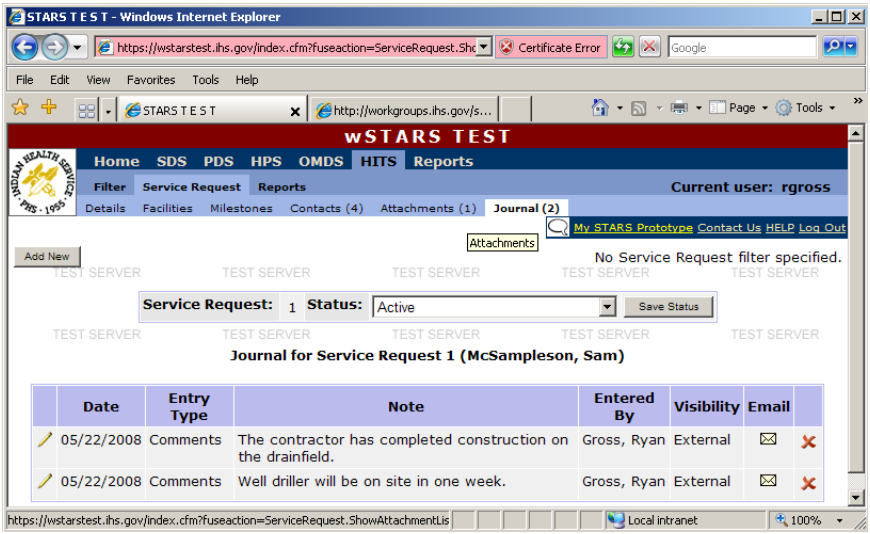


**Figure 7-24.** “SR Journal” screen.

### *7-9.1 Field Descriptions*

| **Field** | **Descriptions** |
|---|---|
| **Date** | Displays the date when the journal entry was entered. |
| **Entry Type** | Displays the type of journal entry. The type is selected from a drop box when the user enters the entry. |
| **Note** | Displays the content of the entry. |
| **Entered By** | Displays who entered the entry. |

**Visibility** Indicates the level of visibility attributed to the entry when the entry was entered. Externally visible entries are visible to all users. Internally visible entries are visible to only certain users.

**Email** Click on the envelope to email the journal entry.

### *7-9.2 Adding a New Journal Entry*

To add a new journal entry:

1. Click **Add New** to open the "Add Note for SR" screen (Figure 7-25).

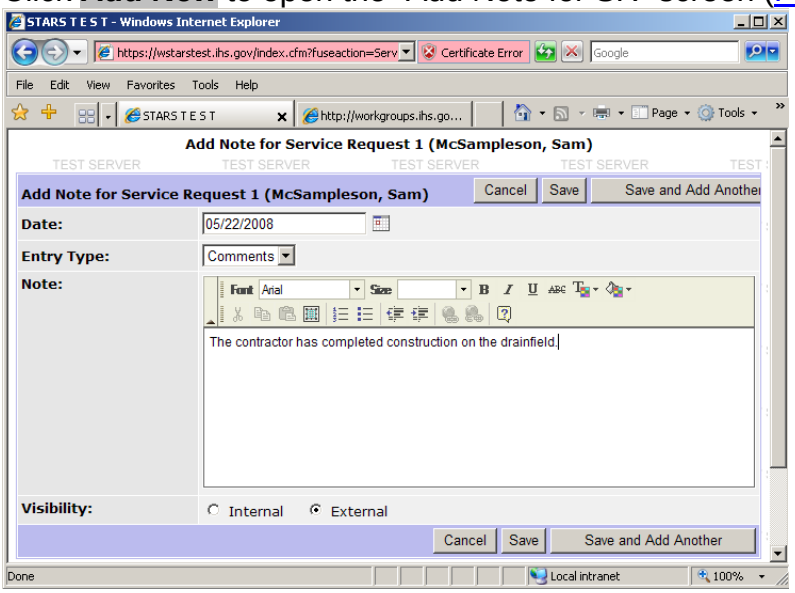


**Figure 7-25.** "Add Note for SR" screen.

2. Enter the journal entry text.

3. Select whether the entry will be visible internally or externally. This is a permission setting that can be defined on a user's profile.

4. Click **Save**.

### *7-9.3 Emailing Journal Entries*

To email a journal entry to an email address:

1. Click on the envelope icon in the column labeled "Email" for the desired journal entry. The "Send Email" screen (Figure 7-26) will open.

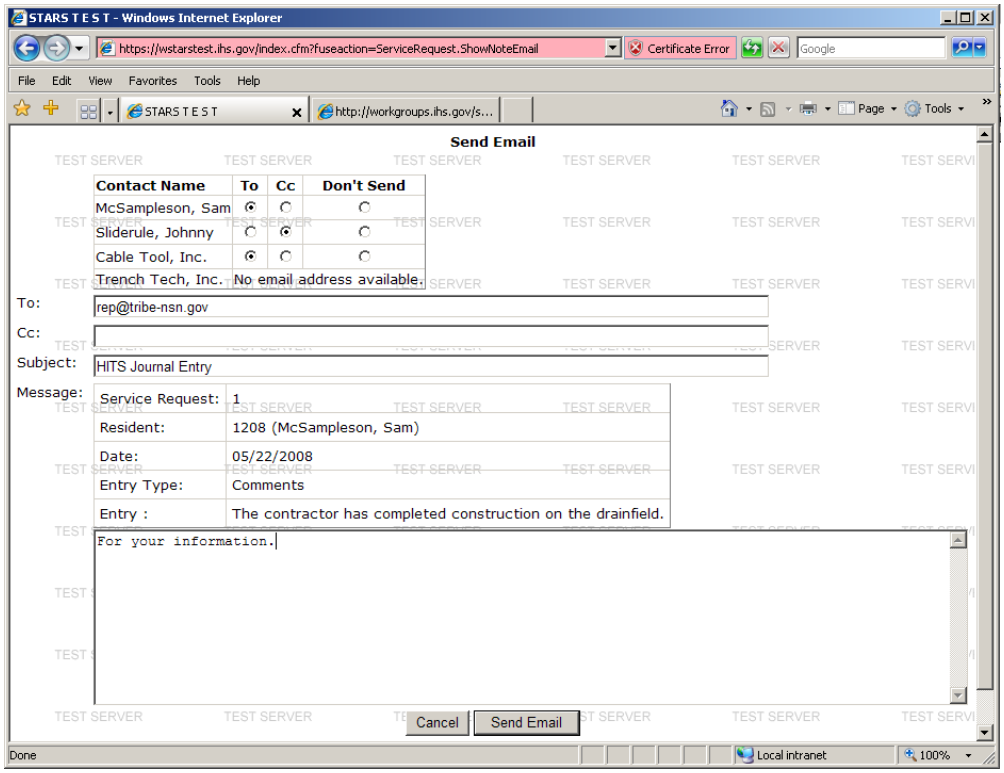


**Figure 7-26.** "Send Email" screen.

2. Enter the email addresses for the desired recipients.

3. Enter text of email message.

4. Click **Send Email**.

## *7-10 DEVELOPING A SERVICE REQUEST*

Creating and maintaining service application records is the key to making HITS a useful tool for field personnel. Carefully and properly entering new applications is the best way to streamline the application process and avoid duplicating information for residents and homes.

### *7-10.1 Homeowner Application for Service*

The scattered site process begins when a resident submits an application (Figure 7-27), through their sponsor tribe or directly through a local field office.. The application form is the source of most information used to create an SR.

APPLICATION
*For*
Individual Site Sanitation Facilities
Portland Area Indian Health Service
SEATTLE DISTRICT OFFICE

HOMEOWNER INFORMATION

1. Name(s): _____
2. Home Phone: _____ Work Phone: _____ Fax: _____
3. Current Mailing Address: _____

HOMESITE INFORMATION

4. Site Address: _____
5. Directions to/location of home to be served: *(from Seattle)* _____
6. Best time of day for IHS to do site evaluation during normal working hours : *(Please make site accessible, vehicles and heavy equipment moved, and animals confined if necessary)* _____am _____pm
7. Type of Home: Wood ____ Frame ____ Masonry ____ Mobile Home ____ Other ____
8. Number of years at location: _____ 9. Number of bedrooms: _____

**Figure 7-27.** Sample IHS Scattered Site Application.

### *7-10.2 Adding a New Service Request*

To create a new SR:

1. Click **Add New** on the "SR Filter" screen (Figure 7-1). The "Add New SR – New Record Details" screen (Figure 7-28) will open.

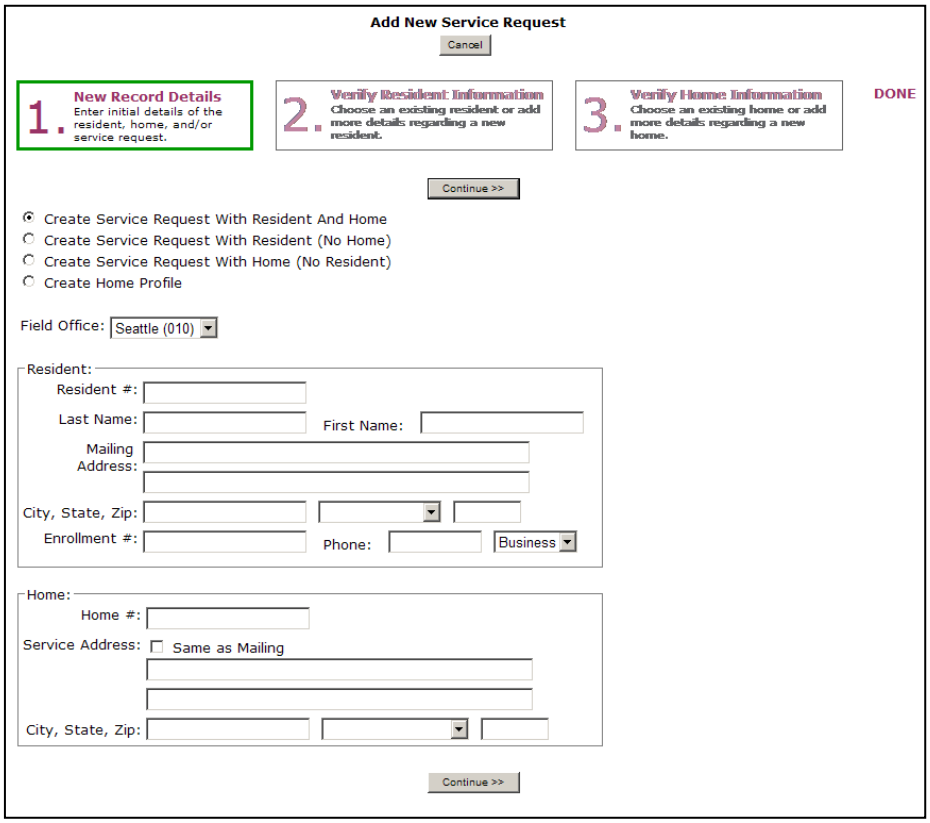


**Figure 7-28.** "Add New SR – New Record Details" screen.

2. Use the option buttons to select what type of SR to create. SRs may be created with a resident and a home, with only a resident, or with only a home. “With Resident And Home” is the default (and most common) option.

3. Enter the field office, resident, and home information from the application. For new residents and homes, the Resident # and Home # fields will be empty.

4. Click **Continue>>**. The “Add New SR – Verify Resident Information” screen (Figure 7-29) will open. The screen displays the database search results of resident records fitting the information entered. If no residents are found, the new resident has not been previously entered in HITS.

*User Tip: Information entered in the “Add New SR – New Record Details” screen (Figure 7-28) is used to search the database for existing residents or existing homes matching that description to avoid duplication. Therefore, it is advantageous to be somewhat general when entering information. It is best to enter only the resident’s last name and the home’s street number and city.*

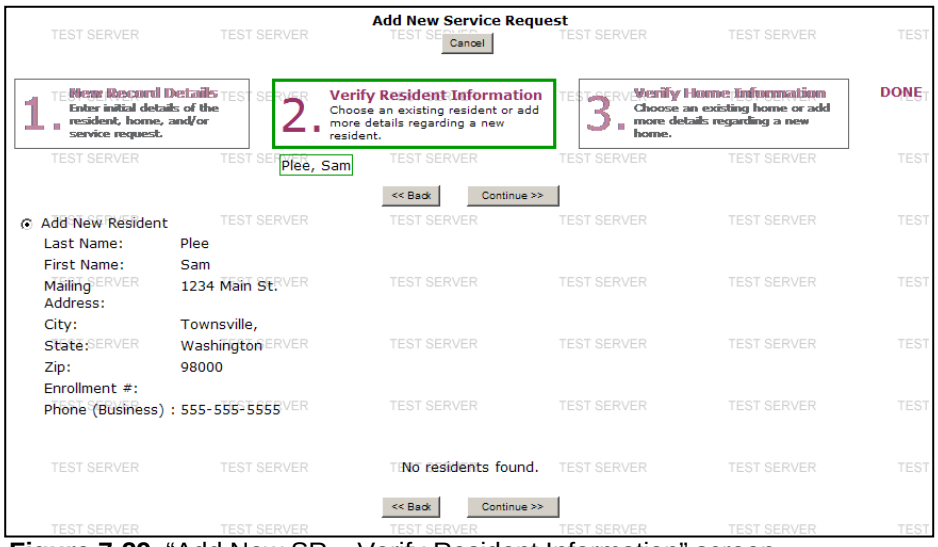

**Figure 7-29.** “Add New SR – Verify Resident Information” screen.

5. Click **Continue>>**. The “Add New SR – Verify Home Information” screen (Figure 7-30) will open. The screen displays the results of a search for home records matching the address. If no homes are listed, the address has not previously been entered in HITS..

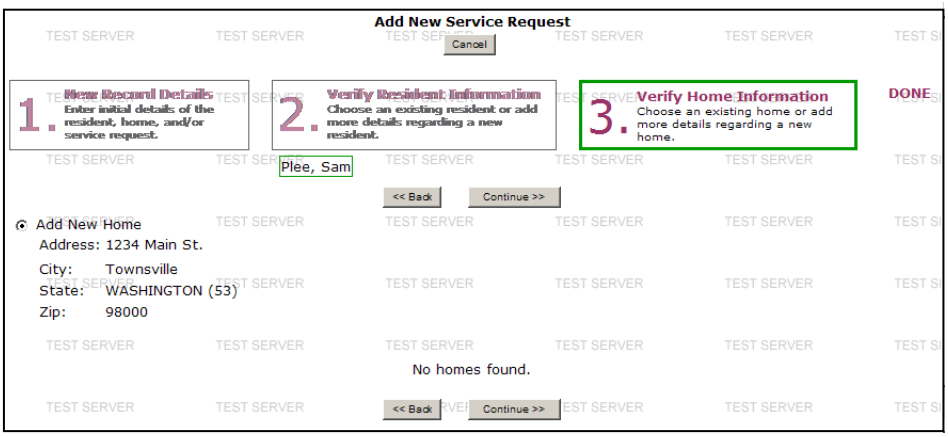


**Figure 7-30.** "Add New SR – Verify Home Information" screen.

6. Click **Continue>>**. A new SR is created. The "SR Details" screen (Figure 7-6a & Figure 7-6b) will open. Using the information provided in the application, fill in as many of the fields as possible.

*User Tip: Don't forget to save the SR before moving to a different screen or all new data will be lost.*

# CHAPTER 8 – STARS Maintenance

**To be provided at a later date.**

# APPENDIX A – TERMS & CONDITIONS OF USE

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The collection and maintenance of records contained in STARS is done in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a. Broadly stated, the purpose of the Privacy Act is to balance the government's need to maintain information about individuals with the rights of individuals to be protected against unwarranted invasions of their privacy stemming from Federal agencies' collection, maintenance, use, and disclosure of personal information about them.

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The employing personnel officer, and/or the immediate supervisor or project manager of the employee have the joint responsibility for insuring that employees are briefed on the security policies and procedures regarding information technology systems to which the employee will have access.

IHS has established procedures for disciplinary actions for security violations of its Rules of Behavior. These disciplinary actions may be based on the sensitivity of information involved and the number of prior offenses.

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√ Adhere to the IHS Standards of Conduct and abide by all Department and IHS policies, and standards operating procedures (SOPs), directives, standards, guidelines, business controls, security rules, other expectations, and applicable laws.
√ Complete annual security awareness training before accessing an IHS system and on an annual basis thereafter.
√ Complete annual privacy training on their responsibilities to protect sensitive information.
√ Complete annual emergency management program and incident response training and participate in any exercises conducted as part of this program
√ Receive additional role-based education and awareness training commensurate with their duties.
√ Notify supervisor or IT department if access to resources is beyond what is actually needed to perform the job assigned, this is referred to as least privilege.
√ Report suspected incidents and work with the IHS Security Team (including local security team members) when called upon for assistance.
√ Protect the data, particularly personally identifiable information (PII), protected health information (PHI) and other sensitive information on their information systems, portable devices, removable media, and network resources by using approved encryption and secure transfer/data sharing processes and abide by the physical and environmental protection controls relating to storage of sensitive data.
√ Protect government property including equipment, intellectual property, paper and electronic records, software, data, and information/work products from theft, destruction, alteration, or misuse.
√ Only use sensitive information for the purposes for which it was collected and defined in conditions set forth by stated privacy notices and published system of record notices., and access sensitive information over the Internet only with prior approval from appropriate management official.
√ Ensure the accuracy, relevance, timeliness, and completeness of PII, as is reasonably necessary, to assure fairness in making determinations about an individual.
√ Obtain prior approval before using IHSALL or similar large e-mail distribution lists.
√ Use caution with all e-mail attachments and do not open e-mails or attachments from unknown sources or with unusual subject lines.
√ Show courtesy and basic e-mail etiquette when conducting business through e-mail.

√ Follow Records Management policies and guidelines for the storage and archival of e-mail and its contents; clear out file storage areas, media, and e-mail at least quarterly. For more information contact your local IHS Records Management Officer.
√ Be aware when navigating through the Internet, one may be moving from an area of controlled access into an area of unknown security controls.
√ Use only IHS approved Instant Messaging (IM).
√ Change passwords a minimum of every 90 days, and do not reuse passwords until at least six other passwords have been used.
√ Create passwords with a minimum of eight characters using a combination of alpha, numeric characters with at least one uppercase letter, one lower case letter, and one number. It is recommended, when possible, to use a special character. Obtain a waiver for any deviation.
√ Change vendor-supplied passwords and codes immediately.
√ Commit passwords and user identifications (IDs) to memory or store them in a safe place; do not post them or share them.
√ Ensure that security features and controls are activated when processing data.
√ Ensure that software has been appropriately authorized and is free of malicious code before it is installed or used on IHS systems.
√ Dispose of all electronic storage media such as CD-ROMS, memory, diskettes, or other re-writable media and hard copy media in accordance with IHS sanitation and disposal procedures which includes destroying hard copies of sensitive data by pulping, burning, or cross-cut shredding.
√ Use and maintain virus protection software; scan all files including e-mail attachments before opening; use write-protected diskettes.
√ Sign in and be escorted the entire time when present in a limited access room such as computer rooms or facility if they are not on the access roster.
√ Read and keep current about all virus notifications, Computer Security Notices, Security Newsletters, etc. sent from the IHS Security Team.
√ Ensure any system used for remote access to IHS resources or sensitive information is current with the latest releases and fixes; industry best security configurations, current VPN Client software with two-factor authentication; application and OS updates, antivirus software and local firewall restrictions.
√ Utilize a time-out function for remote access and mobile devices that requires re-authentication after no more than 30 minutes of inactivity.
√ Ensure where applicable, a Business Associate Agreement (BAA) and Interconnect Security Agreement (ISA) must be in place before connecting to the IHS network.
√ Ensure that appropriate management officials have approved information for public dissemination and place only non-sensitive mission-oriented information on a public access system, including Internet Web pages, forums, and news groups.
√ Immediately report any of the following to their ISSO:
• Any potential, suspected or actual theft or loss of equipment, software or sensitive information.
• If a system's sensitivity level it thought to require additional protections such as new patches or updates.
• Any compromise, password guess or other suspected loss or change to a password;
• Unusual or suspicious activity such as probes, malicious code (viruses, worms, Trojan horse, etc.)
• Known or suspected information security policy violations or compromises, inappropriate usage or suspicious activity such as:

Sending spam, e-mail threats, or making illegal copies of software, unauthorized access or data alterations, Web site defacements, loss/theft of equipment, unauthorized use of passwords, and use of packet sniffers and other inappropriate usage or activity.

**Users Shall Not:**
**X** Cause congestion, delay, or disruption of service to any government system or equipment. This includes "Push" technology and other continuous data stream technology, except where approved.
**X** Encourage, allow, compel, or pressure, either explicitly or implicitly, operations staff and users to make or distribute unauthorized software or hardware on IHS systems without obtaining written approval
**X** Use network monitoring, cracking, or hacking type tools unless specifically authorized in writing to do so as part of job duties.
**X** Use another person's account or identity or share another's access for any purpose.
**X** Direct or encourage others to violate IHS policies and procedures.

**X** Knowingly or willingly conceal, remove, mutilate, obliterate, falsify, or destroy information for personal use for self or others.
**X** Use, store, transmit, download, copy, or distribute intellectual property – including but not limited to: music, videos, software, documentation, and other copyrighted materials without permission or license from the copyright owner.
**X** Exceed authorized access to sensitive information
**X** Transport, transfer, email, remotely access, or download sensitive information, inclusive of PII, unless such access is explicitly permitted by the manager or owner of such information and with approved and appropriate safeguards in place.
**X** Transmit or store sensitive information in email or portable devices such as laptops, personal digital assistants (PDA), external disks including CDs/DVDs, zip drives, etc., and universal serial bus (USB) drives or on remote/home systems without authorization and appropriate safeguards such as FIPS 140-2 approved encryption software such as Pointsec.
**X** Send or forward chain letters, junk e-mail, inappropriate messages, unapproved newsletters/broadcast messages, or spam.
**X** Send or post threatening, obscene, harassing, intimidating, abusive, or offensive material to or about others in public or private messages or forums, or on voicemail.
**X** Attempt to break into or introduce malicious code to another electronic device or into another's voicemail account.
**X** Send, retrieve, store, view, display, or print sexually explicit, suggestive text or images, or other offensive material.
**X** Use government systems or networks for games, chat rooms, auctions, gambling, and other personal or non-productive use except as permitted by IHS policy.
**X** Use common words found in any dictionary as a password.
**X** Use obvious readable passwords or passwords that incorporate personal data elements (e.g., user's name, date of birth, address, telephone number, or social security number; names of children or spouses; favorite band, sports team, pets or automobile).
**X** Use personally-owned information systems or portable media for official U.S. Government business involving the processing, storage, or transmission of federal information without explicit approval in writing in accordance with IHS procedures related to personally-owned information systems and software.
**X** Reconfigure equipment, software, or computers, or circumvent the anti-virus, firewall, and other security controls or safeguards of the system or override technical or management controls except as authorized
**X** Incur more than minimal additional expense, such as using non-trivial amounts of storage space or bandwidth for non-work related files such as personal files or photos.
**X** Copy, loan, or distribute software or its accompanying documentation, programs, applications, data, codes, and manuals without permission or a license from the copyright owner.
**X** Make, import, possess, or deal with articles intended to facilitate the removal of any technical means applied to protect the hardware or software program.
**X** Modify software without the written approval as outlined in IHS procedures.

# APPENDIX B – CDP REPORTS

**B-1 SDS Community Deficiency Profile**
**B-2 SDS Community Deficiency Profile-One Line Listing**

**NOTE: Some sample reports may not be shown in their entirety, and the content of any report generated will vary depending on the filtering criteria used.**

## B – 1 SDS Community Deficiency Profile

Printed: 06/23/2008 10:07AM (Eastern)

**wSTARS**

**SDS COMMUNITY DEFICIENCY PROFILE for FOUR BEARS (ND27412) - DRAFT**

| Community | Comm. Code | District | Field Office(s) |
|---|---|---|---|
| FOUR BEARS | ND27412 | 01 - Minot | Minot (100.00%) |

| Reservation | Service Unit | EPA | EPA PWS ID(s) |
|---|---|---|---|
| FORT BERTHOLD | 1012 - FORT BERTHOLD | EPA Region 08 | None |

| Tribe(s) | Threshold Unit Cost | Homes w/o Potable Water |
|---|---|---|
| THREE AFFILIATED TRIBES OF THE FORT BERTHOLD RESERVATION, ND - MANDAN (100.00%) | $45,500 | 0 |

**Descriptive Information**

FOUR BEARS IS LOCATED WEST OF NEW TOWN ON THE WEST SHORE OF LAKE SAKAKAWEA. FOUR BEARS CONTAINS THE MAIN TRIBAL OFFICES, AND THE IHS SERVICE UNIT AND CENTRAL CLINIC. ALSO INCLUDES THE DRAGSWOLF VILLAGE AND BAKERSFIELD HOUSING DEVELOPMENTS.

**Homes**

| Location Description | Home Type | Number Homes | Water I.D.L. | Sewer I.D.L. | Solid I.D.L. | Comments |
|---|---|---|---|---|---|---|
| Four Bears | E1 - Existing Homes | 45 | 2 | 1 | 1 | |
| FOUR BEARS | H1 - HUD Housing | 116 | 2 | 1 | 1 | |

| | ALL UNITS | | | | | INDIAN UNITS (No E2 or E3) | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Water | 0 | 161 | 0 | 0 | 0 | 0 | 161 | 0 | 0 | 0 |
| Sewer | 161 | 0 | 0 | 0 | | 161 | 0 | 0 | 0 | |
| Solid Waste | 161 | 0 | 0 | | | 161 | 0 | 0 | | |
| | Total Homes | | | | 161 | Total Homes | | | | 161 |

## B – 2 SDS Community Deficiency Profile-One Line Listing

**Printed:** 06/23/2008 10:20AM (Eastern)

**wSTARS**

**SDS COMMUNITY DEFICIENCY PROFILE-ONE LINE LISTING - DRAFT**

| COMMUNITY NAME | COMMUNITY-STATE CODE | No. CDP Homes at Each Deficiency Level for Water (W), Sewer (S), Solid Waste (SW): 0 OR 1 W | 0 OR 1 S | 0 OR 1 SW | 2 W | 2 S | 2 SW | 3 W | 3 S | 3 SW | 4 W | 4 S | 4 SW | 5 W | 5 S | 5 SW | TOTAL HOMES | WATER COST | SEWER COST | SOLID WASTE COST | OPERATION & MAINT. COST | TOTAL IHS Regular PROJECT COST | NUMBER OF PROJECTS IDENTIFIED |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Reservation: FORT BERTHOLD** | | | | | | | | | | | | | | | | | | | | | | | |
| DUNN-CO | ND13999 | 0 | 348 | 0 | 0 | 0 | 0 | 181 | 0 | 348 | 167 | 0 | 0 | 0 | 0 | 0 | 348 | $4,980,000 | $0 | $0 | $0 | $4,980,000 | 4 |
| FOUR BEARS | ND27412 | 0 | 161 | 161 | 161 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 161 | $1,755,000 | $0 | $1,000,000 | $599,000 | $3,354,000 | 4 |
| MANDAREE | ND27414 | 0 | 141 | 141 | 141 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 141 | $2,750,000 | $0 | $0 | $185,000 | $2,935,000 | 2 |
| MCKENZIE-CO | ND27999 | 36 | 121 | 0 | 15 | 0 | 0 | 35 | 0 | 136 | 35 | 0 | 0 | 15 | 15 | 0 | 136 | $4,369,000 | $0 | $0 | $0 | $4,369,000 | 9 |
| MCLEAN-CO | ND28999 | 0 | 108 | 0 | 102 | 0 | 0 | 0 | 0 | 108 | 6 | 0 | 0 | 0 | 0 | 0 | 108 | $2,291,000 | $0 | $0 | $0 | $2,291,000 | 2 |
| MERCER-CO | ND29999 | 0 | 29 | 0 | 0 | 0 | 0 | 7 | 0 | 29 | 22 | 0 | 0 | 0 | 0 | 0 | 29 | $1,050,000 | $0 | $0 | $0 | $1,050,000 | 1 |
| MOUNTRAIL-CO | ND31999 | 0 | 91 | 0 | 24 | 0 | 0 | 57 | 0 | 96 | 10 | 0 | 0 | 5 | 5 | 0 | 96 | $234,000 | $0 | $0 | $0 | $234,000 | 1 |
| NEW TOWN | ND31446 | 260 | 0 | 260 | 0 | 0 | 0 | 0 | 260 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 260 | $0 | $437,000 | $0 | $0 | $437,000 | 1 |
| PARSHALL | ND31447 | 138 | 138 | 144 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 6 | 0 | 144 | $0 | $0 | $0 | $0 | $0 | 0 |
| TWIN BUTTES | ND13390 | 0 | 0 | 95 | 0 | 0 | 0 | 0 | 88 | 0 | 88 | 0 | 0 | 7 | 7 | 0 | 95 | $2,405,000 | $0 | $0 | $0 | $2,405,000 | 2 |
| WHITE SHIELD | ND28427 | 0 | 71 | 118 | 71 | 0 | 0 | 34 | 34 | 0 | 0 | 0 | 0 | 13 | 13 | 0 | 118 | $1,570,000 | $753,000 | $0 | $0 | $2,323,000 | 2 |
| **TOTALS:** | | 434 | 1,208 | 919 | 514 | 0 | 0 | 314 | 382 | 717 | 328 | 0 | 0 | 46 | 46 | 0 | 1,636 | $21,404,000 | $1,190,000 | $1,000,000 | $784,000 | $24,378,000 | 28 |

(*s*) - Community is shared by multiple field offices or tribes

# APPENDIX C – SDS SAMPLE REPORTS

**C-1 Sample SDS Community Summary Report**
**C-2 Sample SDS Narrative Report**
**C-3 Sample SDS Project Listing Report**
**C-4 Sample SDS Grouped Listing Report**
**C-5 Sample SDS Score Listing Report**
**C-6 Sample SDS Summary Report**
**C-7 Sample SDS Solid Waste Report**
**C-8 Sample SDS One-Line Listing Report**
**C-9 Sample Non-Project RRM Report**
**C-10 Sample HQ Comparison**
**C-11 Sample HQ Report 1**
**C-12 Sample HQ Report 5**
**C-13 Sample HQ Report 6**
**C-14 Sample SDS Summary by State Report**
**C-15 Sample HQ Data Checks Report**
**C-16 Sample Eligibility Conflicts Report** (Not provided. No longer used.)
**C-17 Sample Unsynchronized Projects Report**

**NOTE: Some sample reports may not be shown in their entirety, and the content of the report generated will vary depending of the filtering criteria used.**

# C-1 Sample SDS Community Summary Report

Printed: 07/09/2008 10:48AM (Eastern)

**wSTARS**

**SDS COMMUNITY SUMMARY for KESHENA (WI40937) - DRAFT**

**Project WI40937-0S01: Phase I - Keshena I/I Analysis**

**Funding Comments:**

**Housing Groups:**

| Group | Community | Home Type | Nbr. Homes | IDL | FDL | First Svc. | Water Svc. | Sewer Svc. | Solid Svc. | O&M Svc. |
|---|---|---|---|---|---|---|---|---|---|---|
| A | KESHENA | Existing Homes | 219 | 3 | 3 | N | N | Y | N | N |
| | Comments: | | | | | | | | | |
| B | KESHENA | HUD Housing | 137 | 3 | 3 | N | N | Y | N | N |
| | Comments: Homes are eligible for IHS funding since they are not the cause of the deficiency. Project is intended to provide Tribe with a report on the condition of the sewer gravity system. | | | | | | | | | |

**Facilities:**

| Housing Group | Facility Description | Qty. | Unit | Unit Cost (Overridden) | Total | Funding Source |
|---|---|---|---|---|---|---|
| A,B | Community Sewer | 1 | Ls. | $129,000.00 (N) | $129,000 | IHS Regular |
| | Special Requirements: none | | Comments: | | | |
| | | | | **Subtotal for Project WI40937-0S01:** | $129,000 | |

**Project WI40937-0S02: Keshena - Co-op Lift Station Replac**

**Funding Comments:**

**Housing Groups:**

| Group | Community | Home Type | Nbr. Homes | IDL | FDL | First Svc. | Water Svc. | Sewer Svc. | Solid Svc. | O&M Svc. |
|---|---|---|---|---|---|---|---|---|---|---|
| A | KESHENA | Non-Residential Units | 11 | 2 | 1 | N | N | Y | N | N |
| | Comments: | | | | | | | | | |

**Facilities:**

| Housing Group | Facility Description | Qty. | Unit | Unit Cost (Overridden) | Total | Funding Source |
|---|---|---|---|---|---|---|
| A | Community Sewer | 1 | Ls. | $200,000.00 (N) | $200,000 | Other |
| | Special Requirements: none | | Comments: Lift station serves non-residential connections and therefore is not eligible for IHS funds. | | | |
| | | | | **Subtotal for Project WI40937-0S02:** | $200,000 | |
| | | | | **Total for KESHENA (WI40937):** | $329,000 | |

## C-2 Sample SDS Narrative Report

Printed: 07/09/2008 10:56AM (Eastern)

**wSTARS**

**SDS NARRATIVE - DRAFT**

**Project/Phase Name:** KB - Dump Sites and Transfer Sta.
**Area:** BEMIDJI
**Tribe:** KEWEENAW BAY IND COMM OF THE L'ANSE RESERVATION, MICHIGAN
**EPA PWS ID:**

**Number:** MI07011-0C01 (Not Funded)
**Community Name:** BARAGA
**District:** RHINELANDER
**Field Office:** RDO 2

**Priority:** 30
**Project:** 0C
**Phase:** 01
**Self Gov Code:** C

**Econ Feasible:** Y
**Feasibility Overridden:** N
**IHS Reviewed:** P

**Engineer:** Willoughby, Brian
**Last Updated By:** Willoughby
**Last Update:** 07/08/2008

**DEFICIENCY LEVELS**

**Initial:** 3 **Final:** 1

**RATING SCORES**

**Health Impact:** 15
**Deficiency:** 12
**Previous Service:** 0
**Capital Cost:** 4
**O & M Capability:** 12
**Contribution:** 0
**Tribal:** 16
**Other Considerations:** 0
**Total Score:** 59

| | Community State Code | Home Type | Eligible | Number of Homes | Initial Def. Level | Final Def. Level | First Service | Water Service | Sewer Service | Solid Waste Service | O & M Service |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A | MI07012 | E1 | Y | 130 | 3 | 1 | N | N | N | Y | N |
| B | MI07011 | E1 | Y | 301 | 3 | 1 | N | N | N | Y | N |
| C | MI07012 | E1 | Y | 25 | 3 | 1 | N | N | N | Y | N |
| D | MI07012 | E1 | Y | 9 | 3 | 1 | N | N | N | Y | N |
| E | MI07999 | E1 | Y | 140 | 3 | 1 | N | N | N | Y | N |
| F | MI07011 | E1 | Y | 15 | 3 | 1 | N | N | N | Y | N |
| G | MI07999 | E1 | Y | 5 | 3 | 1 | N | N | N | Y | N |
| H | MI07999 | E1 | Y | 1 | 3 | 1 | N | N | N | Y | N |
| I | MI07999 | E1 | Y | 1 | 3 | 1 | N | N | N | Y | N |
| J | MI07012 | E1 | Y | 18 | 3 | 1 | N | N | N | Y | N |
| | | | | **Total:** 645 | | | | | | | |

| COST DATA | IHS Cost | IHS Unit Cost | Eligible Cost | Eligible Unit Cost | Allowable Unit Cost | Contributions | Ineligible Cost | Total Cost |
|---|---|---|---|---|---|---|---|---|
| **Water:** | $0 | $0 | $0 | $0 | $16,975 | | | $0 |
| **Sewer:** | 0 | 0 | $0 | $0 | $16,975 | | | $0 |
| **Solid:** | 505,000 | 783 | $505,000 | $783 | 7,275 | | | $505,000 |
| **O & M:** | 0 | N/A | 0 | N/A | N/A | | | $0 |
| **Total Cost:** | $505,000 | $783 | $505,000 | $783 | $48,500 | $0 | $0 | $505,000 |

**Special Requirements:** none

**EXISTING DEFICIENCIES:**

**Water:**

**Sewer:**

**Sol. Wst.:** Tribe has documented 25 sites. See Tribal report and estimate dated June 21, 2004. Scattered white goods, tires, etc. and some assesment funds for potential haz waste sites. Tribe has developed and approved a Solid Waste Management Plan.

**O & M:**

**PROPOSED FACILITIES:**

**Water:**

**Sewer:**

**Sol. Wst.:** Clean dump sites by hauling white goods, etc. to appropriate facilities and assess potential hazardous waste sites. Construct a transfer station to handle solid waste including recyclables and hazardous waste.

**O & M:**

**ATTACHMENTS:**

| Title | File/URL | Category | Description | Library Size | Created | Created By | Last Update | Update By |
|---|---|---|---|---|---|---|---|---|
| Cost Estimate | Dump Sites and Transfer Station.xls | Data systems \| STARS | | 46.5 Kb | 07/16/2008 | Snell, Scott | 07/16/2008 | Snell, Scott |
| KB Solid Waste Proposal 2008 | KB SW Proposal.pdf | Data systems \| STARS | Application for 2008 Tribal Solid Waste Management Assistance Project | 2909.8 Kb | 07/16/2008 | Snell, Scott | 07/16/2008 | Snell, Scott |
| Tribal Priority Documentation | Tribal Priority.PDF | Unspecified \| Unspecified | | 174.1 Kb | 07/10/2008 | Willoughby | 07/10/2008 | Willoughby |
| | SolidWasteFinal_January_17_06.pdf | Unspecified \| Unspecified | | 1587.9 Kb | 06/18/2007 | Willoughby | 06/18/2007 | Willoughby |
| | Dump Site List from KB Modified (TLW 6-11-07).doc | Unspecified \| Unspecified | | 74.0 Kb | 06/18/2007 | Willoughby | 06/18/2007 | Willoughby |

## C-3 Sample SDS Project Listing Report

Printed: 07/09/2008 11:43AM (Eastern)

**wSTARS**

**SDS PRIORITY LISTING - DRAFT**

| SDS Project Number | Project Name | Water | | Sewer | | Solid Waste | | O&M | | Def | | Scores | | | Area Allowance | | Total Contributions | Total Cost (IHS Regular Costs) | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | No.Homes / Unit Cost | Tot.Cost / %Allow | No.Homes / Unit Cost | Tot.Cost / %Allow | No.Homes / Unit Cost | Tot.Cost / %Allow | No.Homes / Unit Cost | Tot.Cost / %Allow | I | F | CC | OM | TOT | Priority | Unit Cost | HUD / Other | Project | Cumulative |
| WI27305-0C03 | ho chunk Ind Miss/Sand Pillow w/ext | 101 / $2,277 | $230,000 / 4% | 0 / $0 | $0 / 0% | 0 / $0 | $0 | 0 / $0 | $0 | 2 | 1 | 14 | 16 | 67 | 12 | $51,000 | $0 / $0 | $230,000 | $230,000 |
| WI57325-0S01 | Indian Hts. RSF Control Panel Repl. | 0 / $0 | $0 / 0% | 35 / $2,943 | $103,000 / 6% | 0 / $0 | $0 | 0 / $0 | $0 | 2 | 1 | 12 | 16 | 61 | 26 | $51,000 | $0 / $0 | $103,000 | $333,000 |
| WI57325-0W01 | Ho-Chunk Ind Hts Tank Improvements | 35 / $486 | $17,000 / 1% | 0 / $0 | $0 / 0% | 0 / $0 | $0 | 0 / $0 | $0 | 2 | 1 | 16 | 16 | 51 | 58 | $51,000 | $0 / $0 | $17,000 | $350,000 |
| WI27999-0S01 | Ho-Chunk Scattered Site | 0 / $0 | $0 / 0% | 1 / $30,000 | $30,000 / 59% | 0 / $0 | $0 | 0 / $0 | $0 | 4 | 1 | -20 | 16 | 40 | 104 | $51,000 | $0 / $0 | $30,000 | $380,000 |
| WI27999-0S04 | Onsite Phase III | 0 / $0 | $0 / 0% | 8 / $6,250 | $50,000 / 12% | 0 / $0 | $0 | 0 / $0 | $0 | 2 | 1 | 4 | 10 | 29 | 154 | $51,000 | $0 / $0 | $50,000 | $430,000 |
| WI27999-0C04 | ho chunk blk river falls pow-wow | 1 / $0 | $0 / 0% | 0 / $0 | $0 / 0% | 0 / $0 | $0 | 0 / $0 | $0 | 3 | 1 | -20 | 16 | 23 | 172 | $51,000 | $0 / $40,000 | $0 | $430,000 |
| WI27305-SW01 | Black River Falls Area Composting | 0 / $0 | $0 / 0% | 0 / $0 | $0 / 0% | 1 / $0 | $0 | 0 / $0 | $0 | 2 | 1 | -20 | 16 | 20 | 185 | $51,000 | $0 / $54,000 | $0 | $430,000 |
| WI57010-0W01 | Ho-Chunk Village Pumphouse Upgrades | 0 / $0 | $0 / 0% | 0 / $0 | $0 / 0% | 0 / $0 | $0 | 56 / $625 | $35,000 | 1 | 1 | -20 | 16 | -4 | 232 | $51,000 | $0 / $0 | $35,000 | $465,000 |

## C-4 Sample SDS Grouped Listing Report

Printed: 07/09/2008 11:49AM (Eastern)

**wSTARS**

**SDS GROUPED LISTING - DRAFT**
**(Listed by State, Reservation and Community)**

| NUMBER | NAME | TOTAL SCORE | COMMUNITY | DEF LEVEL INIT | DEF LEVEL FINAL | TOTAL HOMES | TOTAL (IHS REGULAR COSTS) |
|---|---|---|---|---|---|---|---|
| **STATE: MICHIGAN** | | | | | | | |
| **RESERVATION: BAY MILLS - SUGAR IS.** | | | | | | | |
| **COMMUNITY NAME: BAY MILLS** | | | | | | | |
| MI17021-0S03 | BM - Lift Stations Back-up Power | 50 | BAY MILLS | 2 | 1 | 42 | $30,000 |
| MI17021-0W01 | BM - Pumphouse Upgrades | 70 | BAY MILLS | 3 | 1 | 153 | $166,000 |
| **TOTAL FOR COMMUNITY: BAY MILLS** | | | | | | | **$196,000** |
| **TOTAL FOR RESERVATION: BAY MILLS - SUGAR IS.** | | | | | | | **$196,000** |
| **TOTAL FOR STATE: MICHIGAN** | | | | | | | **$196,000** |

## C-5 Sample SDS Score Listing Report

Printed: 07/09/2008 12:00PM (Eastern)

**wSTARS**

**SDS SCORE LISTING - DRAFT**

| PROJECT NUMBER | DEF. LVL. I | DEF. LVL. F | SDS PROJECT NAME | SCORES: TRIBE CODE | HEALTH IMPACT | DEF. LEVEL | FIRST SERVICE | CAPITAL COST | O & M CAP. | OTHER CONSD. | CONTR. | T.P. | TOTAL SCORE | Area Priority |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MI17999-0W01 | 2 | 2 | ST - Pumphouse Upgrades Phase I | 249 | 15 | 6 | 0 | 16 | 14 | 0 | 8 | 16 | 75 | 3 |
| MI49815-0W02 | 2 | 1 | ST - Community Wells Abandonment | 249 | 10 | 6 | 0 | 16 | 14 | 0 | 0 | 8 | 54 | 44 |
| MI17999-0W02 | 3 | 3 | ST - Pumphouse Upgrades Phase II | 249 | 0 | 12 | 0 | 16 | 14 | 0 | 0 | 12 | 54 | 46 |
| MI17999-0S01 | 3 | 1 | ST - Individual Scattered Sites | 249 | 18 | 12 | 4 | -12 | 10 | 0 | 0 | 4 | 36 | 126 |
| MI17999-0W04 | 3 | 2 | ST - Odenaang New Water Source P2 | 249 | 15 | 12 | 0 | -6 | 14 | 0 | 0 | 0 | 35 | 127 |
| MI17999-0W03 | 3 | 3 | ST-Odenaang New Water Source P1 | 249 | 15 | 12 | 0 | -12 | 14 | 0 | 0 | 0 | 29 | 151 |
| MI49815-0W01* | 2 | 1 | ST-St. Ignace Water System Upgrade | 249 | 0 | 6 | 0 | -8 | 10 | 0 | 0 | 0 | 8 | 227 |

## C-6 Sample SDS Summary Report

Printed: 07/09/2008 11:54AM (Eastern)

**wSTARS**

**SDS SUMMARY (1 PAGE) - DRAFT**
**Tribe: LAC DU FLAMBEAU BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

**GENERAL TRIBE INFORMATION**

| | |
|---|---|
| Number of Projects: | |
| Total Data Base: | 9 |
| Current Agency Funding Plan: | 5 |
| Total Project Costs (IHS Regular): | |
| Total Data Base: | $1,976,500 |
| Current Agency Funding Plan: | $498,500 |
| Estimated Number of Homes Without Potable Water (Excluding E2, E3, and X1 homes) | 0 |
| Estimated Number of Homes at Deficiency Levels 4 and 5 | 0 |
| Estimated Number of Homes at Deficiency Levels 2 through 5 | 559 |
| Estimated Number of Homes at Deficiency Levels 1 through 5 | 685 |
| Estimated Number of Homes at Deficiency Levels 0 through 5 | 685 |
| Number of Communities in Deficiency Profile | 1 |

**DEFICIENCY LEVEL INFORMATION**

| DEFICIENCY LEVEL | 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|
| Homes | 0 | 126 | 435 | 124 | 0 | 0 |
| Percent Eligible Homes | 0.00 | 22.54 | 77.82 | 22.18 | 0.00 | 0.00 |
| Number of Projects | | 3 | 4 | 2 | 0 | 0 |
| Estimated Cost (IHS Regular): | | | | | | |
| Total Data Base: | | $734,000 | $322,500 | $920,000 | $0 | $0 |
| Curr. Funding Plan: | | | $322,500 | $176,000 | $0 | $0 |

**TYPE OF SERVICE INFORMATION**

| TYPE OF SERVICE | WATER | SEWER | SOLID WASTE | O & M |
|---|---|---|---|---|
| *Homes at IDL 0* | *0* | *0* | *0* | *N/A* |
| *Homes at IDL 1* | *126* | *646* | *685* | *N/A* |
| *Homes at IDL 2* | *435* | *39* | *0* | *N/A* |
| *Homes at IDL 3* | *124* | *0* | *0* | *N/A* |
| *Homes at IDL 4* | *0* | *0* | *N/A* | *N/A* |
| *Homes at IDL 5* | *0* | *0* | *N/A* | *N/A* |
| Homes at IDL 2 - 5 | 559 | 39 | 0 | N/A |
| Percent of Eligible Homes | 100.00 | 6.98 | 0.00 | N/A |
| Estimated Costs (IHS Regular): | | | | |
| Total Data Base: | $1,210,000 | $109,500 | $0 | $657,000 |
| Curr. Funding Plan: | $466,000 | $32,500 | $0 | $0 |

## C-7 Sample SDS Solid Waste Report

Printed: 07/09/2008 11:57AM (Eastern)

**wSTARS**

**SDS SOLID WASTE - DRAFT**
**(Listed by Reservation and Community)**

| NUMBER (TRIBE) | NAME/DESCRIPTION | TOTAL SCORE | DEF LEVEL INIT | DEF LEVEL FINAL | SOLID WASTE COST (IHS Regular) | | |
|---|---|---|---|---|---|---|---|
| **RESERVATION NAME: MICHIGAN POTOWATOMI** | | | | | | | |
| **COMMUNITY NAME: HANNAHVILLE** | | | | | | | |
| MI55031-SW01 (HANNAHVILLE INDIAN COMMUNITY WISCONSIN POTAWATOMIE INDIANS OF MICHIGAN) | HA - Transfer Station Improvements | 48 | 3 | 1 | $55,000 | * A | $0 |
| | Existing: Unresricted access to existing transfer station. There is no fence to prevent unauthorized dumping. Also, no provision for rolloff dumpsters. | | | | | * B - | $0 |
| | Proposed: Install fence to secure facility and prevent unauthorized dumping after hours. Fence will also help retain waste that is blown from the dumpsters. Install concrete pads and raised unloading docks for dumping of waste. | | | | | * C | $55,000 |
| **TOTAL FOR COMMUNITY: HANNAHVILLE** | | | | | | | **$55,000** |
| **TOTAL FOR RESERVATION: MICHIGAN POTOWATOMI** | | | | | | | **$55,000** |

## C-8 Sample SDS One-Line Listing Milestones Report

Printed: 07/09/2008 12:00PM (Eastern)

**wSTARS**

**SDS SCORE LISTING - DRAFT**

| PROJECT NUMBER | DEF. LVL. I | DEF. LVL. F | SDS PROJECT NAME | SCORES TRIBE CODE | HEALTH IMPACT | DEF. LEVEL | FIRST SERVICE | CAPITAL COST | O & M CAP. | OTHER CONSD. | CONTR. | T.P. | TOTAL SCORE | Area Priority |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MI17999-0W01 | 2 | 2 | ST - Pumphouse Upgrades Phase I | 249 | 15 | 6 | 0 | 16 | 14 | 0 | 8 | 16 | 75 | 3 |
| MI49815-0W02 | 2 | 1 | ST - Community Wells Abandonment | 249 | 10 | 6 | 0 | 16 | 14 | 0 | 0 | 8 | 54 | 44 |
| MI17999-0W02 | 3 | 3 | ST - Pumphouse Upgrades Phase II | 249 | 0 | 12 | 0 | 16 | 14 | 0 | 0 | 12 | 54 | 46 |
| MI17999-0S01 | 3 | 1 | ST - Individual Scattered Sites | 249 | 18 | 12 | 4 | -12 | 10 | 0 | 0 | 4 | 36 | 126 |
| MI17999-0W04 | 3 | 2 | ST - Odenaang New Water Source P2 | 249 | 15 | 12 | 0 | -6 | 14 | 0 | 0 | 0 | 35 | 127 |
| MI17999-0W03 | 3 | 3 | ST-Odenaang New Water Source P1 | 249 | 15 | 12 | 0 | -12 | 14 | 0 | 0 | 0 | 29 | 151 |
| MI49815-0W01* | 2 | 1 | ST-St. Ignace Water System Upgrade | 249 | 0 | 6 | 0 | -8 | 10 | 0 | 0 | 0 | 8 | 227 |

## C-9 Sample Non-Project RRM Report

Printed: 07/09/2008 12:07PM (Eastern)

**wSTARS**

**NON-PROJECT RRM - DRAFT**
O&M data is currently available at area or higher level only.

| Tribe | Profile Days | SDS Project Days | O&M Days | Total Staff Days | Staff Years |
|---|---|---|---|---|---|
| FOREST COUNTY POTAWATOMI COMM OF WISCONSIN POTAWATOMI INDIANS, WISCONSIN | 021.00 | 015 | – | 036 | 0.16 |
| | | | **Totals:** | **036** | **0.16** |

## C-10 Sample HQ Comparison Report

Printed: 07/09/2008 12:09PM (Eastern)

**wSTARS**

**HQ COMPARISON - DRAFT**
**Based upon IHS Regular Costs**

### Cost and Number of SDS Projects - Total and Current Funding Plan

| Current Data | | | | |
|---|---|---|---|---|
| **Tribe** | **Total DB Cost** | **Total DB Projects** | **Feasible Cost** | **Feasible Projects** |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 445,125 | 5 | 344,625 | 4 |
| **Totals** | **445,125** | **5** | **344,625** | **4** |

| - : | | | | |
|---|---|---|---|---|
| **Tribe** | **Total DB Cost** | **Total DB Projects** | **Feasible Cost** | **Feasible Projects** |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 569,275 | 6 | 26,275 | 3 |
| **Totals** | **569,275** | **6** | **26,275** | **3** |

| Difference | | | | |
|---|---|---|---|---|
| **Tribe** | **Total DB Cost** | **Total DB Projects** | **Feasible Cost** | **Feasible Projects** |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | -124,150<br>-21.8 % | -1<br>-16.7 % | 318,350<br>1,211.6 % | 1<br>33.3 % |
| **Totals** | **-124,150**<br>**-21.8 %** | **-1**<br>**-16.7 %** | **318,350**<br>**1,211.6 %** | **1**<br>**33.3 %** |

### Cost of SDS Projects by Type of Service (Feasible)

| Current Data | | | | | |
|---|---|---|---|---|---|
| **Tribe** | **Water** | **Sewer** | **Solid Waste** | **O & M** | **All Services** |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 185,250 | 15,375 | 144,000 | 0 | 344,625 |
| **Totals** | **185,250** | **15,375** | **144,000** | **0** | **344,625** |

| - : | | | | | |
|---|---|---|---|---|---|
| **Tribe** | **Water** | **Sewer** | **Solid Waste** | **O & M** | **All Services** |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 6,750 | 19,525 | 0 | 0 | 26,275 |
| **Totals** | **6,750** | **19,525** | **0** | **0** | **26,275** |

| Difference | | | | | |
|---|---|---|---|---|---|
| **Tribe** | **Water** | **Sewer** | **Solid Waste** | **O & M** | **All Services** |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 178,500<br>2,644.4 % | -4,150<br>-21.3 % | 144,000<br>-- | 0<br>-- | 318,350<br>1,211.6 % |
| **Totals** | **178,500**<br>**2,644.4 %** | **-4,150**<br>**-21.3 %** | **144,000**<br>**--** | **0**<br>**--** | **318,350**<br>**1,211.6 %** |

### Cost of SDS Projects by Type of Service (Total Database)

| Current Data | | | | | |
|---|---|---|---|---|---|
| **Tribe** | **Water** | **Sewer** | **Solid Waste** | **O & M** | **All Services** |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 185,250 | 15,375 | 144,000 | 100,500 | 445,125 |
| **Totals** | **185,250** | **15,375** | **144,000** | **100,500** | **445,125** |

| 2008 - IHS National | | | | | |
|---|---|---|---|---|---|
| **Tribe** | **Water** | **Sewer** | **Solid Waste** | **O & M** | **All Services** |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 6,750 | 487,525 | 0 | 75,000 | 569,275 |
| **Totals** | **6,750** | **487,525** | **0** | **75,000** | **569,275** |

| Difference | | | | | |
|---|---|---|---|---|---|
| **Tribe** | **Water** | **Sewer** | **Solid Waste** | **O & M** | **All Services** |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 178,500<br>2,644.4 % | -472,150<br>-96.8 % | 144,000<br>-- | 25,500<br>34.0 % | -124,150<br>-21.8 % |
| **Totals** | **178,500**<br>**2,644.4 %** | **-472,150**<br>**-96.8 %** | **144,000**<br>**--** | **25,500**<br>**34.0 %** | **-124,150**<br>**-21.8 %** |

## C-10 Sample HQ Comparison Report (continued)

**Number of SDS Projects by Deficiency Level (Total Database)**

| Current Data | | | | | | |
|---|---|---|---|---|---|---|
| Tribe | DL 1 | DL 2 | DL 3 | DL 4 | DL 5 | Total |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 1 | 3 | 0 | 1 | 0 | 5 |
| **Totals** | **1** | **3** | **0** | **1** | **0** | **5** |

| 2008 - IHS National | | | | | | |
|---|---|---|---|---|---|---|
| Tribe | DL 1 | DL 2 | DL 3 | DL 4 | DL 5 | Total |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 2 | 2 | 0 | 2 | 0 | 6 |
| **Totals** | **2** | **2** | **0** | **2** | **0** | **6** |

| Difference | | | | | | |
|---|---|---|---|---|---|---|
| Tribe | DL 1 | DL 2 | DL 3 | DL 4 | DL 5 | Total |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | -1<br>-50.0 % | 1<br>50.0 % | 0<br>-- | -1<br>-50.0 % | 0<br>-- | -1<br>-16.7 % |
| **Totals** | **-1**<br>**-50.0 %** | **1**<br>**50.0 %** | **0**<br>**--** | **-1**<br>**-50.0 %** | **0**<br>**--** | **-1**<br>**-16.7 %** |

**Cost of SDS Projects by Deficiency Level (Total Database)**

| Current Data | | | | | | |
|---|---|---|---|---|---|---|
| Tribe | DL 1 | DL 2 | DL 3 | DL 4 | DL 5 | Total |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 100,500 | 329,250 | 0 | 15,375 | 0 | 445,125 |
| **Totals** | **100,500** | **329,250** | **0** | **15,375** | **0** | **445,125** |

| 2008 - IHS National | | | | | | |
|---|---|---|---|---|---|---|
| Tribe | DL 1 | DL 2 | DL 3 | DL 4 | DL 5 | Total |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 249,000 | 12,025 | 0 | 308,250 | 0 | 569,275 |
| **Totals** | **249,000** | **12,025** | **0** | **308,250** | **0** | **569,275** |

| Difference | | | | | | |
|---|---|---|---|---|---|---|
| Tribe | DL 1 | DL 2 | DL 3 | DL 4 | DL 5 | Total |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | -148,500<br>-59.6 % | 317,225<br>2,638.0 % | 0<br>-- | -292,875<br>-95.0 % | 0<br>-- | -124,150<br>-21.8 % |
| **Totals** | **-148,500**<br>**-59.6 %** | **317,225**<br>**2,638.0 %** | **0**<br>**--** | **-292,875**<br>**-95.0 %** | **0**<br>**--** | **-124,150**<br>**-21.8 %** |

## C-10 Sample HQ Comparison Report (continued)

**Cost of SDS Projects by Deficiency Level (Feasible)**

| Current Data | | | | | | |
|---|---|---|---|---|---|---|
| Tribe | DL 1 | DL 2 | DL 3 | DL 4 | DL 5 | Total |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 0 | 329,250 | 0 | 15,375 | 0 | 344,625 |
| **Totals** | **0** | **329,250** | **0** | **15,375** | **0** | **344,625** |

| 2008 - IHS National | | | | | | |
|---|---|---|---|---|---|---|
| Tribe | DL 1 | DL 2 | DL 3 | DL 4 | DL 5 | Total |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 0 | 12,025 | 0 | 14,250 | 0 | 26,275 |
| **Totals** | **0** | **12,025** | **0** | **14,250** | **0** | **26,275** |

| Difference | | | | | | |
|---|---|---|---|---|---|---|
| Tribe | DL 1 | DL 2 | DL 3 | DL 4 | DL 5 | Total |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 0<br>-- | 317,225<br>2,638.0 % | 0<br>-- | 1,125<br>7.9 % | 0<br>-- | 318,350<br>1,211.6 % |
| **Totals** | **0**<br>**--** | **317,225**<br>**2,638.0 %** | **0**<br>**--** | **1,125**<br>**7.9 %** | **0**<br>**--** | **318,350**<br>**1,211.6 %** |

**Number of Communities in SDS Community Deficiency Profile**

| Tribe | Current Data | 2008 - IHS National | Difference | % Diff. |
|---|---|---|---|---|
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 3 | 3 | 0 | 0.0 % |
| **Totals** | **3** | **3** | **0** | **0.0 %** |

## C-10 Sample HQ Comparison Report (continued)

**Number of Homes by Deficiency Level (Total Database)**

| Current Data | | | | | | |
|---|---|---|---|---|---|---|
| Tribe | DL 1 | DL 2 | DL 3 | DL 4 | DL 5 | Total |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 0 | 170 | 0 | 1 | 0 | 171 |
| **Totals** | **0** | **170** | **0** | **1** | **0** | **171** |

| 2008 - IHS National | | | | | | |
|---|---|---|---|---|---|---|
| Tribe | DL 1 | DL 2 | DL 3 | DL 4 | DL 5 | Total |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 98 | 61 | 0 | 13 | 0 | 172 |
| **Totals** | **98** | **61** | **0** | **13** | **0** | **172** |

| Difference | | | | | | |
|---|---|---|---|---|---|---|
| Tribe | DL 1 | DL 2 | DL 3 | DL 4 | DL 5 | Total |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | -98<br>-- | 109<br>178.7 % | 0<br>-- | -12<br>-92.3 % | 0<br>-- | -1<br>-0.6 % |
| **Totals** | **-98**<br>**--** | **109**<br>**178.7 %** | **0**<br>**--** | **-12**<br>**-92.3 %** | **0**<br>**--** | **-1**<br>**-0.6 %** |

**Number of Homes (Community Profile) by Service Type (Total Database)**

| Current Data | | | | |
|---|---|---|---|---|
| Tribe | Water | Sewer | Solid | OM |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 60 | 1 | 169 | 0 |
| **Totals** | **60** | **1** | **169** | **0** |

| 2008 - IHS National | | | | |
|---|---|---|---|---|
| Tribe | Water | Sewer | Solid | OM |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 61 | 16 | 0 | 0 |
| **Totals** | **61** | **16** | **0** | **0** |

| Difference | | | | |
|---|---|---|---|---|
| Tribe | Water | Sewer | Solid | OM |
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | -1<br>-1.6 % | -15<br>-93.8 % | 169<br>-- | 0<br>-- |
| **Totals** | **-1**<br>**-1.6 %** | **-15**<br>**-93.8 %** | **169**<br>**--** | **0**<br>**--** |

## C-10 Sample HQ Comparison Report (continued)

**Number of Homes without Potable Water**

| Tribe | Current Data | 2008 - IHS National | Difference | % Diff. |
|---|---|---|---|---|
| LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS OF MICHIGAN | 0 | 0 | 0 | -- |
| **Totals** | **0** | **0** | **0** | **--** |

## C-11 Sample HQ Report 1

**Printed:** 07/09/2008 12:14PM (Eastern)

**wSTARS**

**HQ REPORT 1 - DRAFT**

| Area | State | Project No. | Project Name | Area Priority | Project Costs (IHS Regular) | Cumulative Project Costs (IHS Regular) |
|---|---|---|---|---|---|---|
| BE | MINNESOTA | MN69247-OS01 | BF-Vermillion Main LS | 1 | 65,000 | 65,000 |
| BE | WISCONSIN | WI64986-0W04 | Idf - AC Watermain Replace | 2 | 176,000 | 241,000 |
| BE | MICHIGAN | MI17999-0W01 | ST - Pumphouse Upgrades Phase I | 3 | 99,600 | 340,600 |
| BE | WISCONSIN | WI04887-0W03 | RC North Pumphouse (NEW PROJECT) | 4 | 250,000 | 590,600 |
| BE | MICHIGAN | MI51003-WS01 | Individual Site Well and Septic | 5 | 12,000 | 602,600 |
| BE | MINNESOTA | MN03056-WS01 | WHITE EARTH - WE Scattered | 6 | 276,650 | 879,250 |
| BE | MINNESOTA | MN03056-1001 | White Earth Lagoon Riprap - Phase 1 | 7 | 282,600 | 1,161,850 |
| BE | MICHIGAN | MI17021-0W01 | BM - Pumphouse Upgrades | 8 | 166,000 | 1,327,850 |
| BE | MINNESOTA | MN16116-SW02 | GP - Landfill Assessment (PH 1) | 9 | 88,000 | 1,415,850 |
| BE | MINNESOTA | MN09999-OW04 | FDL Mahnomen control and safety | 10 | 115,000 | 1,530,850 |
| BE | WISCONSIN | WI02878-0W01 | Bad River - N.O. Well | 11 | 148,827 | 1,679,677 |
| BE | WISCONSIN | WI27305-0C03 | ho chunk Ind Miss/Sand Pillow w/ext | 12 | 230,000 | 1,909,677 |
| BE | WISCONSIN | WI21915-WS01 | SOK - Scattered Sites | 13 | 25,000 | 1,934,677 |
| BE | WISCONSIN | WI04887-SW02 | RC Transfer Sta. (PHASE II) | 14 | 41,450 | 1,976,127 |
| BE | MINNESOTA | MN09999-OW01 | FDL RR control and safety equipment | 15 | 115,000 | 2,091,127 |
| BE | MICHIGAN | MI55033-0C01 | HA - I&I Study | 16 | 52,000 | 2,143,127 |
| BE | MICHIGAN | MI13172-WS01 | Huron - Individual SDS site | 17 | 23,000 | 2,166,127 |
| BE | MINNESOTA | MN03056-0S02 | White Earth Lagoon Riprap - Phase 2 | 18 | 203,200 | 2,369,327 |
| BE | WISCONSIN | WI07989-OW01 | StC Hydro. tank Isolation | 19 | 17,000 | 2,386,327 |
| BE | WISCONSIN | WI58969-0W01 | FCP - Stone Lake South Well | 20 | 133,000 | 2,519,327 |
| BE | MINNESOTA | MN16116-0C01 | GP water main valves | 21 | 100,000 | 2,619,327 |
| BE | WISCONSIN | WI40999-SW03 | ME Tribal SW Manage Fac. - Phase 1 | 22 | 208,000 | 2,827,327 |
| BE | WISCONSIN | WI04887-SW01 | FUNDED RC Solid WastePlan (PHASE I) | 23 | 10,300 | 2,837,627 |
| BE | MINNESOTA | MN69245-OW02 | BF - Nett Lake Water System Repairs | 24 | 275,000 | 3,112,627 |
| BE | WISCONSIN | WI57325-0S01 | Indian Hts. RSF Control Panel Repl. | 25 | 103,000 | 3,215,627 |
| BE | MICHIGAN | MI45610-OW02 | GT P-town water tower Abandonment | 26 | 10,000 | 3,225,627 |
| BE | WISCONSIN | WI07999-SW01 | StC Solid Waste Plan (PHASE I) | 27 | 13,900 | 3,239,527 |
| BE | WISCONSIN | WI64986-0K01 | Idf - Little Pines & D Loop | 28 | 174,000 | 3,413,527 |
| BE | MINNESOTA | MN64226-SW01 | Lower Sioux Open Dumps | 29 | 51,000 | 3,464,527 |
| BE | MICHIGAN | MI07011-0C01 | KB - Dump Sites and Transfer Sta. | 30 | 505,000 | 3,969,527 |
| BE | MINNESOTA | MN64226-OS02 | Backup Community Well | 31 | 112,000 | 4,081,527 |
| BE | WISCONSIN | WI59982-0W01 | STOCKBRIDGE- Water Tower Renovation | 32 | 62,000 | 4,143,527 |
| BE | MINNESOTA | MN03056-0S03 | White Earth Lagoon Riprap - Phase 3 | 33 | 248,700 | 4,392,227 |
| BE | MICHIGAN | MI27028-0W03 | LVD - Water Main Loop (South Loop) | 34 | 33,750 | 4,425,977 |
| BE | MINNESOTA | MN16999-SW01 | COOK-CO - Transfer Station | 35 | 280,000 | 4,705,977 |
| BE | WISCONSIN | WI04887-SW03 | RC closure plan (3 sites PHASE III) | 36 | 50,000 | 4,755,977 |
| BE | MINNESOTA | MN69247-OW01 | BF -Vermillion Water Tower Repairs | 37 | 170,000 | 4,925,977 |
| BE | MINNESOTA | MN25136-OW02 | Water Treatment Plant | 38 | 373,700 | 5,299,677 |
| BE | MINNESOTA | MN87267-SW01 | Solid Waste Assessment | 39 | 69,000 | 5,368,677 |
| BE | WISCONSIN | WI04887-0W01 | RED CLIFF - Well Abandonment | 40 | 19,000 | 5,387,677 |
| BE | WISCONSIN | WI58969-0101 | FCP - Stone Lake N. Insulate Tower | 41 | 111,000 | 5,498,677 |
| BE | MINNESOTA | MN09999-OS01 | FDL Big Lake San Sewer | 42 | 1,035,000 | 6,533,677 |
| BE | MINNESOTA | MN16116-0H01 | GP elevated storage | 43 | 770,000 | 7,303,677 |
| BE | MICHIGAN | MI49815-0W02 | ST - Community Wells Abandonment | 44 | 24,000 | 7,327,677 |
| BE | WISCONSIN | WI07893-0A01 | FUNDED (danbury) community sewer | 45 | 125,000 | 7,452,677 |
| BE | MICHIGAN | MI17999-0W02 | ST - Pumphouse Upgrades Phase II | 46 | 115,000 | 7,567,677 |
| BE | WISCONSIN | WI21916-0O01 | SOK - Back-up Emergency Generators | 47 | 116,000 | 7,683,677 |
| BE | WISCONSIN | WI40937-0S01 | Phase I - Keshena I/I Analysis | 48 | 129,000 | 7,812,677 |

## C-12 Sample HQ Report 5

**Printed:** 07/09/2008 12:17PM (Eastern)

**wSTARS**

**HQ REPORT 5 - DRAFT**

**BE Area** (IHS Regular Costs)

| Project/Phase | Community | IDL | FDL | Priority | Feasible? | Homes | Water UC | Cumulative Water UC | Water AUC | Sewer UC | Cumulative Sewer UC | Sewer AUC | Solid Waste UC | Cumulative Solid Waste UC | Solid Waste AUC | Threshold Unit Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MI07012-0W01 | LANSE | 2 | 1 | 221 | No | 18 | 34,111 | 34,111 | 9,700 | 0 | 0 | 9,700 | 0 | 0 | 4,850 | 48,500 |
| MI07012-0W02 | LANSE | 2 | 1 | 135 | Yes | 101 | 7,584 | 41,695 | 9,700 | 0 | 0 | 9,700 | 0 | 0 | 4,850 | 48,500 |
| MI17999-0W01 | CHIPPEWA-CO | 2 | 2 | 3 | Yes | 139 | 717 | 717 | 9,700 | 0 | 0 | 9,700 | 0 | 0 | 4,850 | 48,500 |
| MI17999-0W02 | CHIPPEWA-CO | 3 | 3 | 46 | Yes | 139 | 827 | 1,544 | 16,975 | 0 | 0 | 16,975 | 0 | 0 | 7,275 | 48,500 |
| MI17999-0W03 | CHIPPEWA-CO | 3 | 3 | 151 | Yes | 59 | 14,356 | 15,900 | 16,975 | 0 | 0 | 16,975 | 0 | 0 | 7,275 | 48,500 |
| MI17999-0W04 | CHIPPEWA-CO | 3 | 2 | 126 | Yes | 59 | 11,085 | 26,985 | 16,975 | 0 | 0 | 16,975 | 0 | 0 | 7,275 | 48,500 |
| MI27028-0W01 | WATERSMEET | 4 | 1 | 50 | Yes | 1 | 0 | 0 | 24,250 | 15,375 | 15,375 | 24,250 | 0 | 0 | 0 | 48,500 |
| MI27028-0W03 | WATERSMEET | 2 | 1 | 34 | Yes | 27 | 1,250 | 1,250 | 9,700 | 0 | 15,375 | 9,700 | 0 | 0 | 4,850 | 48,500 |
| MI27028-0W04 | WATERSMEET | 2 | 1 | 63 | Yes | 58 | 2,612 | 3,862 | 9,700 | 0 | 15,375 | 9,700 | 0 | 0 | 4,850 | 48,500 |
| MI28999-0102 | GRD TRAVERSE | 1 | 1 | 195 | No | 65 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 48,500 |
| MI28999-0103 | GRD TRAVERSE | 1 | 1 | 94 | No | 137 | 0 | 0 | 0 | 274 | 274 | 0 | 0 | 0 | 0 | 48,500 |
| MI37027-0W01 | MT PLEASANT* | 3 | 2 | 55 | Yes | 48 | 12,604 | 12,604 | 16,975 | 0 | 0 | 16,975 | 0 | 0 | 7,275 | 48,500 |
| MI37027-0W02 | MT PLEASANT* | 2 | 2 | 119 | No | 31 | 11,387 | 23,991 | 9,700 | 0 | 0 | 9,700 | 0 | 0 | 4,850 | 48,500 |
| MI37027-0W03 | MT PLEASANT* | 2 | 2 | 52 | Yes | 164 | 2,829 | 26,821 | 9,700 | 0 | 0 | 9,700 | 0 | 0 | 4,850 | 48,500 |
| MI37027-0W04 | MT PLEASANT* | 2 | 1 | 142 | No | 282 | 10,812 | 37,633 | 9,700 | 0 | 0 | 9,700 | 0 | 0 | 4,850 | 48,500 |
| MI45610-OW01 | PESHAWBESTN | 2 | 1 | 108 | No | 23 | 9,783 | 9,783 | 9,700 | 0 | 0 | 9,700 | 0 | 0 | 4,850 | 48,500 |
| MI45610-OW02 | PESHAWBESTN | 2 | 1 | 26 | Yes | 124 | 88 | 9,870 | 9,700 | 0 | 0 | 9,700 | 0 | 0 | 4,850 | 48,500 |
| MI49815-0W01 | ST.IGNACE | 2 | 1 | 227 | No | 59 | 12,458 | 12,458 | 9,700 | 0 | 0 | 9,700 | 0 | 0 | 4,850 | 48,500 |
| MI49815-0W02 | ST.IGNACE | 2 | 1 | 43 | Yes | 59 | 407 | 12,864 | 9,700 | 0 | 0 | 9,700 | 0 | 0 | 4,850 | 48,500 |
| MI55033-0S01 | WILSON | 1 | 1 | 241 | No | 115 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 48,500 |
| MI55033-0S03 | WILSON | 4 | 1 | 132 | Yes | 3 | 0 | 0 | 24,250 | 22,000 | 22,000 | 24,250 | 0 | 0 | 0 | 48,500 |
| MI55033-0S04 | WILSON | 4 | 1 | 95 | No | 3 | 0 | 0 | 24,250 | 32,000 | 54,000 | 24,250 | 0 | 0 | 0 | 48,500 |
| MN03055-0S01 | PONSFORD | 2 | 1 | 92 | Yes | 81 | 0 | 0 | 10,500 | 2,280 | 2,280 | 10,500 | 0 | 0 | 5,250 | 52,500 |
| MN03055-0S02 | PONSFORD | 2 | 1 | 130 | Yes | 24 | 0 | 0 | 10,500 | 1,058 | 3,339 | 10,500 | 0 | 0 | 5,250 | 52,500 |
| MN03056-0S02 | WHITE EARTH | 3 | 3 | 18 | Yes | 122 | 0 | 0 | 18,375 | 1,666 | 1,666 | 18,375 | 0 | 0 | 7,875 | 52,500 |
| MN03056-0S03 | WHITE EARTH | 3 | 1 | 33 | Yes | 122 | 0 | 0 | 18,375 | 2,039 | 3,704 | 18,375 | 0 | 0 | 7,875 | 52,500 |
| MN04064-0101 | LITTLE ROCK | 2 | 1 | 88 | Yes | 224 | 7,437 | 7,437 | 10,500 | 0 | 0 | 10,500 | 0 | 0 | 5,250 | 52,500 |
| MN04064-0102 | LITTLE ROCK | 2 | 1 | 67 | Yes | 127 | 4,105 | 11,541 | 10,500 | 0 | 0 | 10,500 | 0 | 0 | 5,250 | 52,500 |
| MN04068-SW02 | RED LAKE | 3 | 1 | 148 | Yes | 686 | 0 | 0 | 18,375 | 0 | 0 | 18,375 | 1,428 | 1,428 | 7,875 | 52,500 |
| MN04068-SW03 | RED LAKE | 3 | 1 | 71 | Yes | 1594 | 0 | 0 | 18,375 | 0 | 0 | 18,375 | 521 | 1,949 | 7,875 | 52,500 |
| MN04306-0W01 | BUCK LAKE | 2 | 1 | 156 | Yes | 30 | 8,433 | 8,433 | 10,500 | 0 | 0 | 10,500 | 0 | 0 | 5,250 | 52,500 |
| MN04306-0W02 | BUCK LAKE | 2 | 1 | 205 | No | 10 | 21,200 | 29,633 | 10,500 | 0 | 0 | 10,500 | 0 | 0 | 5,250 | 52,500 |
| [illegible] | CARLTON CO | 2 | 1 | 207 | No | 22 | 26,250 | 26,250 | 10,500 | 0 | 0 | 10,500 | 0 | 0 | 5,250 | 52,500 |

## C-13 Sample HQ Report 6

**Printed:** 07/17/2008 01:58PM (Eastern)

**wSTARS**

**HQ REPORT 6 - Landscape - DRAFT**

**Tribe: LAC COURTE OREILLES BAND OF LAKE SUPERIOR CHIPEWA INDIANS, MICHIGAN**

| Project | Project Name | Area Priority | Total Score | Proj. IDL | Average Home IDL | Num Homes | Type of Project Water | Type of Project Sewer | Type of Project Solid | Community Profile Deficiency Levels Water 1 | Water 2 | Water 3 | Water 4 | Sewer 1 | Sewer 2 | Sewer 3 | Sewer 4 | Solid 1 | Solid 2 | Solid 3 | Solid 5 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WI58024-0S01 | LCO WWTP Upgrades (Phase 1) | 73 | 47 | 3 | 3.0 | 93 | | X | | | | | | | | | | | | | |
| | | Community | | IDL | Grp | Homes | | | | | | | | | | | | | | | |
| | | WI58024 | | 3 | C | 59 | | X | | 72 | 0 | 0 | 0 | 0 | 0 | 72 | 0 | 72 | 0 | 0 | 0 |
| | | WI58024 | | 3 | D | 13 | | X | | 72 | 0 | 0 | 0 | 0 | 0 | 72 | 0 | 72 | 0 | 0 | 0 |
| | | WI58012 | | 3 | E | 21 | | X | | 58 | 0 | 0 | 0 | 58 | 0 | 0 | 0 | 58 | 0 | 0 | 0 |
| WI58024-0S02 | LCO WWTP Upgrades (Phase 2) | 114 | 38 | 3 | 3.0 | 93 | | X | | | | | | | | | | | | | |
| | | Community | | IDL | Grp | Homes | | | | | | | | | | | | | | | |
| | | WI58024 | | 3 | A | 59 | | X | | 72 | 0 | 0 | 0 | 0 | 0 | 72 | 0 | 72 | 0 | 0 | 0 |
| | | WI58024 | | 3 | B | 13 | | X | | 72 | 0 | 0 | 0 | 0 | 0 | 72 | 0 | 72 | 0 | 0 | 0 |
| | | WI58012 | | 3 | C | 21 | | X | | 58 | 0 | 0 | 0 | 58 | 0 | 0 | 0 | 58 | 0 | 0 | 0 |
| WI58846-0201 | lco (indian trail) iga sewer | 171 | 22 | 2 | 2.0 | 18 | | X | | | | | | | | | | | | | |
| | | Community | | IDL | Grp | Homes | | | | | | | | | | | | | | | |
| | | WI58846 | | 2 | A | 14 | | X | | 14 | 0 | 0 | 0 | 0 | 14 | 0 | 0 | 14 | 0 | 0 | 0 |
| | | WI58846 | | 2 | B | 4 | | X | | 14 | 0 | 0 | 0 | 0 | 14 | 0 | 0 | 14 | 0 | 0 | 0 |
| WI58965-0W03 | LCO Reserve AC WM Replace | 174 | 21 | 2 | 2.0 | 25 | X | | | | | | | | | | | | | | |
| | | Community | | IDL | Grp | Homes | | | | | | | | | | | | | | | |
| | | WI58965 | | 2 | A | 25 | X | | | 20 | 25 | 0 | 0 | 45 | 0 | 0 | 0 | 45 | 0 | 0 | 0 |

## C-14 Sample SDS Summary by State Report

**Total Database Eligible Costs**

| State | State Name | Water | Sewer | Solid Waste | O & M | Total |
|---|---|---|---|---|---|---|
| MI | MICHIGAN | $ 2,328,120 | $ 1,345,360 | $ 301,000 | $ 200,000 | $ 4,174,480 |
| WI | WISCONSIN | $ 8,308,030 | $ 10,203,368 | $ 1,032,000 | $ 549,095 | $ 20,092,493 |

**Feasible Database Eligible Costs**

| State | State Name | Water | Sewer | Solid Waste | O & M | Total |
|---|---|---|---|---|---|---|
| MI | MICHIGAN | $ 917,720 | $ 276,760 | $ 301,000 | $ 0 | $ 1,495,480 |
| WI | WISCONSIN | $ 3,981,530 | $ 1,969,368 | $ 682,000 | $ 0 | $ 6,632,898 |

TEST SERVER

## C-15 Sample HQ Data Checks Report

Printed: 07/17/2008 02:01PM (Eastern)

**wSTARS**

**HQ DATA CHECKS - DRAFT**

**1.0 Duplicate SDS Project Numbers**

| Area | Community (Code) | SDS Project Number | Project Name | Funded? |
|---|---|---|---|---|

**2.0 Duplicate Community Profiles**

| Area | Community (Code) |
|---|---|

**3.0 Project Housing Groups with No Homes or IDL = 0**

| Area | Community (Code) | SDS Project Number | Project Name | Funded? |
|---|---|---|---|---|
| BE | BUCK LAKE (MN04306) | MN04306-0W01 | Buck Lake Water Improvements Ph 1 | N |
| BE | BUCK LAKE (MN04306) | MN04306-0W02 | Buck Lake Water Improvements Ph 2 | N |
| BE | LOWER SIOUX (MN64226) | MN64226-0S01 | Activated Sludge Treatment Plant | N |
| BE | VINELAND (MN48189) | MN48189-0S01 | Vineland Infiltration Study | N |

**4.0 Project Cost Inconsistencies**

| Area | Community (Code) | SDS Project Number | Project Name |
|---|---|---|---|

**4.5 Total Score Inconsistencies**

| Area | Community (Code) | SDS Project Number | Project Name | Stored Score | Calculated Score |
|---|---|---|---|---|---|

**5.0 Duplicate Tribal Priority Scores**

| Area | Score | Tribe | Community (Code) | SDS Project Number | Project Name |
|---|---|---|---|---|---|
| BE | 4 | HO CHUNK | JACKSON-CO (WI27999) | WI27999-0S04 | Onsite Phase III |
| BE | 4 | HO CHUNK | JACKSON-CO (WI27999) | WI27999-0S01 | Ho-Chunk Scattered Site |
| BE | 8 | HO CHUNK | BLK RV FALLS (WI27305) | WI27305-SW01 | Black River Falls Area Composting |
| BE | 8 | HO CHUNK | INDIAN HEIGHTS (WI57325) | WI57325-0W01 | Ho-Chunk Ind Hts Tank Improvements |

**6.0 Community Profiles w/IDL >= 2 and No Projects**

| Area | Community (Code) |
|---|---|

**7.0 Incomplete Community Profiles with Projects**

| Area | Community (Code) |
|---|---|

**8.0 Communities with Only E2, E3 Homes**

| Area | Community (Code) |
|---|---|
| BE | SUGAR ISLAND (MI17959) |
| BE | TURTLE LAKE (WI03005) |

**9.0 Projects with Homes and No Corresponding Costs (Service Type Undefined)**

| Area | Community (Code) | SDS Project Number | Project Name |
|---|---|---|---|

**10.0 Arsenic Projects w/o Special Requirements**

| Area | Community (Code) | SDS Project Number | Project Name | Funded? |
|---|---|---|---|---|
| BE | INGER (MN31155) | MN31155-0W02 | Inger Arsenic Removal | N |

## C-16 Sample Eligibility Conflicts Report (Sample not provided. No longer used.)

## C-17 Sample Unsynchronized Projects Report

Printed: 07/17/2008 02:22PM (Eastern)

STARS T E S T

UNSYNCHRONIZED PROJECTS for ASHLAND-CO (WI02999) - DRAFT

| Community | Comm. Code | District | Reservation | Service Unit |
|---|---|---|---|---|
| ASHLAND-CO | WI02999 | 02 - RHINELANDER | BAD RIVER, LA POINTE | 1100 - (NOT REPORTED) |

| Field Office(s) | Tribe(s) |
|---|---|
| Ashland | BAD RIVER BAND OF THE LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS |

| Project Type | Project # | Project Name | District | Reservation | Service Unit | Field Office | Tribe |
|---|---|---|---|---|---|---|---|
| PDS | BE94093 | BAD RIVER HUD | RHINELANDER | BAD RIVER, LA POINTE | | Ashland | BAD RIVER BAND OF THE LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS |
| PDS | BE04C80 | Bad River Scattered | RHINELANDER | BAD RIVER, LA POINTE | WISCONSIN URBAN | Ashland | BAD RIVER BAND OF THE LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS |
| PDS | BE04C97 | Planning of water facilities | RHINELANDER | BAD RIVER, LA POINTE | WISCONSIN URBAN | Ashland | BAD RIVER BAND OF THE LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS |
| PDS | BE03C70 | Water loss program | RHINELANDER | BAD RIVER, LA POINTE | WISCONSIN URBAN | Ashland | BAD RIVER BAND OF THE LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS |

# APPENDIX D – PDS SAMPLE REPORTS

**D-1 Sample Progress Report**
**D-2 Sample PDS Narrative Report**
**D-3 Sample PDS Project Listing Report**
**D-4 Sample PDS Fund Advice Report**
**D-5 Sample PDS RRM Listing Report**
**D-6 Sample PDS Data Checks Report**
**D-7 Sample PDS Construction Complete and Durations Report**
**D-8 Sample PDS Completed Milestones Report**
**D-9 Sample PDS Overdue Milestones Report**
**D-10 Sample PDS Upcoming Milestones Report**
**D-11 Sample IHS/EPA Interagency Document – Clean Water Act Projects Report**
**D-12 Sample Combined RRM Report**
**D-13 Sample PDS Summary Report**
**D-14 Sample Unsynchronized Projects Report**

**NOTE: Some sample reports may not be shown in their entirety, and the content of any report generated will vary depending on the filtering criteria used.**

## D-1. Sample Progress Report

**Indian Health Service**
**Division of Sanitation Facilities Construction**
**Project Data System (PDS) - *Progress Report**
**Reporting Period: 10/01/2007 to 09/30/2008**

*DISCLAIMER
Data provided in this report is specific to the IHS project number indicated and is used for general reporting purposes only. Do not base any financial decisions or attempt to aggregate or summarize data generated by this report or collections of reports for any purpose. This includes, but is not limited to, financial, homes, milestones and deficiency level data.

### General Infomation

| | | | |
|---|---|---|---|
| **IHS Project Name** | Trenton Housing | **State** | ND |
| **IHS Project #** | AB07H86 | **District** | Minot |
| **Project Type** | Housing Project - new or renovated homes | **Community** | WILLIAMS-CO |
| **IHS Contact** | Rudd Rachel | **EPA Region** | 08 |
| **Field Office** | Minot | **SDWA/CWA Issues** | None |
| **Tribe** | TURTLE MOUNTAIN BAND OF CHIPPEWA INDIANS, TURTLE MOUNTAIN INDIAN RES., ND | **PWS ID #** | N/A |
| **Reservation** | TRENTON | **NPDES #** | N/A |

### Interagency Documents

| Agency Name | Agency Contact | Agency Document # | Document Dates | | |
|---|---|---|---|---|---|
| | | | Signed | Start | End |
| No records | | | | | |

### Milestones

| Milestone | Proposed | Revised | Actual | Percent Complete |
|---|---|---|---|---|
| Project Summary | | | 06/19/2007 | 100 |
| Initial Environmental Review Determination | 04/15/2007 | | 06/19/2007 | 100 |
| Design Phase Start | | | 06/01/2007 | 100 |
| Design Phase Complete | | | 06/01/2007 | 100 |
| Construction Phase Start | | | 08/08/2007 | 100 |
| Final Inspection | 12/01/2007 | | | 0 |
| Construction Phase Complete | | | | 0 |
| Transfer Agreement | 01/01/2008 | | | 0 |
| Final Report Published | 05/01/2008 | | | 0 |

### Proposed Project Homes

| Community | Estimated Homes To Be Served | Actual Homes Served To Date | Deficiency Levels | | Type of Service | | | |
|---|---|---|---|---|---|---|---|---|
| | | | Initial | Final | Water | Sewer | Sol. Waste | O & M |
| WILLIAMS-CO | 4 | 0 | 4 | 1 | X | X | | |
| WILLIAMS-CO | 0 | 1 | 4 | 1 | | X | | |
| WILLIAMS-CO | 0 | 1 | 4 | 1 | X | X | | |
| WILLIAMS-CO | 0 | 1 | 4 | 1 | | X | | |
| WILLIAMS-CO | 0 | 1 | 4 | 1 | X | | | |

### Journal Entries
from 10/01/2007 to 09/30/2008

| | |
|---|---|
| **Original Scope** | Install individual water and sewer facilities for new or like-new homes at scattered sites within the Trenton Indian Service Area. |
| **Scope Adjustment** | *-- no entries found --* |

## D-1. Sample Progress Report *(Continued)*

**Accomplishments**

11/03/2007
Work Order #2 for H86MOA1 was issued on November 2, 2007 with a completion date of November 24, 2007.

08/16/2007
Work Order #1 for H86MOA1 was issued on August 15, 2007 with a completion date of September 12, 2007.

08/10/2007
The preconstruction meeting for H86MOA1 was held on August 10, 2007 in Minot, ND. Those present for the meeting included representatives from the Indian Health Service, the Trenton Indian Service Area and Storms Construction.

07/09/2007
The bid opening for H86MOA1 was held on June 26, 2007. There was only one responsive bidder. The contract was awarded to Storms Construction. Funding from AB-04-R29 and AB-06-H80 will also be included in this contract.

**Comments**

*-- no entries found --*

**Plans**

03/27/2008
A final inspection will be held in the spring of 2008 for the work completed under H86MOA1.

**Financial Information**

| | Estimated Project Costs | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Funding Source** | **Water** | **Sewer** | **Solid Waste** | **O&M** | **Total** | **FY** | **Funding Received** | **Estimated Expenditures** | **Estimated Balance** |
| IHS Housing | $30,500.00 | $30,500.00 | | | $61,000.00 | 2007 | $61,000.00 | $61,000.00 | $0.00 |
| **TOTALS** | **$30,500.00** | **$30,500.00** | **$0.00** | **$0.00** | **$61,000.00** | | **$61,000.00** | **$61,000.00** | **$0.00** |

## D-2. Sample PDS Narrative Report

Printed: 06/30/2008 09:24AM (Eastern) | **wSTARS** | Printed By: Rudd Rachel

**PDS NARRATIVE**

**Project Details**

**Project Location**

| | |
|---|---|
| **Community:** | WILLIAMS-CO |
| **Service Unit:** | TRENTON |
| **Reservation:** | TRENTON |
| **District:** | Minot |
| **Field Office:** | Minot |
| **Tribe:** | TURTLE MOUNTAIN BAND OF CHIPPEWA INDIANS, TURTLE MOUNTAIN INDIAN RES., ND |

**Project Details**

| | |
|---|---|
| **PDS Number:** | AB07H86 |
| **SDS Project(s):** | |
| **Name:** | Trenton Housing |
| **Engineer:** | Rudd Rachel |
| **Deliver Method:** | IHS Direct Service |
| **Eng Only:** | 0 |

**Project Scope**

**Proj. Type:** Housing Project - new or renovated homes

**Scope:** Install individual water and sewer facilities for new or like-new homes at scattered sites within the Trenton Indian Service Area.

**Estimated Costs**

| | |
|---|---|
| **Water:** | $ 30,500 |
| **Sewer:** | $ 30,500 |
| **Solid Waste:** | $ 0 |
| **O & M:** | $ 0 |
| **Total:** | $ 61,000 |

**Updated**

| | |
|---|---|
| **Last Update:** | 04/03/2008 |
| **Update By** | Rudd Rachel |

**Project Journal**

| | | | |
|---|---|---|---|
| Plans | 03/27/2008 | Rudd Rachel | A final inspection will be held in the spring of 2008 for the work completed under H86MOA1. |
| Accomplishments | 11/03/2007 | Rudd Rachel | Work Order #2 for H86MOA1 was issued on November 2, 2007 with a completion date of November 24, 2007. |
| Accomplishments | 08/16/2007 | Rudd Rachel | Work Order #1 for H86MOA1 was issued on August 15, 2007 with a completion date of September 12, 2007. |
| Accomplishments | 08/10/2007 | Rudd Rachel | The preconstruction meeting for H86MOA1 was held on August 10, 2007 in Minot, ND. Those present for the meeting included representatives from the Indian Health Service, the Trenton Indian Service Area and Storms Construction. |
| Accomplishments | 07/09/2007 | Rudd Rachel | The bid opening for H86MOA1 was held on June 26, 2007. There was only one responsive bidder. The contract was awarded to Storms Construction. Funding from AB-04-R29 and AB-06-H80 will also be included in this contract. |

**Attachments**

| Attachment Name | Created | Created By | Last Update | Update By |
|---|---|---|---|---|
| H86 ERD.pdf | 07/10/2007 | Bohling Amy | 07/10/2007 | Bohling Amy |
| H86 MOA.pdf | 07/10/2007 | Bohling Amy | 07/10/2007 | Bohling Amy |
| H86 PR.pdf | 07/10/2007 | Bohling Amy | 07/10/2007 | Bohling Amy |
| H86 PS.pdf | 07/10/2007 | Bohling Amy | 07/10/2007 | Bohling Amy |

**User Defined Attributes**

**Local Code:** 016 - Rachel Rudd

## D-2. Sample PDS Narrative Report *(Continued)*

**Project Milestones**

20 Milestones Found

| Project Phase | Code | Milestone | Required By | Proposed | Estimated | Actual | Percent Complete |
|---|---|---|---|---|---|---|---|
| Planning | 1000 | Planning Phase Start | HQ | | | 01/08/2007 | 100 |
| Planning | 1010 | Project Proposal | HQ | | | 01/08/2007 | 100 |
| Planning | 1200 | Project Summary | HQ | | | 06/19/2007 | 100 |
| Planning | 1310 | Initial Environmental Review Determination | HQ | 04/15/2007 | | 06/19/2007 | 100 |
| Planning | 1600 | Memorandum of Agreement (MOA) | HQ | 04/30/2007 | | 07/02/2007 | 100 |
| Planning | 1999 | Planning Phase End | HQ | | | 07/02/2007 | 100 |
| Design | 2000 | Design Phase Start | HQ | | | 06/01/2007 | 100 |
| Design | 2400 | Right of Way | HQ | 05/01/2007 | | 06/01/2007 | 100 |
| Design | 2510 | Bid Opening | Area | | | 06/26/2007 | 100 |
| Design | 2999 | Design Phase Complete | HQ | | | 06/01/2007 | 100 |
| Construction | 3000 | Construction Phase Start | HQ | | | 08/08/2007 | 100 |
| Construction | 3100 | NTP (Notice to Proceed) | Area | 06/15/2007 | | 08/08/2007 | 100 |
| Construction | 3110 | Preconstruction Meeting | Area | | | 08/10/2007 | 100 |
| Construction | 3900 | Final Inspection | HQ | 12/01/2007 | | | 0 |
| Construction | 3999 | Construction Phase Complete | HQ | | | | 0 |
| Closeout | 4000 | Closeout Phase Begin | HQ | | | | 0 |
| Closeout | 4110 | As-built/Record Drawings | HQ | 12/01/2007 | | | 0 |
| Closeout | 4200 | O&M Training Provided | Area | | | | 0 |
| Closeout | 4600 | Transfer Agreement | HQ | 01/01/2008 | | | 0 |
| Closeout | 4999 | Final Report Published | HQ | 05/01/2008 | | | 0 |

**Project Homes**

| Housing Group | Community | Home Type | IHS Eligible | Number Homes | IDL | FDL | First Service | Type of Service: Water | Sewer | Sol. Waste | O & M | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | WILLIAMS-CO | H2 - BIA Housing | X | 4 | 4 | 1 | | X | X | | | Original Estimate |
| B | WILLIAMS-CO | E1 - Existing Homes | X | 0 | 4 | 1 | | | X | | | C. Donovan |
| C | WILLIAMS-CO | E1 - Existing Homes | X | 0 | 4 | 1 | X | X | X | | | L. Teske |
| D | WILLIAMS-CO | E1 - Existing Homes | X | 0 | 4 | 1 | X | | X | | | M. Trowbridge |
| E | WILLIAMS-CO | E1 - Existing Homes | X | 0 | 4 | 1 | | X | | | | R. Grimmer |

**Total Homes: 4**

**Project Line Items**

| Facility Type | Funding Source | Eligible? | Funding Year | Housing Groups | Estimated Qty | Estimated Unit Cost | Estimated Cost | Actual Qty | Actual Unit Cost | Actual Cost |
|---|---|---|---|---|---|---|---|---|---|---|
| Water, Other - General Estimate, Water | IHS Housing | Yes | 2007 | A,C,E | 4 | $7,625.00 | $30,500.00 | 2 | $6,650.88 | $13,300.00 |
| Special Requirements: Comments: | | | | | | | | | | |
| Sewer, Other - General Estimate, Sewer | IHS Housing | Yes | 2007 | A,B,C,D | 4 | $7,625.00 | $30,500.00 | 3 | $15,899.42 | $47,700.00 |
| Special Requirements: Comments: | | | | | | | | | | |

**Estimated Total: $61,000.00** **Actual Total: $61,000.00**

**Project Fund Advice**

| Funding Source | Funding Year | Allowance | CAN Number | Appropriation | Location | Amount | Date of Entry | In IHS Finance? | RRM Eligible Amount |
|---|---|---|---|---|---|---|---|---|---|
| IHS Housing | 2007 | | 458H86 | 75X0391 | | $61,000.00 | | Yes | $61,000.00 |

**Amount Total: $61,000.00**

## D-3. Sample PDS Project Listing Report

**Printed:** 06/30/2008 09:17AM (Eastern)

**wSTARS**

**PDS PROJECT LISTING - DRAFT**

| Project | Project Name | Project Class | Engineer | Last Update | Total Cost* | Homes | MOA Date | Const. Start | Const. Complete | Final Report |
|---|---|---|---|---|---|---|---|---|---|---|
| AB00A78 | Trenton HIP | H - Housing Project - new or renovated homes | Rudd Rachel | 06/14/2004 | $130,000.00 | 10 | 03/07/2000 | 06/09/2000 | 12/03/2001 | |
| AB00E08 | Falcon Coulee Water & Sewer | E - EPA Funded Project | Rudd Rachel | 07/24/2007 | $630,000.00 | 19 | 02/29/2000 | 08/22/2006 | 07/17/2007 | |
| AB01588 | Trenton WW Upgrade | R - Regular Project - existing homes | Rudd Rachel | 10/30/2007 | $593,500.00 | 112 | 08/06/2001 | 06/14/2007 | | |
| AB01H01 | Trenton Scattered | H - Housing Project - new or renovated homes | Rudd Rachel | 05/17/2005 | $80,000.00 | 6 | 03/05/2001 | 11/19/2001 | 09/16/2003 | |
| AB02R04 | Trenton Scattered | R - Regular Project - existing homes | Rudd Rachel | 03/27/2008 | $155,000.00 | 13 | 05/01/2002 | 09/23/2002 | 08/22/2006 | |
| AB03H34 | Trenton Scattered | H - Housing Project - new or renovated homes | Rudd Rachel | 03/16/2007 | $100,000.00 | 13 | 05/14/2003 | 09/29/2003 | 08/22/2006 | |
| AB03R19 | Trenton Solid Waste | R - Regular Project - existing homes | Sorum Jack | 03/19/2007 | $150,000.00 | 183 | 07/16/2003 | 08/25/2003 | | |
| AB04R29 | Trenton Scattered | R - Regular Project - existing homes | Rudd Rachel | 07/24/2007 | $156,000.00 | 10 | 04/09/2004 | 10/11/2004 | | |
| AB05H58 | BIA Home Improvement & TISA Housing | H - Housing Project - new or renovated homes | Rudd Rachel | 03/26/2008 | $85,000.00 | 7 | 04/19/2005 | 08/08/2005 | 10/27/2006 | |
| AB05R49 | Trenton Individual Water Treatment | R - Regular Project - existing homes | Rudd Rachel | 07/24/2007 | $203,000.00 | 30 | 09/30/2005 | | | |
| AB06H80 | Trenton HIP Project | H - Housing Project - new or renovated homes | Rudd Rachel | 03/27/2008 | $100,000.00 | 8 | 08/15/2006 | 11/16/2006 | 08/24/2007 | |
| AB06R60 | TISA Solid Waste Phase 1 | R - Regular Project - existing homes | Rudd Rachel | 03/26/2008 | $1,025,000.00 | 277 | 09/13/2006 | | | |
| AB07H86 | Trenton Housing | H - Housing Project - new or renovated homes | Rudd Rachel | 03/27/2008 | $61,000.00 | 4 | 07/02/2007 | 08/08/2007 | | |
| AB07R69 | Trenton Elevated Tank | R - Regular Project - existing homes | Rudd Rachel | 04/03/2008 | $690,000.00 | 197 | 09/26/2007 | | | |
| AB08C03 | Trenton Housing | H - Housing Project - new or renovated homes | Rudd Rachel | 05/22/2008 | $100,000.00 | 7 | 05/14/2008 | | | |
| AB08D17 | Trenton Water Users Building | O - Funded with other contributions | Rudd Rachel | 06/18/2008 | $368,000.00 | 161 | 05/27/2008 | | | |
| AB08R80 | Trenton Scattered | R - Regular Project - existing homes | Rudd Rachel | 06/03/2008 | $189,000.00 | 10 | 05/22/2008 | | | |

*Total Cost values in italics are "uncalculated total costs"*

## D-4. Sample PDS Fund Advice Report

Printed: 06/27/2008 05:08PM (Eastern)

**wSTARS**

**PDS FUND ADVICE - DRAFT**

### Funding Year 2000

| Project | Community | Project Name | Fund Type | Funding Year | Amount | RRM Eligible Amount | Date Entry | Description |
|---|---|---|---|---|---|---|---|---|
| AB00A78 | ND53999 | Trenton HIP | H | 2000 | $130,000.00 | $130,000.00 | 05/05/2000 | |
| AB00E08 | ND53520 | Falcon Coulee Water & Sewer | | 2000 | $284,600.00 | $284,600.00 | 08/17/2000 | |
| AB00E08 | ND53520 | Falcon Coulee Water & Sewer | H | 2000 | $14,400.00 | $14,400.00 | 05/05/2000 | |
| | | | | **Total:** | **$429,000.00** | **$429,000.00** | | |

### Funding Year 2001

| Project | Community | Project Name | Fund Type | Funding Year | Amount | RRM Eligible Amount | Date Entry | Description |
|---|---|---|---|---|---|---|---|---|
| AB01588 | ND53520 | Trenton WW Upgrade | R | 2001 | $270,000.00 | $270,000.00 | 08/16/2001 | |
| AB01H01 | ND53999 | Trenton Scattered | H | 2001 | $80,000.00 | $80,000.00 | 04/19/2001 | |
| | | | | **Total:** | **$350,000.00** | **$350,000.00** | | |

### Funding Year 2002

| Project | Community | Project Name | Fund Type | Funding Year | Amount | RRM Eligible Amount | Date Entry | Description |
|---|---|---|---|---|---|---|---|---|
| AB02R04 | ND53999 | Trenton Scattered | R | 2002 | $155,000.00 | $155,000.00 | 05/17/2002 | |
| | | | | **Total:** | **$155,000.00** | **$155,000.00** | | |

### Funding Year 2003

| Project | Community | Project Name | Fund Type | Funding Year | Amount | RRM Eligible Amount | Date Entry | Description |
|---|---|---|---|---|---|---|---|---|
| AB03H34 | ND53999 | Trenton Scattered | H | 2003 | $100,000.00 | $100,000.00 | 06/10/2003 | |
| AB03R19 | ND53520 | Trenton Solid Waste | R | 2003 | $75,000.00 | $75,000.00 | 07/30/2003 | |
| | | | | **Total:** | **$175,000.00** | **$175,000.00** | | |

## D-4. Sample PDS Fund Advice Report *(Continued)*

### Funding Year 2006

| Project | Community | Project Name | Fund Type | Funding Year | Amount | RRM Eligible Amount | Date Entry | Description |
|---|---|---|---|---|---|---|---|---|
| AB06H80 | ND53999 | Trenton HIP Project | H | 2006 | $100,000.00 | $100,000.00 | | |
| AB06R60 | ND53999 | TISA Solid Waste Phase 1 | R | 2006 | $513,500.00 | $513,500.00 | | |
| | | | | **Total:** | **$613,500.00** | **$613,500.00** | | |

### Funding Year 2007

| Project | Community | Project Name | Fund Type | Funding Year | Amount | RRM Eligible Amount | Date Entry | Description |
|---|---|---|---|---|---|---|---|---|
| AB01588 | ND53520 | Trenton WW Upgrade | R | 2007 | $53,500.00 | $53,500.00 | | |
| AB06R60 | ND53999 | TISA Solid Waste Phase 1 | R | 2007 | $25,000.00 | $25,000.00 | | |
| AB07H86 | ND53999 | Trenton Housing | H | 2007 | $61,000.00 | $61,000.00 | | |
| AB07R69 | ND53999 | Trenton Elevated Tank | R | 2007 | $690,000.00 | $690,000.00 | | |
| | | | | **Total:** | **$829,500.00** | **$829,500.00** | | |

### Funding Year 2008

| Project | Community | Project Name | Fund Type | Funding Year | Amount | RRM Eligible Amount | Date Entry | Description |
|---|---|---|---|---|---|---|---|---|
| AB08C03 | ND53520 | Trenton Housing | H | 2008 | $100,000.00 | $100,000.00 | | |
| AB08R80 | ND53520 | Trenton Scattered | R | 2008 | $189,000.00 | $189,000.00 | | |
| | | | | **Total:** | **$289,000.00** | **$289,000.00** | | |

**Grand Total For Amount: $3,616,000.00**
**Grand Total For RRM Eligible Amount: $3,616,000.00**

## D-5. Sample PDS RRM Listing Report

Printed: 06/27/2008 05:03PM (Eastern)

**wSTARS**

**PDS RRM LISTING - DRAFT**
**Fiscal Year: 2008**

| Project | Project Name | Funding Year | Funding Source | RRM Eligible Amount | Staff Days | Staff Years |
|---|---|---|---|---|---|---|
| AB01582 | S Grand River RW Ext | 2004 | Tribal | $583,000.00 | 41.49 | 0.19 |
| AB02E57 | Rock Creek Tank | 2005 | IHS Regular | $150,000.00 | 42.50 | 0.19 |
| AB02R02 | Kenel Pipeline | 2006 | DOI-BOR | $1,500,000.00 | 118.00 | 0.54 |
| AB03R14 | Fort Yates Sewage Treatment | 2004 | EPA | $141,200.00 | 47.22 | 0.21 |
| AB03R18 | Cannonball Reservoir | 2005 | Other | $325,000.00 | 125.00 | 0.57 |
| AB04E93 | Lantry Water System Improvements | 2005 | EPA SDWA Set-Aside | $506,000.00 | 346.50 | 1.58 |
| AB04E93 | Lantry Water System Improvements | 2005 | IHS Regular | $500,000.00 | 125.00 | 0.57 |
| AB04H42 | Standing Rock Housing Support | 2004 | IHS Housing | $450,000.00 | 199.50 | 0.91 |
| AB04H52 | Cheyenne River Scattered | 2004 | IHS Housing | $450,000.00 | 199.50 | 0.91 |
| AB04R40 | Wakpala Water Intake Improvements | 2004 | Other | $50,000.00 | 42.00 | 0.19 |
| AB05H56 | Standing Rock | 2005 | IHS Housing | $300,000.00 | 270.00 | 1.23 |
| AB05H61 | Cheyenne River | 2005 | IHS Housing | $525,000.00 | 351.25 | 1.60 |
| AB05R43 | SGR Main Extensions | 2005 | IHS Regular | $170,000.00 | 190.00 | 0.86 |
| AB05R44 | Mni Waste' 24-inch Main Phase1 | 2005 | IHS Regular | $800,000.00 | 420.00 | 1.91 |
| AB05S06 | Little Eagle Well Field | 2005 | IHS Regular | $25,000.00 | 45.00 | 0.20 |
| AB05S06 | Little Eagle Well Field | 2006 | DOI-BOR | $67,000.00 | 26.80 | 0.12 |
| AB06H70 | Standing Rock HIP Project | 2006 | IHS Housing | $175,000.00 | 78.00 | 0.35 |
| AB06H77 | Cheyenne River Scattered | 2006 | IHS Housing | $450,000.00 | 133.00 | 0.60 |
| AB06H81 | Standing Rock Housing | 2006 | IHS Housing | $114,000.00 | 53.60 | 0.24 |
| AB06R52 | Mni Waste' Intake | 2006 | BIA | $1,000,000.00 | 188.00 | 0.85 |
| AB06R52 | Mni Waste' Intake | 2006 | IHS Regular | $1,000,000.00 | 60.00 | 0.27 |
| AB06R56 | Little Eagle Water Storage | 2006 | IHS Regular | $350,000.00 | 118.00 | 0.54 |
| AB98554 | Kenel Water Storage | 2005 | Tribal | $200,000.00 | 82.50 | 0.38 |
| **Totals:** | | | | **$9,831,200.00** | **3302.86** | **15.01** |

## D-6. Sample PDS Data Checks Report

Printed: 06/27/2008 04:54PM (Eastern)

**wSTARS**

**PDS DATA CHECKS - DRAFT**

| Project | Project Name | Funding Source | Fund Year | CAN Number | RRM Eligible Amount | FRS Obligated Amount |
|---|---|---|---|---|---|---|
| AB00A78 | Trenton HIP | IHS Housing | 2000 | J454A78 | $130,000.00 | $121,600.00 |
| AB00E08 | Falcon Coulee Water & Sewer | EPA | 2000 | J456E08 | $284,600.00 | $284,600.00 |
| | | IHS Housing | 2000 | J454E08 | $14,400.00 | $14,000.00 |
| | | IHS Regular | 2005 | J458E08 | $331,000.00 | $320,218.01 |
| AB01588 | Trenton WW Upgrade | IHS Regular | 2001 | J458588 | $270,000.00 | $261,435.81 |
| | | IHS Regular | 2007 | J458588 | $53,500.00 | no data |
| AB01H01 | Trenton Scattered | IHS Housing | 2001 | J458H01 | $80,000.00 | $80,000.00 |
| AB02R04 | Trenton Scattered | IHS Regular | 2002 | J458R04 | $155,000.00 | $155,000.00 |
| AB03H34 | Trenton Scattered | IHS Housing | 2003 | J458H34 | $100,000.00 | $100,000.00 |
| AB03R19 | Trenton Solid Waste | IHS Regular | 2003 | J458R19 | $75,000.00 | $75,000.00 |
| AB04R29 | Trenton Scattered | IHS Regular | 2004 | J458R29 | $156,000.00 | $117,270.02 |
| AB05H58 | BIA Home Improvement & TISA Housing | IHS Housing | 2005 | J458H58 | $85,000.00 | $76,045.00 |
| AB05R49 | Trenton Individual Water Treatment | IHS Regular | 2005 | J458R49 | $203,000.00 | $9,886.43 |
| AB06H80 | Trenton HIP Project | IHS Housing | 2006 | J458H80 | $100,000.00 | $99,000.00 |
| AB06R60 | TISA Solid Waste Phase 1 | IHS Regular | 2006 | J458R60 | $513,500.00 | $364,927.00 |
| | | IHS Regular | 2007 | J458R60 | $25,000.00 | no data |
| AB07H86 | Trenton Housing | IHS Housing | 2007 | 458H86 | $61,000.00 | no data |
| AB07R69 | Trenton Elevated Tank | IHS Regular | 2007 | J458R69 | $690,000.00 | no data |
| AB08C03 | Trenton Housing | IHS Housing | 2008 | J458C03 | $100,000.00 | no data |
| AB08R80 | Trenton Scattered | IHS Regular | 2008 | J458R80 | $189,000.00 | no data |

**2.0 Projects with Homes and No Corresponding Costs (Service Type Undefined)**

| Area | Community (Code) | PDS Project Number | Project Name |
|---|---|---|---|
| AB | WILLIAMS-CO (ND53999) | AB07R69 | Trenton Elevated Tank |

## D-7. Sample PDS Construction Complete and Durations Report

Printed: 06/27/2008 04:49PM (Eastern)

**wSTARS**

**PDS CONSTRUCTION COMPLETE AND DURATIONS - DRAFT**

Construction Complete Date Range: 01/01/2007 to 12/31/2007

| Area | District | Field Office | Engineer | Project | Project Name | Class | Total Est. Cost | Homes | MOA Date | Const. Start | Const. Complete | Final Report | Duration (yrs) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AB | Minot | Minot | Snell Chad | AB00577 | Four Bears Reservoir | R | $764,000 | 115 | 01/26/2001 | 05/01/2006 | 10/17/2007 | | 6.73 |
| AB | Minot | Minot | Rudd Rachel | AB00E08 | Falcon Coulee Water & Sewer | E | $630,000 | 19 | 02/29/2000 | 08/22/2006 | 07/17/2007 | | 7.38 |
| AB | Minot | Mobridge | Rasmusson Matt | AB02R02 | Kenel Pipeline | R | $1,900,000 | 48 | 08/13/2002 | 08/29/2006 | 11/29/2007 | | 5.30 |
| AB | Minot | Mobridge | Rasmusson Matt | AB02R06 | Cannonball Booster Station | R | $500,000 | 300 | 08/13/2002 | 06/29/2006 | 06/08/2007 | | 4.82 |
| AB | Minot | Mobridge | Rasmusson Matt | AB03E76 | Little Eagle BIA Sewer | O | $212,000 | 8 | 06/10/2003 | 04/23/2004 | 11/29/2007 | | 4.47 |
| AB | Minot | Minot | Neset Kris | AB04R10 | RWS Booster Station | R | $261,000 | 50 | 05/07/2004 | 09/12/2007 | 10/10/2007 | | 3.43 |
| AB | Minot | Belcourt | Pihlaja Krista | AB05H57 | Turtle Mountain | H | $500,000 | 30 | 08/05/2005 | 08/23/2005 | 06/01/2007 | | 1.82 |
| AB | Minot | Minot | Snell Chad | AB05R47 | Fort Berthold Scattered | R | $230,000 | 15 | 10/03/2005 | 06/07/2006 | 06/15/2007 | | 1.70 |
| AB | Minot | Mobridge | Rasmusson Matt | AB06H70 | Standing Rock HIP Project | H | $175,000 | 16 | 04/03/2006 | 06/06/2006 | 12/31/2007 | | 1.75 |
| AB | Minot | Minot | Rudd Rachel | AB06H80 | Trenton HIP Project | H | $100,000 | 8 | 08/15/2006 | 11/16/2006 | 08/24/2007 | | 1.02 |
| AB | Minot | Mobridge | Rasmusson Matt | AB06H81 | Standing Rock Housing | H | $114,000 | 8 | 09/27/2006 | 06/26/2006 | 09/03/2007 | | 0.93 |
| AB | Minot | Minot | Snell Chad | AB07H82 | Fort Berthold Housing | H | $200,000 | 12 | 06/18/2007 | 08/01/2007 | 11/30/2007 | | 0.45 |
| AB | Minot | Minot | Neset Kris | AB07H84 | Fort Totten Housing | H | $200,000 | 12 | 06/19/2007 | 08/03/2007 | 11/15/2007 | | 0.41 |
| | | | | | | | | | | | | Average (Mean) Duration: | 3.09 |
| | | | | | | | | | | | | Median Duration: | 1.82 |
| | | | | | | | | | | | | Total Completed Projects: | 13 |
| | | | | | | | | | | | | Total Included* Projects: | 13 |

NOTE: Project duration is calculated as the difference between the Construction Complete date and the MOA date.

* Projects with no MOA date, with durations less than one day, or which are "engineering only" projects are excluded during the calculation of averages.

## D-8. Sample PDS Completed Milestones Report

Printed: 06/27/2008 04:45PM (Eastern)

**wSTARS**

**PDS COMPLETED MILESTONES - DRAFT**

Milestone Complete Date Range: 07/15/2007 to 07/31/2007

| | | | | | | Milestone | | | Date (mm/dd/yyyy) | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Area | District | Field Office | Engineer | Project | Project Name | Phase | Code | Milestone | Proposed | Revised | Actual | Percent Complete | Variance (Days) |
| AB | Minot | Minot | Rudd Rachel | AB00E08 | Falcon Coulee Water & Sewer | Construction | 3900 | Final Inspection | | | 07/17/2007 | 100 | No Sched. |
| AB | Minot | Minot | Rudd Rachel | AB00E08 | Falcon Coulee Water & Sewer | Construction | 3999 | Construction Phase Complete | | | 07/17/2007 | 100 | No Sched. |
| AB | Minot | Minot | Rudd Rachel | AB00E08 | Falcon Coulee Water & Sewer | Closeout | 4200 | O&M Training Provided | | | 07/17/2007 | 100 | No Sched. |
| AB | Minot | Minot | Rudd Rachel | AB01588 | Trenton WW Upgrade | Construction | 3100 | NTP (Notice to Proceed) | | | 07/16/2007 | 100 | No Sched. |
| AB | Minot | Minot | Snell Chad | AB04H41 | TAT Housing Support | Construction | 3900 | Final Inspection | | | 07/19/2007 | 100 | No Sched. |
| AB | Minot | Minot | Snell Chad | AB04H41 | TAT Housing Support | Closeout | 4000 | Closeout Phase Begin | | | 07/19/2007 | 100 | No Sched. |
| AB | Minot | Minot | Neset Kris | AB04R33 | Rolling Hills Elevated Tank | Construction | 3100 | NTP (Notice to Proceed) | | | 07/16/2007 | 100 | No Sched. |
| AB | Minot | Minot | Snell Chad | AB05H54 | Fort Berthold | Construction | 3900 | Final Inspection | | | 07/19/2007 | 100 | No Sched. |
| AB | Minot | Minot | Snell Chad | AB05H54 | Fort Berthold | Closeout | 4000 | Closeout Phase Begin | | | 07/19/2007 | 100 | No Sched. |
| AB | Minot | Minot | Rudd Rachel | AB05H58 | BIA Home Improvement & TISA Housing | Construction | 3900 | Final Inspection | | | 07/17/2007 | 100 | No Sched. |
| AB | Minot | Minot | Snell Chad | AB05R47 | Fort Berthold Scattered | Construction | 3900 | Final Inspection | | | 07/19/2007 | 100 | No Sched. |
| AB | Minot | Minot | Snell Chad | AB05R47 | Fort Berthold Scattered | Closeout | 4000 | Closeout Phase Begin | | | 07/19/2007 | 100 | No Sched. |
| AB | Minot | Minot | Snell Chad | AB06H78 | Fort Berthold HIP Project | Construction | 3900 | Final Inspection | | | 07/19/2007 | 100 | No Sched. |
| AB | Minot | Minot | Snell Chad | AB06H78 | Fort Berthold HIP Project | Closeout | 4000 | Closeout Phase Begin | | | 07/19/2007 | 100 | No Sched. |
| AB | Minot | Minot | Neset Kris | AB07D05 | FT Water System Easement Surveys | Planning | 1010 | Project Proposal | | | 07/24/2007 | 100 | No Sched. |
| AB | Minot | Minot | Neset Kris | AB07H84 | Fort Totten Housing | Planning | 1999 | Planning Phase End | | | 07/15/2007 | 100 | No Sched. |
| AB | Minot | Minot | Neset Kris | AB07H84 | Fort Totten Housing | Design | 2000 | Design Phase Start | | | 07/16/2007 | 100 | No Sched. |

## D-9. Sample PDS Overdue Milestones Report

**Printed:** 06/27/2008 04:37PM (Eastern)

**wSTARS**

**PDS OVERDUE MILESTONES (Active Projects) - DRAFT**

Milestones Overdue as of: 06/27/2008

| | | | | | | | Milestone | | Date (mm/dd/yyyy) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Area | District | Field Office | Engineer | Project | Project Name | Phase | Code | Milestone | Proposed | Revised | Percent Complete | Days Overdue |
| AB | Minot | Belcourt | Pihlaja Krista | AB05E98 | Turtle Mountain Scattered | Closeout | 4600 | Transfer Agreement | 12/01/2007 | | | 209 |
| AB | Minot | Belcourt | Pihlaja Krista | AB05E98 | Turtle Mountain Scattered | Closeout | 4999 | Final Report Published | 06/01/2008 | | | 26 |
| AB | Minot | Belcourt | Pihlaja Krista | AB05E99 | Belcourt WW Treatment Ph 2 | Design | 2400 | Right of Way | 12/31/2007 | | | 179 |
| AB | Minot | Mobridge | Rasmusson Matt | AB06R56 | Little Eagle Water Storage | Construction | 3000 | Construction Phase Start | 06/01/2008 | | | 26 |
| AB | Minot | Minot | Rudd Rachel | AB06R60 | TISA Solid Waste Phase 1 | Design | 2999 | Design Phase Complete | 03/31/2008 | | 20 | 88 |
| AB | Minot | Minot | Rudd Rachel | AB06R60 | TISA Solid Waste Phase 1 | Construction | 3000 | Construction Phase Start | 06/01/2008 | | | 26 |
| AB | Minot | Minot | Rudd Rachel | AB07H86 | Trenton Housing | Construction | 3900 | Final Inspection | 12/01/2007 | | | 209 |
| AB | Minot | Minot | Rudd Rachel | AB07H86 | Trenton Housing | Closeout | 4110 | As-built/Record Drawings | 12/01/2007 | | | 209 |
| AB | Minot | Minot | Rudd Rachel | AB07H86 | Trenton Housing | Closeout | 4600 | Transfer Agreement | 01/01/2008 | | | 178 |
| AB | Minot | Minot | Rudd Rachel | AB07H86 | Trenton Housing | Closeout | 4999 | Final Report Published | 05/01/2008 | | | 57 |
| AB | Minot | Minot | Rudd Rachel | AB07R69 | Trenton Elevated Tank | Design | 2400 | Right of Way | 10/01/2007 | | | 270 |
| AB | Minot | Minot | Rudd Rachel | AB07R69 | Trenton Elevated Tank | Design | 2510 | Bid Opening | 06/01/2008 | | | 26 |
| AB | Minot | Minot | Sorum Jack | AB07R70 | Fort Berthold Solid Waste Phase II | Planning | 1310 | Initial Environmental Review Determination | 08/15/2007 | | 25 | 317 |
| AB | Minot | Minot | Sorum Jack | AB07R70 | Fort Berthold Solid Waste Phase II | Planning | 1999 | Planning Phase End | 12/01/2007 | | 15 | 209 |
| AB | Minot | Minot | Sorum Jack | AB07R70 | Fort Berthold Solid Waste Phase II | Design | 2000 | Design Phase Start | 10/15/2007 | | | 256 |
| AB | Minot | Minot | Sorum Jack | AB07R70 | Fort Berthold Solid Waste Phase II | Design | 2999 | Design Phase Complete | 06/01/2008 | | | 26 |
| AB | Minot | Mobridge | Rasmusson Matt | AB07R71 | Solen Rural Water Connection | Design | 2000 | Design Phase Start | 11/01/2007 | | | 239 |
| AB | Minot | Mobridge | Rasmusson Matt | AB07R71 | Solen Rural Water Connection | Design | 2999 | Design Phase Complete | 06/01/2008 | | | 26 |
| AB | Minot | Minot | Neset Kris | AB07R72 | RW Ext St. Michael to HWY 20 PH 1 | Design | 2400 | Right of Way | 08/30/2007 | | 10 | 302 |
| AB | Minot | Minot | Neset Kris | AB07R72 | RW Ext St. Michael to HWY 20 PH 1 | Construction | 3000 | Construction Phase Start | 05/30/2008 | | | 28 |
| AB | Minot | Minot | Neset Kris | AB07R72 | RW Ext St. Michael to HWY 20 PH 1 | Construction | 3100 | NTP (Notice to Proceed) | 06/01/2008 | | | 26 |

## D-10. Sample PDS Upcoming Milestones Report

Printed: 06/27/2008 04:28PM (Eastern)

**wSTARS**

**PDS UPCOMING MILESTONES (Active Projects) - DRAFT**

**Milestones Due By 11/30/2008:**

| | | | | | | Milestone | | | Date (mm/dd/yyyy) | | Percent |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Area | District | Field Office | Engineer | Project | Project Name | Phase | Code | Milestone | Proposed | Revised | Complete |
| AB | Minot | Mobridge | Rasmusson Matt | AB06R56 | Little Eagle Water Storage | Construction | 3999 | Construction Phase Complete | 11/01/2008 | | |
| AB | Minot | Mobridge | Rasmusson Matt | AB06R56 | Little Eagle Water Storage | Closeout | 4600 | Transfer Agreement | 11/01/2008 | | |
| AB | Minot | Minot | Rudd Rachel | AB07R69 | Trenton Elevated Tank | Construction | 3000 | Construction Phase Start | 07/01/2008 | | |
| AB | Minot | Minot | Sorum Jack | AB07R70 | Fort Berthold Solid Waste Phase II | Design | 2510 | Bid Opening | 07/01/2008 | | |
| AB | Minot | Minot | Sorum Jack | AB07R70 | Fort Berthold Solid Waste Phase II | Construction | 3000 | Construction Phase Start | 07/30/2008 | | |
| AB | Minot | Minot | Sorum Jack | AB07R70 | Fort Berthold Solid Waste Phase II | Construction | 3900 | Final Inspection | 11/01/2008 | | |
| AB | Minot | Minot | Sorum Jack | AB07R70 | Fort Berthold Solid Waste Phase II | Construction | 3999 | Construction Phase Complete | 11/15/2008 | | |
| AB | Minot | Mobridge | Rasmusson Matt | AB07R71 | Solen Rural Water Connection | Construction | 3000 | Construction Phase Start | 07/15/2008 | | |
| AB | Minot | Minot | Neset Kris | AB07R72 | RW Ext St. Michael to HWY 20 PH 1 | Construction | 3900 | Final Inspection | 10/01/2008 | | |
| AB | Minot | Minot | Neset Kris | AB07R72 | RW Ext St. Michael to HWY 20 PH 1 | Construction | 3999 | Construction Phase Complete | 10/15/2008 | | |
| AB | Minot | Minot | Neset Kris | AB07R72 | RW Ext St. Michael to HWY 20 PH 1 | Closeout | 4000 | Closeout Phase Begin | 10/15/2008 | | |
| AB | Minot | Minot | Neset Kris | AB08C02 | Fort Totten Housing | Design | 2999 | Design Phase Complete | 11/01/2008 | | |
| AB | Minot | Minot | Neset Kris | AB08R79 | Devils Heart / Ross Acres WM Ext. | Design | 2999 | Design Phase Complete | 11/01/2008 | | |

## D-11. Sample IHS/EPA Interagency Document – Clean Water Act Projects Report

Printed: 06/18/2008 03:47PM (Eastern)

**STARS T E S T**

**IHS/EPA Interagency Document - Clean Water Act Projects**
**Reimbursement Costs for the ABERDEEN Area for FY 2007 - DRAFT**

AllProjects.StaffYears: 83.7030145455

JProjects.StaffYears: 4.34954545455

| Project | Project Name | Funding Year | RRM Eligible Amount | Staff Days | Staff Years | Personnel Costs |
|---|---|---|---|---|---|---|
| AB04R32 | Rosebud | 2004 | $215,000.00 | 227.50 | 1.03 | $123.54 |
| AB04R36 | Evergreen Sewermain Replacement | 2004 | $100,000.00 | 120.00 | 0.55 | $65.17 |
| AB04R38 | Fort Thompson Lagoon Expansion | 2004 | $600,000.00 | 370.00 | 1.68 | $200.93 |
| AB05E98 | Turtle Mountain Scattered | 2005 | $347,000.00 | 86.20 | 0.39 | $46.81 |
| AB05E99 | Belcourt WW Treatment Ph 2 | 2005 | $316,000.00 | 111.20 | 0.51 | $60.39 |
| AB05R45 | Calico - Rural Water Line Extension | 2005 | $140,000.00 | 14.00 | 0.06 | $7.60 |
| AB05R47 | Fort Berthold Scattered | 2005 | $85,000.00 | 28.00 | 0.13 | $15.21 |
| **Totals (for 7 projects):** | | | **$1,803,000.00** | **956.90** | **4.35** | **$519.64** |

I certify that the above articles were delivered and/or the services performed as stated and that the payment requested is correct to the best of my knowledge and should be paid and charged to the appropriations as indicated.

Mark Calkins, Director DSFC
ABERDEEN Area Indian Health Service

Date

## D-12. Sample Combined RRM Report

**Printed:** 06/27/2008 04:12PM (Eastern)

**wSTARS**

**FY 2008 Combined RRM (Staff Years) - DRAFT**

| Area | Project RRM | Non-Project RRM | Total RRM | Percentage |
|---|---|---|---|---|
| AB | 80.97 | 13.39 | 94.36 | 100.00 % |
| **Totals:** | **80.97** | **13.39** | **94.36** | **100 %** |

## D-13. Sample PDS Report

**wSTARS**

**PDS Homes Summary - DRAFT**

(Excludes E2, E3, and X1 homes types and Special/Emergency projects)

**Detail for 2008**

| | | First Service | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Fiscal Year | Area | TOTAL | Existing Homes | Total | HUD | HIP | Tribal & Other | Total Upgrades - E1 | Total Upgrades - Other | Total- All Homes |
| 2008 | AB | 20.0 | 0.0 | 20.0 | 0.0 | 9.0 | 11.0 | 678.0 | 774.0 | 1,472.0 |
| | **TOTALS** | **20.0** | **0.0** | **20.0** | **0.0** | **9.0** | **11.0** | **678.0** | **774.0** | **1,472.0** |

**All Fiscal Years**

| | First Service | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Fiscal Year | TOTAL | Existing Homes | Total | HUD | HIP | Tribal & Other | Total Upgrades - E1 | Total Upgrades - Other | Total- All Homes |
| 2008 | 20.0 | 0.0 | 20.0 | 0.0 | 9.0 | 11.0 | 678.0 | 774.0 | 1,472.0 |
| 2007 | 107.5 | 0.0 | 107.5 | 0.0 | 28.0 | 79.5 | 699.0 | 619.0 | 1,425.5 |
| 2006 | 158.5 | 2.0 | 156.5 | 27.0 | 8.0 | 121.5 | 2,319.5 | 1,492.0 | 3,970.0 |
| 2005 | 307.5 | 49.5 | 258.0 | 0.0 | 73.0 | 185.0 | 1,281.0 | 436.5 | 2,025.0 |
| 2004 | 279.5 | 9.0 | 270.5 | 0.0 | 116.5 | 154.0 | 1,612.5 | 866.5 | 2,758.5 |
| 2003 | 311.5 | 1.5 | 310.0 | 0.0 | 145.5 | 164.5 | 1,011.5 | 477.0 | 1,800.0 |
| 2002 | 260.5 | 12.5 | 248.0 | 0.0 | 140.0 | 108.0 | 1,509.5 | 388.5 | 2,158.5 |
| 2001 | 227.0 | 71.5 | 155.5 | 0.0 | 15.5 | 140.0 | 1,308.0 | 748.5 | 2,283.5 |
| 2000 | 290.5 | 28.0 | 262.5 | 0.0 | 41.5 | 221.0 | 658.0 | 364.0 | 1,312.5 |
| 1999 | 364.5 | 0.0 | 364.5 | 11.0 | 74.5 | 279.0 | 1,029.0 | 289.5 | 1,683.0 |
| 1998 | 215.5 | 1.5 | 214.0 | 9.0 | 46.0 | 159.0 | 1,244.0 | 103.0 | 1,562.5 |
| 1997 | 459.0 | 73.5 | 385.5 | 108.0 | 144.5 | 133.0 | 3,249.5 | 273.0 | 3,981.5 |
| 1996 | 482.0 | 80.0 | 402.0 | 148.0 | 91.0 | 163.0 | 753.0 | 196.0 | 1,431.0 |
| 1995 | 328.5 | 71.0 | 257.5 | 86.5 | 75.5 | 95.5 | 801.0 | 83.0 | 1,212.5 |
| 1994 | 315.0 | 53.5 | 261.5 | 113.0 | 40.5 | 108.0 | 1,031.5 | 57.0 | 1,403.5 |
| 1993 | 368.0 | 66.0 | 302.0 | 92.5 | 82.5 | 127.0 | 1,320.0 | 137.5 | 1,825.5 |
| 1992 | 184.0 | 38.0 | 146.0 | 15.0 | 63.5 | 67.5 | 772.5 | 125.0 | 1,081.5 |
| 1991 | 580.5 | 249.5 | 331.0 | 80.0 | 214.0 | 37.0 | 1,006.0 | 27.0 | 1,613.5 |
| 1990 | 241.0 | 0.0 | 241.0 | 92.5 | 145.5 | 3.0 | 0.0 | 1.0 | 242.0 |
| 1989 | 313.5 | 49.0 | 264.5 | 65.0 | 190.0 | 9.5 | 16.0 | 3.0 | 332.5 |
| 1988 | 592.5 | 139.0 | 453.5 | 286.5 | 160.5 | 6.5 | 510.5 | 278.5 | 1,381.5 |
| 1987 | 65.5 | 0.0 | 65.5 | 0.0 | 65.5 | 0.0 | 52.0 | 92.0 | 209.5 |
| 1986 | 426.0 | 3.0 | 423.0 | 207.0 | 215.0 | 1.0 | 541.0 | 135.5 | 1,102.5 |

## D-13. Sample PDS Report *(Continued)*

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1985 | 100.0 | 0.0 | 100.0 | 35.0 | 65.0 | 0.0 | 408.0 | 81.5 | 589.5 |
| 1984 | 173.0 | 107.0 | 66.0 | 10.0 | 46.0 | 10.0 | 21.0 | 38.0 | 232.0 |
| 1983 | 170.0 | 57.0 | 113.0 | 0.0 | 113.0 | 0.0 | 1,498.0 | 48.0 | 1,716.0 |
| 1982 | 82.5 | 0.0 | 82.5 | 12.0 | 70.5 | 0.0 | 142.5 | 4.5 | 229.5 |
| 1981 | 997.0 | 1.5 | 995.5 | 916.0 | 72.0 | 7.5 | 801.0 | 432.5 | 2,230.5 |
| 1980 | 300.5 | 87.0 | 213.5 | 161.5 | 52.0 | 0.0 | 893.5 | 160.0 | 1,354.0 |
| 1979 | 605.0 | 73.0 | 532.0 | 478.0 | 38.0 | 16.0 | 363.5 | 44.5 | 1,013.0 |
| 1978 | 321.5 | 43.5 | 278.0 | 269.0 | 9.0 | 0.0 | 717.0 | 79.5 | 1,118.0 |
| 1977 | 911.5 | 384.5 | 527.0 | 457.5 | 41.0 | 28.5 | 362.5 | 94.5 | 1,368.5 |
| 1976 | 459.5 | 30.0 | 429.5 | 373.0 | 56.5 | 0.0 | 852.5 | 257.5 | 1,569.5 |
| 1975 | 351.5 | 92.0 | 259.5 | 138.0 | 68.5 | 53.0 | 593.0 | 65.0 | 1,009.5 |
| 1974 | 295.5 | 57.0 | 238.5 | 138.5 | 12.0 | 88.0 | 892.0 | 65.5 | 1,253.0 |
| 1973 | 545.0 | 271.5 | 273.5 | 192.0 | 81.5 | 0.0 | 255.0 | 158.5 | 958.5 |
| 1972 | 683.5 | 207.0 | 476.5 | 377.0 | 72.5 | 27.0 | 77.0 | 108.0 | 868.5 |
| 1971 | 940.5 | 82.0 | 858.5 | 766.0 | 92.5 | 0.0 | 365.5 | 30.0 | 1,336.0 |
| 1970 | 407.0 | 33.5 | 373.5 | 279.0 | 85.5 | 9.0 | 0.0 | 101.5 | 508.5 |
| 1969 | 931.0 | 295.0 | 636.0 | 160.0 | 161.0 | 315.0 | 0.0 | 0.0 | 931.0 |
| 1968 | 543.0 | 187.0 | 356.0 | 232.0 | 84.0 | 40.0 | 0.0 | 0.0 | 543.0 |
| 1967 | 215.5 | 109.5 | 106.0 | 55.0 | 51.0 | 0.0 | 0.0 | 0.0 | 215.5 |
| 1966 | 571.5 | 46.5 | 525.0 | 120.0 | 28.0 | 377.0 | 89.0 | 69.5 | 730.0 |
| 1965 | 92.5 | 52.5 | 40.0 | 40.0 | 0.0 | 0.0 | 0.0 | 0.0 | 92.5 |
| 1964 | 364.0 | 290.0 | 74.0 | 74.0 | 0.0 | 0.0 | 0.0 | 0.0 | 364.0 |
| 1963 | 254.0 | 234.0 | 20.0 | 0.0 | 20.0 | 0.0 | 0.0 | 0.0 | 254.0 |
| 1962 | 215.0 | 215.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 215.0 |
| 1961 | 34.0 | 34.0 | 0.0 | 0.0 | 0.0 | 0.0 | 95.5 | 0.0 | 129.5 |
| 1960 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| **TOTALS** | **17,462.0** | **3,988.0** | **13,474.0** | **6,624.5** | **3,505.0** | **3,344.5** | **31,829.5** | **9,805.5** | **59,097.0** |

## D-14. Sample Unsynchronized Projects Report

**Printed:** 06/18/2008 03:57PM (Eastern)

**wSTARS**

**UNSYNCHRONIZED PROJECTS for ABERDEEN (SD06540) - DRAFT**

| Community | Comm. Code | District | Reservation | Service Unit |
|---|---|---|---|---|
| ABERDEEN | SD06540 | 01 - Minot | STANDING ROCK | 1018 - STANDING ROCK |

| Field Office(s) | Tribe(s) |
|---|---|
| | STANDING ROCK SIOUX TRIBE OF THE STANDING ROCK RES.<br>NORTH & SOUTH DAKOTA |

| Project Type | Project # | Project Name | District | Reservation | Service Unit | Field Office | Tribe |
|---|---|---|---|---|---|---|---|
| PDS | AB02E22 | ND TUC | Area Wide | Unspecified | Unspecified | Unspecified | Unspecified |
| PDS | AB02E55 | Source Water Coordinator | Unspecified | Unspecified | Unspecified | Unspecified | Unspecified |
| PDS | AB00E31 | EPA - Areawide | Unspecified | Unspecified | Unspecified | Unspecified | Unspecified |
| PDS | AB00E36 | EPA 8 Training | Unspecified | Unspecified | Unspecified | Unspecified | Unspecified |
| PDS | AB97891 | EPA, Region 8, IAG | Aberdeen | Unspecified | Unspecified | Unspecified | Unspecified |
| PDS | AB03E84 | Solid Waste Officer | Unspecified | Unspecified | Unspecified | Unspecified | Unspecified |
| PDS | AB03E65 | Region 7-Operator Cert Trng | Area Wide | Unspecified | Unspecified | Unspecified | Unspecified |
| PDS | AB03E77 | Region 7-PWS Vuln. Assessment | Area Wide | Unspecified | Unspecified | Unspecified | Unspecified |
| PDS | AB03E80 | Region 8-PWS Vuln. Assessments | Area Wide | Unspecified | Unspecified | Unspecified | Unspecified |
| PDS | AB04E79 | Region 7-PWS Vuln. Assessments | Area Wide | Unspecified | Unspecified | Unspecified | Unspecified |
| PDS | AB05S10 | | Area Wide | Unspecified | Unspecified | Unspecified | Unspecified |
| PDS | AB07D00 | Fluoridation Upgrades - Phase IV | Area Wide | Unspecified | Unspecified | Unspecified | Unspecified |
| PDS | AB07R62 | Geographic Information System | Area Wide | Unspecified | Unspecified | Unspecified | Unspecified |

# APPENDIX E – HPS REPORTS

## E-1 HPS Summary Report

**NOTE: Some sample reports may not be shown in their entirety, and the content of any report generated will vary depending on the filtering criteria used.**

## E – 1 HPS Summary Report

**wSTARS**

**FY 2008 HPS SUMMARY - DRAFT**

| | Housing Status* | | | | | |
|---|---|---|---|---|---|---|
| **Area** | **A** | **B** | **C** | **D** | **E** | **Total** |
| AB | 365,000 | 749,000 | 4,672,000 | 2,235,000 | 0 | $8,021,000 |
| **TOTALS** | **$365,000** | **$749,000** | **$4,672,000** | **$2,235,000** | **$0** | **$8,021,000** |

***Housing Status Legend***:

A BIA HIP

B New Homes - completed

C New Homes - to be completed

D Like-New Homes

E Medical Referrals

# APPENDIX F – OMDS SAMPLE REPORTS

**F-1 OMDS Open Dumps Line Listing Report**
**F-2 OMDS Open Dumps Narrative Report**
**F-3 OMDS Open Dump Summary Report**

**NOTE: Some sample reports may not be shown in their entirety, and the content of any report generated will vary depending on the filtering criteria used.**

## F-1 OMDS Open Dumps Line Listing Report

**Printed:** 07/11/2008 11:18AM (Eastern)

**wSTARS**

**OMDS OPEN DUMPS LINE LISTING - DRAFT**

| EPA Region | IHS Area | Tribe | Facility Name | System Type | Status | Condition | Health Threat | Health Threat Score | Contents | Surface Area (Acres) | N Latitude | W Longitude |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 02 | NS | SENECA NATION OF NEW YORK | SENE-ONOVILLE SOL WASTE | Solid Waste Disposal Site | Active | Open Dump - Surface | 2-Moderate | 0 | D | 2.02 | 42.000000 | 79.000000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-HIGHBANKS CAMP | Solid Waste Disposal Site | Active | Open Dump - Surface | 2-Moderate | 0 | D | 10.12 | 42.000000 | 78.900000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-HIGHBANKS TIRES | Solid Waste Disposal Site | Active | Open Dump - Surface | 2-Moderate | 0 | A | 1.01 | 42.000000 | 78.900000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-STEAMBURG TIRES | Solid Waste Disposal Site | Active | Open Dump - Surface | 3-High | 0 | B | 1.01 | 42.100000 | 78.900000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-STEAMBURG OLD 17-1 | Solid Waste Disposal Site | Active | Open Dump - Surface | 1-Low | 0 | A | 1.01 | 42.100000 | 78.900000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-STEAMBURG OLD17-2 | Solid Waste Disposal Site | Active | Open Dump - Surface | 2-Moderate | 0 | D | 0.51 | 42.100000 | 78.900000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-JIMTOWN OLD 17 PIT | Solid Waste Disposal Site | Active | Open Dump - Surface | 2-Moderate | 0 | D | 20.24 | 42.100000 | 78.800000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-JIMTOWN N OF OLD 17 | Solid Waste Disposal Site | Active | Open Dump - Surface | 2-Moderate | 0 | D | 3.04 | 42.100000 | 78.800000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-KILLBUCK | Solid Waste Disposal Site | Active | Open Dump - Surface | 2-Moderate | 0 | D | 3.04 | 42.100000 | 78.700000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-CARROLLTON S OF RR | Solid Waste Disposal Site | Active | Open Dump - Surface | 2-Moderate | 0 | D | 3.04 | 42.100000 | 78.700000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-SALAMANCA MUNICIPAL DUMP | Solid Waste Disposal Site | Inactive | Open Dump - Surface | 3-High | 0 | A | 10.12 | 42.100000 | 78.700000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-OIL SPRINGS | Solid Waste Disposal Site | Active | Open Dump - Surface | 1-Low | 0 | A | 0.51 | 42.200000 | 78.300000 |
| ??? | NS | | SENE-TIS-2 (@TREES) | Solid Waste Disposal Site | Inactive | Open Dump - Surface | 2-Moderate | 0 | D | 0.51 | 42.500000 | 79.000000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-TIS-2 (@CREEK) | Solid Waste Disposal Site | Active | Open Dump - Surface | 2-Moderate | 0 | D | 1.01 | 42.500000 | 79.000000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-INDIAN HILL @ EATON ROAD | Solid Waste Disposal Site | Active | Open Dump - Surface | 2-Moderate | 0 | A | 0.30 | 42.500000 | 79.000000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-BEYOND GORDON DRIVE | Solid Waste Disposal Site | Active | Open Dump - Surface | 3-High | 0 | D | 2.53 | 42.500000 | 79.000000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-BUFFALO ROAD - WEST | Solid Waste Disposal Site | Active | Open Dump - Surface | 2-Moderate | 0 | D | 0.51 | 42.500000 | 79.100000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE-UPPER SULFUR SPRINGS | Solid Waste Disposal Site | Active | Open Dump - Surface | 2-Moderate | 0 | D | 0.41 | 42.500000 | 79.000000 |
| 04 | NS | POARCH BAND OF CREEK INDIANS OF ALABAMA | CREE- HWY 21 Open Dump | Solid Waste Disposal Site | Active | Open Dump - Surface | 3-High | 0 | ??? | | | |
| 06 | NS | ALABAMA AND COUSHATTA TRIBES OF TEXAS | ALAC-NEAR ROUTE 8806 | Solid Waste Disposal Site | Inactive | Open Dump - Surface | 2-Moderate | 0 | A | 1.00 | 30.700000 | 94.000000 |
| 04 | NS | EASTERN BAND OF CHEROKEE INDIANS OF NORTH CAROLINA | CHER-EBCI 8 MI N OF TRIBAL UTIL BLD | Solid Waste Disposal Site | Active | Open Dump - Surface | 3-High | 0 | A | 0.50 | 35.500000 | 83.200000 |
| 02 | NS | SENECA NATION OF NEW YORK | SENE - Burning Springs Open Dump | Solid Waste Disposal Site | Active | Open Dump - Surface | 3-High | 0 | D | 0.32 | 42.536000 | 79.033000 |

## F-2 OMDS Open Dumps Narrative Report

Printed: 07/11/2008 11:31AM (Eastern)

**wSTARS**

**OMDS OPEN DUMPS NARRATIVE - DRAFT**

| General Information | | |
|---|---|---|
| **Facility Name:** SWDS-COLD SPRING | | **FDS Number:** 6111300001 |
| **EPA ID:** | **IHS Area:** CALIFORNIA | **EPA Region:** 09 |
| **Tribe:** COLD SPRINGS RANCHERIA OF MONO INDIANS OF CALIFORNIA | | |
| **Reservation:** NON-RESERVATION(INDIAN) (997) | | **Community:** FRESNO-CO (CA10999) |
| **State:** CALIFORNIA | **County:** FRESNO | |
| **IHS Service Unit:** (NOT REPORTED) (6400) | **IHS District:** Sacramento | **IHS Field Office:** Fresno (022) |

| Solid Waste System Details | | |
|---|---|---|
| **Solid System Type:** Solid Waste Disposal Site | **System Status:** Active | |
| **Condition:** Open Dump - Surface | **Condition Date:** | |
| **Land Status:** Trust (Tribal) | **N Latitude:** 36.972222 | **W Longitude:** -119.322222 |
| **Surface Area (acres):** 2.02 | **Surface Volume (cubic yards):** | |
| **Open Dump Health Summary** | | |
| **Open Dump Health Threat:** Low | **Health Threat Score:** 0 | **EPA Threat Concurrence:** No |
| **Open Dump Health Summary:** | | |

| Hazard Factors | |
|---|---|
| **Contents:** Special and Hazardous Waste (B and C) | |
| **Rainfall:** | |
| **Site Drainage and Leachate Potential:** | **Flooding Potential:** |
| **Frequency of Cover:** Never | **Frequency of Burning:** |
| **Fenced Site?** No | **Controlled Access:** Effectively controlled access |
| **Public Concern:** | |

| Proximity Factors | |
|---|---|
| **Vertical Distance to Drinking Water Aquifer:** | **Horizontal Distance to Surface Water Bodies:** |
| **Distance to Homes:** | |

## F-3 OMDS Open Dump Summary Report

**Printed:** 07/11/2008 11:34AM (Eastern)

**wSTARS**

**OMDS OPEN DUMP SUMMARY - DRAFT**

### OMDS Open Dump Condition Summary

| | | Number of Sites (Active and Inactive) by Open Dump Status 01/01/2007 to 12/31/2007 | | |
|---|---|---|---|---|
| IHS Area | Total Open Dump Inventory | Cleaned Up | Closed | Upgraded |
| CA | 307 | 0 | 0 | 0 |
| **TOTAL** | **307** | **0** | **0** | **0** |

### IHS Open Dump Health Threat Summary

| | | Number of Sites (Active Only) by Health Threat | | | |
|---|---|---|---|---|---|
| IHS Area | Total Open Dump Inventory | High | Moderate | Low | Unknown |
| CA | 307 | 2 | 22 | 246 | 27 |
| **TOTAL** | **307** | **2** | **22** | **246** | **27** |

### IHS Open Dump Surface Area Summary

| | | Number of Sites (Active Only) by Surface Area | | | | | | |
|---|---|---|---|---|---|---|---|---|
| IHS Area | Total Open Dump Inventory | Less than 1/2 Acre | 1/2 to 1 Acre | 1 to 3 Acres | 3 to 5 Acres | 5 to 10 Acres | Greater than 10 Acres | Unknown |
| CA | 307 | 71 | 22 | 37 | 12 | 9 | 31 | 115 |
| **TOTAL** | **307** | **71** | **22** | **37** | **12** | **9** | **31** | **115** |

### IHS Open Dump Contents Summary

| | | Number of Sites (Active Only) by Contents Category | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| IHS Area | Total Open Dump Inventory | A (Municipal) | B (Special) | C (Hazardous) | D (A + B) | E (A + C) | F (A + B + C) | G (B + C) | Unknown |
| CA | 307 | 7 | 8 | 1 | 112 | 2 | 90 | 47 | 30 |
| **TOTAL** | **307** | **7** | **8** | **1** | **112** | **2** | **90** | **47** | **30** |

# APPENDIX G – HITS REPORTS

**G-1 Resident Report**
**G-2 Service Request Details**
**G-3 Letter- Application Received**
**G-4 Letter- Application Incomplete**
**G-5 Letter- Application Rejected**
**G-6 Letter- Application Approved**
**G-7 Service Request Completed**

**NOTE: Some sample reports may not be shown in their entirety, and the content of any report generated will vary depending on the filtering criteria used.**

## G-1 Resident Report

Printed: 08/11/2008 12:43PM
(Eastern)

**STARS T E S T**

**RESIDENT REPORT - DRAFT**

## Sponsor Tribe: HOOKSACK INDIAN TRIBE OF WASHINGTON

| SR | SR Status | PDS Project | Resident | App Received |
|---|---|---|---|---|
| 490 | Active | N/A | Ample, X. | |
| 145 | Closed | N/A | Amples, MABEL | |
| 32 | Closed | N/A | Csample, MIKE | |
| 381 | Closed | N/A | Csompl, KAREN | |
| 201 | Closed | N/A | Ejemplo, BONITA | |
| 489 | Active | N/A | Lee, Sam P | |
| 488 | Active | N/A | Mcsampleson, John | |
| 462 | Active | N/A | Nernie, BERT | |
| 380 | Closed | N/A | OSample, BRANDY LEE | |
| 345 | Closed | N/A | Prueba, JOHN | |
| 382 | Closed | N/A | Psaampil, STUART | |
| 31 | Closed | N/A | Psample, Carmen | |
| 67 | Closed | N/A | Saampl, Jesse | |
| 114 | Closed | N/A | Sampel, KERRIE | |
| 34 | Closed | N/A | Sample, Rex | |
| 1 | Closed | N/A | Sample, VELMA | |
| 30 | Closed | N/A | Sampleson, Sonita | |
| 36 | Closed | N/A | Samplez, Rose | |
| 68 | Closed | N/A | Saympl, JULIE | |
| 146 | Closed | N/A | Sempal, CARRIE | |
| 379 | Closed | N/A | Sompol, BETTY | |
| 71 | Closed | N/A | Zample, ELAINE | |
| 480 | Active | PO04A64 | Frazier, Sample | 07/09/2007 |
| 35 | Closed | PO04A64 | McSample, Doe | |

## G-2 Service Request Details

Printed: 08/11/2008 12:47PM (Eastern)

**STARS T E S T**

**SERVICE REQUEST DETAILS - DRAFT**

**Service Request: 480** **Status: Active**

**Resident 1200**

| | | | |
|---|---|---|---|
| **Last Name:** | Frazier | **First Name:** | Sample |
| **Mailing Address:** | 1234 Reservation Rd | | |
| **City, State, Zip:** | Tulles, WA 98271 | | |
| **Phone (Home)** | 360-555-1576 | **Email:** | **Enrollment #:** |
| **Individual Tribe:** | TULALIP TRIBES OF THE TULALIP RESERVA... (163) | | |

**Service Location (Home 1436)**

| | | | |
|---|---|---|---|
| **Address:** | 1234 Reservation Rd | | |
| **City:** | Tulles | **State:** | WA (53) |
| **Zip:** | 98271 | **Locality:** | Unspecified |
| **Directions:** | | | |
| **Latitude:** | | **Longitude:** | |
| **Twn/Rng/Sec:** | Township: 25N Range: 5E Section: 25 | **County:** | WHATCOM (5337) |
| **Community:** | NOOKSACK (WA37220) | | |
| **District:** | Seattle (01) | **Service Unit:** | NORTHWEST WASHINGTON (7580) |
| **Reservation:** | NOOKSACK (123) | | |

**Home Status Details**

| | | | | | |
|---|---|---|---|---|---|
| **Home Type:** | Unspecified (???) | **First Service:** | No | **Land Status:** | Unspecified |
| **# Residents:** | | **# Bedrooms:** | | **# Bathrooms:** | |

**Services Provided**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | **Field Office:** | Seattle (010) | | |
| | **Water** | **Sewer** | **Solid** | **Sponsor Tribe:** | HOOKSACK INDIAN TRIBE OF WASHINGTON (088) | | |
| **Initial Def. Level:** | 0 | 0 | 0 | **Closed:** | No | **IA Signed:** | No |
| **Final Def. Level:** | 0 | 0 | 0 | **SDS Project:** | | **PDS Project:** | PO04A64 |
| **Services Provided:** | None | None | | **Medical Referral?** | No | **Homesite Lease?** | No |

**Last Update:** 08/11/2008 **Update By:** Gross Ryan
**Created:** 09/11/2007 **Created By:** Data Migration

**All Service Requests for this Home**

| | | | | **Installed Facilities** | | | **Final Deficiency** | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Request #** | **Closed** | **Date** | **Resident** | **Status** | **Water** | **Sewer** | **Solid** | **Water** | **Sewer** | **Solid** | **SDS Project** | **PDS Project** |
| 480 | No | | Frazier, Sample | Active | 0 | 0 | 0 | 0 | 0 | 0 | | PO04A64 |

## G-2 Service Request Details (cont.)

TEST SERVER

**All Service Requests for this Resident**

| Request # | Closed | Date | Resident | Status | Installed Facilities Water | Installed Facilities Sewer | Installed Facilities Solid | Final Deficiency Water | Final Deficiency Sewer | Final Deficiency Solid | SDS Project | PDS Project |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 480 | No | | Frazier, Sample | Active | 0 | 0 | 0 | 0 | 0 | 0 | | PO04A64 |

**Facilities for Service Request 480 (Frazier, Sample)**

*-- none --*

**Existing Facilities**

**Water:** Facility: - Unspecified
OMDS System:

**Sewer:** Facility: - Unspecified
OMDS System:

**Solid Waste:** Facility: - Unspecified
OMDS System:

**Current milestones for Service Request 480 (Frazier, Sample)**

3 Milestones Found

| Project Phase | Code | Milestone | Assigned To | Assigned By | Date (mm/dd/yyyy) Proposed | Revised | Actual | Percent Complete | NA? |
|---|---|---|---|---|---|---|---|---|---|
| Planning | 1031 | Service Request Application Received | | User | 07/09/2007 | | 07/09/2007 | 100 | No |
| Planning | 1036 | Service Request Approved and Added to Project | | User | 07/31/2007 | | 07/31/2007 | 100 | No |
| Construction | 3999 | Construction Phase Complete | | User | 03/17/2008 | | 04/08/2008 | 100 | No |

**Contacts for Service Request 480 (Frazier, Sample)**

| Name | Role | Company | Phone | Email | Resident |
|---|---|---|---|---|---|
| Douma, Johnnie | Service Request Manager | IHS | 206-615-2782 (Business) | | No |
| Gross, Ryan J | Project Engineer | IHS | 206-555-2805 (Business) | | No |

**Attachments for Service Request 480 (Frazier, Sample)**

*-- none --*

**Journal for Service Request 480 (Frazier, Sample)**

**Existing Notes**

| Date | Entry Type | Note | Entered By | Visibility |
|---|---|---|---|---|
| 09/11/2007 | Comments | RESOURCE from HITS Data-Loading: | Data Migration | Internal |
| 09/11/2007 | Comments | JD<br>UPDATES/COMMENTS from HITS Data-Loading:<br>as of 06/12/07, design done. Preparing pricing package to submit to installers. | Data Migration | Internal |

## **G-3** Letter- Application Received

August 11, 2008

Sample Frazier
1234 Reservation Rd
Tulles, WA 98271

Re: Received Application, Service Request No. 480

Dear Sample Frazier:

Thank you for submitting your application for sanitation facilities on July 9, 2007. Your completed application and supporting documents will allow our office to evaluate your eligibility for assistance and in determining the type of project you may qualify for.

Please be aware that this letter does not constitute approval of your application for sanitation facilities. Approval of your application for sanitation facilities is dependent upon your application meeting all eligibility requirements and the availability of project funds. In addition, a site evaluation conducted by our office will determine the suitability of your location to receive services. We will be contacting you soon regarding an appropriate time to schedule a visit.

If you have any questions about your application, please contact this office. Please remember to include your Request No. 480 with any correspondence.

Sincerely,

Ryan Gross,
Field Engineer

## G-4 Letter- Application Incomplete

August 11, 2008

Sample Frazier
1234 Reservation Rd
Tulles, WA 98271

Re: Incomplete Application, Service Request No. 480

Dear Sample Frazier:

Thank you for submitting your application for sanitation facilities on July 9, 2007. A review of your application has determined that the following item(s) are required before eligibility for services can be determined.

- ☐ Applicant Signature
- ☐ Applicant Certification of Degree of Indian Blood (CDIB)
- ☐ Tribal Representative Signature
- ☐ Proof of legal claim to the land. Provide a copy of your allotment, lease, or deed. If lease has been applied for, or is pending, please so state.
- ☐ Legal Description
- ☐ Locate property corners and proposed home location with stakes/flags, etc.
- ☐ Please notify this office when you know when your mobile home will be on-site or construction will start on your new home.
- ☐ Other:

_____

_____

_____

Please send the necessary information to this office, or contact us when the necessary items have been completed. If you have any questions regarding your application, please feel free to contact me. Please remember to include your Request No. 480 with any correspondence.

Sincerely,

Ryan Gross,
Field Engineer

## G-5 Letter- Application Rejected

August 11, 2008

Sample Frazier
1234 Reservation Rd
Tulles, WA 98271

Re: Decline of Application for Services, Service Request No. 480

Dear Sample Frazier:

Thank you for your request for service from the Indian Health Service, Division of Sanitation Facilities Construction. Your application for sanitation facilities was received by our office on July 9, 2007.

Unfortunately, we are unable to provide you service for these facilities at this time. Certain criteria are required for service and, regretfully, your application did not meet these criteria. The required criteria pertaining to your application include:

- ☐ It is the policy of this office to provide sanitation facilities services only once. Our records show that you have previously received services from the Indian Health Service
- ☐ A valid Certificate of Degree of Indian Blood (CDIB) from a federally recognized tribe is required.
- ☐ Proof of legal claim to the land. Copy of your allotment, lease, or deed. If lease has been applied for, or is pending, please so state.
- ☐ The property must be your primary residence
- ☐ The property shall be both Indian owned and Indian occupied
- ☐ Other:

_____

_____

_____

If you have any questions about your application or need to update your application, please contact this office. Please remember to include your Request No. 480 with any correspondence.

Sincerely,

Ryan Gross,
Field Engineer

## G-6 Letter- Application Approved

August 11, 2008

Sample Frazier
1234 Reservation Rd
Tulles, WA 98271

Re: Approved Application, Service Request No. 480, Project No. PO04A64

Dear Sample Frazier:

This letter is to notify you that your application has been approved for sanitation facilities service from the Indian Health Service (IHS) as of July 31, 2007. Your project representative is Johnnie Douma, Engineering Technician. The representative can be reached at 206-615-2782 should you have any questions regarding your site.

Please remember that the time needed to plan and construct sanitation facilities is variable. Our office attempts to provide these services in a timely manner, however these projects often require planning and coordination with other agencies that may cause delays.

If you have any questions about your application, please contact this office. Please remember to include your Request No. 480 with any correspondence.

Sincerely,

Ryan Gross,
Field Engineer

## G-7 Letter- SR Completed

August 11, 2008

Sample Frazier
1234 Reservation Rd
Tulles, WA 98271

Re: Service Request Completion, Service Request No. 480, Project No. PO04A64

Dear Sample Frazier:

This letter is to provide a record of the sanitation facilities completed at your site on April 8, 2008. The following documents are provided for your records.

- ☐ As-built drawing
- ☐ Individual agreement
- ☐ Operation and Maintenance Manuals
- ☐ Contractors' Invoices
- ☐ Well log/documentation
- ☐ Water quality analysis
- ☐ Soil Testing Information
- ☐ Signed Copy of Individual Agreement
- ☐ Signed Copy of Memorandum of Agreement
- ☐ Other:

_____

_____

_____

It is recommended that you keep this information in a safe place, so you can refer to it if repairs and maintenance are necessary. Please refer to the operation and maintenance manual to ensure proper maintenance of your new sanitation facilities. With regular maintenance, the facilities constructed should serve you for years to come.

Please do not hesitate to contact this office if you have any questions.

Sincerely,

Ryan Gross,
Field Engineer

# APPENDIX H - ATTACHMENT CATEGORIES & SUBCATEGORIES

## H-1 Categories and Subcategories for Attachments Saved to the Library

## H-1. Categories and Subcategories for Attachments Saved to the Library

In the following table, the category names are bolded with the corresponding subcategories listed below the category name.

| ***CATEGORIES & SUBCATEGORIES FOR ATTACHMENTS SAVED TO THE LIBRARY*** | |
|---|---|
| | |
| **Civil Service** | **Project-Specific Documents (Continued)** |
| Awards | Cost Estimate |
| EPMS | Drawings/Specifications |
| ITAS | Environmental Documentation |
| **Commissioned Corps** | Final Report |
| Awards | Interagency Agreements |
| COER | MOA & Amendments |
| EPAC | Other |
| Mentoring | Preliminary Design Documents |
| OFRD/Readiness | Project Development Strategy |
| Recruiting | Project Proposal |
| **Data systems** | Project Summary & Amendments |
| Microsoft project | Transfer Agreement |
| RPMS | **Regulatory** |
| TIMS | Environmental |
| UFMS | Labor |
| WEHBRS | Solid Waste |
| wSTARS | Wastewater |
| **Federal Agencies** | Water |
| Bureau of Indian Affairs | **Technical** |
| Bureau of Reclamation | Architectural |
| Department of Agriculture | Electrical |
| Department of Labor | General |
| Environmental Protection Agency | Mechanical |
| **Program** | Pumping |
| Administrative | Solid waste collection |
| Budget | Solid waste disposal |
| GPRA/performance | Solid waste transfer |
| Policy | Standard details |
| Travel | Standard Specifications |
| **Project Management** | Wastewater collection |
| Contract Templates | Wastewater treatment |
| Design | Water distribution |
| Drawings | Water source |
| Estimating | Water storage |
| Finance | Water treatment |
| Mapping | **Tools** |
| Project Management Office | General |
| **Project-Specific Documents** | Solid Waste |
| Contract Documents | Wastewater |
| Contracting | Water |

# APPENDIX I - STANDARD MILESTONES

**I-1 Planning Phase Milestones**
**I-2 Design Phase Milestones**
**I-3 Construction Phase Milestones**
**I-4 Closeout Phase Milestones**

## I-1. Planning Phase Milestones

| Project Phase | Code | Milestone | Is Available? | | Is Required? | | Owner | Date Definition |
|---|---|---|---|---|---|---|---|---|
| | | | PDS | HITS | PDS | HITS | | |
| Planning | 1000 | Planning Phase Start | Yes | Yes | HQ | | HQ | Date that the project began. |
| Planning | 1010 | Project Proposal | Yes | Yes | HQ | | HQ | Date that the tribe dated the Project Proposal (Project Request). |
| Planning | 1020 | Funds Available Notification to Tribe | No | Yes | | | HQ | Date that the Funds Available Notification was sent to the tribe. |
| Planning | 1030 | Service Request Application Sent | No | Yes | | | HQ | Date that the Service Request Application was mailed to the tribe or homeowner. |
| Planning | 1031 | Service Request Application Received | No | Yes | | | HQ | Date that the Service Request Application was received. |
| Planning | 1032 | Service Request Application Signed | No | Yes | | HQ | HQ | Date that the Service Request Application was signed by the tribe or homeowner. |
| Planning | 1033 | Service Request Application Complete | No | Yes | | | HQ | Date that the Service Request Application was complete (all eligibility documentation was received). |
| Planning | 1034 | Service Request Site Evaluation | No | Yes | | HQ | HQ | Date that the Site Evaluation was performed. |
| Planning | 1035 | Service Request Notice Sent for Project Approval | No | Yes | | | HQ | Date that a Service Request Notice was sent for project approval. |
| Planning | 1036 | Service Request Approved and Added to project | No | Yes | | | HQ | Date that the Service Request was approved and added to the project. |
| Planning | 1037 | Service Request Approval Notice Sent | No | Yes | | | HQ | Date that the Service Request Approval Notice was sent to the tribe or homeowner. |
| Planning | 1038 | Service Request Dropped from Project | No | Yes | | | HQ | Date that the Service Request was dropped from the project. |
| Planning | 1040 | Service Request Assigned | No | Yes | | | HQ | Date that the service request was assigned to the Service Request Manager. |
| Planning | 1100 | Preliminary Design Report | No | Yes | | | HQ | Date that the preliminary Design Report was completed. |
| Planning | 1200 | Project Summary | Yes | Yes | HQ | | HQ | Date of last signature. |
| Planning | 1210 | PS Amendment #1 | No | Yes | | | HQ | Date of last signature. |
| Planning | 1220 | PS Amendment #2 | No | Yes | | | HQ | Date of last signature. |
| Planning | 1230 | PS Amendment #3 | No | Yes | | | HQ | Date of last signature. |

## I-1. Planning Phase Milestones *(Continued)*

| Project Phase | Code | Milestone | Is Available? | | Is Required? | | Owner | Date Definition |
|---|---|---|---|---|---|---|---|---|
| | | | PDS | HITS | PDS | HITS | | |
| Planning | 1300 | Environmental Review and Documentation | No | Yes | | | HQ | Date of last signature. |
| Planning | 1310 | Initial Environmental Review Determination | Yes | Yes | HQ | | HQ | Date of last signature. |
| Planning | 1320 | Amended Env Review Determination | No | Yes | | | HQ | Date of last signature. |
| Planning | 1330 | Environmental Assessment and FONSI | No | Yes | | | HQ | Date of last signature. |
| Planning | 1340 | Environmental Impact Statement | No | Yes | | | HQ | Date of last signature. |
| Planning | 1350 | Archeological Clearance | No | Yes | | | HQ | Date that the site was cleared by the SHPO/THPO. |
| Planning | 1400 | Planning Agreement | No | Yes | | | HQ | Date of last signature. |
| Planning | 1500 | Interagency Agreement (IAG) | No | Yes | | | HQ | Date of last signature. |
| Planning | 1600 | MOA Signed | Yes | Yes | HQ | | HQ | Date of last signature. |
| Planning | 1610 | Construction Project Agreement (SG 638 T5) | No | Yes | | | HQ | Date of last signature. |
| Planning | 1620 | Project Funding Agreement (SG 121) | No | Yes | | | HQ | Date of last signature. |
| Planning | 1630 | Applicant Notified of Approval | No | Yes | | | HQ | Date that the applicant was notified of approval. |
| Planning | 1700 | Agreement Amendment #1 | No | Yes | | | HQ | Date of last signature. |
| Planning | 1710 | Agreement Amendment #2 | No | Yes | | | HQ | Date of last signature. |
| Planning | 1720 | Agreement Amendment #3 | No | Yes | | | HQ | Date of last signature. |
| Planning | 1995 | Planning Phase Management | No | Yes | | | HQ | Date that the Planning Phase Management is complete. |
| Planning | 1999 | Planning Phase End | Yes | Yes | HQ | | HQ | Date that all items of the Planning Phase were completed. |

## I-2. Design Phase Milestones

| Project Phase | Code | Milestone | Is Available? | | Is Required? | | Owner | Date Definition |
|---|---|---|---|---|---|---|---|---|
| | | | PDS | HITS | PDS | HITS | | |
| Design | 2000 | Design Phase Start | Yes | Yes | HQ | | HQ | Date that the Design Phase began. |
| Design | 2050 | Design Review Meeting | No | Yes | | | HQ | Date that the Design Review Meeting was held. |
| Design | 2100 | Design Development | No | Yes | | | HQ | Date that design Development began. |
| Design | 2105 | Soil Analysis | No | No | | | HQ | Date that the Soil Analysis was completed. |
| Design | 2110 | Geotechnical Investigation | No | Yes | | | HQ | Date that the Geotechnical Investigation was completed. |
| Design | 2120 | Hydrogeologic Investigation | No | Yes | | | HQ | Date that the Hydrogeologic Investigation was completed. |
| Design | 2130 | Hydraulic Analysis | No | Yes | | | HQ | Date that the Hydraulic Analysis was completed. |
| Design | 2140 | Stormwater Management Plan | No | Yes | | | HQ | Date that the Stormwater Management Plan was completed. |
| Design | 2150 | Solid Waste Plan | No | Yes | | | HQ | Date that the Solid Waste Plan was completed. |
| Design | 2160 | Pilot study | No | Yes | | | HQ | Date that the Pilot Study was completed. |
| Design | 2200 | Surveying | No | Yes | | | HQ | Date that the Surveying was completed. |
| Design | 2300 | Design | No | Yes | | | HQ | Date that the Design was completed. |
| Design | 2310 | Design Package 50% | No | Yes | | | HQ | Date that the Design Package was at 50% completion. |
| Design | 2320 | Design Package 95% | No | Yes | | | HQ | Date that the Design Package was at 95% completion. |
| Design | 2330 | Design Package 100% | No | Yes | | | HQ | Date that the Design Package was 100% complete. |
| Design | 2340 | Engineers Estimate | No | Yes | | | HQ | Date that the Engineer's Estimate was Completed. |
| Design | 2400 | Right of Way | Yes | Yes | HQ | | HQ | Date that the Right-of-Way was obtained. |
| Design | 2500 | Procurement Package Solicitation | No | Yes | | | HQ | Date that the Procurement Package was advertised. |
| Design | 2510 | Bid Opening | Yes | Yes | Area | | HQ | Date of the Bid Opening. |
| Design | 2520 | Construction Contract Award | No | Yes | | | HQ | Date that the Construction Contract was awarded to the Contractor. |
| Design | 2600 | Facilities/Materials Order | No | Yes | | | HQ | Date that the Facilities/Materials were ordered. |
| Design | 2995 | Design Phase Management | No | Yes | | | HQ | Date that the Design Phase Management is complete. |
| Design | 2999 | Design Phase Complete | Yes | Yes | HQ | | HQ | Date that all items of the Design Phase were completed. |

## I-3. Construction Phase Milestones

| Project Phase | Code | Milestone | Is Available? | | Is Required? | | Owner | Date Definition |
|---|---|---|---|---|---|---|---|---|
| | | | PDS | HITS | PDS | HITS | | |
| Construction | 3000 | Construction Phase Start | Yes | Yes | HQ | | HQ | Date that the Construction Phase began. |
| Construction | 3100 | NTP (Notice to Proceed) | Yes | Yes | Area | | HQ | Date of the Notice to Proceed. |
| Construction | 3110 | Preconstruction Meeting | Yes | Yes | Area | | HQ | Date of the Preconstruction meeting. |
| Construction | 3120 | Submittals Review | No | Yes | | | HQ | Date that the submittals were reviewed. |
| Construction | 3200 | Stakeout | No | Yes | | | HQ | Date that the construction staking was completed. |
| Construction | 3250 | Contractor Mobilization | No | Yes | | | HQ | Date that the Contractor mobilized to the site. |
| Construction | 3300 | Well | No | Yes | | | HQ | Date that the Well was completed. |
| Construction | 3310 | Water Mains (Buried) | No | Yes | | | HQ | Date that the Buried Water Mains were installed. |
| Construction | 3311 | Water Mains (Surface) | No | Yes | | | HQ | Date that the Surface water mains were installed. |
| Construction | 3315 | Haul System (Water) | No | Yes | | | HQ | Date that the Water Haul System was completed. |
| Construction | 3320 | Booster Station | No | Yes | | | HQ | Date that the Booster Station was completed. |
| Construction | 3330 | Pumphouse | No | Yes | | | HQ | Date that the Pumphouse was completed. |
| Construction | 3335 | Water Intake | No | Yes | | | HQ | Date that the Water Intake was completed. |
| Construction | 3340 | Water Treatment Plant | No | Yes | | | HQ | Date that the Water Treatment Plant was completed. |
| Construction | 3350 | Water Tank | No | Yes | | | HQ | Date that the Water Tank was completed. |
| Construction | 3400 | Lift Station | No | Yes | | | HQ | Date that the Lift Station was completed. |
| Construction | 3401 | Vacuum Plant | No | Yes | | | HQ | Date that the Vacuum Plant was completed. |
| Construction | 3402 | Haul Systems (WW) | No | Yes | | | HQ | Date that the Wastewater Haul System was completed. |
| Construction | 3410 | Force Main | No | Yes | | | HQ | Date that the Force Main was installed. |
| Construction | 3420 | Sewer Mains (Buried) | No | Yes | | | HQ | Date that the Buried Sewer Mains were installed. |
| Construction | 3421 | Sewer Mains (Surface) | No | Yes | | | HQ | Date that the Surface Sewer Mains were installed. |
| Construction | 3450 | Lagoon | No | Yes | | | HQ | Date that the Lagoon was completed. |
| Construction | 3455 | WW Outfall Main | No | Yes | | | HQ | Date that the Wastewater Outfall Main was completed. |
| Construction | 3460 | Wastewater Treatment Plant | No | Yes | | | HQ | Date that the Wastewater Treatment Plant was completed. |
| Construction | 3470 | Community Septic Tank | No | Yes | | | HQ | Date that the Community Septic Tank was installed. |
| Construction | 3475 | Community Disposal Field | No | Yes | | | HQ | Date that the Community Disposal Field was installed. |

## I-3. Construction Phase Milestones *(Continued)*

| Project Phase | Code | Milestone | Is Available? | | Is Required? | | Owner | Date Definition |
|---|---|---|---|---|---|---|---|---|
| | | | PDS | HITS | PDS | HITS | | |
| Construction | 3500 | Solid Waste Transfer Station | No | Yes | | | HQ | Date that the Solid Waste Transfer Station was completed. |
| Construction | 3510 | Landfill | No | Yes | | | HQ | Date that the Landfill was completed. |
| Construction | 3520 | Landfill/Open Dump Closure | No | Yes | | | HQ | Date that the Landfill/Open Dump closure was completed. |
| Construction | 3600 | O&M Equipment Procured | No | Yes | | | HQ | Date that the O&M Equipment was Procured. |
| Construction | 3700 | Access Road | No | Yes | | | HQ | Date that the Access Road was completed. |
| Construction | 3710 | Individual Water Services | No | Yes | | | HQ | Date that the Individual Water Services were installed. |
| Construction | 3715 | Individual Water Wells | No | Yes | | | HQ | Date that the Individual Water Wells were completed. |
| Construction | 3720 | Individual Septic Systems | No | Yes | | | HQ | Date that the individual septic systems were completed. |
| Construction | 3725 | Individual Sewer Service Lines | No | Yes | | | HQ | Date that the Individual Sewer Service Lines were installed. |
| Construction | 3750 | Utilidor Complete (AK) | No | Yes | | | HQ | Date that the Utilidor was completed. |
| Construction | 3755 | In House Plumbing | No | Yes | | | HQ | Date that the In-House Plumbing was completed/verified. |
| Construction | 3760 | Washeteria | No | Yes | | | HQ | Date that the Washeteria was completed. |
| Construction | 3770 | Construction Inspection | No | Yes | | | HQ | Date that the Construction inspection was completed. |
| Construction | 3800 | Pre-Final Inspection | No | Yes | | | HQ | Date that the Pre-Final Inspection was completed. |
| Construction | 3810 | Startup of Facilities | No | Yes | | | HQ | Date that the Startup of Facilities occurred. |
| Construction | 3850 | Contractor Demobilization | No | Yes | | | HQ | Date that the Contractor Demobilized from the site. |
| Construction | 3900 | Final Inspection | Yes | Yes | HQ | | HQ | Date of the Final Inspection. |
| Construction | 3999 | Construction Phase Complete | Yes | Yes | HQ | | HQ | Date that all items of the Construction Phase were completed. |

## I-4. Closeout Phase Milestones

| Project Phase | Code | Milestone | Is Available? | | Is Required? | | Owner | Date Definition |
|---|---|---|---|---|---|---|---|---|
| | | | PDS | HITS | PDS | HITS | | |
| Closeout | 4000 | Closeout Phase Begin | Yes | Yes | HQ | | HQ | Date that the project closeout phase began. |
| Closeout | 4100 | As-built Survey | No | Yes | | | HQ | Date that the as-built survey was completed. |
| Closeout | 4110 | As-builts/record Drawings | Yes | Yes | HQ | | HQ | Date that the as-built/record drawings were completed or received. |
| Closeout | 4200 | O&M Training | No | Yes | Area | | HQ | Date that the O&M training was held. |
| Closeout | 4210 | O&M Manual | No | Yes | | | HQ | Date that the O&M Manual was delivered to the tribe or homeowner. |
| Closeout | 4300 | APLC: Affidavit of Punch List Completion | No | Yes | | | HQ | Date of last signature. |
| Closeout | 4305 | Beneficial Use | No | Yes | | | HQ | Date that the project was ready for beneficial use. |
| Closeout | 4310 | Contract Closeout Requirements | No | Yes | | | HQ | Date that the Contract Closeout Requirements were completed. |
| Closeout | 4400 | Interagency Agreement (IAG) Closeout | No | Yes | | | HQ | Date of last signature. |
| Closeout | 4500 | Warranty Inspection | No | Yes | | | HQ | Date that the Warranty Inspection was completed. |
| Closeout | 4600 | Transfer Agreement | Yes | Yes | HQ | | HQ | Date of last signature. |
| Closeout | 4605 | Final Individual Agreement Signature | No | Yes | | | HQ | Date of last signature. |
| Closeout | 4610 | Tribal Closeout Letter | No | Yes | | | HQ | Date that the Tribal Closeout Letter was mailed to the tribe. |
| Closeout | 4700 | Financial Reconciliation | No | Yes | | | HQ | Date that the project Financial Records were reconciled. |
| Closeout | 4900 | Draft Final Report | No | Yes | | | HQ | Date that the Draft Final Report was completed. |
| Closeout | 4995 | Closeout Phase Management | No | Yes | | | HQ | Date that the Closeout Phase Management is complete. |
| Closeout | 4999 | Final Report Published | Yes | Yes | HQ | | HQ | Date that the Final Report was published. See IDG 20.2 in Appendix J on when this date is to be entered. |

# APPENDIX J – SELECTED IDGs

## 12.1 IDG for Individual Homeowner Project Files

## 20.2 IDG for Final Reports – Distribution and Project Records Maintenance

Indian Health Service
Sanitation Facilities Construction
Interim Guidance Document for the
Criteria for the Sanitation Facilities Construction Program, June 1999
No. 12.1

Title: Individual Homeowner Project Files

Purpose: This Interim Guidance Document (IGD) clarifies the Individual Homeowner Project Files policy in the Criteria for the Sanitation Facilities Construction Program (Criteria), June 1999; Chapter 8, Methods of Program and Project Implementation; Section I - Direct Service, page 7. Since the Criteria was written, the IHS added the Home Inventory Tracking System (HITS) to its Sanitation Tracking and Reporting System (STARS). As a result, the IHS has established the Sanitation Facilities Construction Individual Applicant Records (SFCIA) system of records that includes STARS (and HITS) and paper-based Individual Homeowner Project files. The SFCIA contains information obtained from American Indian and Alaska Native people who request or receive sanitation facilities services from the IHS.

Guidance:

The IHS Area Office Sanitation Facilities Construction (SFC) Director or designee is the System Manager for the SFCIA for all SFC officers located within their respective IHS Area. The SFC Director will ensure that:

1. Access to the SFCIA system of records is restricted to persons who must view those records as part of their official duties.
2. SFCIA paper records (homeowner files) are stored in locked file cabinets or other secure storage systems.
3. SFCIA electronic records (STARS) remain on computer servers and are never copied and stored on laptops or desktop personal computers.
4. All IHS personnel who make use of records contained in SFCIA (STARS, HITS, etc.) are aware of their responsibilities under the provisions of the Privacy Act and are required to maintain Privacy Act safeguards with respect to such records.
5. Appropriate security measures are taken when the SFCIA records are in use; e.g., minimizing computer screens or covering paper records when unauthorized individuals may be in a position to see the screen or the paper records.
6. SFCIA records will be archived and disposed of according to IHS Records Disposition Schedule 3, section 11, Item No. 11-11 (attached).

People seeking access to information about themselves contained in this system may make a written request to the IHS Area SFC Director, local IHS SFC Office Manager or designee at the appropriate location.

More specific responsibilities are listed in the attached Federal Register notice on the SFCIA system of records.

Background - Justification

The Criteria states that establishment and maintenance of homeowner files is not a Headquarters requirement for the Sanitation Facilities Construction Program. If an Area SFC Program determines that homeowner files are essential for effective management of their program, the Area should contact the Area person responsible for compliance with the Privacy Act. The Privacy Act requires the establishment of a system of records in accordance with the Privacy Act and Department of Health and Human Services requirements, for any group of records or files that allows access based on a person's name or other personal identifier. IHS policy states that it shall provide for efficient, economical, and effective controls over the creation, organization, maintenance, use, and the ultimate disposition of all IHS records in all physical formats (Indian Health Manual Part 5, Chapter 15 Records Management Program).

The IHS has established the SFCIA system of records that includes homeowner files or individual applicant records. By creating HITS, access to and control of STARS is governed by the Privacy Act, because the HITS module in STARS contains electronic Individual Applicant Records that may include names, home and mailing addresses, e-mail addresses, telephone numbers, Social Security Numbers, and Tribal roll/census numbers.

In accordance with the requirements of the Privacy Act of 1974, the IHS published its intention to create a new system of records in the Federal Register at Vol. 73, No. 40; February 28, 2008; page 10789. No comments were received in response to the Federal Register notice, and effective April 7, 2008, the IHS established a new system of records titled, "Sanitation Facilities Construction Individual Applicant Records (SFCIA), System No. 09–17–004." A copy of the Federal Register notice is attached.

Approval

| | | |
|---|---|---|
| Recommended: | 19 August 2008<br>Date | Ronald C. Fergusson<br>Director, DSFC |
| Approved: | 28 August 2008<br>Date | Gary J. Hartz, PE<br>Director, OEHE |
| Effective Date: | AUG 2 8 2008 | |

8/18/08 Page 2 of 3

**IHS RECORDS DISPOSITION SCHEDULE**

| SCHEDULE 3. PROFESSIONAL SERVICES<br><br>SECTION 11 - ENVIRONMENTAL HEALTH | | |
|---|---|---|
| **ITEM NO.** | **TITLE AND DESCRIPTION OF RECORD** | **DISPOSITION AUTHORITY** |
| **11-11** | **SANITATION FACILITIES CONSTRUCTION (SFC) INDIVIDUAL APPLICANT FILES.** This record series contains all professional and administrative material necessary to document individual sanitation facilities provided by the IHS and/or requested by the individual. It contains documentation regarding the individuals eligibility for sanitation facilities under P.L. 86-121. It contains, in written and graphic form, documents related to sanitation services provided or requested. | |
| | a. Sanitation services provided. All related correspondence and documents. | Transfer to the FRC when administrative value ends, or after 10 years of inactivity, whichever is sooner. Destroy 20 years after retirement to the FRC. |
| | b. Sanitation services not provided (e.g, ineligible) | Transfer to the FRC when administrative value ends, or after 10 years of inactivity, whichever is sooner. Destroy 20 years after retirement to the FRC |

scholarship support and scholarship award payments will be discontinued.

*A. Recipient's Enrollment and Initial Progress Report*

Within thirty (30) days from the beginning of each semester or quarter, scholarship grantees must submit a Recipient's Enrollment and Initial Progress Report (Form F–02 of the student handbook).

*B. Transcripts*

Within thirty (30) days from the end of each academic period, i.e., semester, quarter, or summer session, scholarship grantees must submit an Official Transcript showing the results of the classes taken during that period.

*C. Notification of Academic Problem/Change*

If at any time during the semester/quarter, scholarship grantees are advised to reduce the number of credit hours for which they are enrolled below the minimum of 12 (or the number of hours considered by their school as full-time) for a full-time student or at least 6 hours for part-time students; or if they experience academic problems, they must submit this report (page F–04 of student handbook).

*D. Change of Status*

- Change of Academic Status.

Scholarship Grantees must immediately notify the IHS Area Scholarship Coordinator if they are placed on academic probation, dismissed from school, or voluntarily withdraw for any reason (personal or medical).

- Change of Health Discipline.

Scholarship Grantees may not change from the approved IHS Scholarship Program health discipline during the school year. If an unapproved change is made, scholarship payments will be discontinued.

- Change in Graduation Date.

Any time that a change occurs in a scholarship grantee's expected graduation date, they must notify their IHS Area Scholarship Coordinator immediately in writing. Justification must be attached from the school advisor.

**VII. Agency Contacts**

Please address application inquiries to the appropriate IHS Area Scholarship Coordinator. Other programmatic inquiries may be addressed to RADM Robert E. Pittman, Director, Division of Health Professions Support, Indian Health Service, 801 Thompson Avenue, Suite 120, Rockville, Maryland 20852; Telephone (301) 443–6197. (This is not a toll free number.) For grants information, contact the Grants Scholarship Coordinator, Division of Grants Operations, Indian Health Service, 801 Thompson Avenue, Suite 120, Rockville, Maryland 20852; Telephone (301) 443–0243. (This is not a toll-free number.)

**VIII. Other Information**

The Public Health Service (PHS) is committed to achieving the health promotion and disease prevention objectives of *Healthy People 2010*, a PHS-led activity for setting priority areas. This program announcement is related to the priority area of Education and Community-Based Programs. Potential applicants may obtain a copy of *Healthy People 2010*, (Full Report; Stock No. 017–001–00474–0) or *Healthy People 2010* (Summary Report; Stock No. 017–001–00473–1) through the Superintendent of Documents, Government Printing Office Washington, DC 20402–9325 [Telephone (202) 783–3238].

Interested individuals are reminded that the list of eligible health and allied health professions is effective for applicants for the 2008–2009 academic year. These priorities will remain in effect until superseded. Applicants for health and allied health professions not on the above priority list will be considered pending the availability of funds and dependent upon the availability of qualified applicants in the priority areas.

Dated: February 15, 2008.

**Robert G. McSwain,**

*Acting Director, Indian Health Service.*

[FR Doc. 08–864 Filed 2–27–08; 8:45 am]

BILLING CODE 4165–16–M

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Indian Health Service

### Privacy Act of 1974; Report of a New System of Records; Sanitation Facilities Construction Individual Applicant Records

**AGENCY:** Department of Health and Human Services (HHS), Indian Health Service (IHS).

**ACTION:** Notice of a New System of Records (SOR).

**SUMMARY:** In accordance with the requirements of the Privacy Act of 1974, we are proposing to establish a new system titled, "Sanitation Facilities Construction Individual Applicant Records (SFCIA), System No. 09–17–004." Under the provisions of the Indian Sanitation Facilities Act, Pub. L. 86–121 (42 U.S.C. 2004a), IHS is charged with carrying out the functions to determine basic individual and home eligibility for sanitation services. The primary purpose of this system is to determine eligibility of individuals and homes for sanitation services; budget justification for appropriation and project development to serve eligible homes and persons with sanitation facilities; to monitor, track and report status and progress of services provided; to maintain records on and to verify individuals' eligibility for services; and to link with the IHS Resource and Patient Management System (RPMS) for purposes of verifying and determining individuals' eligibility.

Information retrieved from this system may be disclosed to: (1) Congressional offices in response to a verified inquiry; (2) other Federal agencies or Tribes that provide funding for or are involved in providing sanitation facilities to individuals or communities, and may be disclosed to individuals or communities, and may be disclosed to individuals specifically involved in the process of providing sanitation facilities, including but not limited to Tribal officials, Tribal housing authorities, Tribal utilities, contractors, State and local entities and consultants; (3) support litigation involving the agency; (4) referrals to the appropriate agency, whether Federal, State, or local, charged with enforcing or implementing the statute or rule, regulation or order; (5) HHS contractors and subcontractors for the purpose of collecting, compiling, aggregating, analyzing, or refining records; (6) other Federal or Tribal entities that provide sanitation facilities at the request of these entities in conjunction with a computer-matching program conducted by these entities to detect or curtail fraud and abuse in similar types of program services; and (7) appropriate Federal agencies and Departmental contractors in the event of data breaches either suspected or confirmed.

*Effective Dates:* IHS filed a new system report with the Chair of the House Committee on Oversight and Government Reform, the Chair of the Senate Committee on Homeland Security and Governmental Affairs, and the Administrator, Office of Information and Regulatory Affairs, Office of Management and Budget (OMB) on February 28, 2008. To ensure that all parties have adequate time in which to comment, the new SOR, including routine uses, will become effective 40 days from the publication of the notice, or from the date it was submitted to OMB and the Congress, which is later,

unless IHS invites comments on all portions of this notice.

**ADDRESSES:** The public should address comments to: Mr. William Tibbitts, IHS Privacy Act/Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer, Division of Regulatory Affairs, Office of Management Services, 801 Thompson Avenue, TMP Suite 450, Rockville, MD 20852–1627; call non-toll-free (301) 443–1116; send via facsimile to (301) 443–2316, or send your e-mail requests, comments, and return address to: *William.Tibbitts@ihs.gov*.

**FOR FURTHER INFORMATION CONTACT:** Mr. Ronald C. Ferguson, Director, Division of Sanitation Facilities Construction, Office of Environmental Health and Engineering, 801 Thompson Avenue, TMP Suite 610, Rockville, MD 20852–1627, Telephone (301) 443–1046.

**SUPPLEMENTARY INFORMATION:** Under the provisions of 25 U.S.C. 1632, it is IHS policy that all Indian communities and Indian homes, new and existing, shall be provided with safe and adequate water supply systems and sanitary sewage waste disposal for preventive health measures.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### 09–17–0004

**SYSTEM NAME:**

Indian Health Service Sanitation Facilities Construction Individual Applicant Records, HHS/IHS/OEHE.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Each Indian Health Service (IHS) Area and local Sanitation Facilities Construction (SFC) office. (See Appendix 1).

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals requesting and/or receiving services from sanitation facilities.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Contains name, home and/or mailing address, e-mail address, telephone number, Social Security Number, Tribal roll/census number, request for service application to obtain sanitation facilities and all pertinent documents necessary to determine eligibility for such services.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

- Indian Health Care Improvement Act, Pub. L. 94–437, as amended.
- The Indian Sanitation Facilities Act, Pub. L. 86–121; 42 U.S.C. 2004a.
- Indian Lands Open Dump Cleanup Act, 25 U.S.C. 3901 *et seq.*
- Section 321 of the Public Health Service Act as amended, 42 U.S.C. 248.
- Department Regulation, 5 U.S.C. 301.
- Privacy Act of 1974 as amended, 5 U.S.C. 552a, and
- Federal Records Act, 44 U.S.C. 2901.

**PURPOSE(S):**

The purposes of this system of records are:

1. To determine basic individual and home eligibility for sanitation services provided by the SFC Program under Pub. L. 86–121.
2. Budget justification for appropriation and project development to serve eligible homes and persons with sanitation facilities.
3. To monitor, track and report status and progress of services provided.
4. To maintain records on and to verify individuals' eligibility for services.
5. To link with the IHS RPMS for purposes of verifying and determining individuals' eligibility.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to those disclosures generally permitted under 5 U.S.C. 552a (b), other routine uses are as follows:

1. IHS may disclose records to a Congressional office in response to a verified inquiry from the Congressional office made at the written request of the subject individual.
2. IHS may disclose records to other Federal agencies or Tribes that provide funding for or are involved in providing sanitation facilities to individuals or communities. In addition, records may be disclosed to individuals specifically involved in the process of providing sanitation facilities, including but not limited to Tribal officials, Tribal housing authorizes, Tribal utilities, contractors, State and local entities and consultants.
3. IHS and/or HHS may disclose information from this system of records to the Department of Justice (DOJ), or to a court or other tribunal, when (a) HHS, or any component thereof, or (b) any HHS employee in his or her official capacity, or (c) any HHS employee is his or her individual capacity where the DOJ (or HHS, where it is authorized to do so) has agreed to represent the employee; or (d) the United States or any agency thereof where HHS determines that the litigations is likely to affect HHS or any of its components, is a party of litigation or has an interest in such litigation, and HHS determines that the use of such records by the DOJ, the court or other tribunal is relevant and necessary to the litigation and would help in the effective representation of the governmental party, provided, however, that in each case, HHS determines that such disclosure is compatible with the purpose for which the records were collected.
4. In the event that a system of records maintained by the IHS to carry out its functions indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred to the appropriate agency, whether Federal, State, or local, charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.
5. IHS may disclose records contained in this system of records to HHS contractors and subcontractors for the purpose of collecting, compiling, aggregating, analyzing, or refining records in the system. Contractors maintain, and are also required to ensure that subcontractors maintain, Privacy Act safeguards with respect to such records.
6. Pursuant to applicable legal authority, IHS may disclose records contained in this system of records to other Federal or tribal entities that provide sanitation facilities at the request of these entities in conjunction with a computer-matching program conducted by these entities to detect or curtail fraud and abuse in similar types of program services.
7. To appropriate Federal agencies and Departmental contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality of information maintained in this system of records, and the information disclosed is relevant and necessary for that assistance.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper records are maintained in folders and/or ledgers. Electronic records are stored on computer servers.

**RETRIEVABILITY:**

Records, which identify individual persons, are indexed by name; address;

phone number; Social Security Number; Tribal/Census or SFC identification numbers.

SAFEGUARDS:

Records are accessed by persons responsible for servicing the record system in performance of their official duties. Paper records are stored in locked standard file cabinets. Electronic records are stored on servers and access or updates to information require a system password, thereby preserving the integrity of the data. All IHS personnel who make use of records contained in this system are made aware of their responsibilities under the provisions of the Privacy Act and are required to maintain Privacy Act safeguards with respect to such records.

RETENTION AND DISPOSAL:

For individuals who receive IHS sanitation facility services, the proposed IHS Records Disposition Authority (Schedule 3, section 11, Item No. 11–11a) states the following: Transfer to the Federal Records Center (FRC) when administrative value ends, or after 10 years of inactivity, whichever is sooner. Destroy 20 years after retirement to FRC.

For individuals who do not receive IHS sanitation facility services, the proposed IHS Records Disposition Authority (Schedule 3, section 11, Item No. 11–11b) states the following: Transfer to the Federal Records Center (FRC) when administrative value ends, or after 10 years of inactivity, whichever is sooner. Destroy 20 years after retirement to the FRC.

SYSTEM MANAGERS AND ADDRESSES: SEE APPENDIX 1.

POLICY COORDINATING OFFICIAL:

Director, Division of Sanitation Facilities Construction (DSFC), Office of Environmental Health and Engineering (OEHE), IHS, 801 Thompson Avenue, TMP–610, Rockville, Maryland 20852. The IHS Area Office Sanitation Facilities Construction (SFC) Director or designee is the System Manager for all SFC officers located within their respective IHS Area. Each SFC Office Manager is the System Manager for the respective local IHS SFC office within an Area and is the point of contact for written request(s) from the individual of the record. The local IHS SFC Office Manager will process the written request by locating all or parts of the records stored either physically or electronically.

NOTIFICATION PROCEDURES:

For information, assistance, or inquiry about the existence of records, send a written request to the IHS Area SFC Director, local IHS SFC Office Manager or designee at the appropriate location. A list of all locations is provided in Appendix 1.

Individuals must provide their full name, current address and telephone number, Social Security Number, Tribal/census ID and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should make a written request to the IHS Area SFC Director, local IHS SFC Office Manager or designee at the appropriate location. A list of all locations is provided in Appendix 1.

Individuals must provide their full name, current address and telephone number, Social Security Number, Tribal/Census ID and signature.

CONTESTING RECORD PROCEDURES:

Send a written request to the IHS Area SFC Director, local IHS SFC Office Manager or designee at the appropriate location. A list of all locations is provided in Appendix 1.

Individuals must provide their full name, current address and telephone number, Social Security Number, Tribal/census ID and signature.

Provide a reasonable description of the record, and specify the information being contested, the corrective action sought, and the reasons for requesting the correction, along with supporting information to show how the record is inaccurate, incomplete, untimely, or irrelevant.

RECORD SOURCE CATEGORIES:

Information will be collected from the following sources:

- From the individual and/or a by individual's family member or designated representative.
- RPMS.
- Tribal governments and/or organizations.
- Tribal housing authorities.
- Tribal utilities.
- Other Federal and/or non-federal agencies, including but not limited to the Bureau of Indian Affairs, State or local governments or non-governmental entities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

## Appendix 1: System Managers and IHS Locations Under Their Jurisdiction Where Records Are Maintained

Director, Aberdeen Area IHS, Attention: Division of Sanitation Facilities Construction, 115 4th Avenue Southeast, Aberdeen, South Dakota 57401.

Director, Belcourt Hospital IHS, Attention: Sanitation Facilities Construction, P.O. Box 160, Belcourt, North Dakota 58316.

Director, Martin Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box F, Martin, South Dakota 57551.

Director, Minot Field Office IHS, Attention: Sanitation Facilities Construction, Federal Building Room 302, Minot, North Dakota 58701.

Director, Mobridge Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box 159, Mobridge, South Dakota 57601.

Director, Pierre Field Office IHS, Attention: Sanitation Facilities Construction, 420 South Garfield, Suite 200, Pierre, South Dakota 57501.

Director, Rosebud Hospital IHS, Attention: Sanitation Facilities Construction, P.O. Box 400, Rosebud, South Dakota 57570.

Director, Sioux City Field Office IHS, Attention: Sanitation Facilities Construction, 6th and Douglas, Room 207 Box 19, Sioux City, Iowa 51101.

Director, Alaska Area Native Health Service, OEHE-Division of Sanitation Facilities Construction, 4141 Ambassador Drive, Suite 300, Anchorage, Alaska 99508.

Director, Albuquerque Area IHS, Attention: Sanitation Facilities Construction, 5300 Homestead Road, NE., Albuquerque, New Mexico 87110.

Director, Albuquerque Service Unit IHS, Attention: Sanitation Facilities Construction, 801 Vassar Drive, NE., Albuquerque, New Mexico 87106.

Director, Santa Fe Service Unit IHS, Attention: Sanitation Facilities Construction, 1700 Cerrillos Road, Santa Fe, New Mexico 87505.

Director, Southern Ute Service Unit IHS, Attention: Sanitation Facilities Construction, 322 Buckskin Charlie, Ignacio, Colorado 81137.

Director, Bemidji Area IHS, Attention: Sanitation Facilities Construction, 522 Minnesota Avenue, NW., Room 216, Bemidji, Minnesota 56601.

Director, Ashland Field Office IHS, Attention: Sanitation Facilities Construction, 2800 Lake Shore Drive East, Ashland, Wisconsin 54806.

Director, Minnesota District Office IHS, Attention: Sanitation Facilities Construction, 522 Minnesota Avenue, NW., Room 216, Bemidji, Minnesota 56601.

Director, Rhinelander District Office IHS, Attention: Sanitation Facilities Construction, 9A South Brown Street, Rhinelander, Wisconsin 54501.

Director, Sault St. Marie Field Office IHS, Attention: Sanitation Facilities Construction, 2847 Ashmun Street, Suite 1, Sault Ste. Marie, Minnesota 49783.

Director, Billings Area IHS, Attention: Sanitation Facilities Construction, 2900 4th Avenue North Box 36600, Billings, Montana 59107.

Director, PHS Indian Hospital, Attention: Sanitation Facilities Construction, P.O. Box 760, Browning, Montana 59417.

Director, Crow Agency PHS Indian Hospital, Attention: Sanitation Facilities Construction, P.O. Box 9, Crow Agency, Montana 59022.

Director, Wind River Service Unit IHS, Attention: Sanitation Facilities Construction, #76 Black Cole Drive, Box 128, Fort Washakie, Wyoming 82514.
Director, Harlem PHS Indian Hospital, Attention: Sanitation Facilities Construction, RR1 Box 67, Harlem, Montana 59526.
Director, Lame Deer PHS Indian Health Center, Attention: Sanitation Facilities Construction, Lame Deer, Montana 59043.
Director, Wolf Point PHS Indian Health Center, Attention: Sanitation Facilities Construction, Chief Redstone Health Center #729, Wolf Point, Montana 59201.
Director, California Area IHS, Attn: Division of Sanitation Facilities Construction, 650 Capitol Mall, Suite 7–100, Sacramento, California 95814.
Director, Arcata Field Office IHS, Attention: Sanitation Facilities Construction, 1125 16th Street, Suite 100, Arcata, California 95521.
Director, Escondido District Office IHS, Attention: Sanitation Facilities Construction, 1320 West Valley Parkway, Suite 309, Escondido, California 92029.
Director, Fresno Field Office IHS, Attention: Sanitation Facilities Construction, 1551 East Shaw Avenue, Suite 117B, Fresno, California 93710.
Director, Redding District Office IHS, Attention: Sanitation Facilities Construction, 1900 Churn Creek Road, Suite 210, Redding California 96002.
Director, Ukiah Field Office IHS, Attention: Sanitation Facilities Construction, 609 South State Street, Suite A, Ukiah, California 95482.
Director, Nashville Area IHS, Attn: Division of Sanitation Facilities Construction, 711 Stewarts Ferry Pike, Nashville, Tennessee 37214–2634.
Director, Atmore Field Office IHS, Attention: Sanitation Facilities Construction, 5811 Jack Springs Road, Atmore, Alabama 46502.
Director, Bangor Field Office IHS, Attention: Sanitation Facilities Construction, 304 Hancock Street #3H, Bangor, Maine 04401-6573.
Director, Opelousas Field Office IHS, Attention: Sanitation Facilities Construction, 2341 Larkspur Lane, Suite 2, Opelousas, Louisiana 70570.
Director, Manlius Field Office, Attention: Sanitation Facilities Construction, 122 East Seneca Street, Manlius, New York 13104.
Director, Navajo Area IHS, Attn: Director, Division of Sanitation Facilities Construction, P.O. Box 9020 (Physical Address: Hwy 264 & St. Michael Road), Window Rock, Arizona 86515.
Director, Crownpoint Health Care Facility, Attention: Sanitation Facilities Construction, P.O. Box 680, Crownpoint, New Mexico 87313.
Director, Farmington Field Office IHS, Attention: Sanitation Facilities Construction, 300 West Arrington, Suite 121, Farmington, New Mexico 87401.
Director, Flagstaff Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box KK, Flagstaff, Arizona 86002.
Director, Fort Defiance Indian Hospital, Attention: Sanitation Facilities Support Center, P.O. Box 648, Fort Defiance, Arizona 86504.
Director, Gallup Indian Medical Center IHS, Attention: Sanitation Facilities Construction, 3412 East Highway 66, Gallup, New Mexico 87301.
Director, Kayenta Indian Health Center, Attention: Sanitation Facilities Construction, P.O. Box 368, Kayenta, Arizona 86033.
Director, Many Farms Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box 694, Many Farms, Arizona 86538.
Director, Northern Navajo Medical Center IHS, Attention: Sanitation Facilities Construction, P.O. Box 160, Shiprock, New Mexico, 87420.
Director, Tuba City Regional Health Care Center, Attention: Sanitation Facilities Construction, P.O. Box 600, Tuba City, Arizona 86045.
Director, Winslow Indian Health Care Center, Attention: Sanitation Facilities Construction, 500 N. Indiana Avenue, Winslow, Arizona 86047.
Director, Oklahoma City Area IHS, Attn: Director, Division of Sanitation Facilities Construction, Five Corporate Plaza, 3625 NW., 56th Street, Oklahoma City, Oklahoma 73112.
Director, Clinton Field Office IHS, Attention: Sanitation Facilities Construction, Route 1, Box 3060, Clinton, Oklahoma 73601.
Director, Holton Field Office IHS, Attention: Sanitation Facilities Construction, 324 New York Avenue, Holton, Kansas 66436.
Director, Lawton Indian Hospital IHS, Attention: Sanitation Facilities Construction, 1515 Lawrie Tatum Road, Lawton, Oklahoma 73507.
Director, Miami Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box 1498, Miami, Oklahoma 74354.
Director, Okmulgee Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box 67, Okmulgee, Oklahoma 74447.
Director, Pawnee Field Office IHS, Attention: Sanitation Facilities Construction, 1201 Heritage Circle, Pawnee, Oklahoma 74058.
Director, Shawnee Field Office IHS, Attention: Sanitation Facilities Construction, 14106 Highway 177, Shawnee, Oklahoma 74804.
Director, Phoenix Area IHS, Attn: Director, Division of Sanitation Facilities Construction, Two Renaissance Square, Suite 720, 40 North Central Avenue, Phoenix, AZ 85004–4424.
Director, Elko Field Office IHS, Attention: Sanitation Facilities Construction, 557 W. Silver Street, Suite 204, Elko, Nevada 89801.
Director, Fort Duchesne Indian Health Center, Attention: Sanitation Facilities Construction, P.O. Box 489, Fort Duchesne, Utah 84026.
Director, Eastern Arizona District Office IHS, Attention: Sanitation Facilities Construction, 5448 S. White Mountain Road, Suite 220, Lakeside, Arizona 85929.
Director, Hopi Health Care Center, Attention: Sanitation Facilities Construction, P.O. Box 4000, Polacca, Arizona 86042.
Director, San Carlos PHS Indian Hospital, Attention: Sanitation Facilities Construction, P.O. Box 208, San Carlos, Arizona 85550.
Director, Reno District Office IHS, Attention: Sanitation Facilities Construction, 1395 Greg Street, Suite 101, Sparks, Nevada 89431.
Director, Western Arizona District Office IHS, Attention: Sanitation Facilities Construction, 1553 West Todd Drive, Suite 107, Tempe, Arizona 85283.
Director, Whiteriver PHS Indian Hospital, Attention: Sanitation Facilities Construction, P.O. Box 860, Whiteriver, Arizona 85941.
Director, Fort Yuma PHS Indian Hospital, Attention: Sanitation Facilities Construction, P.O. Box 1368, Yuma, Arizona 85364.
Director, Portland Area IHS, Attn: Director, Division of Sanitation Facilities Construction, 1220 SW., Third Ave., Room 476, Portland, Oregon 97204.
Director, Olympic District Office IHS, Attention: Sanitation Facilities Construction, 4060 Wheaton Way, Suite E, Bremerton, Washington 98310.
Director, Fort Hall Field Office IHS, Attention: Sanitation Facilities Construction, P.O. Box 717—Mission Road, Fort Hall, Idaho 83203.
Director, Port Angeles Field Office IHS, Attention: Sanitation Facilities Construction, 1601 East Front Street, Building B, Suite C, Port Angeles, Washington 98362.
Director, Western Oregon Service Unit IHS, Attention: Sanitation Facilities Construction, 3750 Chemawa Road NE., Salem, Oregon 97305.
Director, Seattle District Office IHS, Attention: Sanitation Facilities Construction, 2201 Sixth Avenue, Room 300, Seattle, Washington 98121.
Director, Spokane District Office IHS, Attention: Sanitation Facilities Construction, 1919 E. Francis Ave., Spokane, Washington 99208.
Director, Tucson Area IHS, Attn: Director, Division of Sanitation Facilities Construction, 7900 S.J. Stock Road, Tucson, Arizona 85746–7012.
Director, Western District Office IHS, Attention: Sanitation Facilities Construction, 2250 North Pinal Avenue, Suite 4, Casa Grande, Arizona 85222.
Director, Sells Service Unit IHS, Attention: Sanitation Facilities Construction, P.O. Box 548—Mesquite Street, Sells, Arizona 85634.

Dated: February 15, 2008.

**Robert G. McSwain,**

*Acting Director, Indian Health Service.*

[FR Doc. 08–865 Filed 2–27–08; 8:45 am]

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Indian Health Service
Sanitation Facilities Construction
Interim Guidance Document for the
Criteria for the Sanitation Facilities Construction Program, June 1999
No. 20.2

Title: Final Reports –Distribution and Project Records Maintenance

Purpose: This Interim Guidance Document (IGD) clarifies the Final Reports policy in the Criteria for the Sanitation Facilities Construction Program (Criteria), June 1999; Chapter 8, Methods of Program and Project Implementation; Section I - Direct Service; Project Closeout Phase; Final Report, Distribution and Project Records Maintenance, page 11. Since the Criteria was written, the IHS added the capability of uploading project documents to the Sanitation Tracking and Reporting System (STARS), which includes the Project Data System (PDS) where final report completion is documented.

Guidance:

The Criteria requirement to submit two copies of final reports to IHS Headquarters is rescinded. Headquarters will no longer scan final reports onto compact disks and archive the original documents.

Each IHS Area Sanitation Facilities Construction (SFC) program will scan or convert completed final reports including attachments and appendices into a Portable Document Format (PDF) electronic file. The final report PDF file will be uploaded and attached to the completed PDS project for which it was written in the STARS database. The Area SFC program may use any software program to produce the PDF file as long as the uploaded file can be read by the software used by Headquarters SFC staff.

1. The name of the uploaded final report file must be in the format "FR-project#.pdf" as in "FR-OK05P39.pdf". The format is important for future data queries.

2. The Area SFC Director will enter the final report completion date into PDS when the final report is uploaded to STARS/PDS.

The Area Office continues to be the repository for original, signed project documents such as final reports. The IHS record management policy is detailed in the Indian Health Manual, Part 5, Chapter 15 Records Management Program. The disposition of final reports is in IHS Records Disposition Schedule 3, section 11, Item No. 11-9 (attached), which provides guidance on when records should be transferred to a Federal Records Center.

Background - Justification

The Criteria states that two copies of final reports should be submitted to Headquarters, and Headquarters would scan the reports onto compact disks, send a copy of the disks to the

respective Areas, and archive those final reports. This is no longer necessary because all Areas have the capability to scan documents and software to convert documents into the Portable Document Format (PDF) electronic files that can be transmitted or uploaded to databases and read by anyone with the appropriate software. Area SFC programs will upload PDF versions final reports with all required attachments into STARS and attach the uploaded file to the PDS project for which it was written.

Approval

Recommended: 19 August 2008 — Date — Director, DSFC

Approved: 28 August 2008 — Date — Director, OEHE

Effective Date: AUG 28 2008

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**IHS RECORDS DISPOSITION SCHEDULE**

| SCHEDULE 3. PROFESSIONAL SERVICES<br><br>SECTION 11 - ENVIRONMENTAL HEALTH | | |
|---|---|---|
| **ITEM NO.** | **TITLE AND DESCRIPTION OF RECORD** | **DISPOSITION AUTHORITY** |
| **11-9** | **ENVIRONMENTAL HEALTH PROGRAMS CONSTRUCTION PROJECT RECORDS.** Legal documents pertaining to the administration of the program, periodic and special reports, final reports (narrative booklets) describing projects, problems, summary of costs, tribal participation on task force studies and surveys relating to health effects of economic and industrialization on Indian reservations. Official correspondence in connection with P.L. 86-121, housing, health centers, hospitals, water and sewage. | **PERMANENT.** Cut off files every 3 years. Transfer to the FRC when administrative value ends, or when 10 years old, whichever is sooner. Transfer to the National Archives when 20 years old. |