



Community Housing Infrastructure Department (CHID) Council Delegate Charles-Newton Status Report: Work Orders #5 & #6

Prepared For: Council Delegate - Eugenia Charles-Newton

Date: September 18, 2026

Subject: Status Update on Manufactured Home Deliveries and Completion for the Shiprock Chapter

I. Executive Summary

This report provides a comprehensive status update on the delivery and installation of manufactured housing units for the Shiprock region under the Community Housing Infrastructure Department (CHID), specifically for the office of Council Delegate Eugenia Charles-Newton.

Following a formal scope adjustment, housing projects for the Shiprock region are now prioritized under Work Order #5 (WO#5) and Work Order #6 (WO#6). Key project updates include:

- **Work Order #5 (WO5):** This order currently involves six homes. Five homes have reached "Home Set" completion. 4 homes have completed key turnovers. 1 remaining site is currently undergoing assessment or is subject to accessibility-based substitutions.
- **Work Order #6 (WO6):** Executed on April 22, 2026, and this work order currently involves no homes for chapters under Delegate Charles-Newton.

Administrative & Infrastructure Developments:

- **Oversight Transition:** Legislation has been passed to transition project oversight from the Division of Community Development (DCD) to the Fiscal Recovery Fund (FRF). While DCD remains the active manager pending written direction, this transition has introduced uncertainties regarding contractor payments and project timelines.
- **Utility Assessments:** Field data collection and design drafting (PFLs) are progressing for all active sites to facilitate water, wastewater, and electric connections.
- **Regulatory Changes:** A verbal directive has been issued to halt utility coordination with the NTUA. DCD is maintaining current processes while awaiting official written confirmation of this change.

II. Project Scope Change

Following the Delegate's request, all housing units initially designated for the Shiprock region under any Work Order (including WO#3 and WO#4 projects) were officially taken out of the scope for Delegate Charles-Newton's area.

Per a formal request submitted via email by the Delegate to be included in the next available cycle, the Delegate has been successfully added to Work Order #6. The current regional scope is now focused on the successful delivery and installation of units for the identified Shiprock constituents under Work Order #5 and Work Order #6.

III. Constituent Home Delivery and Completion Status

Oversight Transition Update

A recent development has occurred regarding the oversight of ARPA projects and funding. The Navajo Nation has passed legislation to transition the overall oversight of these projects from the Division of Community Development (DCD) to the Fiscal Recovery Fund (FRF) program.

At this time, no formal direction has been given to DCD or CHID to hand over project management. Until such direction is received in writing, the DCD will continue to move forward with project execution. However, this transition has affected contractor assurance regarding payment and points of contact, as there is uncertainty regarding whether the new oversight body (FRF) will issue different directions. These factors have collectively impacted project timelines and the overall structure of the program.

Work Order #5: Status (6 homes)

- **Florella and Conrad Thomas (Shiprock)**
 - **Timeline:** Home shipped April 7, 2026; delivered and set April 13, 2026. (Offline March 2, 2026; Pad ready April 3, 2026).
 - **Walk-Through/Punchlist:** Completed June 2, 2026.
 - **Skirting/painting:** Skirting completed April 21, 2026.
 - **Steps & Gutters:** Steps completed April 22, 2026. Wood Stove installed May 7, 2026.
 - **Key Turnover:** August 27, 2026.
 - **MCO:** Completed June 4, 2026.
 - **Final 10% invoice:** TBD.
- **Luke Begay (Shiprock)**
 - **Timeline:** Home shipped April 21, 2026; delivered and set April 28, 2026. (Offline March 9, 2026; Pad ready April 20, 2026).
 - **Walk-Through/Punchlist:** Completed June 2, 2026.
 - **Skirting/painting:** Skirting completed May 7, 2026.
 - **Steps & Gutters:** Complete. Wood Stove installed May 7, 2026.
 - **Key Turnover:** July 24, 2026.
 - **MCO:** Completed June 10, 2026.
 - **Final 10% invoice:** TBD.

- **Delorah J. Lee (Shiprock)**
 - **Timeline:** Home shipped April 20, 2026; delivered and set April 28, 2026. (Offline January 30, 2026; Pad ready April 15, 2026).
 - **Walk-Through/Punchlist:** Completed June 1, 2026.
 - **Skirting/painting:** Complete.
 - **Steps & Gutters:** Complete. Wood Stove installed May 7, 2026 .
 - **Key Turnover:** June 24, 2026.
 - **MCO:** Completed May 11, 2026.
 - **Final 10% invoice:** TBD.
- **Floyd Atson (Shiprock)**
 - **Timeline:** Home shipped May 8, 2026; delivered and set May 18, 2026. (Offline March 12, 2026; Pad ready May 4, 2026).
 - **Walk-Through/Punchlist:** Completed June 1, 2026.
 - **Skirting/painting:** Complete.
 - **Steps & Gutters:** Complete.
 - **Key Turnover:** June 24, 2026.
 - **MCO:** Completed May 11, 2026.
 - **Final 10% invoice:** TBD.
- **Morena Delray Barber (Shiprock)**
 - **Timeline:** Home shipped June 24, 2026; delivered and set July 8, 2026. (Offline March 19, 2026; Pad ready May 26, 2026).
 - **Walk-Through/Punchlist:** Completed July 16, 2026.
 - **Skirting/painting:** Complete.
 - **Steps & Gutters:** Complete.
 - **Key Turnover:** TBD.
 - **MCO:** May 11, 2026.
 - **Final 10% invoice:** TBD.
- **Gloria Fred (Shiprock)**
 - **Timeline:** Initial coordination and site assessment completed. Home shipped TBD; delivered and set TBD. (Offline TBD; Pad ready TBD).
 - **Walk-Through/Punchlist:** TBD.
 - **Skirting/painting:** TBD.
 - **Steps & Gutters:** TBD.
 - **Key Turnover:** TBD.
 - **MCO:** TBD.
 - **Final 10% invoice:** TBD.

Key Turnover Requirement

The Key Turnover process is the formal step that transfers the home and its documentation to the recipient. This process requires the manufacturer to provide the Manufacturer's Certificate of Origin (MCO) to the recipient.

The manufacturer is contracted to release the MCO and proceed with turnover only upon the successful payment of the 90% payment by the Office of the Controller. Once 90% payment is complete, the MCO can be released to the recipients upon the scheduled key turnover.

Pending Supplemental Items

Work Order #3 was executed on May 5, 2026, to address ADA Accessibility Ramps and Wood Stoves for WO #1 and WO #3.

IV. Utility Assessment (Water, Wastewater, and Electric)

A contracted team has been brought on to start and complete the utility assessments for all work orders to assess water, wastewater, and electric services. This comprehensive process is currently underway, and the following steps are being executed.

Utility Assessment & Coordination: The Resources Development Committee (RDC) has recently questioned the current utility assessments. Consequently, a verbal directive has been issued to discontinue all utility coordination with the NTUA.

While the Division of Community Development (DCD) is currently awaiting an official written directive to formalize this change, the department continues to move forward with existing processes until that written notice is received.

The initial direction for the Shiprock region to not be a part of the housing projects resulted in significant delays for site utility assessments. However, coordination is currently being finalized to initiate these assessments for the designated sites. Utility assessments will be completed for all sites added under Work Order #6.

V. Utilities Construction Update

This section summarizes the utility status for Work Order #5 in the delegate's region. The current construction status is coordinated through the NTUA Fort Defiance District Office. Since these homes are new deliveries or pending delivery, NTUA does not start planning, designing, or construction until the home is on site and an application has been received.

Work Order #5

- **Florella and Conrad Thomas (Priority TBD)**
 - **Project Status:** Construction completed on September 13, 2026.
 - **Updates:** None.
- **Luke Begay (Priority TBD)**
 - **Project Status:** Pending Construction.
 - **Updates:** Awaiting release notice for construction.
- **Delorah J. Lee (Priority TBD)**
 - **Project Status:** Construction completed on September 13, 2026.

- **Updates:** None.
- **Floyd Atson (Priority TBD)**
 - **Project Status:** NTUA ROW Agent – In Review.
 - **Updates:** NTP for pole installation is slated for September 11, 2026.
- **Morena Delray Barber (Priority TBD)**
 - **Project Status:** Pending construction.
 - **Updates:** Release date for construction August 25, 2026.
- **Gloria Fred (Priority TBD)**
 - **Project Status:** Pending
 - **Updates:** Pending

VI. Work Order #6

This section provides an update on the execution of Work Order Number Six (WO#6) for manufactured housing.

Work Order Number Six was executed on April 22, 2026. This work order utilizes the same vendor currently assigned to Work Order #1, Work Order #3 and Work Order #5. There are no recipients designated for this work order.