



Community Housing Infrastructure Department (CHID) Council Delegate Dr. Andy Nez Status Report: Work Order #3, #4, #5, & 6

Prepared For: Council Delegate – Dr. Andy Nez

Date: September 18, 2026

Subject: Status Update on Manufactured Home Deliveries and Completion for Crystal, Fort Defiance, Red Lake, and Sawmill Chapters.

I. Executive Summary

This report provides a comprehensive status update for Delegate Dr. Andy Nez regarding the progress of manufactured home deliveries, utility infrastructure, and completion milestones for Work Orders #3, #4, #5, and #6. The project covers Crystal, Fort Defiance, Red Lake, and Sawmill Chapters.

Key updates:

- **Work Order #3 (WO3):** All three units have been delivered and set, completed the walk-through process, received keys, and reached the final invoicing stage.
- **Work Order #4 (WO4):** The homes previously slated for delivery under this work order have been officially removed from the project scope.
- **Work Order #5 (WO5):** This order currently involves thirteen homes. Ten homes have reached "Home Set" completion. Nine homes have completed key turnover. One home is ready for home turnover and will be scheduled. Three remaining sites are currently undergoing assessment or are subject to accessibility-based substitutions.
- **Work Order #6 (WO6):** Executed on April 22, 2026, and this work order currently involves no homes under Delegate Nez.

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.

The primary objective remains the timely completion of these homes while ensuring all units meet the necessary accessibility and utility standards for residents.

II. Project Scope Change

The seven homes previously intended for delivery under Work Order #4 have been removed from the scope. The delegate's region is now focused on completing Work Order's #3, #5 and #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 #3

- **Christine Watchman (Fort Defiance Chapter):**
 - **Timeline:** Home delivered and set on July 22, 2025.
 - **Walk-Through/Punchlist:** Completed on September 9, 2025.
 - **Skirting/Painting:** Work completed between August 19, 2025, and September 3, 2025.
 - **Steps & Gutters:** Steps installed on November 19, 2025; Gutters installed on September 26, 2025.
 - **Key Turnover:** Completed on December 17, 2025.
 - **MCO:** Turned over on December 17, 2025.
 - **Final 10% Invoice:** Submitted on October 16, 2025 (Invoice #5233).
- **Danny Begay Jr. (Fort Defiance Chapter):**
 - **Timeline:** Home delivered and set on August 11, 2025.
 - **Walk-Through/Punchlist:** Completed on September 9, 2025.
 - **Skirting/Painting:** Work completed between August 19, 2025, and September 3, 2025.
 - **Steps & Gutters:** Steps installed on November 19, 2025; Gutters installed on September 26, 2025.
 - **Key Turnover:** Completed on December 17, 2025.
 - **MCO:** Turned over on December 17, 2025.
 - **Final 10% Invoice:** Submitted on October 16, 2025 (Invoice #5243).
- **Katherine Marie Cantsee (Fort Defiance Chapter):**
 - **Timeline:** Home delivered and set on November 13, 2025.
 - **Walk-Through/Punchlist:** Completed on December 10, 2025.

- **Skirting/Painting:** Work completed between December 1, 2025, and January 7, 2026.
- **Steps & Gutters:** Steps installed on December 29, 2025; Gutters installed on February 6, 2026.
- **Key Turnover:** Completed on December 17, 2025.
- **MCO:** Turned over on December 17, 2025.
- **Final 10% Invoice:** Submitted on October 16, 2025 (Invoice #5184).

Work Order #5

- **Bernice Keeto (Fort Defiance Chapter):**
 - **Timeline:** Home set completed on January 23, 2026. (Offline: January 13, 2026; Pad Ready: January 20, 2026).
 - **Walk-Through/Punchlist:** April 17, 2026.
 - **Skirting/painting:** Complete.
 - **Steps & Gutters:** Steps: Complete; Gutters: March 13, 2026.
 - **Key Turnover:** May 19, 2026.
 - **MCO:** January 07, 2026.
 - **Final 10% invoice:** TBD.
- **Brenda Wilson (Crystal Chapter):**
 - **Timeline:** Home set completed on February 3, 2026. (Offline: January 14, 2026; Pad Ready: December 10, 2025).
 - **Walk-Through/Punchlist:** April 28, 2026.
 - **Skirting/painting:** Complete.
 - **Steps & Gutters:** Complete.
 - **Key Turnover:** May 19, 2026.
 - **MCO:** January 07, 2026.
 - **Final 10% invoice:** TBD.
- **Kee Tsinajinnie (Sawmill Chapter):**
 - **Timeline:** Home set completed on February 10, 2026. (Offline: January 15, 2026; Pad Ready: February 3, 2026).
 - **Walk-Through/Punchlist:** April 28, 2026.
 - **Skirting/painting:** Complete.
 - **Steps & Gutters:** Steps: Complete; Gutters: March 13, 2026.
 - **Key Turnover:** May 19, 2026.
 - **MCO:** January 07, 2026.
 - **Final 10% invoice:** TBD.
- **Lula Jean Billiman (Sawmill Chapter):**
 - **Timeline:** Home set completed on February 10, 2026. (Offline: January 15, 2026; Pad Ready: January 8, 2026).
 - **Walk-Through/Punchlist:** April 28, 2026.
 - **Skirting/painting:** Complete.
 - **Steps & Gutters:** Steps: Complete; Gutters: March 13, 2026.
 - **Key Turnover:** May 19, 2026.

- **MCO:** January 07, 2026.
- **Final 10% invoice:** TBD.
- **Patricia Slim (Crystal Chapter):**
 - **Timeline:** Home set completed on February 3, 2026. (Offline: January 16, 2026; Pad Ready: January 15, 2026).
 - **Walk-Through/Punchlist:** May 5, 2026.
 - **Skirting/painting:** Complete.
 - **Steps & Gutters:** Complete.
 - **Key Turnover:** May 19, 2026
 - **MCO:** January 07, 2026.
 - **Final 10% invoice:** TBD.
- **Kathleen Shurley (Red Lake Chapter):**
 - **Timeline:** Home set completed on February 24, 2026. (Offline: January 22, 2026; Pad Ready: January 16, 2026).
 - **Walk-Through/Punchlist:** May 18, 2026.
 - **Skirting/painting:** Complete.
 - **Steps & Gutters:** Complete.
 - **Key Turnover:** June 2, 2026.
 - **MCO:** January 07, 2026.
 - **Final 10% invoice:** TBD.
- **Jolene Poyer (Crystal Chapter):**
 - **Timeline:** Home set completed on February 9, 2026. (Offline: January 19, 2026; Pad Ready: February 9, 2026).
 - **Walk-Through/Punchlist:** June 3, 2026.
 - **Skirting/painting:** Complete.
 - **Steps & Gutters:** June 1, 2026.
 - **Key Turnover:** TBD.
 - **MCO:** June 29, 2026.
 - **Final 10% invoice:** TBD.
- **Valencia Kelewood (Sawmill Chapter):**
 - **Timeline:** Home set completed on April 24, 2026. (Offline: March 6, 2026; Pad Ready: April 14, 2026).
 - **Walk-Through/Punchlist:** June 3, 2026.
 - **Skirting/painting:** June 19, 2026.
 - **Steps & Gutters:** June 26, 2026.
 - **Key Turnover:** July 21, 2026.
 - **MCO:** May 11, 2026.
 - **Final 10% invoice:** TBD.
- **Arlene Seger (Sawmill Chapter):**
 - **Timeline:** Home set completed on May 28, 2026. (Offline: March 3, 2026; Pad Ready: May 13, 2026).

- **Walk-Through/Punchlist:** June 3, 2026.
 - **Skirting/painting:** June 19, 2026.
 - **Steps & Gutters:** June 26, 2026.
 - **Key Turnover:** July 28, 2026.
 - **MCO:** May 11, 2026.
 - **Final 10% invoice:** TBD.
- **Edward Silversmith (Red Lake Chapter):**
 - **Timeline:** Home set completed on July 27, 2026. (Offline: March 10, 2026; Pad Ready: March 3, 2026).
 - **Walk-Through/Punchlist:** July 31, 2026.
 - **Skirting/painting:** August 3, 2026.
 - **Steps & Gutters:** August 3, 2026.
 - **Key Turnover:** Ready for turnover and to be scheduled.
 - **MCO:** May 11, 2026.
 - **Final 10% invoice:** TBD.
- **Ellen Benally (Crystal Chapter):**
 - **Timeline:** Home set TBD. (Offline: April 30, 2026; Pad Ready: TBD).
 - **Walk-Through/Punchlist:** TBD.
 - **Skirting/painting:** TBD.
 - **Steps & Gutters:** TBD.
 - **Key Turnover:** TBD.
 - **MCO:** TBD.
 - **Final 10% invoice:** TBD.
- **Cynthia Tsosie (Red Lake Chapter):**
 - **Timeline:** Home set TBD. (Offline: April 28, 2026; Pad Ready: TBD).
 - **Walk-Through/Punchlist:** TBD.
 - **Skirting/painting:** TBD.
 - **Steps & Gutters:** TBD.
 - **Key Turnover:** TBD.
 - **MCO:** TBD.
 - **Final 10% invoice:** TBD.
- **Nellie Marie Damon (Red Lake Chapter):**
 - **Timeline:** Home set TBD. (Offline: April 29, 2026; 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:

Field Data Collection and Design Drafting

The field team is collecting detailed site data to develop the Project Facility Layout (PFL) designs:

- **Electric Assessment:** For electric service, the team is collecting photos of existing power infrastructure, documenting the locations of existing service poles, and measuring distances from the new manufactured home. This data is used to verify or revise the utility estimates that were provided by the Project Manager based on NTUA GIS data.
- **Water/Wastewater Assessment:** For water and wastewater, the team is documenting the homesite corners and boundaries, and collecting locations of existing facilities such as water meters, leach fields, and septic tanks. They are also collecting data on existing water lines and proposing tap locations for new extensions to the home. Based on the new home's location, the team is proposing new septic systems.
- **Design Drafting:** Once the field data is collected, it is processed in the team's office, and a design is drafted in the form of a Project Facility Layout (PFL).

NTUA Quality Control and Construction Transition

Once PFLs are complete, they are submitted to the Navajo Tribal Utility Authority (NTUA). The subsequent steps are determined by the complexity (distance) of the utility extension:

- **For projects under 200 feet (Priority 1):**
 - If the project is under 200 feet, the PFL bypasses the NTUA QA/QC review and goes straight to the NTUA water/wastewater construction department.
 - NTUA has agreed to absorb and take over these projects once the PFL is complete and will implement them into their construction schedule.
- **For projects over 200 feet (Priority 2, 3, 4, Cistern/Solar):**

- NTUA's third-party Quality Assurance/Quality Control (QA/QC) team is reviewing all water and wastewater designs that are over 200 feet.
- If the design is incorrect, the QA/QC team provides "red lines," and the contractor must make corrections and re-submit for approval.
- After approval, these projects are currently waiting for funding to start construction.

Recent Regulatory Developments

The Resources Development Committee (RDC) has recently questioned the inclusions of 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.

Water/Wastewater PFL Status: PFLs have been completed for all assessed sites. The status of individual sites is listed below based on the field data provided by the contractor:

The following lists the status of water and wastewater PFLs, including field work and completion dates:

- **Christine Watchman (Fort Defiance)**
 - Field Work Completed On: November 01, 2025
 - PFL Completed: November 12, 2025
 - PFL Submitted to NTUA on: December 31, 2025
 - PFL Approved on: TBD
- **Katherine Marie Cantsee (Fort Defiance)**
 - Field Work Completed On: November 01, 2025
 - PFL Completed: November 14, 2025
 - PFL Submitted to NTUA on: December 31, 2025
 - PFL Approved on: TBD
- **Danny Y. Begay Jr. (Fort Defiance)**
 - Field Work Completed On: November 01, 2025
 - PFL Completed: November 14, 2025
 - PFL Submitted to NTUA on: December 31, 2025
 - PFL Approved on: TBD

Electric Construction Status

For electric service, NTUA has already begun work on site-ready homes:

- NTUA has started connecting all homes that have existing electric utility on site, and construction has been completed for several recipients.

- For homes where utilities are not on site, NTUA has started working on the Service Line Agreements (SLAs) and Right-of-Ways (ROWs) required for new extensions.

V. Utilities Construction Update

This section summarizes the status for electrical services with the Navajo Tribal Utility Authority (NTUA) for the three homes completed under Work Order #3. All sites are with services coordinated through the NTUA District Office.

Work Order #3

- **Christine Watchman (Priority One):**
 - **Project Status:** NTUA Construction Completed
 - **Updates:** Electrical construction activities have reached completion.
- **Danny Y. Begay Jr. (Priority Two):**
 - **Project Status:** NTUA Construction Completed
 - **Updates:** Electrical construction activities have reached completion.
- **Katherine Marie Cantsee (Priority Two/Priority One):**
 - **Project Status:** Consultant/NTUA Biologist - Pending Cultural Survey & TES List request.
 - **Updates:** Project awaits environmental and biological clearances before design finalization.

Work Order #5

- **Bernice Keeto (Priority TBD):**
 - **Project Status:** Pending Meter Loop.
 - **Updates:** Project is currently awaiting the installation of the meter loop for final connection and SEI.
- **Brenda Wilson (Priority TBD):**
 - **Project Status:** NN GLD - Pending SLA Approval.
 - **Updates:** Project is awaiting approval from the Navajo Nation General Leasing Division for the Service Line Agreement (SLA).
- **Kee Tsinajinnie (Priority TBD):**
 - **Project Status:** Need to Follow Up.
 - **Updates:** Pending internal follow-up on project status and requirements.
- **Lula Jean Billiman (Priority TBD):**
 - **Project Status:** Need to Follow Up.
 - **Updates:** Pending internal follow-up on project status and requirements.
- **Patricia Slim (Priority TBD):**
 - **Project Status:** Pending HSL Correction.

- **Updates:** Progress is currently held pending administrative corrections to the Homesite Lease (HSL).
- **Kathleen Shurley (Red Lake Chapter):**
 - **Project Status:** TBD
 - **Updates:** TBD
- **Jolene Poyer (Crystal Chapter):**
 - **Project Status:** TBD
 - **Updates:** TBD
- **Valencia Kelewood (Sawmill Chapter):**
 - **Project Status:** TBD
 - **Updates:** TBD
- **Arlene Seger (Sawmill Chapter):**
 - **Project Status:** TBD
 - **Updates:** TBD
- **Edward Silversmith (Red Lake Chapter):**
 - **Project Status:** TBD
 - **Updates:** TBD
- **Ellen Benally (Crystal Chapter):**
 - **Project Status:** TBD
 - **Updates:** TBD
- **Cynthia Tsosie (Red Lake Chapter):**
 - **Project Status:** TBD
 - **Updates:** TBD
- **Nellie Marie Damon (Red Lake Chapter):**
 - **Project Status:** TBD
 - **Updates:** TBD

Utility Priority Definitions (Based on NTUA GIS Distance Analysis)

Utility sites are classified based on the combination of their electric and water priority classifications. If the electric and water priorities are the same, they are listed as a single priority (e.g., Priority One). If the priorities differ, both are listed (e.g., Priority One/Priority Two).

- **Priority 1: Less than 200 feet.** This category is considered within or around the homesite boundary. Minimal administrative paperwork is anticipated.
- **Priority 2: 201 feet to 1,500 feet.** Sites in this range typically fall under a Service Line Agreement (SLA), which involves less administrative work compared to longer distances. Environmental and archaeological clearances are generally sufficient from record at this distance.

- **Priority 3: 1,501 feet to 5,280 feet (1 mile).** Extending services beyond 1,500 feet necessitates obtaining an approved right-of-way through the Navajo Nation. This requires a survey plat and comprehensive environmental clearances.
- **Priority 4: 5,281 feet (1 mile) to 15,840 feet (3 miles).** This category represents sites that may be feasible for service in the future with different funding sources but are considered too far for this project due to cost and time limitations.
- **Solar/Cistern: Greater than 15,841 feet (3 miles).** Sites in this category are considered potentially infeasible for standard utility extensions due to high costs, with solar and cistern systems considered alternatives.

VI. Work Order #6

There are no recipients indicated for this work order for Delegate Nez.