



Housing & Community Development

Uintah Basin Revitalization Fund (UBRF) Policies & Procedures

Division of Housing & Community Development

Rev. 9/2026

Approved 5/25/2023

Version Control

DATE	CHANGE
12/18/2021	Document drafted
5/18/2022	Fixed typo
10/18/2022	Updated board membership
12/20/2022	Clarified meeting schedule, updated financials
3/14/2023	Updated renewals to two years; adding non-UNTF funded monitoring requirements
4/10/2023	Updates to monitoring
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6/8/2023	Updates per 5/25/2023 board meeting
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9/24/2024	Added language on loans
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CHAPTER 1. INTRODUCTION

A. OVERVIEW

The Navajo Revitalization Fund (NRF) is funded and operated under Utah Code, Section [63N-24-7](#) including all operating regulations and memorandums pertaining thereto.

THE PURPOSE OF THE NAVAJO REVITALIZATION FUND:

"To maximize the long-term benefit of state severance taxes derived from lands in Utah held in trust by the United States for the Navajo Nation and the Navajo Nation members by fostering funding mechanisms that will, consistent with sound financial practices, result in the greatest use of financial resources for the greatest number of citizens of San Juan County; and promote cooperation and coordination between the state, the state's political subdivisions, Indian tribes, and individuals, firms, and business organizations engaged in the development of oil and gas interests in Utah held in trust by the United States for the Navajo Nation and the Navajo Nation members ([UCA 63N-24-702](#))."

The purpose of this document is to provide instruction and guidance regarding requirements to eligible entities wishing to apply for NRF funds.

B. ELIGIBLE GRANT APPLICANTS

Consistent with state law, funding may only go to eligible applicants for the NRF program, as follows ([63N-24-701\(4\)](#)):

- the Navajo Nation (NN);
- a department or division of the NN;
- a Utah Navajo Chapter: Aneth (AN), Oljato (OJ), Dennehotso, Mexican Water (MW), Navajo Mountain (NM), Red Mesa (RM), TeecNosPos (TP).
- the Navajo Utah Commission (NUC);
- an agency of the state or a political subdivision of the state; or
- a nonprofit corporation.

C. ADMINISTRATION

The State of Utah Governor's Office of Economic Development (GOED), Division of Housing and Community Development (HCD) administers the NRF program. As the lead agency responsible for the program's design and implementation, HCD will:

- Obtain policy guidance from the NRF Board
- Ensure grantee compliance with all applicable program regulations
- Monitor grantee program compliance
- Provide technical assistance to applicants

D. NAVAJO REVITALIZATION FUND BOARD MEMBERS ([63N-24-704](#))

The Board is composed of five members as follows:

BOARD POSITION	PERSON	CHANGES WITH
Governor, or his designee (Chair)	Evan Curtis (385) 228-1999 ecurtis@utah.gov	Governor
San Juan County Commission (Eastern Utah Navajo area)	Jamie Harvey (435) 485-8513 jharvey@sanjuancounty.org	Elections
San Juan County Commission (Western Utah Navajo area)	Silvia Stubbs (435) 485-8487 sstubbs@sanjuancounty.org	Elections
Navajo Utah Commission Board Chair, or designee	Bill Todachennie NUC Chair / Aneth Chapter Vice-President (435) 444-5081	NUC annual change in their board chair (January), or by elections
Utah Navajo Chapter Presidents representative	Herman Farley Red Mesa Chapter President (505) 809-0018 hfarley@naataanii.org	Per chapter on a rotating yearly basis (see below).

UTAH NAVAJO CHAPTER PRESIDENT ROTATION

FISCAL YEAR	CHAPTER
2027	Red Mesa Chapter
2028	Teec Nos Pos Chapter
2029	Aneth Chapter
2030	Dennehotso Chapter
2031	Mexican Water Chapter
2032	Navajo Mountain Chapter
2033	Oljato Chapter

E. STAFF PERSONNEL

For assistance regarding the Navajo Revitalization Fund program, please see the following contact:

PROGRAM ADDRESS

Governor's Office of Economic Development
Division of Housing and Community Development
195 N 1950 W
Salt Lake City, UT 84116
Telephone: (607) 339-8259
<https://housing.utah.gov/community-development/nrf/>

STAFF

Paul Moberly..... Program Manager, NRF Program
(607) 339-8259
moberpaul@utah.gov

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Thomas Kingston, CPA NRF Financial Manager, GOED
801-903-8162
thomaskingston@utah.gov

Paul Tonks Legal Counsel, Assistant Attorney General
phtonks@agutah.gov

F. PARTNERSHIP WITH THE UTAH NAVAJO TRUST FUND (UNTF)

Most NRF projects are funded by both the NRF and UNTF. As outlined in an interagency agreement, these jointly funded projects are administered by the UNTF and are hereafter referred to as “jointly funded projects”. UNTF is an independent state agency under the State of Utah. Due to the remote location of the NN it is far more effective for NRF to collaborate with UNTF on project management. Unless directly contracted, all NRF grant funding is paid through an interagency fund transfer from UNTF.

UNTF has its own policies when it pertains to UNTF-specific items such as residency and grant assistance to Utah Navajos as related to the Federal Act of 1933 and 1968 Amendment but UNTF is subject to Utah policies for everything else. UNTF is subject to State of Utah policies on board and committee policies, fleet, personnel, travel, insurance, audits, procurement, etc. The Purchasing Division recognizes that UNTF is unique and authorizes UNTF in a Letter of Limited Purchasing Delegation (LPD) to engage in certain UNTF-specific purchasing practices, which is authorized in the [Utah Procurement Code](#).

On public facility projects or big projects, UNTF can enter into a participation agreement with the NN to transfer funding to the NN if they use their tribal procurement procedures that are similar to State and Federal procurement policies. The NN has a department called the Capital Projects Management Department (CPMD) which is the equivalent of Division of Facilities Construction Management (DFCM) that administers the construction management duties and responsibilities for big projects.

Sometimes, the entities agree to have DFCM administer a project instead of CPMD; if so, the State of Utah's procurement policies are utilized. The CMPD administers big projects on the reservation about 80% of the time and DFCM 20%.

CHAPTER 2. FUNDING PROCESSES

A. NRF FUNDING ALLOCATION

NRF funds are allocated by the state from severance taxes derived from mineral extraction on lands in Utah held in trust by the United States for the Navajo Nation. New funds are allocated into subdivided entity accounts within the NRF fund, one for each Utah Navajo Chapter. New funds are allocated in the Fall meeting according to a formula: $\text{BASE } (\$28,500 \text{ PER CHAPTER} = \$199,500) + \text{PERCENT OF POPULATION} \times \text{BALANCE}$. UNTF provides the population estimates, which were last updated in 2008.

These new funds are given to each chapter's fund that hasn't been set aside for a specific project. Those are called uncommitted funds. The board receives information about the current balance of uncommitted funds during meetings or when requested by a board member or entity. When a project is approved for a chapter, the funds are set aside for that project. Those are called committed funds. The project expenses are then paid from these committed funds. If there is any money left over when a project is completed, it goes back to the chapter's uncommitted fund.

Projects for non-chapter organizations need to be funded from the non-chapter account. The board generally entertains non-chapter proposals during the Fall meeting, decides which non-chapter proposals will be funded, and allocates that amount to non-chapter funding. The balance is then allocated among the chapters in the same method as outlined in the first paragraph of this section.

According to a specific law ([63N-24-703\(3\)](#)), four percent (4%) of the new revenue received is saved for administrative purposes. The NRF fund also earns interest, which the board can assign during any meeting.

ALLOCATION POLICY (Approved 9/18/2026)

Beginning with the CY2027 allocation, the Navajo Revitalization Fund (NRF) board establishes the threshold cap “threshold” for a chapter’s unallocated balance to be \$1,000,000.

If a chapter has an unallocated balance of over the threshold, and has not submitted projects for approval that will reduce that amount under that threshold, they will only receive new funding up to that threshold.

Funding over that threshold will be redistributed to the other chapters via the allocation formula, or as the board determines the allocation of funding.

If the project is explicitly saving up for a project which would exceed the threshold, and they haven’t submitted the project for consideration, the chapter may present to the board the details of the project and intent for their funding.

Chapters who will exceed the threshold will be notified by NRF board staff prior to the meeting.

See [Appendix C](#) for new allocation history.

B. APPLICATION / PROJECT RESTRICTIONS ([63N-24-706](#))

Applications must be completed before the board reviews and funds them. The application is a joint form with the UNTF, and is available through UNTF. The majority of projects are jointly funded, and joint funding is encouraged for all projects.

For purposes of project approval, the board reviews the application, scope of work (SOW), and chapter resolution as part of the board packet for each project application. Other documents may be required

to be submitted, and are presented to the board as requested. These documents allow the administrator to review applications for completeness and compliance.

Projects must be approved before funds are spent. NRF works on a reimbursement basis for all projects. While enabled in statute to do so, NRF has neither historically provided a loan, nor do they anticipate doing so in the future.

HOUSING FUNDING

NRF funding for each home is limited on a per square foot measurement, adjusted annually, which follows UNTF's amount and size in policy. The size is limited to 28 ft x 44 ft (1,232 sqft). The price per square foot for **FY2027 is \$118 / sqft**. All requesting individuals must work through their respective chapter, and all requests will be processed through the chapter. Chapter officials are not eligible for housing assistance without verification of a conflict of interest policy and documentation of compliance with that policy. The requesting Chapter or organization will ensure that the client proposed to be assisted has not already been assisted with funding from another housing agency within the past 15 years. All requests must follow the applicable chapter policies and guidelines.

C. STATUTORY FUNDING RESTRICTIONS ([63N-24-706](#))

The board shall not fund:

- start-up or operational cost of a private business venture;
- general operating budget of an eligible entity; or
- project that will operate or be located outside of the Navajo Reservation in San Juan County, Utah, except for an educational endowment approved by the board under Subsection [63N-24-706\(3\)\(c\)](#).

Projects must operate and be located on Utah NN Lands within San Juan County, Utah, except as defined in statute for educational endowments.

Non-Chapter funds are generally reserved for projects that benefit and are available to serve more than one chapter. Typical recipients include NUC, San Juan County, and chapter projects which benefit multiple chapters.

D. PROJECT PRIORITIZATION

Priority is given to capital projects or infrastructure; housing; and educational endowments. Each chapter prioritizes their own projects and cannot overdraw their unallocated funds. Each chapter's projects are heard in the order they were received; non-chapter projects are also heard in the order

they were received. The board gives priority to projects as outlined in its enabling statute UCA [63N-24-706\(2\)](#) and in harmony with UCA [63N-24-702](#).

E. APPLICATION CHECKLIST

Completed applications are due by the deadline provided in the meeting announcement, typically 2 weeks before a meeting.

Completed applications include:

- Completed application, naming NRF specifically, with appropriate detail such as client names and estimated project dates.
- Scope of work (SOW), naming applicable clients and including relevant project dates.
- Chapter resolution, signed by chapter officials, dated within the past year, which includes the project, and applicable clients. Requested funding amounts are required on the application, but not on the chapter resolution. The resolution must state a pursuit of NRF funding.
- Quotes (optional)

For home new construction, in addition to the above, applications must include:

- Tentative work schedule, including estimates of project phases and timelines.
- Home site lease, legal, completed, signed, and in the name of the applicant.
- Home diagram / floor plan, showing the size and general layout of the home.

See [Appendix F](#) for an application checklist.

F. BOARD MEETINGS

Meetings are generally scheduled quarterly, either electronically or in person. The chair may approve additional meetings as necessary or as requested by a member of the board. Unless for a bona fide emergency or similar urgent circumstance, NRF will generally schedule meetings one month in advance when requested to give time for applicants to organize projects and compile the necessary application materials. Due to non-scheduled meetings, other previously scheduled meetings may be shifted accordingly.

Formal applications for NRF grants are submitted by each chapter or eligible entity to Utah's HCD. Applications must be submitted by an eligible applicant prior to public notification of a meeting of the board. Division staff prepare the meeting agendas and publicly post the meeting agenda. The NRF

Board reviews all completed applications from eligible entities; all funding decisions are made by the board and affirmative votes from each board member present.

G. FUND REIMBURSEMENTS

NRF is reimbursement-only and is operated through the grant management system Webgrants. On jointly funded projects, please contact UNTF staff for claim submission requirements.

If it is not a jointly funded project (UNTF funds are not involved in a project), recipients must be registered within the Webgrants system to submit reimbursement claims. Grantees are required to submit sufficient documentation including applicable reimbursement forms, copy of invoice, copy of payment and may include reports as requested. Other documentation may be required to adequately support the request for payment and ensure that grant expenditures and activities are in line with the contract SOW and according to applicable statutes, rules, policies and procedures.

For home construction, requests for payment must include a materials receipt verification document signed by the homeowner.

H. PROJECT REALLOCATIONS

Project funds may be reallocated upon application to the board and board action.

I. PROJECT DURATIONS

Based on historical administrative practice, projects will be assigned a duration according to the complexity of the project. Generally, project durations will follow these guidelines:

Project Type	Years
House (new, remodel, addition)	3
Small project (ramp, stoves, survey)	1
Powerline	3
Other Building	3

J. RENEWAL PROCEDURES

Expired projects which are incomplete can be renewed. Renewals will generally be for two (2) years. Generally, for ease of operations, projects will be set to expire at either the end of the fiscal or calendar year (6/30 or 12/31). Extensions happen as a board action in a meeting and must be on the meeting agenda.

The chapter entity or funding partner (e.g., UNTF, NUC, etc.) may request an extension or renewal of the grant. Requests to extend the deadline of a project should be in writing, electronically or otherwise, from someone authorized by that entity. Chapter resolutions are encouraged, but not required.

Unless an extension or renewal is requested at the next board meeting after a grant has expired, an expired grant will generally be closed and any remaining balance reverted to that chapter's unallocated fund balance. NRF staff may send notice of expiring grants to each chapter liaison prior to the meeting to provide an opportunity for extension. NRF staff may also inform the board of any grants that were closed and had a balance reverted at the board meeting after they were closed.

K. CLOSING PROJECTS

Projects that are expended prior to expiration can be closed without notice or board approval. Projects which are expired and not requested to be renewed may be closed at the conclusion of the meeting following the expiration date (e.g., a grant which expired in December will be closed after the meeting in January). Upon expiration or completion of a project, any remaining chapter funds will be reverted to the same chapter's unallocated balance and remaining non-chapter funds will be reverted to the non-chapter unallocated fund balance.

L. REPORTING REQUIREMENTS

PROJECT REPORTING

On jointly funded projects, UNTF maintains all applicable information relative to reporting requirements. Recipients should contact UNTF staff for reporting. For projects where UNTF funds are not involved, recipients must submit a progress report. These reports must be submitted annually, due one month prior to the end of each 12-month period following execution of the contract (e.g., if a contract is approved April 1st, the report would be due March 1st each subsequent year until expiration). A final report must be submitted upon completion.

Recipients must provide reports in the manner specified by NRF staff, including before and after pictures, with sufficient documentation and photos to demonstrate project progress equal to what has been submitted for reimbursement that year, in accordance with the SOW.

See [Appendix G](#) for a copy of the reporting form.

PROGRAM REPORTING

63N-24-706 (7) The division shall submit a report to the office for inclusion in the annual written report described in Section 63N-1a-306, the number and type of loan or grant awarded and a list of recipients that received a loan or grant award under this part.

63N-24-306 (2) For each operation, activity, program, or service provided by the office, the annual report shall include:

- (a) a description of the operation, activity, program, or service;
- (b) data and metrics:
 - (i) selected and used by the office to measure progress, performance, effectiveness, and scope of the operation, activity, program, or service, including summary data; and
 - (ii) that are consistent and comparable for each state operation, activity, program, or service that primarily involves employment training or placement as determined by the executive directors of the office, the Department of Workforce Services, and the Governor's Office of Planning and Budget;
- (c) budget data, including the amount and source of funding, expenses, and allocation of full-time employees for the operation, activity, program, or service;
- (d) historical data from previous years for comparison with data reported under Subsections (2)(b) and (c);
- (e) goals, challenges, and achievements related to the operation, activity, program, or service;
- (f) relevant federal and state statutory references and requirements;
- (g) contact information of officials knowledgeable and responsible for each operation, activity, program, or service; and
- (h) other information determined by the office that:
 - (i) may be needed, useful, or of historical significance; or
 - (ii) promotes accountability and transparency for each operation, activity, program, or service with the public and elected officials.

CHAPTER 3. MONITORING

A. GENERAL PROJECT MONITORING

All grants are monitored on an annual basis. The UNTF serves as a third-party monitor for all jointly funded projects. For NRF-only funded projects, NRF administrative staff will provide invoice review monitoring of claim submissions and desk review of submitted reports, as well as any needed training or technical assistance.

MONITORING BY THIRD PARTIES

For all jointly funded projects, as well as other projects as agreed upon, UNTF will monitor according to UNTF policy. Although a long-standing practice, UNTF monitoring was formalized in a [memorandum of agreement \(MOA\)](#) between NRF and UNTF (signed 4/1/2022).

UNTF AS 3RD PARTY MONITOR

UNTF is a credible 3rd party monitoring entity for most NRF projects. NRF and UNTF have a long-standing administrative partnership. As both are state entities, UNTF provides upfront funding needed using UNTF funds and is in turn reimbursed by NRF through an internal transfer agreement. UNTF and NRF often provide match funding on the same project; as such, UNTF conducts monitoring according to their policy.

UNTF is a credible monitoring entity for the following reasons:

- As a state agency, UNTF provides monitoring to projects funded by UNTF. The majority of NRF projects are co-funded with UNTF, and are thus monitored by UNTF.
- UNTF staff are located in Blanding, much closer to the Navajo Reservation to view and work directly with Utah Navajo Chapters.
- UNTF staff, many of whom are members of the NN, are knowledgeable about the processes of the Utah Navajo Chapters such as planning meetings, Chapter resolutions, the amount of time it takes to get documents from the Chapters, and how to coordinate with Navajo agencies. They are also knowledgeable about home site leases, land status, offices and people with whom to coordinate.
- UNTF staff are heavily involved in all UNTF and NRF-funded projects. UNTF staff review funding proposals, check for requirements, coordinate with the Utah Navajo Chapters to get projects initiated, enforce the state purchasing rules when buying building materials, process documents for payments to vendors, monitor progress of projects, participate in RFQ's, RFP's, architectural and construction contracts, construction meetings, and close-out projects. UNTF construction teams frequently assist in home building projects.

As provided in the MOA, UNTF will review joint funding request applications to UNTF and NRF and construct or monitor eligible construction projects. UNTF will also provide on-site and desk review monitoring for all projects funded to Utah Navajo Chapters. NRF may review monitoring reports provided by UNTF and annually review the UNTF monitoring controls, policies and procedures.

INVOICE REVIEW

An invoice review consists of a review of invoices by NRF staff or its agents to determine if the rates and services are allowable per the contract. This may include a review of supporting documents to adequately support the request for payment.

NRF staff review all claims submitted in Webgrants and reimbursement requests through interdepartmental transfer agreement (ITA) from UNTF.

Grantees are required to submit sufficient documentation, as reasonably requested by NRF staff or its agents, to adequately support the request for payment and ensure the funds are used only for the activities allowed in the SOW and according to applicable statutes, rules, policies and procedures.

For jointly funded projects, please contact UNTF staff for documentation requirements. For non-UNTF funded projects, documentation must include applicable reimbursement forms in Webgrants, copy of invoice, copy of payment, and may include reports as requested. The fiscal grant manager may assist in monitoring.

DESK REVIEW

For jointly funded projects, NRF staff will conduct desk reviews of reports submitted by grantees or UNTF staff. NRF staff review actual performance against the contract requirements, SOW, and actual expenditures to the approved budget. Full scope site, limited scope site, virtual site, or monitoring visits by a third party may be used as needed to collect, observe, or verify information.

TRAINING & TECHNICAL ASSISTANCE

As necessary, staff provides technical assistance to help applicants understand the requirements and procedures for grant application and utilization, including reporting and reimbursement requirements.

B. MONITORING REQUIREMENTS

As NRF's third-party monitor, HCD may annually review the UNTF's monitoring controls, policies and procedures.

MONITORING FREQUENCY

All contracts and grants may be monitored annually and after closure.

MONITORING COMPONENTS

A monitoring form may be used to document annual and final monitoring activities.

SCOPE OF WORK (SOW)

Expenditures and activities will be evaluated with the SOW defined within the grant.

GENERAL MONITORING CONSIDERATIONS

Cultural and language sensitivity will be employed throughout the process.

For annual and final monitoring, opening and closing letters may be utilized, along with electronic or face-to-face conferencing as appropriate.

An Indian reservation is an area of land managed by a Native American tribal nation and held in trust by the U.S. federal government. They are sovereign, "domestic dependent nations" that govern themselves. As such they should not be visited without the permission or invitation of tribal or program officials. In addition, various conditions on the Ute Reservation or Counties may preclude in-person monitoring including weather (roads become unpassable and dangerous under certain conditions), political unrest, epidemics (i.e., COVID), unfamiliarity with roads or locations, private residences, or excessive distance.

APPENDIX A: ACRONYMS

CPMD	Capital Projects Management Department (NN)
DFCM	Division of Facilities Construction Management
HCD	Division of Housing and Community Development
GOED	Governor’s Office of Economic Development
ITA	Interdepartmental Transfer Agreement
LPD	Limited Purchasing Delegation
MOA	Memorandum of Agreement
NN	Navajo Nation
NRF	Navajo Revitalization Fund
NRFB	Navajo Revitalization Fund Board
NUC	Navajo Utah Commission
SOW	Scope of Work
UNTF	Utah Navajo Trust Fund

APPENDIX B: NRF HOUSING POLICY – APPROVED 9/25/2011

1. The Navajo Revitalization Fund Board (NRFB) will consider housing assistance requests for those families that have the most need for housing; especially those that have not received housing assistance from any other program. The requesting Chapter or organization will ensure that the client proposed to be assisted has not already been assisted with funding from another housing agency within the past 15 years.

2. The NRFB seeks the assistance of local authorities to help target those with the greatest need. All requesting individuals must use the NRFB Housing Client Application and must work directly with their respective Chapter in preparing their assistance requests. All requests, budget preparation, updates and progress reports will be processed through the Chapter.

3. All requests must follow the applicable chapter project policies and guidelines. The Navajo Nation housing policies may be adopted if the Chapter does not have an established policy. Each chapter must have written policies and procedures that are fair and equitable, that address conflict of interest and ensure equal opportunity for all chapter residents. Before any proposals will be considered, Chapters will be required to submit a copy of their housing policies and procedures to the NRFB.

4. A finalized Home Site Lease shall be required in order to process all new purchases. Housing may not be located off the Utah Navajo Reservation; the client will document the land is secured prior to construction of the home's foundation. NRFB will not fund or finance any portion of a land-only purchase.

5. A tentative schedule of work phases should be prepared and included with the proposal package which shows the proposed dates of: - Material purchases - Construction start-up
- Construction end - Utility hookups and - Close-out

6. Match-funding is recommended; the matching agencies shall be identified and commitment letters from each agency shall be included in the proposal package.

7. All new construction must be based on a floor plan showing all components of the dwelling to be constructed. The blueprint must include a specific cost sheet covering all materials to be used, and an estimate of total man-hours for construction of the unit. Depending on distances to utility sources and/or a decision by the Chapter and the applicant, homes planned to be constructed in remote areas do not necessarily need to include electrical wiring, nor complete plumbing.

8. Other documents required shall be an approved resolution from the Chapter along with the housing priority listing that supports the proposed request. It is recommended that similar housing improvements be packaged into projects and proposed as a batch so that labor and any match-funded sources can be better coordinated to maximize building materials price advantages through bulk purchases.

9. Requests for payment must include a materials receipt verification document signed by the homeowner. This document verifies that the homeowner agrees that building materials for their home were in fact delivered and accounted for, and will safeguard it from theft or damage from the natural elements.

10. The Board's desire is to leverage housing assistance funds with other public and private sources to achieve a 50/50 cost split. NRF funding for each home is limited on a per square foot measurement, adjusted annually, which follows UNTF's amount and size in policy. The size is limited to 28 ft x 44 ft (1,232 sqft). The price per square foot for FY2027 is \$118 / sqft.

11. Chapter officials are not eligible for assistance without verification of a conflict of interest policy and documentation of compliance with said policy.

APPENDIX C: NEW ALLOCATIONS BY YEAR

FISCAL YEAR	NEW ALLOCATION
FY 03	\$1,122,466.00
FY 04	\$920,613.00
FY 05	\$1,191,725.00
FY 06	\$1,422,398.00
FY 07	\$1,948,314.00
FY 08	\$1,960,000.00
FY 09	\$2,394,643.00
FY 10	\$2,853,627.00
FY 11	\$1,346,498.00
FY 12	\$1,815,312.00
FY 13	\$2,466,467.00
FY 14	\$2,409,215.00
FY 15	\$2,715,952.00
FY 16	\$2,595,250.00
FY 17	\$1,212,212.16
FY 18	\$1,203,239.04
FY 19	\$453,442.56
FY 20	\$877,590.72
FY 21	\$606,656.64
FY 22	\$406,138.56
FY 23	\$840,438.72
FY 24	\$1,192,533.12
FY 25	\$776,592.85
FY 26	\$807,980.16

APPENDIX D: APPROVED FUNDING BY AMOUNT, CATEGORY, AND NUMBER

AMOUNT & NUMBER	FY2017	FY2018	FY2019	FY2020	FY2021
Community Amenities	\$353,053 4	\$33,497 3	\$367,809 3	\$572,643 5	\$657,344 5
Community Services	\$20,000 2	\$1,919,436 7	--	--	--
Equipment	--	\$48,757 1	--	\$12,000 1	--
Infrastructure	\$1,269,550 9	\$340,205 5	\$223,448 8	\$585,845 4	\$9,832 2
Planning	--	\$15,000 1	\$14,608 1	--	--
Housing Assistance	\$351,335 13	\$401,444 11	\$502,919 30	\$414,105 16	\$641,472 21
TOTAL	\$1,993,938 28	\$2,758,339 28	\$1,108,785 42	\$1,584,593 26	\$1,308,648 28

AMOUNT & NUMBER	FY2022	FY2023	FY2024	FY2025	FY2026
Community Amenities	\$196,000 2	\$7,970 1	\$100,000 1	\$201,000 2	\$211,000 3
Community Services	--	--	\$30,000 1	--	--
Equipment	--	--	\$5,000 1	\$268,425 5	\$263,425 4
Infrastructure	\$120,000 1	\$293,523 1	\$28,182 4	--	--
Planning	--	--	\$40,000 1	\$40,000 1	\$40,000 1
Housing Assistance	\$416,476 16	\$1,141,073 20	\$581,983 11	\$634,874 18	\$709,065 17
TOTAL	\$732,476 19	\$1,442,566 22	\$785,165 19	\$1,144,299 26	\$1,223,490 25

APPENDIX E: SUBMITTING A CLAIM IN WEBGRANTS

This Guide will take you through the process of how to submit a Claim for Reimbursement.

FIND THE PROJECT

- Log in to WebGrants 3 [here](#)
- From the Main Menu, click on **My Grants**
- Locate the grant you wish to make a claim on and click on the **blue grant title**
- Use the “Search My Grants” link to search for your grant, if needed
- If you do not see your grant, click the Closed Grants link: Your grant may be in a different status
- From the next screen, click on “**Request for Funds**,” or “**Claims**” under Grant Components

Instructions	
The Grant forms appear below.	
Associated Forms	Status Report Site Visit Contract Amendment
Grant Components	
View Contract Environmental Reviews Alerts Copy Annotations (0) Export Grant Data Map	
The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.	
Component	Last Edited
General Information	09/24/2020
Request for Funds	
Appropriations	09/22/2020
Encumbrances	
Contract Amendment	09/22/2020
Correspondence	
Attachments	09/22/2020
State Program Office Attachments	
Scope of Work	09/21/2020
Budget (UBRF)	09/21/2020
Routing Slip	
Grantee Attachments	09/22/2020
Additional Contract Attachments	
Opportunity	-

TROUBLE ACCESSING CLAIMS?

Please notify your HCD contact if you have trouble accessing claims or receiving alerts

ENTERING THE CLAIM DETAILS

- From the Claims section, click **Add** to start a new claim, or click on the claim ID to open an existing claim:

Claims				Copy Existing Claim Scheduler Annotations(0) Return to Components		
ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
21-0203 - 001	Reimbursement	Paid	09/16/2020	07/17/2020	-	\$294,649.92
21-0203 - 002	Reimbursement	Submitted	10/15/2020		08/18/2020 - 08/31/2020	\$17,820.00
21-0203 - 003	Reimbursement	Submitted	10/15/2020		08/12/2020 - 08/14/2020	\$25,039.77
Submitted Amount						\$42,859.77
Approved Amount						\$0.00
Paid Total						\$294,649.92
Total						\$337,509.69

- On the Report Components page click the [Reimbursement](#) link
- At the top of the next page, click [Edit](#)
- Fill out the claims information in each available box

Reimbursement									
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claim	Remaining Balance (Unclaimed)
Category I - Indirect Costs									
Indirect Costs		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Category II - Direct Administrative Expenses									
Fringe Benefits		\$2,000.00		\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Salaries		\$5,000.00		\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Category III - Project Activity									
A		\$550.00		\$0.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00

(Your claim form may look different than this example)

- Click the [Save](#) button
- Click the [Mark as Complete](#) link
- Click on the next claim components links:
- **Comments/Status:** enter any comments about the claim, then click [Save](#), then [Mark as Complete](#)
- **Supporting Documentation Upload:** attach any documents related to the claim, then click [Save](#), then [Mark as Complete](#)

REVIEWING AND SUBMITTING

Follow these steps to review and submit your claim.

- Click the Preview link and make sure all information is correct:

Grant Tracking

Claim: 05452 - 002 [Grant Components](#)

Grant:

Status: Editing

Program Area: State Homelessness Funding

Grantee Organization: Webgrants Testing Station

Program Manager:

Components [Preview](#) [Submit](#)

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	09/14/2020
Reimbursement	✓	12/17/2020
Comments/Status	✓	12/17/2020
Supporting Documentation Upload	✓	12/17/2020

- Click the Print link to print the claim:

WebGrants 3

Menu | Help | Log Out [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Grant Tracking

- Go back to claim screen on other tab, then click **Back**:

WebGrants 3

Menu | Help | Log Out [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Grant Tracking

- Click the **Submit** link
- Answer OK on the confirmation page to complete the claims process:

webgrants.utah.gov says

Submitting the Claim will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Claim?

OK

Cancel

CORRECTING A CLAIM

After the claim is reviewed by a DWS employee, there may be areas that need to be fixed or changed. In that case, the claim will be sent back to you to make corrections.

- Please watch your email account for any correspondence that may be sent to you regarding your claim
- The email will explain what section(s) of the claim requires changes:

**** Do Not Respond to This Email ****

Dear [Recipient Name],

Your claim has been unlocked. Please log into the WebGrants 3 grants management system, edit your claim and resubmit it. The grant details appear below:

Number: [Contract Number]

Grant Title: [Document Title]

Program Area: [Program Area]

Grantee Organization: [Organization Name]

Grantee: [Grantee Name]

Please make the following modifications to your claim and resubmit the claim by [Due Date].

Comments appear below:

[Additional Message]

You may log into the WebGrants grants management system at the following location:

<https://webgrants.utah.gov>

APPENDIX F: UTAH CODE 63N-24-6

Title 63N, Chapter 24, Part 7 Navajo Revitalization Fund and Board

Effective 7/1/2026

63N-24-701 Definitions.

As used in this part:

- (1) "Board" means the Navajo Revitalization Fund Board.
- (2) "Capital project" means an expenditure for land, improvements on the land, or equipment intended to have long-term beneficial use.
- (3) "Division" means the Division of Housing and Community Development within the Governor's Office of Economic Development.
- (4) "Eligible entity" means:
 - (a) the Navajo Nation;
 - (b) a department or division of the Navajo Nation;
 - (c) a Utah Navajo Chapter;
 - (d) the Navajo Utah Commission;
 - (e) an agency of the state or a political subdivision of the state; or
 - (f) a nonprofit corporation.
- (5) "Navajo Utah Commission" means the commission created by Resolution IGRJN-134-92 of the Intergovernmental Relations Committee of the Navajo Nation Council.
- (6) "Revitalization fund" means the Navajo Revitalization Fund.
- (7) "Utah Navajo Chapter" means any of the following chapters of the Navajo Nation:
 - (a) Aneth Chapter;
 - (b) Dennehotso Chapter;
 - (c) Mexican Water Chapter;
 - (d) Navajo Mountain Chapter;
 - (e) Oljato Chapter;
 - (f) Red Mesa Chapter; and
 - (g) Teec Nos Pos Chapter.

Renumbered and Amended by Chapter 393, 2026 General Session

63N-24-702 Purpose.

The purpose of this part is to:

- (1) maximize the long-term benefit of state severance taxes derived from lands in Utah held in trust by the United States for the Navajo Nation and the Navajo Nation members by fostering funding mechanisms that will, consistent with sound financial practices, result in the greatest use of financial resources for the greatest number of citizens of San Juan County; and
- (2) promote cooperation and coordination between the state, the state's political subdivisions, Indian tribes, and individuals, firms, and business organizations engaged in the development of oil and gas interests in Utah held in trust by the United States for the Navajo Nation and the Navajo Nation members.

Renumbered and Amended by Chapter 393, 2026 General Session

63N-24-703 Navajo Revitalization Fund.

- (1)
 - (a) There is created an expendable special revenue fund called the "Navajo Revitalization Fund."
 - (b) The revitalization fund shall consist of:
 - (i) money deposited to the revitalization fund under this part;
 - (ii) money deposited to the revitalization fund under Section 59-5-119; and
 - (iii) any loan repayment or interest on a loan issued under this part.
- (2)
 - (a) The revitalization fund shall earn interest.
 - (b) The interest earned on revitalization fund money shall be deposited into the fund.
- (3) Beginning for fiscal year 2010-11, the division may use revitalization fund money for the administration of the revitalization fund, not to exceed 4% of the annual receipts to the revitalization fund.
- (4) The fund:
 - (a) consists of state severance tax money to be spent at the discretion of the state; and
 - (b) does not constitute a trust fund.

Renumbered and Amended by Chapter 393, 2026 General Session

63N-24-705 Powers, functions, and duties of the revitalization fund board.

- (1) The board shall:

- (a)direct the division regarding grants and loans from the revitalization fund to eligible entities to serve persons that are or may be socially or economically impacted, directly or indirectly, by mineral resource development;
- (b)establish procedures for application for an award of grants and loans including eligibility criteria;
- (c)coordinate projects and programs with other projects and programs funded by federal, state, and local government entities;
- (d)determine the order in which projects will be funded; and
- (e)be subject to the procedures and requirements under Title 52, Chapter 4, Open and Public Meetings Act.

(2)The board may:

- (a)qualify for, accept, and administer grants, gifts, loans, or other funds from the federal government and from other sources, public or private; and
- (b)make rules, in accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act, to implement this part.

Renumbered and Amended by Chapter 393, 2026 General Session

63N-24-705 Powers, functions, and duties of the revitalization fund board.

(1)The board shall:

- (a)direct the division regarding grants and loans from the revitalization fund to eligible entities to serve persons that are or may be socially or economically impacted, directly or indirectly, by mineral resource development;
- (b)establish procedures for application for an award of grants and loans including eligibility criteria;
- (c)coordinate projects and programs with other projects and programs funded by federal, state, and local government entities;
- (d)determine the order in which projects will be funded; and
- (e)be subject to the procedures and requirements under Title 52, Chapter 4, Open and Public Meetings Act.

(2)The board may:

- (a)qualify for, accept, and administer grants, gifts, loans, or other funds from the federal government and from other sources, public or private; and
- (b)make rules, in accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act, to implement this part.

Renumbered and Amended by Chapter 393, 2026 General Session

63N-24-706 Revitalization fund administered by board -- Eligibility for assistance -- Review by board -- Restrictions on loans and grants -- Division to distribute money -- Annual report.

(1)

(a) To receive a loan or grant under this part, an eligible entity shall submit an application to the board that contains the information required by the board.

(b) The board shall review an application for a loan or grant submitted under Subsection (1)(a) before approving the loan or grant.

(c) The board may approve a loan or grant application subject to the applicant's compliance with the one or more conditions established by the board.

(2) In determining whether an eligible entity may receive a loan or grant, the board shall give priority to:

(a) a capital project or infrastructure, including:

- (i) electrical power;
- (ii) water; and
- (iii) a one time need project;

(b) a housing project that consists of:

- (i) the purchase of new housing;
- (ii) the construction of new housing; or
- (iii) a significant remodeling of existing housing; or

(c) a matching educational endowment that:

- (i) promotes economic development within the Utah portion of the Navajo Reservation;
- (ii) promotes the preservation of Navajo culture, history, and language; or
- (iii) supports a postsecondary educational opportunity for a Navajo student enrolled in a course or program taught within the Utah portion of the Navajo Reservation.

(3) A loan or grant issued under this part may not fund:

- (a) a start-up or operational cost of a private business venture;
- (b) a general operating budget of an eligible entity; or
- (c) a project that will operate or be located outside of the Navajo Reservation in San Juan County, Utah, except for an educational endowment approved by the board under Subsection (2)(c).

(4)

(a) The board may not approve a loan unless the loan:

- (i) specifies the terms for repayment; and
- (ii) is secured by proceeds from a general obligation, special assessment, or revenue bond, note, or other obligation.

(b)The division shall deposit a loan repayment or interest on a loan issued under this part into the revitalization fund.

(5)The board shall give a priority to a loan or grant if the loan or grant includes matching money or in-kind services from:

- (a)the Navajo Nation;
- (b)San Juan County;
- (c)the state;
- (d)the federal government;
- (e)a Utah Navajo Chapter; or
- (f)other private or public organization.

(6)The division shall distribute loan and grant money:

- (a)if the loan or grant is approved by the board;
- (b)in accordance with the instructions of the board, except that the board may not instruct that money be distributed in a manner:
 - (i)inconsistent with this part; or
 - (ii)in violation of a rule or procedure of the department; and
- (c)if the distribution is a loan, in accordance with Section 63A-3-205.

(7)The division shall submit a report to the office for inclusion in the annual written report described in Section 63N-1a-306, the number and type of loan or grant awarded and a list of recipients that received a loan or grant award under this part.

Renumbered and Amended by Chapter 393, 2026 General Session

APPENDIX G: UNTF RULES AND POLICIES

The Utah Office of Administrative Rules maintains the regulations governing the Utah Navajo Trust Fund (UNTF), specifically under section R661. The table below outlines these regulatory components, including assessments of the Navajo Revitalization Fund (NRF)'s potential involvement and assistance. Component titles are hyperlinked directly to the source documentation.

Note: At this time the comments have not been evaluated by the Utah Attorney General's Office.

Component	Possible NRF Funding Role
Utah Navajo Trust Fund Scope(1)	N/A
Utah Navajo Trust Fund Definitions(2)	N/A
Utah Navajo Trust Fund Residency Policy(3)	N/A
Utah Navajo Trust Fund Chapter Projects(4)	N/A
Utah Navajo Trust Fund Blue Mountain Dine' Community(5)	N/A
Utah Navajo Trust Fund Power Lines and House Wiring Program(8)	Yes. These types of programs have previously been funded with joint UNTF / NRF monies.
Utah Navajo Trust Fund Public Facility Projects(9)	Yes. These types of programs have previously been funded with joint UNTF / NRF monies.
Utah Navajo Trust Fund Short-Term Training Program(10)	The recipient and purpose would have to meet the requirements under the "educational endowment" opportunity per 63N-24-706 (2)(c), (economic development; or culture, history, language; or postsecondary educational opportunity within the Utah portion of the Navajo Reservation)
Utah Navajo Trust Fund Water Development Projects Culinary and Septic Systems(11)	Yes. These types of programs have previously been funded with joint UNTF / NRF monies.
Utah Navajo Trust Fund Homesite Lease Assistance Program(12)	Yes. These types of programs have previously been funded with joint UNTF / NRF monies.
Veterans' Housing Program Policy(13)	Yes. These types of programs have previously been funded with joint UNTF / NRF monies.

<u>Heavy Equipment Purchase and Repair Program(14)</u>	Yes. These types of programs have previously been funded with joint UNTF / NRF monies.
<u>Indemnification(15)</u>	N/A
<u>Health Care Systems Improvement Program(16)</u>	Yes. These types of programs have previously been funded with joint UNTF / NRF monies.
<u>Office Equipment Purchase Program(17)</u>	Yes. These types of programs have previously been funded with joint UNTF / NRF monies.
<u>Outstanding Senior Award Program(18)</u>	Most likely cannot participate. The first portion (\$100 award for high school graduation) does not meet the requirements under the "educational endowment" opportunity per 63N-24-706 (2)(c)(iii), (postsecondary educational opportunity), and would only meet the requirements of the second portion (\$500 award) if the it could be determined that the funds would be used for courses within the Utah portion of the Navajo Nation (same as previous reference).
<u>Student Educational Enrichment Program(19)</u>	Because this does not support a postsecondary education opportunity, NRF may be able to assist with funding opportunities within this program ONLY if the the request falls into one of the following categories: "(i) promotes economic development within the Utah portion of the Navajo Reservation; (ii) promotes the preservation of Navajo culture, history, and language" (63N-24-706 (2)(c)).
<u>Photovoltaic (Solar) Systems Program(20)</u>	This could be a viable possibility if it is the only feasible way for a recipient to get electricity to their home, and extending wiring is significantly more expensive, this may be an option. Be aware that although the initial outlay may be more for the one or two homes on that line, if additional homes along that line are foreseen, I believe that one electrical line can be more economical than several solar systems.
<u>Electronic Meetings(21)</u>	N/A
<u>Adult Education Program(23)</u>	Because this does not support a postsecondary education opportunity, NRF may be able to assist with funding opportunities within this program ONLY if the the request falls into one of the following categories: "(i) promotes economic development within the Utah portion of the Navajo

	Reservation; (ii) promotes the preservation of Navajo culture, history, and language" (63N-24-706 (2)).
Utah Navajo Trust Fund Higher Education Financial Assistance and Scholarship Program(24)	NRF participation may be possible, but it would require that the participation meets all the requirements of 63N-24-706 (2)(c) (economic development; or culture, history, language; or postsecondary educational opportunity within the Utah portion of the Navajo Reservation).
Utah Navajo Trust Fund Housing Projects Policy(25)	Yes. These types of programs have previously been funded with joint UNTF / NRF monies.

APPENDIX H: APPLICATION CHECKLIST

NAVAJO REVITALIZATION FUND APPLICATION CHECKLIST

FOR ALL PROJECTS	SUBMITTED
APPLICATION PROPOSAL SHEET (JOINT WITH UNTF) Completed application, including NRF being specifically named, with clients named, and estimated project dates. LINK TO APPLICATION	☐
SCOPE OF WORK Detailed scope of work, naming all clients and including relevant project dates.	☐
CHAPTER RESOLUTION Relatively recent resolution, dated, naming clients, signed by chapter officials, and includes NRF request being specifically named.	☐
BIDS (optional but recommended)	☐
FOR NEW HOME CONSTRUCTION	
TENATIVE WORK SCHEDULE Estimate of project phases and timeline	☐
HOME SITE LEASE Complete, signed, and legal homesite lease, naming the applicant.	☐
HOME DIAGRAM / FLOORPLAN Drawing showing the size and general layout of the home.	☐

Note: This checklist is for reference purposes and does not need to be submitted with the project application materials.

All projects are encouraged to request matching funding through the Navajo Trust Fund. Requests for new home construction must comply with NRF housing policies and applicable chapter policies and guidelines.

APPENDIX I: REPORTING FORM

DRAFT

NAVAJO REVITALIZATION FUND (NRF) PROJECT REPORT FORM

FY

ENTITY / CHAPTER	CONTRACT NUMBER	PERSON FILLING OUT FORM	EMAIL
PROJECT EVALUATED	REPORT DATE	ESTIMATED % COMPLETE	
		0%	

SCOPE OF WORK

WORK COMPLETED

ATTACH IMAGES (INCLUDE BEFORE PHOTOS, AND OTHER PHOTOS TO DOCUMENT THE SCOPE OF WORK)

		
		
		

APPENDIX J: MOA WITH UNTF

**AGREEMENT BETWEEN
NAVAJO REVITALIZATION FUND
AND
UTAH NAVAJO TRUST FUND
REGARDING JOINTLY FUNDED ELIGIBLE CONSTRUCTION PROJECTS**

This agreement (“Agreement”) is entered into between the **Utah Department of Workforce Services, Navajo Revitalization Fund (DWS-NRF)**, and the **Utah Navajo Trust Fund (UNTF)**.

I. GENERAL PURPOSE OF AGREEMENT

The purpose of this Agreement is to coordinate the review and funding by DWS-NRF and UNTF of grants to eligible construction projects for eligible Utah Navajos, and to define the respective responsibilities of DWS-NRF and UNTF in this regard. More specifically, this Agreement governs the responsibilities of UNTF and DWS-NRF for construction projects within the Utah Navajo Chapters (as defined in UCA 35A-8-1702) for Navajo Indians residing in San Juan County where UNTF and DWS-NRF are both granting money to the chapter for the construction project.

DWS-NRF and UNTF intend to make the most efficient use of their resources, provide the benefit of scale, and coordinate to best serve Utah Navajos and work together to maximize the long-term benefit of the available funds. The joint efforts will strive to achieve the greatest use of financial resources for the greatest number of Utah Navajos and promote cooperation and coordination between the State of Utah, the Navajo Nation, its Utah Chapters, and their individual members.

II. RECITALS

WHEREAS,

- A. UNTF was created by the Navajo Trust Fund Act and is governed by Utah Code Annotated §§ 51-10-101, et seq.
- B. UNTF is managed by a trust administrator and has employees/staff who review grant applications and inspect and build projects (among other things).
- C. DWS-NRF was created by the Navajo Revitalization Fund Act and is governed by Utah Code Annotated §§ 35A-8-1701, et seq.
- D. DWS-NRF is managed and staffed by the Housing and Community Development Division of the Department of Workforce Services (“DWS”).
- E. It is the practice that the Utah Navajo Chapters submit applications to UNTF and/or DWS-NRF for grants for the construction of homes within the Utah Navajo Chapters.
- F. DWS-NRF and UNTF both serve the Navajo Indians living within in the Navajo Nation reservation boundaries within the State of Utah (hereinafter referred to as Utah Navajos), but DWS-NRF and UNTF are subject to statutes and regulations that may conflict.
- G. Expenditures from the UNTF must be “for the health, education, and general welfare of the Navajo Indians residing in San Juan County.” See Utah Code Ann. § 51-10-204(2)(e).
- H. UNTF can purchase materials, pay contractors, place funds into construction escrow, and otherwise immediately deploy funds for use towards completing eligible construction projects.

- I. DWS-NRF makes loans and grants to eligible entities, including the Utah Navajo Chapters.
- J. DWS-NRF may not fund a loan or grant to “a project that will operate or be located outside of the Navajo Reservation in San Juan County, Utah, except for an educational endowment.” See Utah Code Ann. § 35A-8-1701(3)(c).
- K. DWS-NRF funds eligible projects on a reimbursement basis. In other words, the loan, grant, and/or project applicant must obtain financing for the project and later be reimbursed by DWS-NRF for amounts actually incurred and/or expensed for the construction.
- L. The Utah Navajo Chapters often request funding from UNTF for DWS-NRF’s portion of eligible construction projects when the Utah Navajo Chapters or individual homeowners are not able to provide the initial funding for construction projects. In these instances, UNTF provides funds to cover DWS-NRF’s portion of the eligible construction project and DWS-NRF subsequently reimburses UNTF for DWS-NRF’s portion through an internal interagency transaction.
- M. The UNTF administrator and staff also review applications to UNTF and DWS-NRF and monitor (and sometimes construct) eligible construction projects.
- N. DWS-NRF and UNTF desire to coordinate their resources and efforts in ways that streamline the process for obtaining grants and constructing projects for Utah Navajos within the Utah Navajo Chapters, where UNTF and DWS-NRF are both involved in the eligible construction project.
- O. The parties agree that UNTF may charge DWS-NRF an administrative expense for the services that UNTF provides on eligible construction projects where UNTF funds DWS-NRF’s portion and DWS-NRF subsequently reimburses UNTF.

NOW THEREFORE, the parties agree to as follows:

III. PERIOD OF PERFORMANCE

This Agreement is effective upon the date upon which the last party signs the Agreement. The Agreement shall remain in effect for a period of five (5) years. The agreement shall remain in effect for the term of the agreement or until modified in writing by the mutual consent of both parties, or terminated by either party. This Agreement may be terminated by either party with ninety (90) days’ prior written notice, with or without cause.

IV. DWS-NRF RESPONSIBILITIES

DWS-NRF will do the following with regards to eligible construction projects where UNTF funds DWS-NRF’s portion and DWS-NRF subsequently reimburses UNTF:

- A. Provide a point of contact for all emails, phone calls and public communication from UNTF to NRF.
- B. Solicit, review, and maintain all applications and prepare DWS-NRF board meeting materials.
- C. Communicate with the DWS-NRF Board and the public regarding the subject projects.
- D. Maintain all records and oversee financial functions for DWS-NRF regarding the subject projects.
- E. Provide UNTF staff access to Webgrants for the purpose of reviewing, monitoring and paying DWS-NRF’s portion on eligible construction projects, including old closed-out grants.

- F. Reimburse UNTF for all allowable project expenditures within 30 days of notification of submission, verification, and approval of expenses.
- G. Administer all aspects of the DWS-NRF fund explicitly stated herein or otherwise and as directed in state statute or other binding Agreements to ensure nothing DWS-NRF is doing conflicts with this Agreement.
- H. Consult with UNTF when setting up new project grants.
- I. Notify UNTF of any project amendments, corrections, or adjustments.
- J. Pay fees to UNTF as outlined in Section VII of this document for UNTF's administrative expenses for each eligible construction projects where UNTF funds DWS-NRF's portion and DWS-NRF subsequently reimburses UNTF

V. UNTF RESPONSIBILITIES

UNTF will do the following with regards to eligible construction projects where UNTF funds DWS-NRF's portion and DWS-NRF subsequently reimburses UNTF:

- A. Use UNTF funds to pay for DWS-NRF expenses on eligible projects, and then seek reimbursement from DWS-NRF through state interagency reimbursement.
- B. Communicate to DWS-NRF staff any correspondence pertaining to the DWS-NRF, including new project proposals.
- C. Provide DWS-NRF staff access to all UNTF project and fiscal records related to the eligible projects, including monitoring results, project fund requests, and invoices, consistent with Utah law.
- D. Track and verify homeowners are only receiving assistance pursuant to the approved application.
- E. Provide on-site and desktop monitoring for all projects funded to Utah Navajo Chapters.
- F. Assist Utah Navajo Chapters by providing UNTF funding to initiate projects. Enter all invoices and corresponding documentation in FINET at time of payment for project.
- G. Review all Chapter project fund requests for accuracy and completeness.
- H. Initiate reimbursements of UNTF expenditures for DWS-NRF projects through an ITI-ITA FINET transaction. Submit requests for reimbursement to DWS-NRF a minimum of quarterly and no more than monthly.

VI. MUTUAL RESPONSIBILITIES

- A. For eligible construction projects for which DWS-NRF has approved a grant, UNTF will fund the project and then seek reimbursement for the DWS-NRF portion from DWS-NRF.
- B. Neither party to this Agreement has the authority to act on behalf of the other party or bind the other party to any obligation. Agents, employees, or representatives of each party shall not be deemed to be agents, employees or representatives of the other.
- C. Either party may still fund construction projects separately without the permission of the other party, including DWS-NRF funding projects where the applicant can wait for reimbursement and UNTF projects where the applicant did not also apply for DWS-NRF funds.
- D. Nothing herein requires either party to act contrary to the laws that govern the party.

VII. FEES

DWS-NRF will provide payment to UNTF, from DWS-NRF administrative funds, not to exceed \$6,000.00 annually, to offset the costs associated with administrative services provided under this Agreement.

VIII. CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE

The provisions of this Agreement shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Agreement or the breach thereof. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.

IX. INDEMNITY

Both parties to this Agreement are governmental entities as defined in the Utah Governmental Immunity Act (Utah Code § 63G-7-101 et. seq.). Nothing in this Agreement will be construed as a waiver by either or both parties of any rights, limits, protections, or defenses provided by the Utah Governmental Immunity Act. Nor shall this Agreement be construed, with respect to third parties, as a waiver of any governmental immunity to which a party to this Agreement is otherwise entitled. Subject to and consistent with the Utah Governmental Immunity Act, each party is responsible for its own actions or negligence and will defend against any claim or lawsuit brought against it. There are no indemnity obligations between these parties, except for indemnification for infringement and indemnification for breach of duty of confidentiality as specified in this section.

X. SEPARABILITY CLAUSE

A declaration by any court, or any other binding legal source, that any provision of this Agreement is illegal and void shall not affect the legality and enforceability of any other provision of this Agreement, unless the provisions are mutually dependent.

XI. RENEGOTIATION OR MODIFICATIONS

This agreement may be amended, modified, or supplemented only by written amendment to the Agreement, executed by the parties hereto, and attached to the original signed copy of the Agreement.

XII. RATIFICATION STATEMENT

It is understood and agreed that the effective date of this Agreement is the date of commencement of services as provided in the Period of Performance paragraph above, and that any and all appropriate costs that are deemed allowable for the program and incurred by DWS between said effective date and the date on which this Agreement is fully executed, are hereby approved and ratified for payment.

XIII. AGENCY CONTACTS

All notices between the parties regarding this Agreement shall be sent to the following addresses.

DWS-NRF
Paul Moberly
Program Manager
140 E 300 S
Salt Lake City, UT 84111
607-339-8259
moberpaul@utah.gov

UNTF
Tony Dayish
Administrator
151 East 500 North
Blanding, UT 84511
435-678-1468
tdavish@utah.gov

XIV. OTHER TERMS

- A. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.
- B. All section or subsection titles or captions herein are for convenience only. Such titles and captions shall not be deemed part of the Agreement and shall in no way define, limit, augment, extend, or describe the scope, content or intent of any part or parts hereof.
- C. Both parties are governmental entities subject to the Government Records Access and Management Act, Utah Code §§ 63G-2-101 to 901 (“GRAMA”). Accordingly, certain records within possession or control, including without limitation, this Agreement, may be subject to public disclosure.
- D. Neither party shall assign or transfer any interest in this Agreement, nor assign any claims for money due or to become due under this Agreement, without the prior written consent of the other party.
- E. The Parties shall comply with all laws, rules, and policies regarding purchasing and procurement.
- F. Force Majeure. Neither party shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to uncontrollable forces the effect of which, by the exercise of reasonable diligence, the nonperforming party could not avoid. The term “uncontrollable forces” shall mean any event that results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the control of the nonperforming party. It includes, but is not limited to, fire, flood, earthquakes, lightning, epidemic, war, riot, civil disturbance, sabotage, inability to procure permits, licenses, or authorizations from any state, local, or federal agency or person for any of the supplies, materials, accesses, or services required to be provided by either party under this Agreement, strikes, work slowdowns or other labor disturbances, and judicial restraint.
- G. This Agreement, its attachments, and all documents incorporated by reference constitute the entire agreement between the parties and supersede all prior negotiations, representations or agreements, either written or oral between the parties relating to the subject matter of this Agreement
- H. This Agreement shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of the Agreement or the breach thereof. Venue shall be in the Salt Lake City, Third Judicial District for Salt Lake County.
- I. In performance of this Agreement both parties shall comply with all applicable federal, state, and local laws, codes, regulations, rules and orders.



IN WITNESS WHEREOF, the parties sign and cause this Agreement to be executed.

UNTF:

 03/29/2022
Marlo Oaks Date
UNTF Board Chair

DWS:

 04/01/2022
Nathan McDonald (Apr 1, 2022 12:39 MDT) Date
Casey Cameron
Executive Director

**RECEIVED AND PROCESSED
BY DIVISION OF FINANCE**

APPENDIX K: RESOLUTION ON ELECTRONIC MEETINGS

Utah Navajo Revitalization Fund Board

Resolution No. 2027-01

Resolution of the Navajo Revitalization Fund Board Adopting Procedures Governing Electronic Public Meetings

RECITALS

WHEREAS, the Utah Legislature has created the Navajo Revitalization Fund Board (the “Board”) within the Utah Housing and Community Development Division pursuant to Utah Code § 63N-24-704; and

WHEREAS, Utah Code § 63N-24-704 establishes the Board as a five-member voting body, and provides that four of the voting members constitutes a quorum and that action by all attending board members by vote constitutes action by the Board; and

WHEREAS, the Chair of the Board is responsible for calling and conducting Board meetings pursuant to Utah Code § 63N-24-704(3)(b);

WHEREAS, the Board is subject to the Utah Open and Public Meetings Act, Title 52, Chapter 4, Utah Code (the “Act”), and desires to establish procedures that promote public access, transparency, continuity of governmental operations, and effective participation by Board members; and

WHEREAS, Utah Code § 52-4-207 provides that a public body may not hold an electronic meeting unless it has adopted a resolution, rule, or ordinance governing the use of electronic meetings; and

WHEREAS, Utah Code § 52-4-207 further requires that such resolution, rule, or ordinance establish the conditions under which a remote member is included in calculating a quorum; and

WHEREAS, Utah Code § 52-4-207 permits a public body to establish additional procedures, limitations, or conditions governing electronic meetings so long as those procedures do not conflict with the Act;

WHEREAS, the Board finds that permitting electronic participation by Board members will facilitate attendance and continuity of Board business while preserving the public's right to attend, monitor, and participate in open portions of Board meetings as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE NAVAJO REVITALIZATION FUND BOARD as follows:

RESOLUTION

Section 1. Purpose and Authority

This Resolution is adopted pursuant to Utah Code §§ 52-4-207 and 63N-24-704.

The purpose of this Resolution is to establish procedures, conditions, and requirements under which members of the Board may participate in Board meetings through electronic video, audio, or both video and audio connections.

Nothing in this Resolution shall be construed to limit or supersede any requirement of the Utah Open and Public Meetings Act or any other applicable provision of state law.

Section 2. Authorization of Electronic Meetings

The Board is authorized to conduct a meeting in which one or more members of the Board can participate through an electronic video, audio, or both video and audio connection, subject to this Resolution and applicable law.

The Chair shall determine whether a particular Board meeting will be conducted as an electronic meeting, in whole or in part, and shall ensure that the meeting is conducted in accordance with this Resolution.

The Chair may direct the Board secretary or other designated staff to make the arrangements necessary to conduct an electronic meeting.

Section 3. Electronic Participation by Board Members

Any voting member of the Board may participate in an electronic meeting through an electronic video, audio, or both video and audio connection, as long as the equipment and communication system being used facilitates a reasonably stable connection and is not disruptive to the meeting.

A member participating electronically shall have the same rights and responsibilities as a member physically present at the meeting, including the right to deliberate, make or second motions, vote, and participate in discussion.

At the commencement of the meeting, or when a member initially joins electronically, the Chair shall identify each Board member participating electronically, and the minutes shall reflect the member's electronic participation.

The Board secretary shall make reasonable efforts to accommodate a timely request for electronic participation, subject to available equipment, connectivity, staffing, and other logistical considerations.

Section 4. Quorum

For purposes of determining a quorum, a Board member participating electronically shall be counted as present if the member is connected to the meeting and is able to communicate with the other members of the Board in accordance with applicable law.

A quorum may be composed of members who are physically present, participating electronically, or a combination of both.

Section 5. Public Notice

The Board shall provide public notice of an electronic meeting in accordance with Utah Code §§ 52-4-202 and 52-4-207.

The public notice must identify the meeting as an electronic meeting and, unless otherwise permitted by law, must identify the physical anchor location at which members of the public may attend the open portions of the meeting.

When the Board conducts a meeting entirely by electronic means without an anchor location pursuant to Utah Code § 52-4-207(5)(e), the public notice shall provide information sufficient to enable members of the public to participate remotely, consistent with applicable law.

Public notice shall comply with all applicable requirements concerning the agenda, date, time, place, posting, publication, and emergency meetings.

Section 6. Anchor Location and Public Access

Except as otherwise permitted by Utah Code § 52-4-207, an electronic meeting shall provide an anchor location with space and facilities for members of the public to attend the open portions of the meeting.

The anchor location shall be identified in the public notice.

Nothing in this Resolution prevents the Board from providing both an anchor location and remote public access.

Section 7. Public Participation

If remote public participation is offered, the Board secretary or meeting administrator shall provide instructions in the public notice or meeting materials describing how members of the public may access and, when applicable, participate in the meeting.

Section 8. Technology and Connection Failures

The Board secretary or meeting administrator shall make reasonable efforts to maintain a functional electronic connection throughout an electronic meeting.

If the electronic connection of a Board member is interrupted, the Chair may temporarily recess the meeting to permit the member to reconnect or to address the technical problem.

If a connection failure prevents a Board member from communicating with the other members of the Board, the Chair shall determine whether the member remains present for purposes of quorum and participation based on the requirements of applicable law.

If a technical failure materially prevents the public from observing or participating in an open meeting as required by law, the Chair may recess, postpone, or adjourn the meeting as appropriate.

Section 9. Identification and Conduct of Remote Members

A Board member participating electronically shall identify themselves when joining the meeting and shall use reasonable measures to ensure that the member can hear and communicate with the Board.

When video participation is used, the member should remain visible to the extent reasonably practicable.

A member participating electronically shall take reasonable steps to prevent other persons from interfering with or disrupting the Board's business.

Section 10. Voting

A member participating electronically may vote on any matter properly before the Board.

Unless otherwise determined by the Chair or required by applicable law, votes may be taken using the same procedure employed for an in-person meeting.

The Chair may require a roll-call vote when necessary or appropriate to clearly identify the vote of each member participating electronically.

The minutes shall accurately reflect the votes of Board members, including the identity of members participating electronically when applicable.

Section 11. Closed Meetings

An electronic meeting may include a closed meeting only when authorized and conducted in accordance with the Utah Open and Public Meetings Act.

If a closed meeting is convened, the Chair shall take reasonable measures to ensure that only persons authorized to participate in the closed meeting are able to hear or observe the closed meeting discussion.

If a closed meeting is convened, the Board secretary shall facilitate an electronic breakout room or other means for the closed meeting to be conducted so as to not terminate the public meeting feed that is open to the public.

Nothing in this Resolution expands the circumstances under which the Board may close a meeting to the public.

Section 12. Records and Minutes

The minutes of an electronic meeting must identify Board members participating electronically and shall accurately record motions, votes, actions, and other matters required to be included in the official record.

Any recording of a meeting required by applicable law must be made and retained in accordance with the Act and applicable state records-retention requirements.

Section 13. No Circumvent Public Meetings Requirements

Electronic participation may not be used to circumvent the Utah Open and Public Meetings Act.

Board members shall not use electronic communications outside of a properly noticed meeting to engage in deliberation, discussion, or action with a quorum or otherwise engage in conduct prohibited by the Act.

Compliance with this Resolution does not excuse compliance with any other applicable provision of law.

Section 14. Administrative Authority

The Board secretary, or another person designated by the Chair, is authorized to establish administrative procedures and technical protocols reasonably necessary to implement this Resolution, including procedures for:

1. distributing electronic meeting connection information;
2. testing electronic connections;
3. identifying Board members and members of the public participating remotely;
4. managing microphones, cameras, and other meeting technology;
5. facilitating remote public comment;
6. addressing technical disruptions; and
7. preserving meeting records.

Any administrative procedure adopted under this Section must be consistent with this Resolution and applicable law.

Section 15. Construction and Severability

If any provision of this Resolution is determined to be invalid, unlawful, or unenforceable, that determination shall not affect the validity of the remaining provisions.

If a provision of this Resolution conflicts with a subsequently enacted or amended provision of Utah law, the applicable law shall control, and the remaining provisions of this Resolution shall remain effective to the fullest extent permitted by law.

Section 16. Amendment or Repeal

This Resolution may be amended, superseded, or repealed by the Board by subsequent resolution adopted in accordance with applicable law.

The Board secretary shall periodically review this Resolution and recommend amendments when necessary to maintain consistency with changes to the Utah Open and Public Meetings Act, Utah Code § 63N-3-1803, or other applicable laws.

Section 17. Effective Date

This Resolution shall take effect immediately upon its adoption by the Navajo Revitalization Fund Board.

ADOPTED this 18 day of September, 2026.

NAVAJO REVITALIZATION FUND BOARD

Chair

Evan Curtis

Board Member

Bill Todacheenie

Board Member

Commissioner Jamie Harvey

Board Member

Herman Farley

Board Member

Commissioner Silvia Stubbs

ATTEST

Board Secretary

Paul Moberly