



**DIVISION OF ECONOMIC DEVELOPMENT**

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**FY2016 Second Quarter Report**

**(January, February & March)**

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## **I. EXECUTIVE SUMMARY**

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The Division of Economic Development is comprised of six Departments with different functions and responsibilities to improve the Navajo Nation economy. The Division has the Project Development Department, Small Business Development Department, Regional Business Development Office's and the Tourism Department that concentrates on the economic sectors of the Navajo Nation, commercial, industrial, small businesses and tourism.

The Division also has regulatory functions by the Business Regulatory Department that enforces the Navajo Business Opportunity Act, NN Corporation Code, and Weights and Measures; and the Real Estate Department that assures leasing compliance with the Navajo Nation Business Site Leasing Regulation.

## **II. CRITICAL ISSUES**

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### PROJECT DEVELOPMENT

- A. The support from the OPVP for Ganado, Naha'ta'Dziil and Dennehotso to approve funds from the Permanent Trust Fund Interest Income for commercial projects is critical. The Department has been working with the local communities and chapters to progress thus far to enter into the construction phase. These projects will bring forth needed jobs, return on investment and already have committed businesses.
- B. Division Five Year Plan: The Department presented a report to the Resources and Development Committee and prepared the Year One revenue generating list as requested. The Project status and readiness list was prepared as requested by the Office of the President and Vice President. The Plan is being packaged to resubmit again into the Review Process. Proposed Solution and Timeline: OPVP sign off on the document, plan is needed to implement funding for projects, the delay in holding off an approval impacts planning and development for Navajo communities.
- C. Payments submitted to the Office of the Controller for Contractors, Professional Services, and Consultants are not processed in a timely manner. Proposed Solution and Timeline: Amend the internal process to expedite payments faster.
- D. The 164 Review Process is cumbersome and lengthy especially for no-cost extension, signatures by an authorized representative (NN President) and other minor administrative documents are not signed in a timely manner, by the time a document is signed, the time extension has lapsed again. Proposed Solution and Timeline: Delegates responsible Executive Staff to expedite documents when other staff is out of the office. Streamline the 164 Review Process.
- E. Funding to assist tenants in Industrial Parks: the Department's budget does not have a maintenance line item. Proposed Solution and Timeline: Obtain funding to establish a line item for maintenance and operation of all Industrial Parks.

TOURISM DEPARTMENT

Critical Issue	Resource Requirements	Completion Date
The NN Governmental Administration officials & NN Council members view the NTD as a low priority when discussing economic development. Thus, they fail to support & recognize that tourism development is an economic opportunity that the Nation & chapters can capitalize on.	Continue to provide educational information on tourism revenues generated by other organizational entities that these funds create economic & employment opportunities.	Ongoing
Tedious & lengthily process for land withdrawal prevents business & economic development in the Navajo Nation	Council must take action on revising the land withdrawal for business site leasing.	Ongoing
Lack of lodging accommodations across the Navajo Nation, resulting in revenues drain to off reservation lodging accommodations.	Council must take action on revising the land withdrawal process (56 steps) for business site leasing. Land withdrawal impacts businesses from developing.	Ongoing
Lack of collaborative and working efforts with some of the Navajo Nation divisions & department to promote the Navajo Nation.	Division Directors must ensure their respective personnel collaborate on same interest projects.	Ongoing
Major visitor's dissatisfaction when travel on the NN: domestic animal control (dogs) & lack of community pride regarding litter & waste materials on hwy's & communities.	Enforce NEPA fines against illegal trash dumping leading to environmental hazards & human health. Get council action on policies development for domestic animal control (dogs).	Ongoing.
Unwillingness of some Navajo Business Owners to certify their business with the Business Regulatory Office to avoid taxation.	Enforcement with fines applied against Navajo business owners who don't register their business with Navajo Business Regulatory Office.	Ongoing

BUSINESS REGULATORY

- A. Using or implementing Qualification Base Selection (QBS) into the Navajo Business Opportunity Act (NBOA). Presently, NBOA does not include QBS but after Supreme Court ruling "Iina Baa" case, a work session will be scheduled within BRD staff and see how BRD can approach the issue and implement QBS with DOJ's guidance.

- B. Business License Regulation: The Business License Regulations have been approved by DOJ and the Resource Development Committee (RDC), The Rules for the Business License have been reviewed by DOJ and is now back in my office for final review.
- C. The FUND management plan for the Business License program is being reviewed by Office of the Controller (OOC), Office of Management and Budget (OMB), and Office of Attorney General (OAG) and is expected to be returned any time now.
- D. Creation of new positions: Business License Clerks (4) has been reviewed by Department of Personnel (DPM) and the Position Questionnaire (PCQ) has be return to my office for corrections and will be resubmitted to DPM for final approval and a grade (pay) will be assigned.
- E. A budget for the Business License Clerks will be developed after BRD receives a Pay Grade from DPM.
- F. Amendment of the NBOA to include Navajo Nation Tribal Entities to Priority 1 from Priority 2 is still awaiting a work session to be scheduled by RDC. Priority 1 are those that are 100% Navajo owned and controlled businesses, having its principal place of business on or off the Navajo Nation. Priority 2 are those that are fifty-one (51%) to ninety-nine (99%) Navajo or fifty-one (51%) to one hundred percent (100%) other Indian owned and controlled business or one hundred percent (100%) Navajo Nation owned and controlled economic enterprise.
- G. Training is lacking for the whole Division such as Sexual Harassment, new employee orientation, Navajo Nation Personnel Policy Manual training, Travel Policy, P-Card policy, etc.

REAL ESTATE DEPARTMENT

- A. FY 2016 Budget (Daily Operations Funding).
- B. Use of the Navajo Land Title Data System by other DED departments. Continue DED Admin support. Question for DED Admin.
- C. Revision of Business Site Lease Management Plan and Plan of Operation.
- D. Navajo Land Title Data System not fully operational to assist RED with becoming fully automated with permit and leasing information.
- E. Working on additional soil testing for the proposed Marriot Hotel located in Tuba City, AZ.

SMALL BUSINESS DEVELOPMENT DEPARTMENT/REGIONAL BUSINESS DEVELOPMENT OFFICES

Small Business Development Department:

A. CRITICAL ISSUE	B. PLANS FOR CRITICAL ISSUE	C. RESOURCE REQUIREMENT	D. TIME FRAME FOR COMPLETION
Inconsistency in reporting/managing projects/record keeping for overall Regional Business Development Office.	Integrate in-house training sessions for all Regional Offices	Navajo Nation Resources	Immediate
Unnecessary traveling to and from Window Rock of	Introduce freeconferencecall.com		Immediate.

Regional Business Development Programs.	to personnel for teleconferencing.		
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Chinle Regional Business Development Office:

A. CRITICAL ISSUE	B. PLANS FOR CRITICAL ISSUE	C. RESOURCE REQUIREMENT	D. TIME FRAME FOR COMPLETION
Applicants lack adequate knowledge	Applicants need to attend training	Program in need of an additional EDS.	FY2016 third or fourth quarter.
Navajo Real Estate Department to provide training and establish a data base system of all Business Site Leases with mapping and plotting resources. Office needs updated computer hardware and software to provide capability for data base system.	Navajo Real Estate Department needs to implement a data base system as soon as possible with all division departments on a protected computer software program.	Funding for computer equipment and staff training for staff at Chinle RBDO.	FY 2016 third and fourth quarter.
Chinle RBDO is underfunded to address numerous project requests from the chapters.	Seek additional funds to maintain resources and provide assistance to communities and individual clients alike.	Resource requirements – additional funds to work with all chapters providing services, technical assistance, and planning.	FY 2016 third and fourth quarter.
A number of available business sites require site cleanup before they can be leased to businesses. Chinle RBDO lacks funds to perform site cleanups.	Seek funding for business site clean ups. A prime site in Chinle at the intersection of U.S. Hwy 191 & Navajo Rt. 7 is a major clean up undertaking requiring the efforts of NNEPA and DED. Major site clean ups are located in Chinle, Round Rock, Nazlini, and Pinion, Arizona. Seek the assistance of grant	Additional funding resources.	FY 2016 third and fourth quarter.

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Eastern Regional Business Development Office:

A. CRITICAL ISSUE	B. PLANS FOR CRITICAL ISSUE	C. RESOURCE REQUIREMENT	D. TIME FRAME FOR COMPLETION
Limited Budget			

Ft. Defiance Regional Business Development Office:

A. CRITICAL ISSUE	B. PLANS FOR CRITICAL ISSUE	C. RESOURCE REQUIREMENT	D. TIME FRAME FOR COMPLETION
Plans to work towards the change of work to include the ONLD & GLO offices.	Talk with stakeholders to get input from staff on what needs to be done.	Look at budget requirements and re-budget or look for new sources of funding	This should be a project for this fiscal year, and should get everyone involved.
Carry on with looking at changes in the policies or regulations to be changed & improved on	Some plans have been devised but very little input has been allowed and this should be done	Not much funding would be needed but staff time could be allocated for this	Again this could be FY 2016 project that can be done this fiscal year.

Northern Regional Business Development Office:

A. CRITICAL ISSUE	B. PLANS FOR CRITICAL ISSUE	C. RESOURCE REQUIREMENT	D. TIME FRAME FOR COMPLETION
\$63,000 for Phase I of Montezuma Creek Wet Infrastructure Development – Architectural Design & Engineering	Proposal submitted for FY2015 ½ Sales Tax Fund for: \$63,000 for Phase I of Montezuma Creek Wet Infrastructure Development – Architectural Design & Engineering	Submitted and approved for FY2015 ½ Sales Tax Fund	June 30, 2016
\$350,000 for Phase II of Montezuma Creek Wet Infrastructure Development – Architectural Design & Engineering	Submit proposal for FY2016 ½ Sales Tax Fund for: \$350,000 for Phase II of Montezuma Creek Wet Infrastructure Development – Architectural Design &	Submit proposal for FY2016 ½ Sales Tax Fund	April 29, 2016

	Engineering		
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\$619,000 for the construction of the Montezuma Creek Eatery project	Submit proposal for FY2016 ½ Sales Tax Fund for: \$619,000 for the construction of the Montezuma Creek Eatery project	Submit proposal for FY2016 ½ Sales Tax Fund with developer funding leverage	April 29, 2016
\$25,000 for environmental assessment	RFQ proposal(s) opening 3/28/16: 24 acres	Submit 164 review for contract 4/15/2016	June 30, 2016

Shiprock Regional Business Development Office:

A. CRITICAL ISSUE	B. PLANS FOR CRITICAL ISSUE	C. RESOURCE REQUIREMENT	D. TIME FRAME FOR COMPLETION
DOJ not initiating Rental Settlement Agreements in a timely manner.	DOJ staff	DOJ staff	3 months.

Western Regional Business Development Office:

A. CRITICAL ISSUE	B. PLANS FOR CRITICAL ISSUE	C. RESOURCE REQUIREMENT	D. TIME FRAME FOR COMPLETION
Continuing to have problems with Office of Navajo Tax Commission (ONTC). The only time ONTC finds out if a business is not in compliance is when our office requests for Procurement Clearance. When the business is not in compliance, ONTC does not make any effort to assist the businesses get into compliance, they just rely on RBDOS to get these businesses into compliance. When our office asks why a business is not in compliance, they	Executive Director of DED needs to meet with Executive Director of ONTC and work out a plan so ONTC staff can assist these businesses come into compliance and stay in compliance.		6 Months.

will say the business has to contact ONTC to find out why they are not in compliance but refuses to assist these businesses to come into compliance.			
The WRBDO annual FY budget allocation, the Program Managers are not fully participate from the beginning to the end of the budget process, only updated during the processes at PM meeting. The FY 16 budget funding is lacking travel fund requested by Chapters and operating office supplies.	RBDO Program Managers needs to be involved with FY annual RBDO operation budget allocation from beginning to the end of the budget process.		6 months
Completing a land withdrawal through the 164 Review process and then actually processing the business site lease has become re-done dent and a longer process	DED needs to re-visit the word "Land Withdrawal" in the Business Site Lease Management Plan. Two separate processes for the same purpose is just layers of RED TAPE. The Business Site Lease Management Plan was supposed to streamline the business site lease procedure, not add additional red-tape process.		6 months

### III. PROJECT(S) STATUS

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#### PROJECT DEVELOPMENT DEPARTMENT

- A. Dennehotso Market: Project Development Department has an AIA Contract in place with Dyron Murphy Architects, P.C. to design the 6,000 SF Convenience Store, Laundromat and Deli/Eatery. The design development documents are submitted for review and will include review by the utility entities. The project will be ready for the bidding phase upon receipt of construction funds in the amount of \$2.8 million.



- B. Ganado Shopping Center: Ganado Shopping Center was designed by a Navajo-Owned Architect Firm, D. Sloan Architects. The design was funded by the Department of Commerce – Economic Development Administration. The grant was closed out. Phase II was recently completed which included site grading, water and sewer line installations and fencing around the project site. The project is ready for construction and will be ready for bid upon funding availability. The project is a 35,000 square foot shopping center facility with committed tenants: Grocery Store, Fast Food Restaurant and Laundromat.
- C. NahataDziil Shopping Center Project: The 22<sup>nd</sup> Navajo Nation Council appropriated funds for the construction of the 30,000 S.F. Shopping Center. The Department established the budget with OMB and reconfirmed Bashas’ commitment as the anchor tenant. The Sandia Oil Company is working on the financing and the plans for the gas station, convenience store and fast food operation. The Request for Proposal for architectural services is being advertised.
- D. Business Site Leasing: The Burger King Lessees request least modifications for the Navajo reservation locations. The appraisal is in progress for the three sites and the reports will be used for rental determination.
- E. The Leupp Chapter CLUP requested information on the process for the Chapter to obtain leasing authority. The Chapter was contacted and it was not aware of the request and is notified that the DED Business Site Lease Plan Review Team was considered Chapter requests only.
- F. DOJ scheduled a meeting with DED staff to review and up the existing NN Business Site Lease.
- G. The review Business Site Lease Plan for the Navajo Nation Shopping Centers, Inc., - is approximately 95% complete.
- H. Church Rock Industrial park: A lease with McKinley County was approved by the Resources and Development Committee and executed by the Vice-President for lot to store materials for county roads maintenance for Navajo communities. The Business Incubator Center leased and managed by Navajo Technical University celebrated its Opening; and now has seven small businesses as tenants.
- I. NAPI Industrial Park: The warehouse construction expansion project for Raytheon Dine’ Facility received a budget modification for additional BDF funding. The “Notice to Proceed” is on hold until the execution of the contract by the President. The contract is at the Navajo Department of Justice for a surname through the 164 Review Process. The department is working with two prospective tenants to occupy Lots 15 and 16 at the industrial park, one a Navajo business and the other a Navajo tribal business.
- J. Shiprock Industrial Park: A “Notice to Proceed” for the roof repairs and restrooms renovation for two industrial buildings at the Shiprock Industrial Park occurred. The contract was awarded to iina’ ba, Inc.; the funding is from the sales tax allocation. The project is 60% complete. An appraisal is being conducted for a prospective tenant for the former BCDS facility. A \$26M company is on the final financial analysis to possibly locate in the Shiprock Industrial park bringing over 200 jobs at the community.
- K. Fort Defiance Industrial Park: Tuba City and Towing and Recycling Services LLC dba: Fort Defiance Towing and Recycling Services LLC remains closed on the lot and are awaiting increases in the metals industry. This company has decided to move forward on a business site lease. The company is in the procurement clearance phase. Navajo Transit will expand

to their existing lot for additional space for their bus fleet. Funding from Federal Transportation Authority is expected in 2016 for funding this expansion.

- L. Chinle Industrial Park: Bid documents are completed; however, the funding of this project with the DED Five Year Plan is on hold by the President. Swire Coca-Cola business site lease is at RED for recordation.
- M. FAA Facility – New Lands: The proposed lease is still awaiting review by DOJ on a recommended dispute section offered by the FAA attorneys. This review has been with DOJ since October 2015.
- N. Fort Wingate Land Transfer Project: The Department continues to provide information to Navajo Nation and BIA stakeholders for the clean-up activities, work plans and meetings of the transfer of the former Fort Wingate Depot Activity. The most recent notification is the BCT meeting in May 2016 and the notification of a Missile Launch on December 10, 2015.
- O. Montezuma Creek Industrial Facility: A prospect is now negotiating a lease agreement with the Utah Navajo Trust Fund for a sewing operation at the Montezuma Creek, Utah. The company will begin with 50 employees in 2016. The referral was by the Department of the Utah Navajo Trust Fund staff. The company also made a site visit by the Leupp Industrial Park and the TDI manufacturing facility in Leupp, Arizona.
- P. Other – Private Housing Development – Karigan Estates Phase 3: Sixteen (16) of the 25 homes are sold and occupied, 4 homes are presold and ready for funding upon completion of construction. Navajo Partnership for Housing is the developer and continues to implement their marketing plan to attract additional homebuyers within private land at Karigan Estates. The project has provided 353 jobs to date and providing an overall Navajo labor force. NPH is restructuring their organization and will be taking the lead role of constructing the remaining 26 homes over a 3 year term.

**TOURISM DEPARTMENT**

Project Name	Brief Description	Timelines
Chinle-Waterless Restroom-Antelope House Overlook	Waterless restroom has been installed at the Antelope House Overlook, N Rim of Canyon de Chelly. This was in collaboration w/ the NPS-Chinle, Az.	COMPLETED February 2016
Chinle - Sacred Mountain Lodge	The Navajo Hospitality Enterprise has assumed administrative/operating mgnt the Sacred Lodge hotel	COMPLETED
Chinle Chapter Master Plan	The Anterogroup collaborated w/NTD (provided funding) & Chinle to develop an Economic & Business Master Plan. The final plan will be present to the Chinle community on 4/6/16 @ 2:00 & 6:00 p.m. at the Chapter. The final product will be completed before the contract ending date of 5/31/16.	COMPLETED April 2016
Grand Falls - Waterless Restroom	Coconino County & the Leupp Chapter are collaborating on this project. This waterless restroom will be located near the site.	<u>Completion Date</u> Dec 2016
UNM-Agreements Chaco Canyon Resort	NTD is working closely with Nageezi, White Horse Lake & Ojo Encino Chapters & partnering with UNM to conduct a feasibility study for the area.	<u>Completion Date</u> Dec 2016
NTD/DED - Agency	Grant Application being resubmitted to conduct a	Funding cycle:

for Toxic Substances and Disease Registry	Public Health survey on the health environmental impact of the closure of the NFPI site on the community.	10/1/16-9/30/17
Bodaway/Gap - Marble Canyon/ The Cut	Economic development for Bodaway/ Gap's local vendors at various vending sites along Rte 9 & Marble Canyon. Awaiting land swap approval from the State of Az.	<u>Completion Date</u> October 2017
Dinosaur Tracks Tuba City - Waterless Restroom & Vendor Village	To protect the site from further damage (site managed by two families), the NDED/NTD is preparing to bring the mgnt under the NN by land withdrawal & obtaining permittees signature & approval.	<u>Completion Date</u> October 2017
Tohatchi Chapter Master Plan	Assisting the Tohatchi Chapter & partnering with NM in the development of an economic & tourism Master Plan.	<u>Completion Date</u> October 2017
Sheep Springs Visitor Center	The management & responsibility of the Visitor Center has been returned to the NTD. The Sheep Spring Chpt was given the responsibility of oversight in 2013-2014, but the trial run failed due to management & funding problems.	COMPLETED March 2016
Crownpoint Indian Market	The Churchrock RBD Office is taking the lead for processing the contract for the selected contractor. Collaborative partners are the Nav.Bus.Reg.Ofc & the NTD who will fund this project.	<u>164 PROCESS</u>
Transportation & Way Finding Signage	To design, build, & place road signage in strategic places across the NN for tourist travel & information. Will be collaborating with Navajo P/R Dept.	<u>Completion Date</u> October 2017
NTD-NN wide promotional ads	The next phase for the AOT Marketing Co-op will begin in June2016. Co-op Marketing w/ NM Dept of Tourism began in Feb2016 & will continue thru 2016. Marketing Co-op information & submission of application was requested from Utah in Dec2015. Their phase will begin in June2016.	COMPLETED Ads for Arizona for 2015-2016
NNation Transit	An image of the Shiprock pinnacle is displayed on both sides of the transit bus.	COMPLETED 2015
Navajo Zoo - Eagle Aviary	NTD provided financial assistance to the Navajo Zoo to build a 25 eagle reserve.	COMPLETED
NN Museum	NTD provide financial assistance to replace lobby carpet to increase a positive visual experience for visitors.	COMPLETED February 2016
Navajo Tourism Dept. Visitor Center	The NTD has worked towards purchasing the old 1 <sup>st</sup> Am. Credit Union bldg. at the intersection of Hwy 264 & Rt 12. This bldg. will be converted into an office & Visitor Center in time for the Sept2016 Navajo Nation Fair.	<u>Completion Date</u> April 2016
Community Outreach	The three Sr. Eco. Dev. Sp. were each assigned chapters to assist with their CLUP for tourism planning &	ONGOING

	development	
Navajo Visitor Guide Magazine	Currently a photo scheduled has been developed with the contractor. The photos will be used for NTD NVG Magazine & promotional ads.	ONGOING
Discovernavajo.com website	Revisit and revise the website information by creating a strong mapping site for the public to easily access accommodations, eaters, & point of interests to visit.	ONGOING

#### BUSINESS REGULATORY

- A. BRD has one project which is the implementation of the Business License Program which is about 90% complete.

#### REAL ESTATE DEPARTMENT

- A. Daily archaeological compliance review responsibilities (on-going). Ten (10) review for the second quarter.
- B. Upgrade RDBOs to fiber optic lines; waiting for SBD to secure funding for the fiber optic upgrade.
- C. Quotes for electrical improvement for Karigan Building (Pending at DED Admin).
- D. 30-business leases reviewed for insurance compliance, 1-business lease reviewed and processed for unilateral termination, 26-business leases still pending review for insurance compliance
- E. Appraiser reviewed (3) leases & one MDR Summary
- i. SWIRE Pacific Holdings Inc, DBA SWIRE Coca Cola USA
  - ii. NNSR.12.0059 RAC SR LLC
  - iii. NNSR.12.0060 RAC SR LLC
  - iv. MDR summary for W. Badoni
- F. Organized panel discussion for upcoming Economic Summit on “Workforce Development”
- G. Assisting in clarifying and re-establishing the surety bond accounts with OOC
- i. Awaiting response from DOJ on RFS submitted 2/24/16
- H. Continue collecting appraisals and surveys to complete BSL Data
- i. Two departments have yet to submit info (Shiprock RBDO & Project Development)
- I. Completed (2) environmental summary
- i. RUP-Quick Stop Convenience Store, Shiprock, NM
  - ii. Proposed Arizona Economic Security, Chinle, AZ
- J. GIS Section completed (8) survey plat, legal land description and add to RED Server
- i. Jeff Manning
  - ii. Antelope Point
  - iii. NNFD-07-0090 – Hogan Tso Enterprises
  - iv. NTUA Headquarters – Amended Plat
  - v. Chuska Tract 2
  - vi. NN Oil and Gas
  - vii. Chinle Coca Cola
  - viii. Chinle DES Chinle Parcel
- K. Completed compliance review on nine (9) business site leases
- i. CH-82-74 Giant Four Corners, Many Farms, AZ
  - ii. TC-88-117 Giant Four Corners, Tuba City, AZ

- iii. FD-91-146 Giant Four corners, Many Farms, AZ
  - iv. Young Lee dba First People Youth Academy, Tuba City, AZ
  - v. Dine Bi Association for Disabled Citizens, Inc, Tuba City, AZ
  - vi. NNCH-12-0062 Alberta Gorman DBA Gorman's Convenience Store, Chinle, AZ
  - vii. Myron Lizer DBA Navaj Westerners ACE Hardware Store, WR, AZ
  - viii. NNSR-12-0059 RAC SHIPROCK, LLC, MOD#1 for proposed diner, Shiprock, NM
  - ix. NNSR-12-0060 RAC SHIPROCK, LLC, MOD#1 for proposed motel, Shiprock, NM
- L. Completed (8) business site lease transaction, collected fees in the amount of \$43,802.01 for administrative fees, rentals and security deposit.

#### SMALL BUSINESS DEVELOPMENT/REGIONAL BUSINESS DEVELOPMENT OFFICES

##### Chinle Regional Business Development Office:

- A. Dilkon Thriftway – Lease modification pending due to issues from the Tax Commission for lessee, Mr. William Singer.
- B. Bitahochee Historic Trading Post lease modification. Chinle RBDO is assisting with compiling package.
- C. Pinon Solar, Inc. - Business Plan and letter of intent is currently pending.
- D. Rocky Ridge General Store—lease expiring in 2018. Preparing for lease renewal for new lessee.
- E. Iina baa, Inc. completed engineering and architectural schematic for the 10 acre Indian Wells Commercial Tract and amendment to sewer & wastewater development are completed. Procurement of a contractor to construct the infrastructure. Costs of the engineering work totaled \$89,869.50.
- F. Complete new lease transaction for Arizona Department of Economic Security in Chinle, Arizona. Survey and Environmental Summary is completed.
- G. A new lease for BV's Glass N Tires. Lease in draft form and being reviewed. Byron VanWinkle has complied with all requirements for a new lease.
- H. Ferellgas Company representative bringing in documents for a new lease. Chinle Chapter is recommending a new site but finding a new location has been unsuccessful. Navajo EPA issued a clearance.
- I. Funding is requested for Chinle ACE Hardware and Lumber.
- J. Complete Sublease transaction for Church's Chicken in Chinle, Arizona. Pending the agreement with Fleming D. Begaye Company.
- K. Completion of Sublease transaction for Giant Four Corners, Inc. in Chinle. Pending the agreement with Fleming D. Begaye Company.
- L. Complete packaging of Lease Novation for Speedy's Septic Sales and Service in Chinle, Arizona. Pending agreement by Navajo Nation Accounts Receivables Section and NN DOJ.
- M. Complete packaging of Lease Modification and Novation for PIC-N-RUN in Chinle, Arizona. Pending agreement by Navajo Nation Accounts Receivables Section and NN DOJ.
- N. Complete packaging of Lease Modification for Silver Coin Laundry and Carwash in Chinle, Arizona. Pending agreement by Navajo Nation Accounts Receivables Section and NN DOJ.
- O. Complete Lease Modification transaction for Sybil Baldwin and PIC N RUN in Chinle, Arizona. Pending agreement by Navajo Nation Accounts Receivables Section and NN DOJ.

- P. New Lease application for Richard Mike at the intersection of U.S. Highway 191 and Navajo Route #7 is currently awaiting ADOT traffic studies.
- Q. Dilkon Hospital Steering Committee – Chinle RBDO assisting with compiling data regarding land relinquishment.
- R. Hoosh Doh Dii T’oh, Inc.—Chinle RBDO reviewing organization structure and other lease transactions pending.
- S. Graceland Portable Buildings—Letter of interest pending to occupy, business plan, application for revocable permit pending.

Eastern Regional Business Development Office:

- A. Checkerboard Refuse Disposal Services (Samuel Damon III) – Business site lease complete. Cattle Guard Expansion Project – Currently waiting on 5-Year DED Plan to be approved by RDC so ERBDO can drawdown funds for project.
- B. Churchrock Convenience Store – Navajo lessee/owner/investor awaiting BSL approval. Great Western Bank is awaiting business site lease approval and fuel agreement to finish loan process. Business Site Lease is going through 164 Review process. Fuel agreement will be in place by the end of April 2016.
- C. Crownpoint Hotel & Conference Center – A feasibility study/business plan was completed for this project, and the tenant was awarded a franchise by Choice Hotels. A 67-room Sleep Inn & Suites is planned for the site. The business site lease has been approved. Financial Institution has started the underwriting process for the \$4.66 million loan request and should be completed by April 2016.
- D. Crownpoint Convenience Store – Planning-Design Phase – After it was determined that Navajo Nation Oil & Gas Company was no longer interested in developing this 3-acre site, Eastern RBDO advertised this site for new developers interested in the site. A new tenant is working on financing for the C-Store project.
- E. Eastern Navajo Administrative Office Complex – Design-Build Construction funds are pending Navajo Nation Legislative Appropriation through the Navajo Nation Capital Improvement Office and or Undesignated/Unreserved Funds.
- F. Crownpoint Wellness Center Complex – Design Phase completed. New Mexico Tribal Infrastructure Fund approved a grant request of \$2.2 million for Building Construction. The Navajo Nation, through Council Delegate Jonathan Perry, approved \$3 million as matching funds for construction. Scope of Work and Budget awaiting State’s for final approval. Funds will then be encumbered, and bidding process for construction will begin.
- G. Counselor Trading Post – Tenant is awaiting business site lease to be approved so they can begin work on building renovations, fuel pump replacements, and infrastructure upgrades for the Trading Post business to transform into a convenience store. Matching funds from the Navajo Nation are being sought. The appraisal for the business site has been completed. Once lease negotiations are complete, a business site lease will go through the 164 Review process.
- H. Crownpoint Indian Market – The Master Permit is still awaiting environmental approval by the BIA Environmental Office before the final permit approval is given for this project site. Once this is complete, the BIA Sub-Permit (Business Site Lease) will be processed between the Navajo Nation and business tenant. A contractor was selected to complete site work grading. Contract is being put together for 164 Review.

- I. Chichiltah R&P Electric – Land clearances are still in progress. Land withdrawal will be initiated when tenant is ready to proceed. Appraisal will also be initiated when tenant is ready to proceed with business site lease.
- J. Crownpoint Giant C-Store – Master permit between the Navajo Nation and BIA is approved. The draft Sub-permit (business site lease) between the Navajo Nation and Giant Industries was reviewed and approved by Giant. The draft Sub-permit was submitted back to DOJ for final review. After review, this document can start the 164 Review process.
- K. Navajo InLand Port Project – The Analysis for the project is complete and accepted. ERBDO was on the steering committee. New Mexico Economic Development Department (NMEDD) was the administrator and fiscal agent of the project. \$150,000 was appropriated by the NM State general funds to NMEDD for this project. The NM State Capital Outlay appropriation of \$50,000 has been reauthorize for a different purpose. Now a Cost Benefit Analysis (CBA) is being processed to determine if Navajo Nation can continue with the project.
- L. Ramah Navajo Travel Center: Preliminary Engineering Studies and Analysis for the 7.5 acres project. Project on hold till internal issues are resolved.
- M. Huerfano-DzilthNaOdithlee Convenience Store Project: Working with Recon Oil Company (ROC) on three site options. ROC to make a site selection by Spring 2016 and afterwards ERBDO will start land assessments studies.
- N. Alamo Concrete Batch Plant: All land assessments have been completed and the lessee, Recon Oil Company (ROC), is working on Business Site Lease process with BIA and Alamo Chapter. The project will allow ROC to produce asphalt and concrete for new BIA Highway project and new NHA housing developments.
- O. Pueblo Pintado Convenience Store & Gas Station – Navajo Nation Insurance Services/Risk Management Department insurance policy will cover and oversee the fire damage repairs to the building. The new store building repair should be completed by June 2016. Lessee/Operator of project being advertised.

Ft. Defiance Regional Business Development Office:

- A. Advertise the following business sites: Cross Canyon Trading Post, Crystal Trading Post, old Fort Defiance Post Office, and Cornfields Commercially 100 acres withdrawn land. These sites have been cleaned up and now need to be leased out after predevelopment studies.
- B. Complete the monitoring of the Lower Greasewood Trading Post, rebuilding after complete burn out in July 2015, and get a new building established with better services.
- C. Work on three defaulted leases: one in Ganado, one in St. Michaels, and one in Mexican Springs, NM. Will request assistance from the following offices: Bureau of Indian Affairs, NN/Real Estate Department, and the Accounts Receivable Section/Controller. The six acres of land formerly Picket Fence Housing Area for land withdrawal is still being held up by the Bureau of Indian Affairs (BIA). The Ft. Defiance Chapter had requested for a lease but this can't be done until the status of the land is cleared. Indian Health Services (IHS) will provide Environmental Assessments of the land. Till then Bureau of Indian Affairs (BIA) Realty Office will complete the relinquishment of the land to Navajo Nation.
- D. The Coyote Canyon Rehabilitation Center, Inc. acquired \$85,000 from New Mexico State Severance Tax funds with last budgeting of funds approved by Governor Susanna Martinez. Funds to use for Convenience Store upgrade. After upgrade of store will open to the community and general public.

- E. Request for additional funds for environmental assessments for prospective lessees at the Cross Canyon Trading Post, Crystal Trading Post, Ft. Defiance Post Office, and Damon Fitness center.
- F. Complete the Small Business loan package for \$150,000 for LaDonna Milford with Ripp'n Ride Customs of Gallup, NM. The company provides upscale car accessory supplies store, auto paint and tire service center.
- G. Complete Business Site Leases for Ganado Conoco Convenience Store, Ragazhi Ganado Business Park, Hogan Tso Enterprises, H.T.E, CSB Enterprises LLC in Ft. Defiance.
- H. Continue to work with Tohatchi chapter in obtaining a vacant building for U.S. Postal Service in Tohatchi. The current building is becoming unsafe.

Northern Regional Business Development Office:

- A. Quarterly Entrepreneur Technical Assistance quotas are met.
- B. Quarterly Training quotas are met.
- C. Tachiinii Nursing Services, Inc. BIDF loan was approved by BIDF Loan Committee on February 8, 2016.
- D. BEAR Program ongoing projects include assistance for the Made Manufacturing & Design company in Montezuma Creek, UT in coordination with Utah State Workforce Development Services and Navajo Workforce Development Program. Local cultural events that support Southeastern Utah economy is being marketed to Tourism visitors through the San Juan County Visitor Centers in Monticello and Blanding, UT through the San Juan County Economic Development Department.
- E. Dennehotso Mini-Market Business Site Lease Agreement pending prerequisite building construction by DED Project Development using DED BIDF. The highway turnout land is now under construction using ½ % Sales Tax Fund coordinated by Project Development Department. Target completion date for the building construction: to be determined by Project Development Department.
- F. Montezuma Creek Economic Development Master Plan being coordinated with technical assistance by Utah State University with grant funds by American Express and USDA. Fall session entrepreneurship classes are completed and Spring classes to begin in January 2016.
- G. Baby Rocks Gathering Center Hotel, Convention & Restaurant proposal on former Baby Rocks Trading Post expired business site lease that has been demolished and cleaned up, pending identification of 80% matching funds with Navajo Hospitality Enterprise. Total projected project cost: \$20,000,000. Target completion date: to be determined upon identification of matching funds.
- H. Montezuma Creek Infrastructure Architect & Engineering Design project contract awarded for A&E documents from Westland Resources, to use the ½ % Sales Tax Funds. Target completion date of project: 6/30/16 with Franklin Jishie/SBDD.
- I. Montezuma Creek Environmental Assessment project pending RFQ proposal(s) opening 3/28/16, to use Tourism Hot Tax Funds. Target completion date of project: 6/30/16 with Franklin Jishie/SBDD.
- J. Montezuma Creek Eatery is proposed for development to be pending identification of capital development funds, a shovel ready project. Target completion date: to be determined upon identification of funds.



- K. Dennehotso Veteran’s Park is proposed for development to be coordinated with Tourism Department pending identification of development funds. Target completion date: to be determined with Tourism Department.
- L. Family Dollar Stores is proposed for development by the company in Montezuma Creek, pending BSLA.
- M. Veterans Entrepreneurship Training will be scheduled for 4<sup>th</sup> quarter in coordination with Utah State Veterans Office.
- N. Continue technical assistance for Home-Based Businesses in Monument Valley, UT and Greater Aneth Oilfields with Legally Recognized Entity registration with Business Regulatory Department (BRD) and Office of Navajo Tax Commission, a continuous ongoing task. One (1) business was registered with BRD and one (1) business was registered with the State of Utah Department of Commerce.

Shiprock Regional Business Development Office:

- A. Revocable Use Permit – Termination, Permittee will not move out, requested for legal action from DOJ.
- B. Revocable Use Permit for Pro Tow, LLC on hold due to former permittee not moving out.
- C. Lease Modification for Virgil Kirk, Jr. on hold due to no Market Data Research (MDR) from Real Estate Department. This request was made back in 2014.
- D. Processing awarded contract for a feasibility study for medical services here in Shiprock.
- E. Processing Revocable Use Permit for Capacity Builders, Inc.
- F. Requesting for Option to Renew on a Revocable Use Permit – Joe Cardenas, dba: JC Metals.
- G. Past due delinquent rentals on a Revocable Use Permit – Sunshine Pelt.
- H. Contacting panel speakers for the upcoming Navajo Economic Summit on April 11-14 at the Twins Arrows Casino, panel discussion “Agri-Business”.
- I. VFW Post #9517, CUP working with tribal departments to clear non-
- J. compliances.
- K. AMMJ, Inc. Settlement Agreement – working with DOJ.
- L. AMMJ, Inc. –New Lease, resurvey completed and request for appraisal.
- M. Herman Buck, - New Lease working with DOJ to obtain Settlement Agreement.
- N. VFW Post #9517 need land withdrawal.
- O. Nizhoni Smiles, Novation – delinquent account, working with DOJ to obtain Settlement Agreement.
- P. Shiprock Quick Stop, New Lease - request for appraisal.
- Q. Shiprock Quick Stop, EOA – working with client to clear delinquent account.
- R. Giant Four Corners, LLC – Sub-Permit, revised Permit review at DOJ.
- S. Giant Four Corners, Inc. – Mutual Termination, awaiting NFA letter.
- T. DNH Shiprock, LLC Mutual Termination – At Real Estate Department for Recording
- U. Darrell’s Automotive Settlement Agreement – Working with DOJ
- V. Arlenco, Inc Lease Modifications, Need Appraisal
- W. William Badoni Lease – Waiting on Procurement Clearances
- X. Tommy Begaye BSL modification, Needs land withdrawal
- Y. Dream Diné Charter School, Needs land withdrawal and transfer to land department
- Z. Daryl George new BSL, need funds for land and archaeological survey. Also needs land withdrawal

Western Regional Business Development Office:

- A. Tonalea Chapter – Submitted memo requesting for Business Unit Account No. assignment to SBDD for 9 acres commercial site market feasibility study. Chapter has \$30,000 as matching funds for the Market Feasibility Study, continuing to wait on Sale Tax Fund for FY2016.
- B. Kaibeto Chapter – Chapter is in support of termination Kew Bennett Business Site Lease. Chapter has been visiting the office wanting to know when the Lease will be terminated. RED has been delaying the final termination because Mr. Bennett does not pick-up the certified letter informing him the Lease is being terminated.
- C. Bodaway/Gap Chapter, Gap, AZ- Continuing to assist Bodaway/Gap Chapter with 100 acres land withdrawal. NN Land Department will finally conduct the field investigation to complete the Land withdrawn.
- D. Shonto 10 acres commercial development site at SR 160/98 junction, the construction of c-store with (3) islands gas pumps, open area galleries and laundromat is half way completion.
- E. Tuba City main street Dollar general store and Auto Zone construction is under way across from NN Quality Inn Hotel and will be completed in June 2016.
- F. Cameron burger King the construction is under way with completion in June 2016.

1. Number of workshops, trainings, provided	2. Number of business site leases, land withdrawals.	3. Number of business plans assisted	4. Number of certifications packaged.	5. Number of jobs created.
Chinle: 6	Chinle: 5	Chinle: 55	Chinle: 12	Chinle: 20
Eastern: 4	Eastern: 2	Eastern: 3	Eastern: 0	Eastern: 4
Ft. Def.: 4	Ft. Def.: 4	Ft. Def.: 30	Ft. Def.: 3	Ft. Def.: 45
Northern: 5	Northern: 0	Northern: 3	Northern: 3	Northern: 8
Shiprock: 5	Shiprock: 4	Shiprock: 2	Shiprock: 5	Shiprock: 9
Western: 2	Western: 8	Western: 2	Western: 5	Wstrn: 113
Total: 26	Total: 23	Total: 95	Total: 28	Total: 199

**II. BUDGET STATUS**

Program	Funding Source	Personnel			Operating		
		FTE	Budget	Used	Consultant	Budget	Used
DED-Administration	General	2	279,462	42%	3,331	68,990	52%
Business Regulatory	General	8	518,566	44%	2,111	58,837	81%
Project Development	General	6	565,262	38%	150,037	66,464	39%
RBDO-Chinle	General	4	279,348	46%	0	42,262	63%

RBDO-Eastern	General	4	282,195	48%	30,056	39,500	20%
RBDO-Northern	General	3	182,679	46%	6,000	28,548	43%
RBDO-Shiprock	General	4	287,585	47%	4,425	50,861	60%
RBDO-Western	General	4	315,809	42%	9,634	49,432	64%
RBDO-Ft. Defiance	General	4	263,297	45%	14,517	36,682	59%
Support Services	General	5	381,829	46%	0	77,819	54%
Small Business Development	General	3	227,666	44%	9,731	43,721	44%
Real Estate	General	8	473,289	42%	0	82,514	43%
	Total	55	4,056,987	44%	229,843	645,629	52%

Tourism Development	Fiduciary	6	443,480	45%	2,588,959	423,171	46%
Parks & Recreation *	Fiduciary	0	0	0%	200,000	103,039	0%

KPOC Maintenance	Proprietary	1	102,311	34%	9,489	212,787	59%
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**B. Status of Existing Conditions of Appropriation (COA)**

The Division has two (2) COA for FY'16.

**Note**

\* HOT allocated for Parks & Recreation within Division of Natural Resources

**V. OPERATIONAL & PROCESS IMPROVEMENT INITIATIVE STATUS**

**PROJECT DEVELOPMENT**

A. The Project Development Department has been working diligently with the Legislative Branch oversight committees to assist in efforts to secure funds, prospects and support for economic development projects. The Budget and Finance Committee and Resources and Development Committee have both develop initiatives such as including economic

development projects in the Permanent Trust Fund Interest Income legislation and assisting the Department to recruit potential prospects for commercial and industrial development.

**TOURISM DEPARTMENT**

Task: Investing in the human and technical resources to implement tourism strategies is essential.
Improvement Initiative Status: The NN Presidents initiative for NN staffing is to encourage pursuit of higher education. For new hires, university educated individuals are sought due to the technical work of the divisions, departments, and programs. Tourism related background & experience is a must, which NTD is seeking for new hires.
Task: Coordination & collaboration among Navajo Nation programs, departments & division.
Improvement Initiative Status: NTD collaborate with the Navajo Zoo for the development of a new aviary for eagles and Navajo Museum’s new carpet in the visitor’s lodge. Navajo P/R has been invited to participate in the AOT Marketing Co-op for 2016.
Task: Enhance Collaboration with the U.S. National Park Service.
Improvement Initiative Status: A close working relationship was established with the Canyon de Chelly NPS regarding vendors selling methods in the canyon, photo taking for Navajo Visitor guide magazine, and canyon tour guides lack of certification. Also informed NPS of new administrative oversight of the Sacred Lodge (former Thunderbird Lodge) by Navajo Hospitality.
Task: Expedite the Business Site Leasing Process.
Improvement Initiative Status: Obtaining a Business Site Leasing continues to be a major impediment to starting business on the NN. Various important projects such as hotels/motels, convenience stores, or visitor’s centers, etc. developments are delayed because of the tedious land withdrawals process.
Task: Create a Nationwide Artisan Vendor Pgr. including certification, facilities dev., & promotion.
Improvement Initiative Status: A tentative listing of Navajo vendors/artist/artisan exists in the NTD office, but this listing has not been official adopted. This is due to vendors not choosing to be officially recognize by the Navajo Business Regulatory Office to avoid being taxed.
Task: Integrate Navajo Language Preservation Campaigns with Tourism.
Improvement Initiative Status: The lure to Navajo land is the culture and language. The NN govnt encourages all programs in preserving and retaining the culture and language. Thus, NTD staff assist with the preservation by making presentations at chapters and doing radio announcements in Navajo.
Task: Expand Focus on International Tourists.
Improvement Initiative Status: Outreach to international tourist is by way of the discovernavajo website. NTD receives requests through the OUTLOOK account for visitor’s information on Navajoland and/or request a Navajo Visitors Guide. These NVG Magazine are mailed weekly.
Task: Develop Attractions, Lodging and Other Tourism Facilities
Improvement Initiative Status: Lodging accommodations continues to be a need and will require funds and land for development. An alternative is to encourage community members to convert their hogans into a “bed & breakfast” for tourist.
Task: Design and Build Bold “Monument Signage” Welcoming Travelers to Navajo Nation and

its Key Destination Sites.
Improvement Initiative Status: The proposal for “Monument Signage” will be RFP’d which is expected to increase tourism traffic by placing “signage” in strategic areas and boundaries of the reservation. Plans are to use the natural materials within the community where the “signage” will be built.
Task: Establish a Tourism Wayfinding System.
Improvement Initiative Status: The RFP for identifying wayfinding points for the Navajo Nation is completed. This proposal will be RFP’d, which is expected to increase tourism traffic by placing “signage” in strategic areas and boundaries of the reservation.
Task: Heighten the Awareness of Tourism Development as a Viable Strategy at the Chapter Level.
Improvement Initiative Status: The Sr. Econ. Dev. Sp. are assigned to assist and educate communities of the economic benefits of tourism and consider including this asset into their CLU Plan.
Task: Explore Proactive, Strategic Relationships with All Four Corners States (Arizona, New Mexico, Utah and Colorado).
Improvement Initiative Status: The collaboration w/Az Ofc of Tourism was completed March 2016 and will continue into year 2016/2017. A marketing co-op relationship is currently being established w/NM Dept of Tourism and Utah’s Dept of Tourism.

#### BUSINESS REGULATORY

- A. With the new software for the Business License program we will be able to capture statistics for the whole Navajo Nation reservation where the economy growth is. After implementation of the Business License program, our operators will be able to identify problems and the contractor of the Business License will be able to tweak the software to our needs.

#### REAL ESTATE DEPARTMENT

- A. Continuing to update BSL data as needed and adding additional information as needed for market data requests.
  - i. This process includes requesting copies of appraisals and surveys from current business sit leases. Letters were sent December 2, 2015 to each RBDO office requesting copies of needed documents.

#### SMALL BUSINESS DEVELOPMENT/REGIONAL BUSINESS DEVELOPMENT OFFICES

##### Chinle Regional Business Development Office:

- A. Substantiate Chinle RBDO with funding for training. Clients prefer outside trainers with new ideas and tips for more resource and partnership opportunities.
- B. Support the Chinle RBDO and its initiative to carry the DED vision/mission in the remote rural areas of the Navajo Nation.
- C. Implement funding for contractual services for projects and businesses in critical areas. Currently, Chinle RBDO has zero funds.
- D. Continue and maintain uninterrupted services to the chapters of District # 11, 10, & 4.
- E. Funding for progress of small businesses on the Navajo Nation.
- F. Provide technological resources to assist with project planning.

G. Amend and streamline the Leasing process to accelerate economic development.

Eastern Regional Business Development Office:

- A. The main operational and process system that needs improvement is how projects are selected for the Division's Sales Tax and HOT Tax projects. Despite a selection process being in place, projects are selected with little or no input from the Regional Offices, and decisions are made at the central office of the Division. Maybe a team of RBDO & Project field staff should be put in place to determine a selection process that looks at feasibility, worthiness of projects, etc.
- B. In fiscal year 2014, Eastern RBDO projects were given \$150,000 out of \$3 million from Sales Tax Funds. In fiscal year 2015, Eastern RBDO was given zero dollars out of \$4.7 million from Sales Tax Funds. Eastern RBDO will again be requesting funds from fiscal year 2016 Sales Tax. It remains to be seen if Eastern RBDO projects will receive any funds. Navajo Nation Budget & Finance Committee Resolution mandate need to be adhered.

Northern Regional Business Development Office:

- A. Continue partnership with Utah GOED and San Juan County Economic Development, Chamber of Commerce, Small Business Administration and Utah State Workforce Development Services to provide support for entrepreneurs in Southeastern Utah.
- B. Continue seeking funds for the Montezuma Creek Wet Infrastructure Construction \$350,000 project cost.
- C. Continue with the Revitalization and Redevelopment Project initiative for matching funds for all expired or terminated or abandoned business sites throughout Navajo Nation, to apply for the EPA Brownfields Grant.
- D. Continue coordination with SBDD Manager regarding completion of data collection for expired or terminated or abandoned business sites with GMAR Defaults for write-off or settlement agreements to be approved by the Navajo Nation Council.
- E. Maximize partnership with Utah Veterans Office to assist Navajo entrepreneurs in Southeastern Utah to access economic development training and business startup funds.
- F. Obtain trainer and IEDC certification for staff development.

Shiprock Business Development Office:

- A. Shiprock Regional Business Development Office provided unique resourceful technical services to all clientele to visualize the ongoing business as of today. The business manual resource outline is utilized for providing adequate services to the clientele such as: Division of Economic Department, Real Estate, Business Regulatory, Navajo Nation Tax Commission, Bureau of Indian Affairs Department, Lands Department, Navajo Nation Shopping Center, Tourism, Office of the Controllers Departments, and Chapters. There are more resources our office works with.