

FDC (Field Data Collection) Guide Sheet

LRAC & Chapters for Navajo Nation Rural Addressing

Purpose:

Procedure information sheet is to ensure compliance with Navajo Nation Addressing Implementation Documents. NNAA (Navajo Nation Addressing Authority) will provide DRG (digital raster graphics) maps for Chapter service area. Please use only NNAA plotted maps to be provided. Notify the NNAA staff if map scale is not adequate for field data collection task. If Chapters have their own maps, NNAA can assess it to determine if it can be used for rural addressing project.

- Maps will be used to identify the streets/roads (both existing & new). If there is a new road it will be drawn on the map along with the recommended name if four or more houses are on that road (use color pencil). All roads in the community that have four (4) or more structures along that route will require a name (Rural Addressing Standards, page 4, bullet I). Chapters in San Juan County, NM will get road numbers instead. *Chapters in San Juan and McKinley Counties checker-board area will be given additional instructions regarding road naming process.* Use color pencil to draw roads; one color for each proposed name. Some maps will show US Routes, State Routes, County Roads, BIA Roads and Navajo Tribal Roads (Official Roads/Streets). Some of these roads do not need to be named but to be recorded by Chapter field staff especially in checker-board area; use black color pencil for all Official Roads/Streets (check with NNAA staff).
- All Addressable Structures (homes, office buildings, etc.) will be identified on the same map. Maps will have some points that show where houses, buildings are located. These points can be used to locate other structures that are not on the map. A spreadsheet (FDC sheet) will accompany the map for recording additional information associated with that point (Addressable Structure). Record the unique ID number from the map (next to the dot), homeowner's name & mailing address, land line telephone number (not cell numbers), street/road name, structure type (list provided), and comment section (old RA#, house color, heavy equipment, etc.). Spreadsheet should be submitted in MS Excel file with map for review.
- All hard copy maps and spreadsheet will be submitted to NNAA in a timely manner (preferably within two month after LRAC gets maps). The map and spreadsheet will be reviewed by the NNAA staff (see flowchart). LRAC will receive review feedback based on the Navajo Nation Rural Addressing Implementation Documents. Complete document can be found at: www.nnaa.nndcd.org
- Website: www.nnaa.nndcd.org Filename: TCD CAP-18-09.pdf
- After the second submittal of the map and spreadsheets (also in MS Excel file) check-plots (map) will be generated for LRAC's (Chapter) review and comments. This step will initiate Chapter resolution to accept the street/road names to be used for rural addressing field work.
- Digital Conversion: FDC Mapping Tools for post FDC process

DCD-Addressing Authority
PO Box 1904, Window Rock, AZ 86515
Admin #2; 2nd Floor; Bldg. #2296
Telephone: (928) 871-7176/7157 | Fax: (928) 871-7189
Website: www.nnaa.nndcd.org | Email: info-nnaa@nndcd.org