

Roles & Responsibilities Local Rural Addressing Committee Navajo Nation Rural Addressing Roll-out

Introduction

The Navajo Nation has initiated a rural addressing initiative in support of moving to an enhanced 9-1-1 system Navajo Nation-wide. The initial phase of the rural addressing initiative is expected to take several years to complete.

In order for the rural addressing initiative to be a success, numerous stakeholders, knowledge resources and sponsors were identified, asked to cooperate, share information and contribute to being an integral part of that success.

First, the State of New Mexico sponsored a demonstration rural addressing project with the Navajo Nation. The Tohajiilee Pilot Project was established to develop, document and validate the necessary rural addressing processes.

Second, the *Navajo Nation Enhanced 9-1-1 Task Force* identified the need to have local participation, commitment and support for the rural addressing initiative to maximize the opportunity for success. Therefore, the concept of the Local Rural Addressing Committee (LRAC or Committee) was agreed upon.

In order to establish close coordination, it was agreed each Committee needed to represent a "community of interest," which was defined as several (3-8) Chapters working collaboratively together to assist with addressing their communities. The Tohajiilee Pilot Project included only one chapter, which was the perfect size when developing and validating rural addressing processes. However, a more practical approach for the roll-out of rural addressing was to include several chapters at a time.

The identified steps to establish Committees and help make them effective were identified as: assembling a representative group of members from each local community, providing them orientation and training and having them assist with some of the tasks to get the rural addressing initiative started. The original *Local Rural Addressing Committee Roles & Responsibilities* document was developed by the *Navajo Nation Enhanced 9-1-1 Task Force*, led by the LGSC members, and defined the local support required and processes necessary to contribute to the success of the rural addressing initiative.

In prioritizing the roll-out of rural addressing, consideration was given to the receptiveness and readiness of each "community of interest" to move forward with rural addressing. There were several primary reasons the Committees were established, most notably: 1) it would establish local participation and responsibilities, 2) it would not be practical to address individual chapters one at a time, 3) it would increase the chapter awareness and help educate the Diné about rural addressing and enhanced 9-1-1, 4) it would demonstrate the readiness of their community to proceed with rural addressing. and 5) the reason for establishing the Committees early in the process was because their input was expected to be on the critical- or sub-critical path for the rural addressing initiative.

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Because of the close working relation with the Chapter the Division of Community Development ~~Local Governance Service Centers (LGSC)~~ Administrative Service Center (ASC) members were identified as being responsible for providing the leadership and managing the orientation and training of the LRAC members, providing guidance and encouragement to each LRAC within their agency, judging their readiness and maintaining the status of each LRAC, and coordinating planning with the NNAA.

Navajo Nation Addressing Authority

Based on the research results from previous attempts at rural addressing and the criteria for success agreed to with the State of New Mexico, it was determined that the Navajo Nation must establish a permanent organization and institutionalize the necessary processes to maintain the integrity and accuracy of the GIS database, the MSAG, and the E9-1-1 databases.

Hence, the Navajo Nation Addressing Authority (NNAA) was established. A Plan of Operation was developed to establish the roles and responsibilities of the organization, position descriptions were developed, personnel budgets approved, and staffing of those positions commenced in July 2008. The NNAA organization is administratively overseen by a ~~Program & Projects Specialist~~. A Rural Addressing GIS Coordinator will lead the rural addressing staff. When fully staffed, the organization will also include five (5) Rural Addressing GIS Technicians, one for each agency and a MSAG Coordinator.

The Navajo Nation Addressing Authority (NNAA) was established to provide the overall program management and to develop consistency and continuity of processes for the rural addressing initiative Navajo Nation-wide.

Local Rural Addressing Committee (LRAC)

The following is a scenario that briefly describes the initiation of the *Local Rural Addressing Committee* and some of the responsibilities they are expected to be an integral part of to ensure the success of the rural addressing roll-out initiative.

1. Prerequisite - **COMPLETE**: Chapter Resolutions have been adopted supporting *Enhanced 9-1-1* and *Rural Addressing* by each of the 110 Navajo Nation Chapters and each of the five (5) Agencies.
2. The Division of Community Development ~~LGSC~~ ASC members coordinate with Chapters in their Agency to have them identify "communities of interest" for the purpose of recommending road names and assisting with the rural addressing processes. The Committee members will be responsible for working effectively together to assist with the planning, coordination, implementation, and maintenance of rural addressing.

As a general rule, each LRAC should include Chapters that are mostly contained within the same county boundary jurisdiction, i.e., McKinley, San Juan, etc.

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Identify the Committee members, possibly by starting with an existing committee and identifying volunteers, plus identifying other community members that will represent their chapter and work together on a community of interest basis to plan, coordinate, implement, and help maintain rural addressing.

When the Chapter selects LRAC members, it is recommended there be representation from some of the following organizations:

- Community Land Use Planning Committee (CLUPC)
 - Grazing Committee
 - Chapter officials
 - Chapter staff members
 - Authorized Local Emergency Response Team (ALERT)
 - Local public safety personnel
 - Parent Advisory Council (PAC)
 - Senior Citizens Council (SCC)
 - Agency Roads Committee
 - County officials or staff
 - Chapter-Level Community Action Team
3. The Division of Community Development ~~LGSC~~ ASC members have the primary responsibility for providing LRAC orientation and training, guidance, status reporting, and coordination. The ~~LGSC~~ ASC members will coordinate directly with the chapters and assigned LRAC members to arrange orientation and training sessions for Committee members so they understand their roles and responsibilities. One example of training is to provide them copies of some of the documents listed below and review the pertinent highlights that they may need to know from each. Members are expected to become acquainted with the basic acronyms and methodologies listed in the references and, most importantly, with their responsibilities contributing to the success of the individual processes and overall rural addressing initiative.

Background & Perspective Reference Documents

- Rural Addressing Goal
- Rural Addressing Roll-out Philosophy & Prioritization
- Addressing Process Notes - Bill Harris 08-10--05
- Chapter Addressing Committee Notes
- Local Rural Addressing Committee - Roles & Responsibilities
- Rural Addressing Standards
- E911 GIS Standards
- GPS Field Scenario
- MSAG Development
- McKinley County Navajo Proposal_04-25-07
- The 9-1-1 Database & GIS Process for E9-1-1 in New Mexico (spiral bound)

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brochure)

4. The Committee members are expected to represent the benefits and positive aspects of rural addressing to the Dine and personally maintain a supportive attitude and expectancy for the desired results.
5. Using maps furnished by the NNAA and their combined local knowledge, the Committee members meet to review and develop recommendations for road names. Frequently, road names or numbers already exist or there is common local agreement on what the road is normally called. This requires coordinating with outside entities: the county, surrounding chapters, and possibly others to ensure no duplicate names are being recommended and the continuity of road names are maintained as they cross multiple community boundaries. The ~~LGSC~~ ASC member and the NNAA will need to be involved when coordinating with outside entities.

Road Naming

- In this task, the Navajo Nation must assure that every road has a name or number designation. These road names cannot duplicate other road names previously used within the County, or within the addressing grid, and should not duplicate road names found in neighboring counties. The NNAA will provide each Committee with printed road name maps and a listing. Road names previously assigned by the County will be shown on this map, as well as BIA road numbers. The Committee must provide recommended names for all unnamed roads and must verify the road names assigned by the County. If road names assigned by the County are incorrect or inappropriate, the NNAA will work with both entities (the Committee and the County) to assess the impact of a road name change and to determine where each entity's responsibility for a given roadway starts and stops.

Road names on roads crossing checkerboard areas will not change as they have already been assigned by the County and are widely used for addressing and location, both on and off of the Navajo Nation. Major roads primarily found on the Navajo Reservation will be subject to the verification process described above. Private road names, when required, are provided by local residents. Private road designations will be avoided wherever possible and cluster/complex addressing used for multiple structures sharing driveways.

Landmarks & Attributes

- Preliminarily the Committee members can identify the approximate location of fire hydrants, abandoned homes and major bridge
6. The Committee then signs off on the recommended road names and turns the marked-up maps and recommendations over to the NNAA to coordinate with the GIS consultant to perform their "in-house" work or the NNAA performs the work directly.

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7. During the *Field Verification* phase of the rural addressing initiative, at least one Committee member must accompany NNAA field data collection personnel at all times and function as a guide, interpreter, and assistant

Field Verification

- Normally, field verification will focus on and only be conducted in one community of interest at a time.
- The field verification task is accomplished in conjunction with the NNAA GIS analysis/improvement phase. NNAA field data collection personnel, accompanied by Committee members acting as a guide, interpreter and assistant, use GPS equipment to drive every road and visit every structure to collect resident information, current mailing address, current physical address (if any), structure type and description and landline telephone number(s). A variety of landmarks are mapped as well, including road signs, fire hydrants, abandoned homes and major bridges. All addressed structures in the area are depicted in the GIS in their actual coordinate locations with database attribution. The physical 9-1-1 address is assigned according to the addressing guidelines and road naming decisions made in the addressing plan/road naming stage and incorporated into the GIS road centerline dataset.

The NNAA will visit and verify the location and attribute information of all structures located in area. The NNAA estimates that essentially 100% of the residences will require a new or an amended 9-1-1 compliant address.

For the most part, the County addressing methodology will be maintained, an address assignment letter delivered, and the requirement that structure numbers be posted on each residence and at the driveway entrance. The resident or business is responsible for having numbers posted on buildings.

8. The Committee and individual members will facilitate the *Address Notification* process by helping deliver, explain, fill out (complete) and pick up the address notifications forms.

Address Notification

- This task is initiated by delivering letters to rural and/or municipal residents which notify residents of their new 9-1-1 compliant address. The letter lists the "old" address if the address has already been assigned but is changing and gives the "new" 9-1-1 compliant address, notifies residents of how to use the address and when and explains the reason for the address change. Local authorities and leaders will be asked to participate in the design of the notification letter, the decision on other notification materials and possibly the delivery of the letters.

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- The *Address Notification* task is completed when 100% of the Leave Behind (LB) cards are completed and returned to the NNAA.
 - The NNAA recommends delivering and posting house tags (reflective numbers) along with the notification materials in keeping with the County's addressing methodologies.
 - Due to the cultural components of this project, the notification materials will be delivered in the field in a door-to-door process during field data collection/verification.
9. The Committee members need to remain alert for new roads and new addressable structures being added in their community, and ensure the proper notification and follow-up processes are initiated to keep the NNAA informed of any planned or actual changes.
10. Processes throughout the Navajo Nation will need to be reviewed and possibly revised at the direction of the NNAA to ensure adherence to maintain the integrity of requiring a physical address before utility services are provided. Initially, this may cause some inconvenience until the affected processes are identified, appropriately modified and streamlined to better serve the Diné in the future.
11. Chapter residents requiring verification of their address should first coordinate with the Chapter officials to validate their resident status and then bring in the NNAA for the official verification.