



Guide to the Online NNHP Data Request Application

Navajo Natural Heritage Program

Navajo Department of Fish & Wildlife

Fall 2025



Table of Contents

Introduction	2
Step 1. Online Data Request Submission.....	3
1.1 Open the Online Data Request Form in your browser.	3
1.2 Project Sponsor Information.....	3
1.3 Project Plan Information	3
1.4 Review and Submit:	5
1.5 Confirmation	5
Step 2. Data Request Response Letter	6
Step 3. Online BRCF Request Submission	7
3.1 What is a BRCF Request	7
3.2 Open the Online BRCF Request Form in your browser	7
3.3 Determine project review type:.....	8
3.4 Payment and Confirmation.....	10
Step 4. Final Biological Resources Compliance Form	10
APPENDIX A. Creating a KMZ File	11
APPENDIX B. Creating a PDF Map.....	14
APPENDIX C. How to Find a Quadrangle (“Quad”) on a 7.5 Minute Map	15
APPENDIX D. How to Get GPS Coordinates with your phone	18

Introduction

Obtaining a Biological Resource Clearance Determination Letter from the Navajo Natural Heritage Program involves four basic steps (Figure 1):

- (1) Project Sponsor submits a Data Request and payment,
- (2) Navajo National Heritage Program (NNHP) returns a Data Request Letter,
- (3) Project Sponsor submits a BRCF Request and invoice payment,
- (4) NNHP issues a Biological Clearance Determination Letter

Project Sponsor

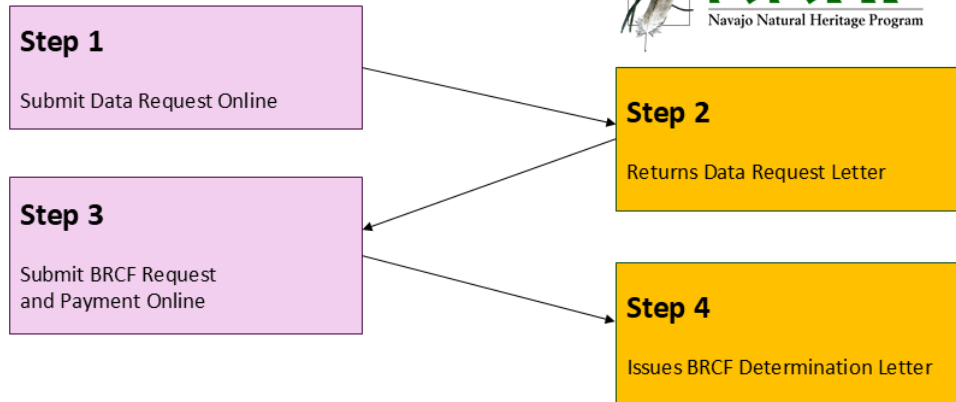


Figure 1: The basic process for obtaining a Biological Resource Clearance Determination from the Navajo Nation

This guide walks project sponsors through the online submission process for Step 1 (Submitting an online Data Request and payment) and Step 3 (Submitting a Biological Resources Clearance Form [BRCF] and making an online payment). Additionally, you'll find a comprehensive list of helpful resources in the Appendices, along with detailed instructions to ensure a successful application submission.

NOTE: Biological Clearance Requests for Homesite Leases (HBCF) must be submitted through the Navajo Land Department, Homesite Lease office. Contact your Agency Homesite Lease office to apply. The HBCF request document is available at all Navajo Land Department Homesite Lease Offices.

Step 1. Online Data Request Submission

What is a Data Request? A Data Request is a request for data on the occurrence/potential occurrence of species of concern. "Species of concern" include legally protected species, as well as other rare or sensitive species. Data Requests are typically for potential development projects on the Navajo Nation. However, anyone can request information on rare and sensitive species from the Navajo Natural Heritage Program (NNHP) through a Data Request. The NNHP Data Request response letter identify species of concern that are either known to occur within 1 mile, or have the potential to occur within 3 miles of the identified location. This information is intended for use by the project sponsors team in planning biological surveys and preparing biological evaluations.

A Data Request is the first step in obtaining a Biological Resources Clearance Form (BRCF). Follow these instructions to submit a data request online:

1.1 Open the Online Data Request Form in your browser.

- Go to the Navajo Natural Heritage Program [website](#) and click on the Biological Resource Compliance link located at the top right corner of the webpage.
- **Website:** www.nndfw.org/nnhp/data_request_application.php

1.2 Project Sponsor Information

Provide all of the following information to ensure accurate communication.

- Project Sponsor (Organization)
- Requestor First and Last Name
- Requestor Email Address
- Requestor Phone Number
- Requestor Mailing Address

1.3 Project Plan Information

Project Name/ Number

Project Description

Provide a comprehensive summary of the proposed action, including specific details about the project sponsor, the overall size of the project, the various activities planned, construction timelines, and any other relevant information. Gaining an understanding of

the project's scope and potential impact, along with any distinctive features, would be highly beneficial.

Examples of Project Descriptions:

- Linear Utility Project: "Installation of a 12-mile-long 48" diameter underground water pipeline near Tuba City Chapter. The water transport pipeline does not directly serve homes."
- Linear Pipeline Project: "Installation of a 2-mile-long 12" diameter natural gas transport pipeline near Crown Point Chapter."
- Non-linear Construction Project: "Proposed new housing development, 10 single-family homes, located in Shiprock Chapter. The total project area is 25 acres."
- Non-linear Road Project: "Road improvement on 5 miles of existing dirt road, drainage and shoulders in Chinle Chapter. The project footprint is 30 acres."
- Non-linear Energy Project: "Construction of a solar array covering 250 acres in Fort Defiance Chapter. Includes access roads, utility connections and ancillary structures."
- Non-linear Business Project: "Land withdrawal of 5 acres for business site development. Includes access roads and utility connections."

Navajo Nation Agency

The Navajo Nation is divided into five main agencies:

- Western (Tuba City)
- Northern (Shiprock)
- Central (Chinle)
- Eastern (Crownpoint)
- Southern (Fort Defiance)

Identify the agency with which your project aligns.

<https://navajoprofile.wind.enavaajo.org/Agencies/>

Linear Project Distance (total) & Non-Linear Project Area (total)

- Projects are categorized as either linear (e.g., miles) or non-linear (e.g., acres) according to the proposed action, the project's purpose, and the post-construction condition (e.g., permanently modified or restored to a near-natural state).
- A linear project is defined as a commercial-scale utility ROW (such as cross-country transport pipelines or electric lines) where the post-construction condition resembles that of the surrounding natural landscape. Permanently

altered rights-of-way, roadways, and highways are not classified as linear projects by NNHP. Utilities directly serving homes are not considered linear projects.

KMZ file

Ensure that the file you are submitting is in KMZ format. Unfortunately, other file formats are not accepted for this process. If you require assistance in creating a KMZ file, refer to APPENDIX A for a detailed guide that outlines the steps needed to generate this file type successfully.

PDF Map file

Upload maps in PDF format that show the full project area. Only PDF files will be accepted. For help on creating PDF maps, please refer to APPENDIX B. Ensure that the maps clearly display all features and boundaries relevant to the project.

1.4 Review and Submit:

- Ensure that all your entries are accurate by double-checking them carefully.
- Click the “Submit” button to proceed; the application will then be processed.

Payment Details - Submit button must be clicked to process Data Request

NNHP-DR-9

Project Sponsor: NNHP

Requestor Name: Rachel L.

Requestor Email: rlivingston@nndf

Project No: Nacho Business

Fee Amount: 70

Submit

Conserve, protect, enhance, and restore the Navajo Nation's fish, wildlife, and plants through aggressive management programs for the spiritual, cultural, and material benefit of present and future generations of the Navajo Nation

1.5 Confirmation

- Payment must be submitted in order to complete the Data Request.
- Click “Confirm” to proceed to the secure Cybersource payment page.

- After completing the payment, you'll receive a printable receipt and a confirmation email sent to the address you provided during the application process.

Review Payment Details (Clicking Confirm will take you to our Secure Credit Card Processor - Cybersource)

NNHP-DR-9
 Amount: 70
 Project Sponsor: NNHP
 Requestor Name: Rachel L
 Requestor Email: rlivingston@nndfw.org
 Project No: Nacho Business

Confirm

Conserve, protect, enhance, and restore the Navajo Nation's fish, wildlife, and plants through aggressive management programs for the spiritual, cultural, and material benefit of present and future generations of the Navajo Nation

Step 2. Data Request Response Letter

NNHP will respond to your Data Request within ten (10) business days with a letter that assigns a DR Code to the project. Standard responses will include:

- Species of concern that are known to occur within one to three miles of the project site, and Species of concern that may potentially occur anywhere within the 7.5-min quadrangle(s) encompassing the project boundaries. Similar to the example provided below.

NNHP
Navajo Natural Heritage Program

PO BOX 1480
Window Rock, AZ 86515

P 928.871.6472
F 928.871.7603

www.nndfw.org

22nnhp104

29-November-2022

Riley Etcitty
Navajo Natural Heritage Program
PO Box 1480
Window Rock, AZ 86515
retcitty@nndfw.org

SUBJECT: Christmas Tree Harvest 2022

Riley Etcitty,

NNHP has performed an analysis of your project in comparison to known biological resources of the Navajo Nation and has included the findings in this letter. The letter is composed of seven parts. The sections as they appear in the letter are:

1. **Known Species** – a list of all species within relative proximity to the project
2. **Potential Species** – a list of potential species based on project proximity to respective suitable habitat
3. **Quadrangles** – an exhaustive list of quads containing the project
4. **Project Summary** – a categorized list of biological resources within relative proximity to the project

****Please note: This is not a consultation, but information to attain a BRCF. Additionally, the Data Request letter for the purposes of environmental permitting is valid for two (2) years after the date of issuance. ****

Step 3. Online BRCF Request Submission

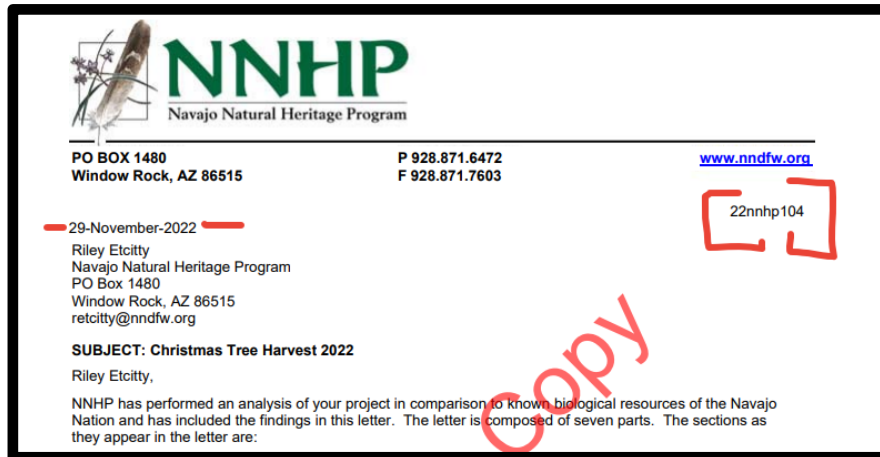
3.1 What is a BRCF Request

A Biological Resource Compliance Form Request (BRCF request) is the final document required for the Navajo Natural Heritage Program (NNHP) to conduct a review and issue a BRCF. The BRCF is the final authorization to proceed with a project or activity assuming any conditions listed on the BRCF are implemented and adhered to. The NNHP review incorporates relevant Navajo Nation codes, regulations, and policies concerning the conservation of wildlife, flora, and habitats within the Navajo Nation. The submission of a BRCF Request represents the third step in the process of obtaining a BRCF. The following information outlines the procedure for submitting your BRCF Request through the online application.

3.2 Open the Online BRCF Request Form in your browser

- After reviewing the Data Request response letter (obtained by completing Step 1. Data Request) the project sponsor may request a Biological Resource Clearance Form. Please note, that you cannot request a BRCF without first obtaining a Data Request for a project or activity. Data Requests are valid for 2 years after they are issued by NNHP.
- To submit a BRCF Request, visit the Navajo Natural Heritage Program website. Click on the Biological Resource Compliance link at the top right of the page, or click the link below.
- **LINK:** www.nndfw.org/nnhp/data_request_brcfr.htm

- To submit a request, you will need the DR Code and date from the Data Request response for the project. This information can be found on the Data Request response received from Step 2. Data Request Letter.



NNHP
Navajo Natural Heritage Program

PO BOX 1480
Window Rock, AZ 86515

P 928.871.6472
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29-November-2022

Riley Etcitty
Navajo Natural Heritage Program
PO Box 1480
Window Rock, AZ 86515
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SUBJECT: Christmas Tree Harvest 2022

Riley Etcitty,

NNHP has performed an analysis of your project in comparison to known biological resources of the Navajo Nation and has included the findings in this letter. The letter is composed of seven parts. The sections as they appear in the letter are:

22nnhp104



NNHP
Navajo Natural Heritage Program

A Section of the Navajo Nation Department of Fish and Wildlife

[NNHP Home](#) [NNHP Personnel](#)

BRCF Request

DRCode (required)
eg: 25test101

DR Letter Date (required)
eg: 01/01/2025

Conserve, protect, enhance, and restore the Navajo Nation's fish, wildlife, and plants through aggressive management programs for the spiritual, cultural, and material benefit of present and future generations of the Navajo Nation.

3.3 Determine project review type:

Project Specific Review: A project that is small enough in scope where surveys and/or a Biological Evaluation may not be required, depending on project location and/or impacts to NESL species. Species-specific surveys and a report MAY still be required for projects meeting is criteria. Qualifying projects include but are not limited to:

- Linear utilities projects (water, internet, power, etc.) directly serving a household on the Navajo Nation where the line is less than 1 mile in length.
- Non-linear projects less than 1 acre in size.

- CARES Act of ARPA Funded Projects.
- Ecological restoration, weed treatment, and revegetation projects where the goal is to improve native wildlife habitat and forage availability.

Categorical Exclusion: Projects that are exempt from surveys and Biological Evaluations (BE) but are still required to obtain a BRCF issued certifying the applicability of exclusion. These projects include:

- Projects where the entire foot print is within RCP Area 4 (Development Areas).
- Projects where the entire footprint is within pre-existing development (e.g. radio tower repairs, windmill repairs, water infrastructure repairs, etc.)
- Agricultural Land use Permit renewal requests where the entire area is within the previous land use area (no expansion).

Biological Evaluation (BE): A project not meeting the Project Specific and/or Conditional Exclusion criteria above must include a BE for consideration by NNHP before we can determine if a project is in compliance with Navajo Nation and Federal wildlife laws.

Test001

Project Sponsor: NNHP

Requestor Name: Dexter

Project No: Test001

☐ **Project Specific Review:** A project that is small enough in scope where surveys and/or a Biological Evaluation may not be required, depending on project location and/or impacts to NESL species. Species-specific surveys and a survey report MAY still be required for projects meeting this criteria, depending on where the project is located and degree of disturbance that the project will entail. Qualifying projects include:

- Linear utilities Projects (water, internet, power, etc.) directly serving households on the Navajo Nation where each line individually is less than 1 mile in length.
- Non-linear projects less than 1 square acre in size.
- CARES Act or ARPA Funded Projects
- Ecological restoration, weed treatment, and revegetation projects where the goal is to improve native wildlife habitat and forage availability


☐ **Categorical Exclusion (Cat Ex):** Projects that are exempt from surveys and Biological Evaluations (BE) but are still required to obtain a BRCF issued certifying the applicability of exclusion. Exempt projects include:

- Projects where the entire footprint is within RCP Area 4 (i.e., Development Areas)
- Projects where the entire footprint is within pre-existing development (e.g., radio tower repairs, windmill repairs, water infrastructure repairs, etc.)
- Agriculture Land Use Permit renewal requests where the entire area is within the previous lease land use area (no expansion)

☐ **Biological Evaluation (BE):** A project not meeting the Project Specific Review and/or Categorical Exclusion criteria above must include a BE for consideration by NNHP before we can determine if a project is in compliance with Navajo Nation and Federal wildlife laws. Submit a finalized BE for further review along with this form to reviews@nndfw.org. Include the DR# on the front page and in the email subject line.

Upload BE Document No file chosen

3.4 Payment and Confirmation



The screenshot shows the NNHP Home page. At the top, there is a banner for the Navajo Natural Heritage Program, a section of the Navajo Nation Department of Fish and Wildlife. Below the banner, there are two tabs: "NNHP Home" and "NNHP Personnel". The "NNHP Home" tab is active. The main content area displays "Review Payment Details (Clicking Confirm will take you to our Secure Credit Card Processor - Cybersource)". Below this, the following details are listed: "17test101_brcf", "Amount: 500", "Project Sponsor: NNHP", "Requestor Name: Dexter", "Project No: Test001", and "Acre: 0.01-5 Mile: 0". A red circle highlights the "Confirm" button. At the bottom, there is a green banner with the text: "Conserve, protect, enhance, and restore the Navajo Nation's fish, wildlife, and plants through aggressive management programs for the spiritual, cultural, and material benefit of present and future generations of the Navajo Nation."

- Payment must be submitted to complete the BRCF request application.
- Clicking Confirm will take you to the secure Cybersource payment page.
- Once payment is complete, a receipt will be provided, and a confirmation email will be sent to the email address provided in the application.

Step 4. Final Biological Resources Compliance Form

- NNHP will respond to your BRCF request (within 30-days) with a Biological Resource Compliance Form (BRCF).
- The BRCF that NNHP issues will state one of the following determinations:
 - Approval
 - Conditional Approval
 - Categorical Exclusion
 - Disapproval
- A BRCF is considered legally valid for a time period of five (5) years after the date it was issued.

****Please Note:** The NNHP may disagree with a project sponsors selected BRCF review type. In those instances, the NNHP will contact the project sponsor to inform them of the discrepancy and recommend the corrective action so that NNHP can complete the review. In these instances, the 30-day timeline for review will be paused until the requested revisions/additional information are obtained. **

APPENDIX A. Creating a KMZ File

A KMZ file is a specialized type of geographic data file that can be opened in Google Earth or other Geographic Information System (GIS) applications. KMZ files allow you to share your proposed project area, route, or location.

It can save:

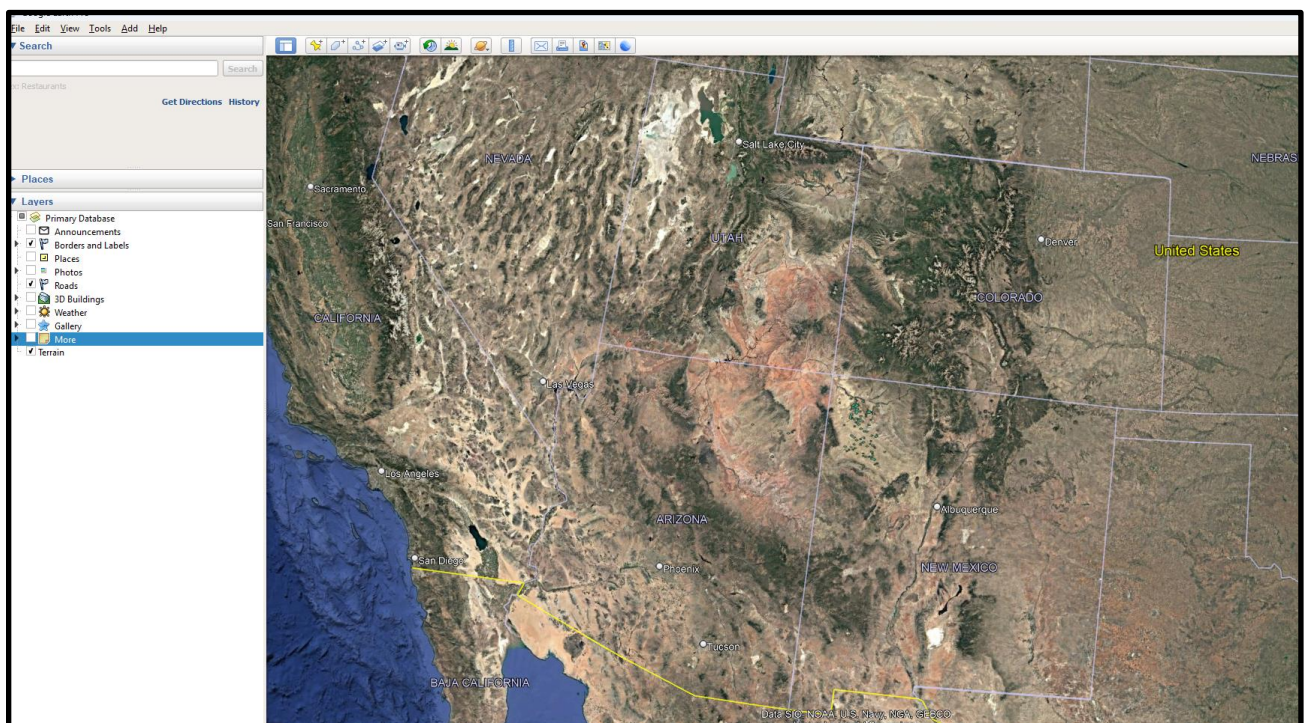
- Locations (pins)
- Lines (paths or routes)
- Shapes (areas or boundaries)

You will need:

- Google Earth Pro Installed (free): <https://www.google.com/earth/about/versions/>
- Your project's geographic data information (coordinates, paths, or shapes)

1. Open Google Earth Pro (Desktop App)




- Open the program on your computer.
- Find the location you want on the globe.

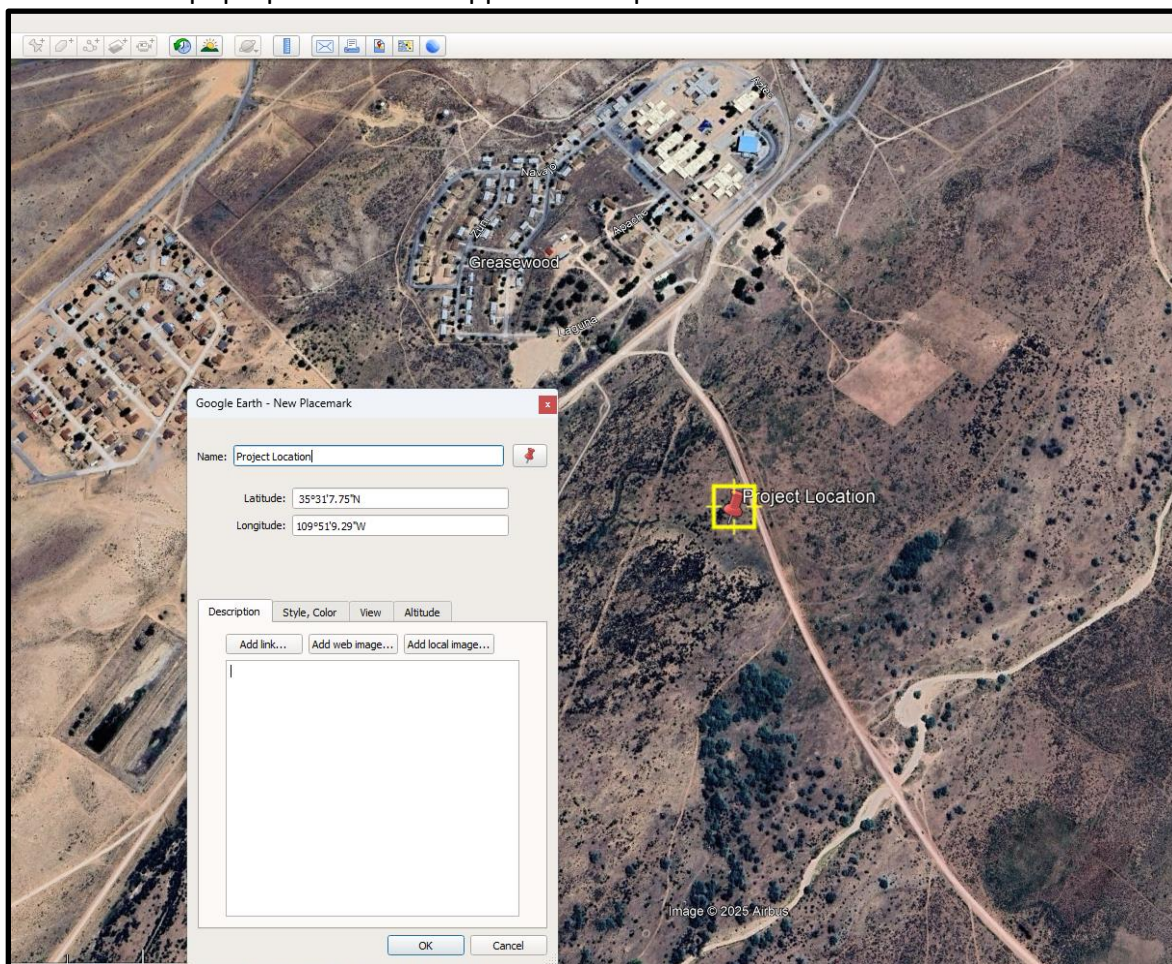


2. Add Your Project Location



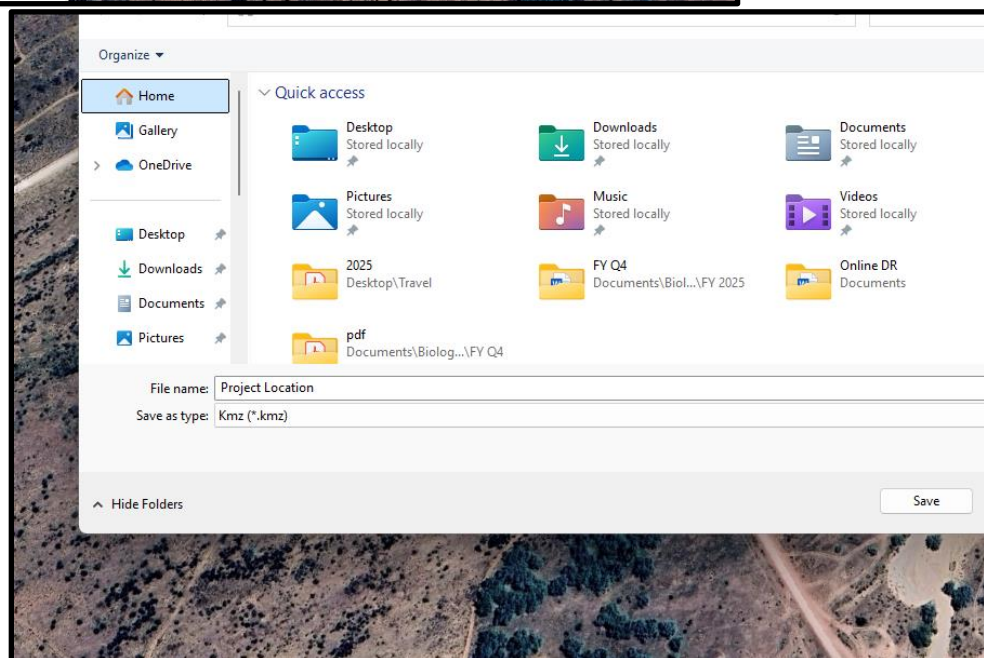
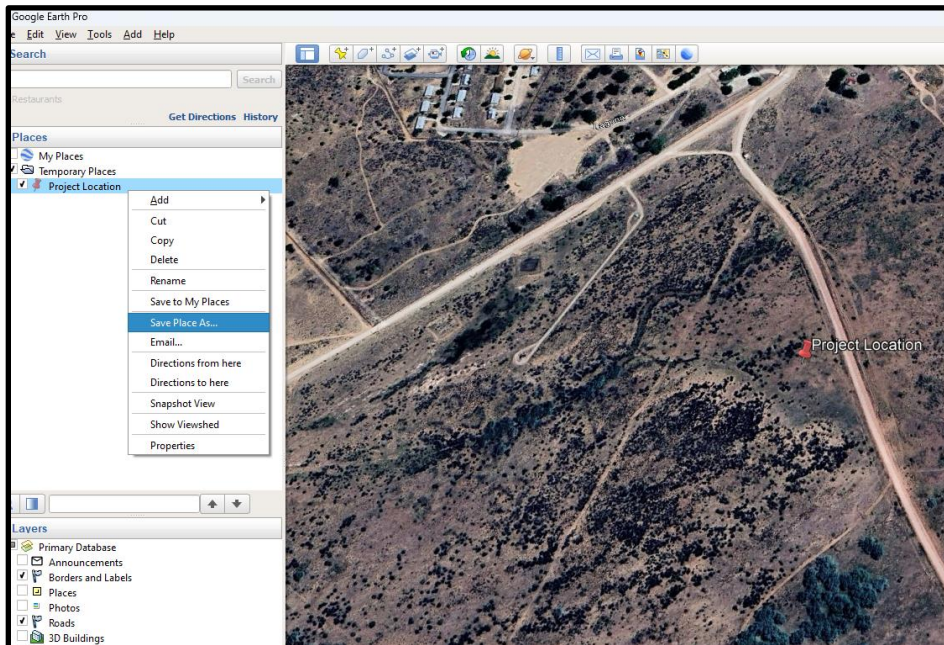
• Using the toolbar:

- Use the tools to identify your project location. **Place marks, paths, or polygons.**
- To add a pin (placemark) → Click the  pin icon. Type a name → Click OK.
- To add a line (path) → Click the line icon  → Draw on the map → Click OK.
- To add a shape (polygon) → Click the shape icon  → Draw → Click OK.
- A pop-up window will appear with optional fields.



3. Saving your KMZ File

1. Right-click the item you created in the “Places” side panel.
2. Choose **Save Place As...** → select **KMZ (*.kmz)**. The file will be saved to your selected folder.
3. Upload KMZ file into the Data Request Application.



APPENDIX B. Creating a PDF Map

What is a PDF map? A PDF map is a file format that can be conveniently opened, printed, or shared. After configuring your project area within Google Earth Pro—using pins, paths, or shapes—you can export the current view as a PDF document.

1. Open Google Earth Pro

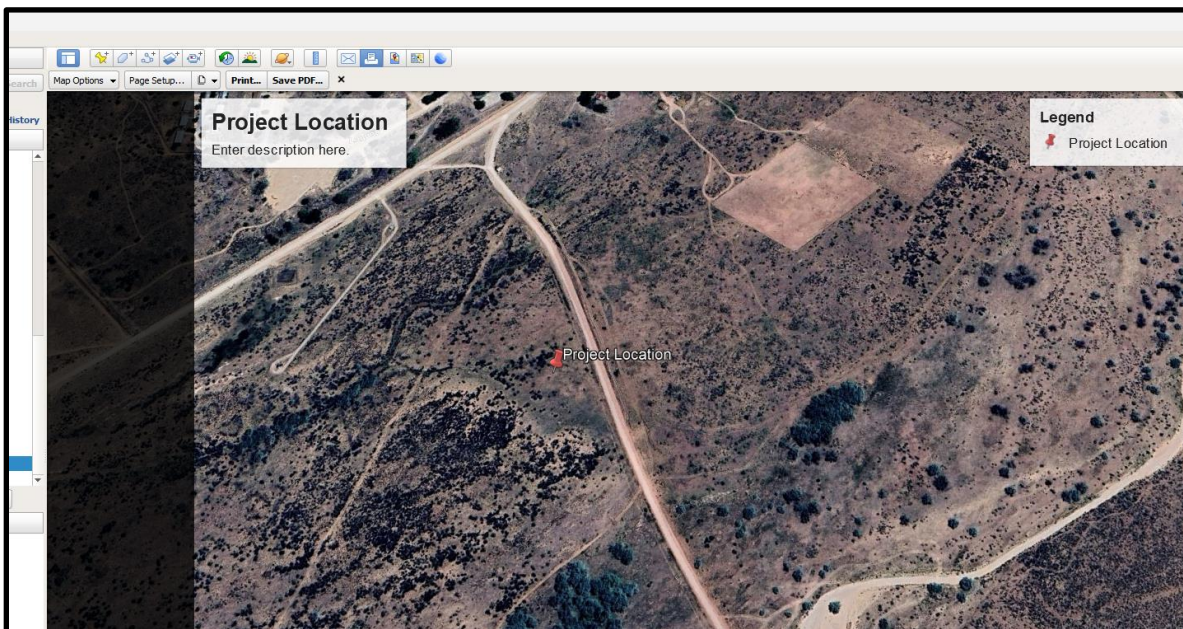
- Open Google Earth Pro on your computer.
- Navigate to your project area on the globe.
- Make sure your pins, paths, or shapes are visible in the **Places** panel. Follow guidance for creating a KMZ file if needed.

2. Adjust the View

- Use the mouse to zoom in/out and rotate until the map looks the way you want.

3. Export as PDF

- At the top menu, click File > Print.
- A print preview window will appear. You may name your map by clicking on the description box.
- Select Save as PDF.
- Give the file a name (for example: *MyProjectMap.pdf*).
- Choose a folder and click Save.
- Upload the PDF Map file to the Data Request Application.

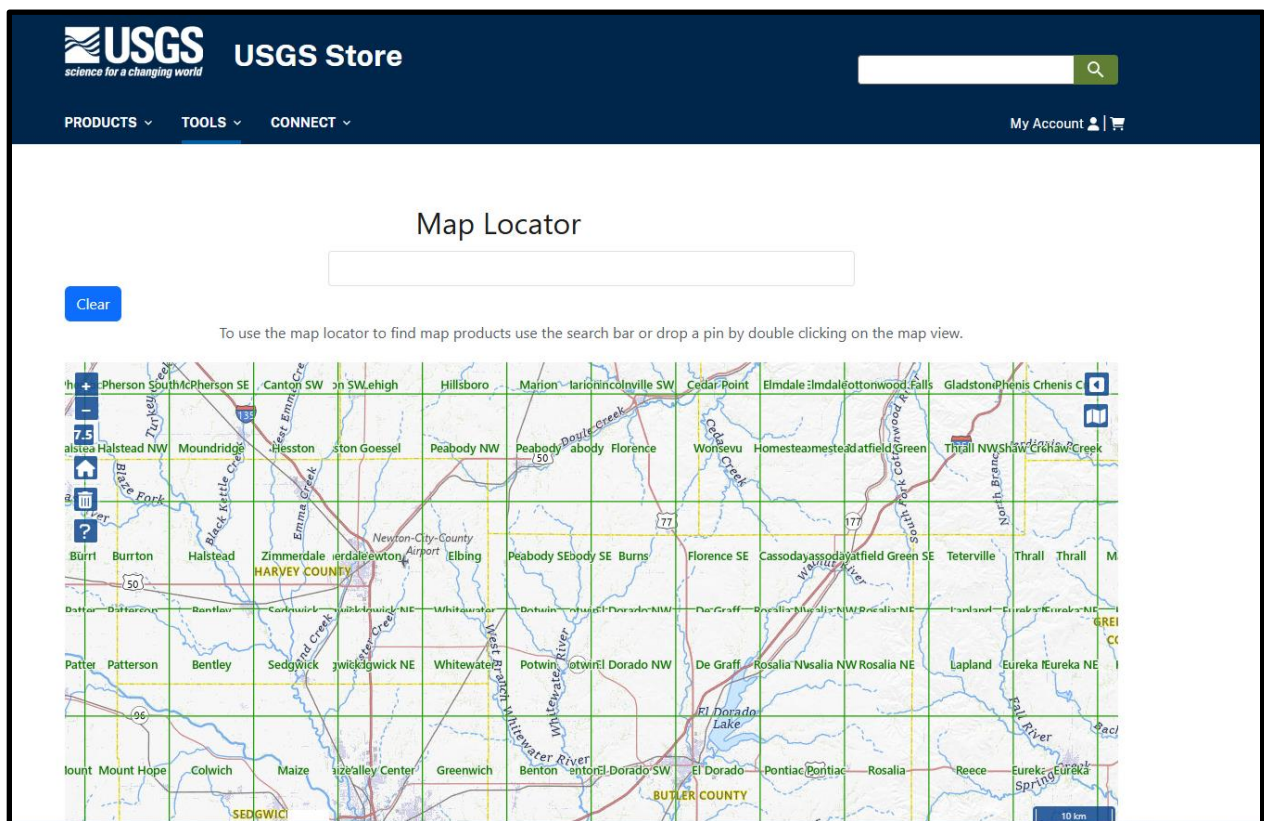


APPENDIX C. How to Find a Quadrangle (“Quad”) on a 7.5 Minute Map

A **7.5-minute map** (quad map) is a detailed map created by the U.S. Geological Survey (USGS). Each map depicts a specific area, known as a quadrangle, often referred to as a “quad.” If the name of the location you’re interested in is known, you can search for the corresponding quad map online.

Step 1: Open a Web Browser

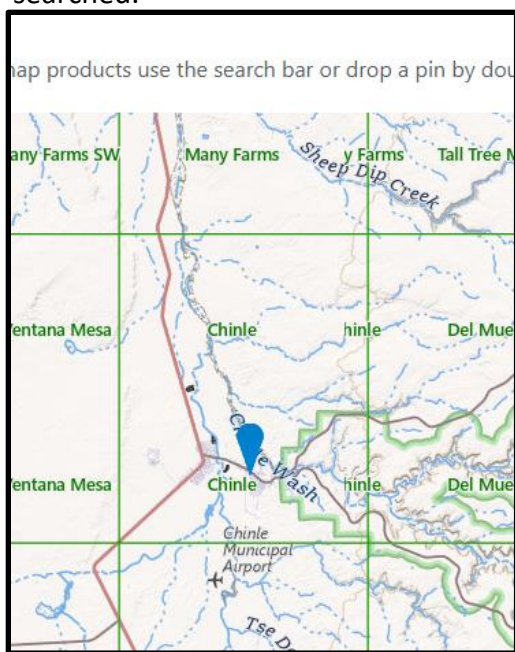
- Open a web browser such as Chrome, Edge, or Safari.
- In the search bar at the top, type: **USGS topo map locator**
 - Website: <https://store.usgs.gov/map-locator>



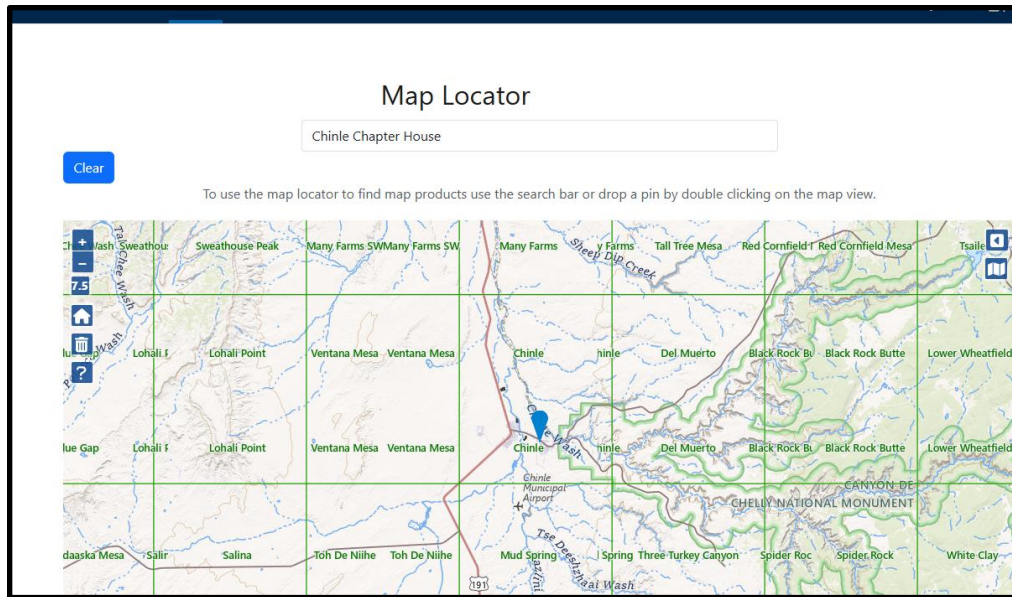
- Click on the link that says **USGS TopoView or Map Locator - USGS Store**

Step 3: Find the 7.5 Minute Quad

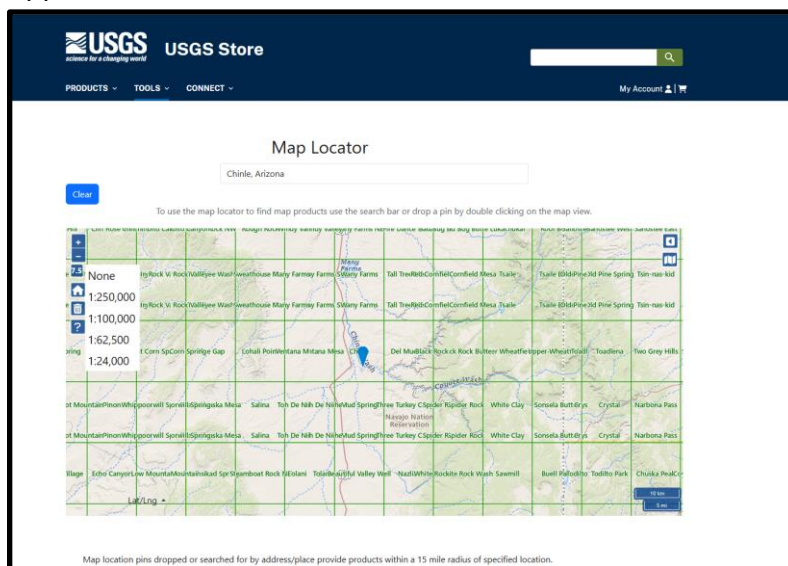
- In the search bar, type the name of your town, city, or landmark, (for example: *Chinle Chapter House*).
- Press **Enter** or click the **Search** button. The map will place a pin in the location you've searched.



- Move your mouse over the boxes until you see one that covers the area you want, your project location. Zoom into the location using the options on the map (+/-). Use known landmarks to help locate project locations.



- Look for little boxes on the map. Each box is a quadrangle.
- This is your **7.5 minute quad map**. Note the quad name to complete the Data Request Application.



APPENDIX D. How to Get GPS Coordinates with Your Phone

GPS coordinates are a pair of numbers (latitude and longitude) that show your exact location on Earth. You can get them easily with your smartphone.

On an iPhone (Apple)

Using Apple Maps (at project location)

1. Open the **Apple Maps** app.
 2. Find your location (look for the **blue dot**).
 3. Press and hold anywhere on the map until a **pin** appears.
 4. Swipe up on the place information at the bottom.
 5. Your **latitude and longitude** will be listed.
-

On an Android Phone

Using Google Maps (at project location)

1. Open the **Google Maps** app.
 2. Locate your project location, press and hold anywhere on the map until a red pin appears, then the coordinates show at the bottom or on the left side panel.
-

Method 2: Using a Compass or GPS App (at Project Location)

1. Some phones have a built-in **Compass** app or a GPS tool (like *GPS Status*).
 2. Open the app to display **Coordinates**.
-

Tips

- Make sure **Location Services** are turned ON in your phone's settings or

- Turn on your phone's Air Plane Mode, you can hold the screen and drop a pin for coordinates to show.
- You can copy and paste coordinates into **Google Maps, Google Earth, or a KMZ file** later.