



User Manual

Tribal Directory Assessment Tool (TDAT)

**U.S. Department of Housing and Urban Development
Community Planning and Development
Office of Environment and Energy
Environmental Planning Division**

October 2, 2017



Solution Information

	Information
Solution Name	Tribal Directory Assessment Tool
Solution Acronym	TDAT
Project Number	N/A
Document Owner	Kathleen Cheeseman
Primary Segment Sponsor	Todd Richardson
Version/Release Number	3.0

Document History

Version No.	Date	Author	Revision Description
1.0	10/2/17	Todd McNeil	Initial Draft



Table of Contents

1. Overview	1
1.1 Purpose	1
2. Solution Summary	2
2.1 Features	2
3. Getting Started	3
4. Using the TDAT Application.....	4
4.1 Find Tribal Contact Information for an Individual Tribe	4
4.2 Find Tribal Contact Information for One or More Counties	6
4.3 Find Tribal Contact Information for a State	9
4.4 Find Tribal Contact Information Using the Map	13
4.5 Find Tribal Contact Information by Street Address or ZIP Code	17
4.5.1 Address Error Corrections.....	20
4.6 Print the Current Page	21
4.7 Export to Excel	22
4.8 Accessing the Menu	24
4.8.1 Show Splash Screen	24
4.8.2 Search for Tribes	25
4.8.3 Special Instructions for Alaska	26
4.8.4 Related Information.....	30
4.9 Special Instructions for Feedback and Corrections.....	33
5. Getting Help	34
5.1 Solutions to Common Problems	34
5.2 Getting More Help	34
5.3 Helpdesk.....	34



1. Overview

The Tribal Directory Assessment Tool (TDAT) is a web-accessible database that contains information about federally recognized Indian tribes and their geographic areas of current and ancestral interest. TDAT links tribes' areas of interest down to the county level. It lists names and contact information for tribal leaders and Tribal Historic Preservation Officers (THPOs). Users can query the database by street address, county, state, and tribe. Information generated from TDAT can be exported in spreadsheet format for use in other programs.

TDAT was developed by the Policy Development and Research (PD&R), Office of Research Evaluation and Monitoring (OREM), Program Monitoring and Research Division (PMRD) in coordination with the Community Planning and Development (CPD), Office of Environment and Energy (OEE). The data included in TDAT was updated and confirmed with mainland tribes in the spring and summer of 2015, and with Alaska Native Villages in the fall of 2015 and is current as of September, 2016. Future periodic updates of contact information will be made available as necessary.

TDAT was developed by the Policy Development and Research (PD&R), Office of Research Evaluation and Monitoring (OREM), Program Monitoring and Research Division (PMRD) in coordination with the Community Planning and Development (CPD), Office of Environment and Energy (OEE). The data included in TDAT was updated and confirmed with mainland tribes in the spring and summer of 2015, and with Alaska Native Villages in the fall of 2015 and is current as of September, 2016. Future periodic updates of contact information will be made available as necessary.

1.1 Purpose

HUD projects undergo an extensive environmental review to ensure compliance with a wide range of environmental standards and regulations. This includes a review of impacts to historic and archeological resources commonly known as the Section 106 review process, after the section of the National Historic Preservation Act where it originated. Part of the Section 106 process involves consultation about historic properties of religious and cultural significance to Indian tribes. Per 36 CFR §800.2(c)(2) and 24 CFR §58.4, HUD and/or Responsible Entities must make a reasonable and good faith effort to identify federally recognized Indian tribes, Native Hawaiian organizations, and Alaska Natives and to consult with them on projects that may include potential impacts to historic properties of significance to them. TDAT can quickly identify which tribes have an interest in a project area and provide tribal contact information to use in initiating Section 106 consultation. Additional information about Section 106 and tribal consultation is available on the Historic Preservation section of the HUD Exchange website: <https://www.hudexchange.info/environmental-review/historic-preservation> .



2. Solution Summary

TDAT was designed to help users quickly identify tribes and provide appropriate tribal contact information to assist with initiating Section 106 consultation. Two key aspects of TDAT are its ability to:

1. Link tribes' areas of interest down to the county level, and
2. Perform a variety of queries related to tribes.

TDAT was developed by the Office of Environment and Energy to assist users with Section 106 compliance and tribal consultation.

2.1 Features

TDAT offers users the following features to assist with Section 106 compliance and tribal consultation:

- Find tribal contact information for an individual tribe.
- Find tribal contact information for one or more counties.
- Find tribal contact information for a state.
- Find tribal contact information through the map.
- Find tribal contact information by street address or ZIP Code.
- Print current page of tribal contact information.
- Export tribal contact information to Excel for mail merge letters and correspondence.
- Accessing the application menu

3. Getting Started

TDAT is a publicly available web site that includes data for the fifty states and six US territories. All Federally Recognized tribes and Alaska Natives are included. A partial list of Native Hawaiian Organizations (NHOs) is included.

A user can access TDAT in one of three ways:

1. The direct application URL, <https://egis.hud.gov/tdat>;
2. From the Historic Preservation section of the HUD Exchange website, <https://www.hudexchange.info/environmental-review/historic-preservation>; or
3. From HUD's Enterprise Geographic Information Systems (eGIS) Storefront website, <https://egis.hud.gov/>.

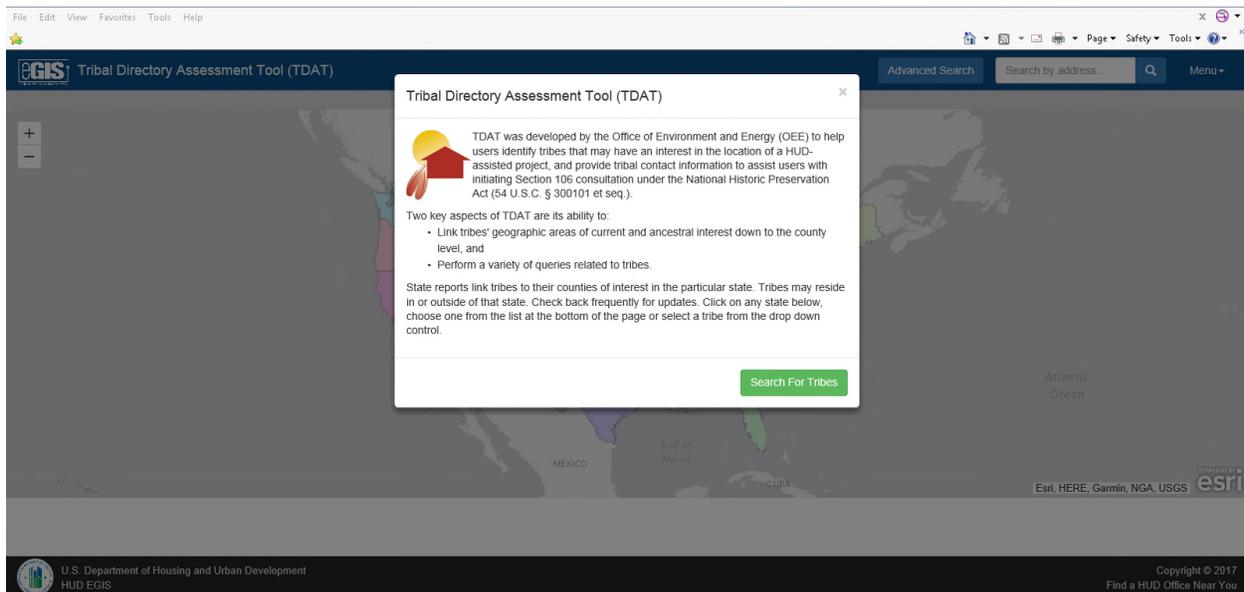


Figure 1. The TDAT home page with the splash screen.

4. Using the TDAT Application

This section provides step-by-step instructions on accessing the tribal contact information.

- Find tribal contact information for an individual tribe.
- Find tribal contact information for one or more counties.
- Find tribal contact information for a state.
- Find tribal contact information through the map.
- Find tribal contact information by street address or ZIP Code.
- Print current page of tribal contact information.
- Export tribal contact information to Excel for mail merge letters and correspondence.
- Accessing the application menu

4.1 Find Tribal Contact Information for an Individual Tribe

The **Find Tribal Contact Information for an Individual Tribe** takes a user-selected tribe and queries the tribal database to retrieve the tribe's contact information.

1. Click on **Search For Tribes** from the TDAT home page splash screen.

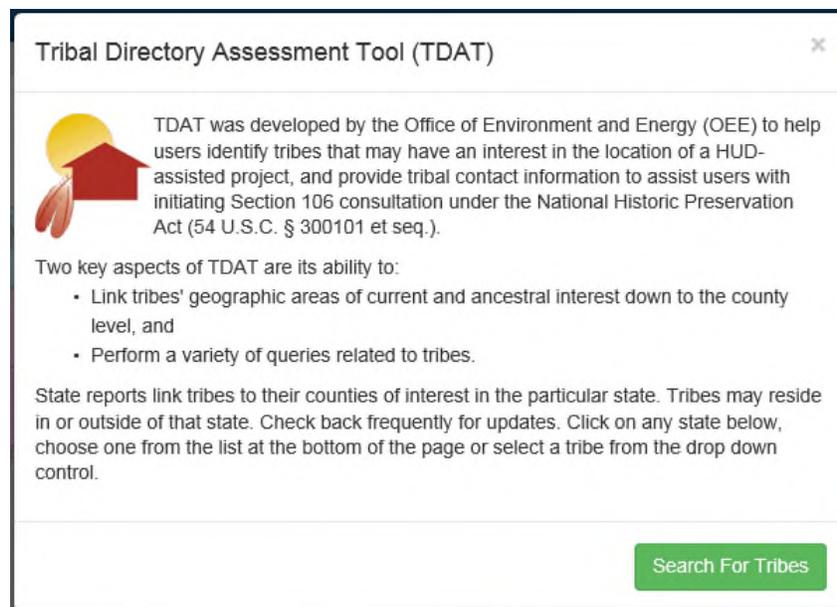


Figure 2. The TDAT Splash screen with the **Search For Tribes** button.

2. Under “**Search For Tribes**”, go to **Option 2: Select a Tribe**.

Figure 3. The Search For Tribes screen.

3. Select the **Aroostook Band of MicMac Indians** from the drop-down list.

Contact Name	Title	Mailing Address	Work Phone	Fax Number	Cell Phone	Email Address	URL
Gary Batton	Chief	PO Drawer 1210 Durant, OK 74702	(580) 924-8280	(580) 924-1150		gbatton@choctawnation.com	www.choctawnation.com
Ian Thompson	THPO	PO Box 1210 Durant, OK 74702-1210	(800) 522-6170, ext. 2216	(580) 920-3102		ithompson@choctawnation.com	www.choctawnation.com

Figure 4. Contact Information for Aroostook Band of MicMac Indians

Figure 4 shows the **Contact Information for Aroostook Band of MicMac Indians** and includes the following information.

- Contact Name
- Title
- Mailing Address
- Work Phone
- Fax Number
- Cell Phone
- Email Address
- URL

The Email Address field is hyperlinked so that an email can be sent directly to the contact person. The URL is also hyperlinked so that the user can view the website and learn more information about that particular tribe. If the user wants to print the current page of the information displayed, there is a **Print the Current Page** button. If the user wants to use the information in a letter, there is an **Export to Excel** button to export the data and use it as part of a mail merge.

NOTE: For tablets and mobile devices, the contact information screen will display in the entire browser window without showing the map above it. A **Back to search** button will appear in the upper left above the table to allow the user to navigate back to the home screen to perform additional queries.

4.2 Find Tribal Contact Information for One or More Counties

The **Find Tribal Contact Information for One or More Counties** takes a user-selected county or list of counties and queries the tribal database to retrieve all the tribal contact information.

1. Under **Menu**, choose **“Search For Tribes”**.

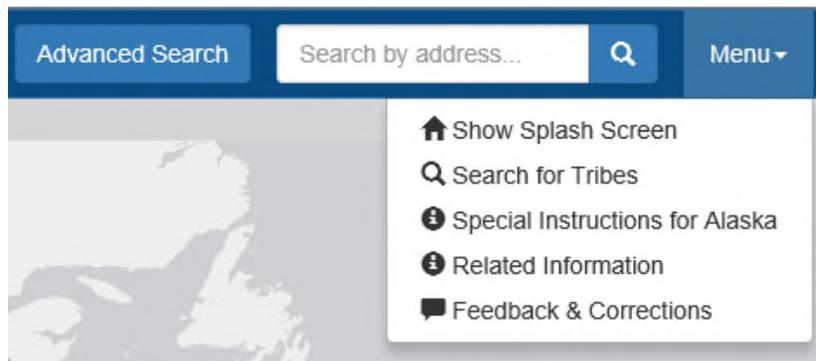


Figure 5.

2. Under **“Search for Tribes”**, go to **Option 3: Select by State/County**. Note that you can hold the shift key to select more than one county, or use the ctrl key to individually select more than one county.

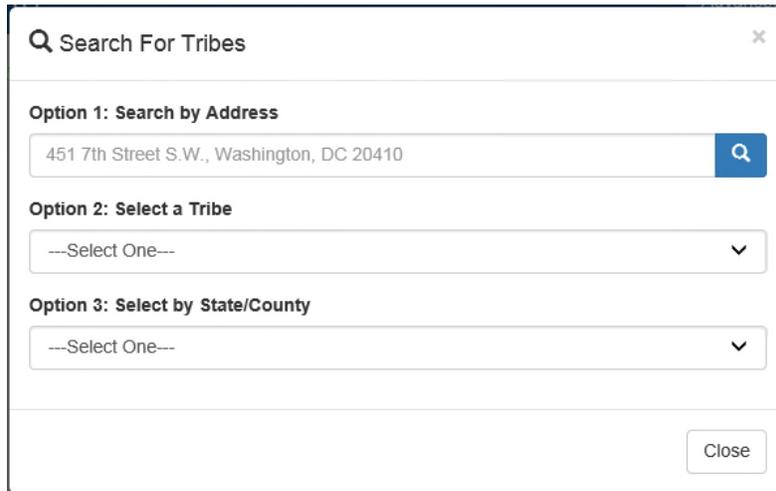


Figure 6. The **Search For Tribes** screen.

3. Select **Minnesota** from the drop-down list.

Figure 10 shows the scrollable list of counties for **Minnesota** and the information displayed on this page is a scrollable list of all the counties in Minnesota. If the user mistakenly chooses the wrong state, choose another state from the **Option 3: Select by State/County** drop-down.

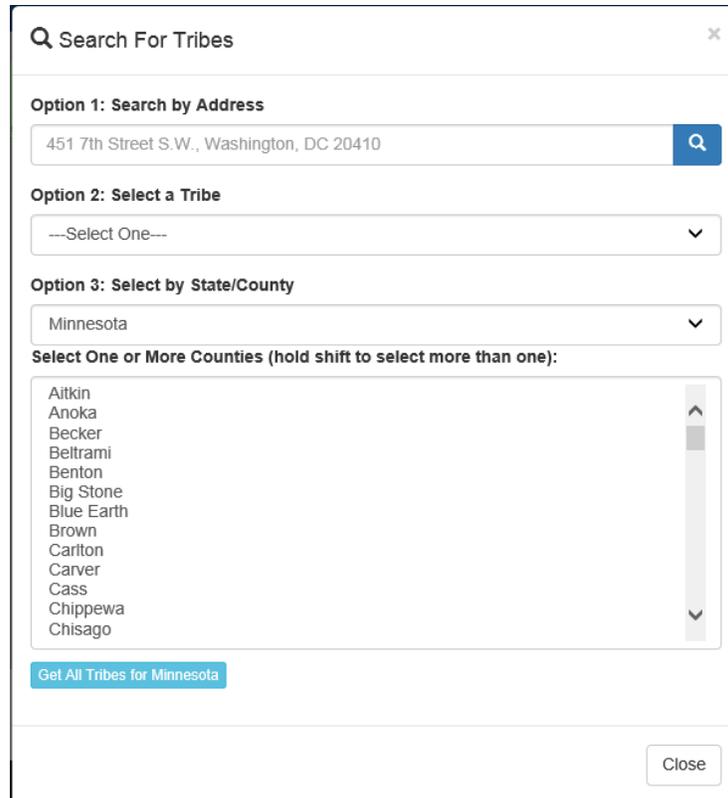


Figure 7. The **Search For Tribes** screen with a scrollable list of counties for Minnesota.

- Select an individual county or multiple counties of interest from the scrollable list. For example, select the counties of **Aitkin, Anoka, Becker, Beltrami** and **Benton**. Click the **Submit Search** button.

This will find all the contact information for tribes that have an interest in all the selected counties within Minnesota.

Tribal Name	County Name
+ Apache Tribe of Oklahoma	Beltrami
+ Apache Tribe of Oklahoma	Anoka
+ Apache Tribe of Oklahoma	Benton
+ Apache Tribe of Oklahoma	Aitkin
+ Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, Wisconsin	Aitkin
+ Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, Wisconsin	Benton
+ Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, Wisconsin	Anoka
+ Cheyenne and Arapaho Tribes, Oklahoma	Anoka
+ Cheyenne and Arapaho Tribes, Oklahoma	Benton
+ Cheyenne and Arapaho Tribes, Oklahoma	Aitkin

Figure 8.

Figure 8 shows the **Contact Information for Tribes with Interests in Aitkin, Anoka, Becker, Beltrami, and Benton Counties, Minnesota**. This page features an expandable and collapsible data table and a page controls. The data table control contains two headers, **Tribal Name** and **County Name**, which can be clicked to sort the content in ascending order. This table will display ten, 20 or 25 records at a time and for any number of records that are greater than ten, 20 or 25, the page control will add the appropriate number of pages based on the number of records. Figure 8 also shows a page control with seven pages of data and in this example, the number of records can be no greater than 70.

The table control widget, **-**, collapses the contact information associated with the tribe so that it is hidden from the user. Conversely, the table control widget, **+**, expands the contact information associated with the tribe so that it is displayed to the user. Figure 9 shows an example of the expandable and collapsible table control.

Contact Name	Title	Mailing Address	Work Phone	Fax Number	Cell Phone	Email Address	URL
Bob Komardley	Chairman	PO Box 1330 Anadarko, OK 73005	(405) 247-9493	(405) 247-2763		Bkomardley@outlook.com	http://www.apachetribe.org/

Figure 9.

There are many tribes that will have interests in multiple counties; in fact, this is quite common. For each tribe record, there is corresponding contact information that contains the following information:

- Contact Name
- Title
- Mailing Address
- Work Phone
- Fax Number
- Cell Phone
- Email Address
- URL

The Email Address field is hyperlinked so that an email can be sent directly to the contact person. The URL is also hyperlinked so that the user can view the website and learn more information about that particular tribe. If the user wants to print the current page of the information displayed, there is a **Print the Current Page** button. If the user wants to use the information in a letter, there is an **Export to Excel** button to export the data and use it as part of a mail merge.

NOTE: For tablets and mobile devices, the contact information screen will display in the entire browser window without showing the map above it. A **Back to search** button will appear in the upper left above the table to allow the user to navigate back to the home screen to perform additional queries.

4.3 Find Tribal Contact Information for a State

The **Find Tribal Contact Information for a State** takes a user-selected state and queries the tribal database to retrieve all the tribal contact information.

1. Under **Menu**, choose **“Search For Tribes”**.

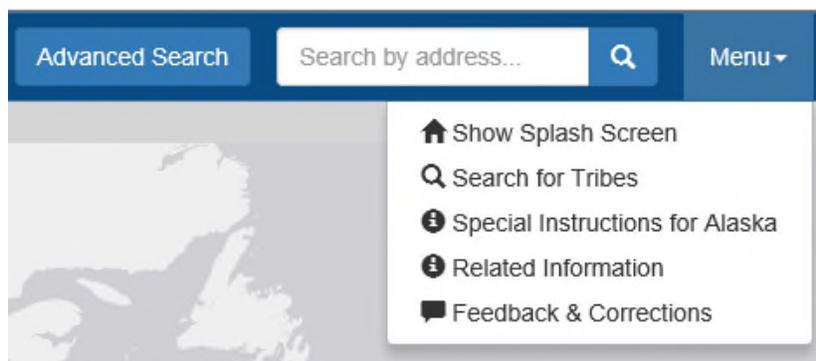


Figure 10.

2. Go to **Option 3: Select by State/County**. Note that you can hold the shift key to select more than one county, or use the ctrl key to individually select more than one county.

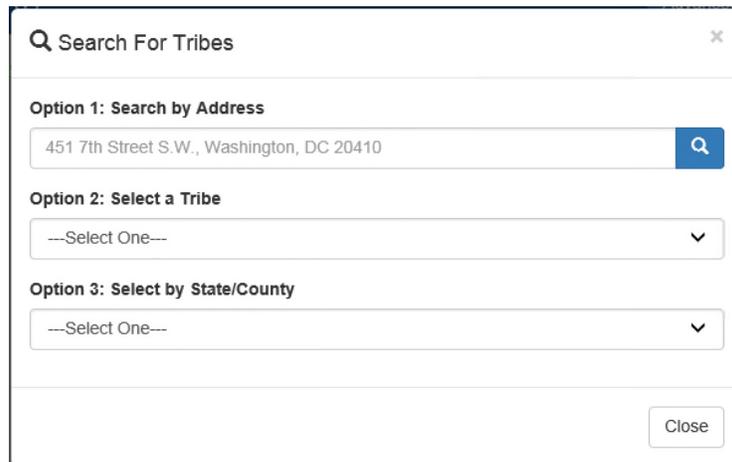


Figure 11. The **Search For Tribes** screen.

3. Select **Minnesota** from the drop-down list.

Figure 12 shows the scrollable list of counties for **Minnesota** and the information displayed on this page is a scrollable list of all the counties in Minnesota. If the user mistakenly chooses the wrong state, choose another state from the **Option 3: Select by State/County** drop-down.

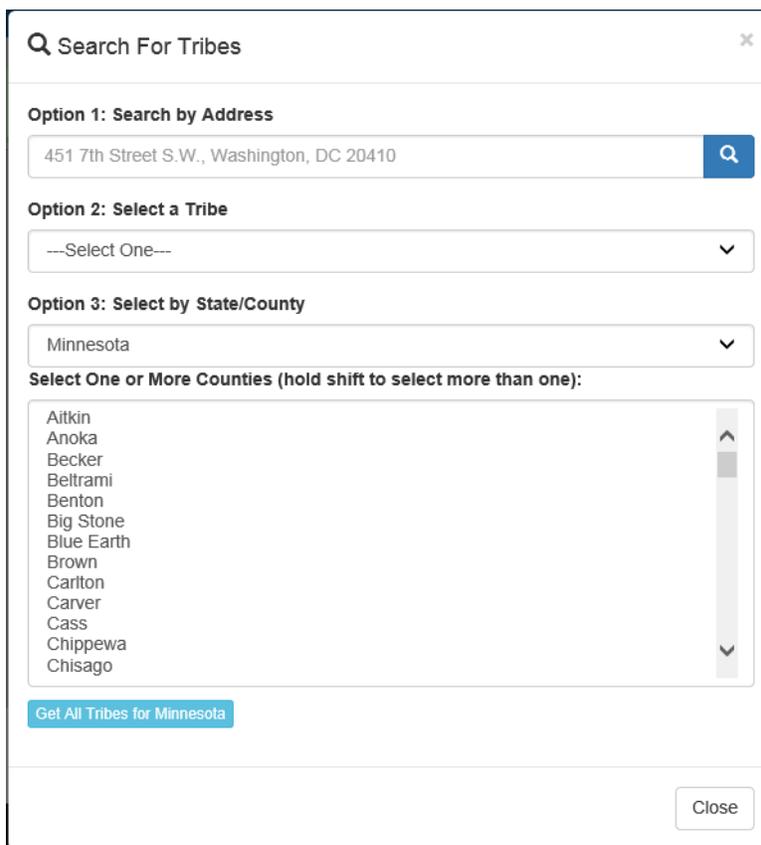


Figure 12. The **Search For Tribes** screen with a scrollable list of counties for Minnesota.

4. Click the **Get All Tribes for Minnesota** button.

This will find all the contact information for tribes that have an interest in the State of Minnesota.

NOTE: A few states and territories may not have any counties of interest. If you click on one of those states or territories, you will receive this message.

EnvReview@hud.gov.' A 'Close' button is located at the bottom right of the dialog box." data-bbox="226 690 763 832"/>

Figure 13. The **Tribal Data Not Available** screen.

Press **Close** to dismiss the window, press the **Advanced Search** button in the application toolbar and choose another state.

Tribal Name
+ Apache Tribe of Oklahoma
+ Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, Wisconsin
+ Bois Forte Band (Nett Lake) of the Minnesota Chippewa Tribe
+ Cheyenne and Arapaho Tribes, Oklahoma
+ Flandreau Santee Sioux Tribe of South Dakota
+ Fond du Lac Band of the Minnesota Chippewa Tribe
+ Fort Belknap Indian Community of the Fort Belknap Reservation of Montana
+ Grand Portage Band of the Minnesota Chippewa Tribe
+ Iowa Tribe of Kansas and Nebraska
+ Keweenaw Bay Indian Community, Michigan

Figure 14.

Figure 14 shows the **Contact Information for Tribes with Interests in Minnesota**. This page features an expandable and collapsible data table control and a page control. The data table control contains a header, **Tribal Name**, which can be clicked to sort the content in ascending order. This table will display ten, 20 or 25 records at a time and for any number of records that are greater than ten, 20 or 25, the page control will add the appropriate number of pages based on the number of records. Figure 14 also shows a page control with seven pages of data and in this example, the number of records can be no greater than 70.

The table control widget, **-**, collapses the contact information associated with the tribe so that it is hidden from the user. Conversely, the table control widget, **+**, expands the contact information associated with the tribe so that it is displayed to the user. Figure 15 shows an example of the expandable and collapsible table control.

Contact Name	Title	Mailing Address	Work Phone	Fax Number	Cell Phone	Email Address	URL
Bob Komardley	Chairman	PO Box 1330 Anadarko, OK 73005	(405) 247-9493	(405) 247-2763		Bkomardley@outlook.com	http://www.apachetribe.org/

Figure 15.

For each tribe record, there is corresponding contact information that contains the following information:

- Contact Name
- Title
- Mailing Address
- Work Phone
- Fax Number
- Cell Phone
- Email Address
- URL

The **Email Address** field is hyperlinked so that an email can be sent directly to the contact person. The **URL** is also hyperlinked so that the user can view the website and learn more information about that particular tribe. If the user wants to print the current page of the information displayed, there is a **Print the Current Page** button. If the user wants to use the information in a letter, there is an **Export to Excel** button to export the data and use it as part of a mail merge.

NOTE: For tablets and mobile devices, the contact information screen will display in the entire browser window without showing the map above it. A **Back to search** button will appear in the upper left above the table for the user to navigate back to the home screen to perform additional queries.

4.4 Find Tribal Contact Information Using the Map

The **Find Tribal Contact Information using the Map** provides the user with a map to select a state and query the tribal database to retrieve contact information.

1. Close the **Search For Tribes**, click on the **X** in the upper right of the window, in order to select a state from the map.

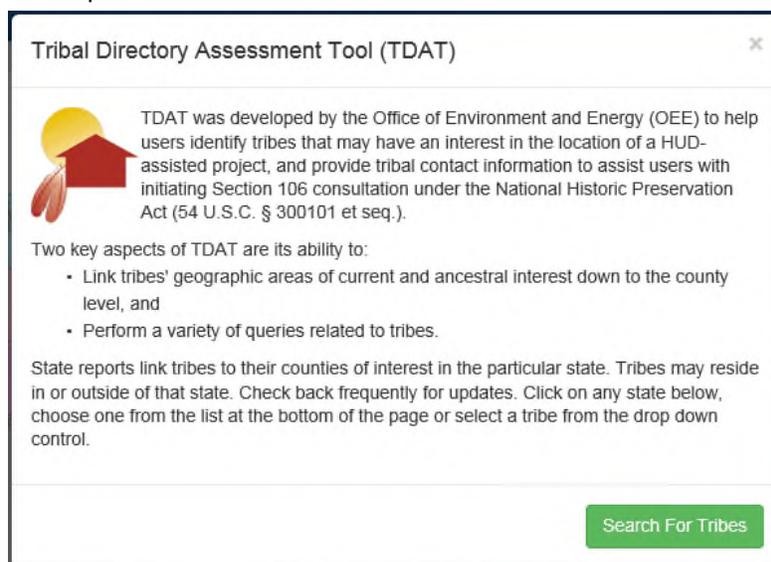


Figure 16. The TDAT Splash screen.

The plus/minus buttons or a mouse wheel can be used to zoom in/out on the map to identify state names. The map will pan by holding down the left-click button and dragging the mouse in any direction.

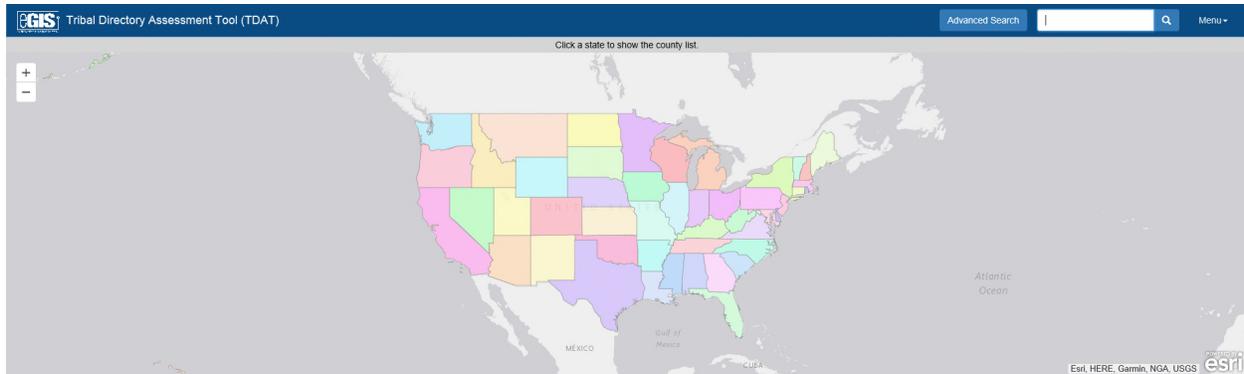


Figure 17. Clickable map interface.

2. Select a state from the map. For example, **Minnesota**.

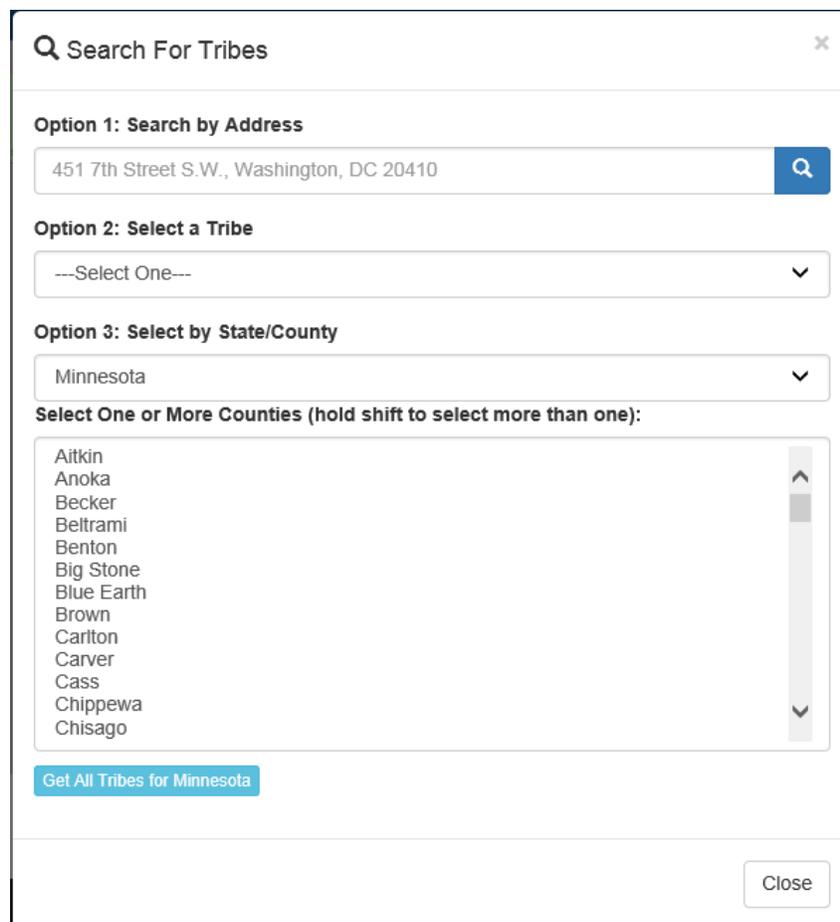


Figure 18. The **Search For Tribes** screen with a scrollable list of counties for Minnesota.

3. Click the **Get All Tribes for Minnesota** button.

This will find all the contact information for tribes that have an interest in the State of Minnesota.

NOTE: A few states and territories may not have any counties of interest. If you click on one of those states or territories, you will receive this message.

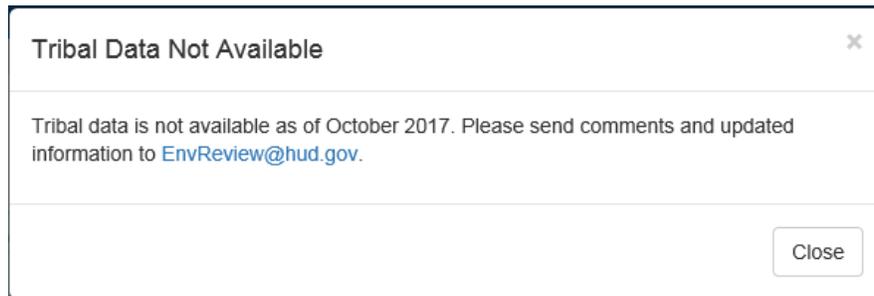


Figure 19. The **Tribal Data Not Available** screen.

Press **Close** to dismiss the window, press the **Advanced Search** button in the application toolbar and choose another state.

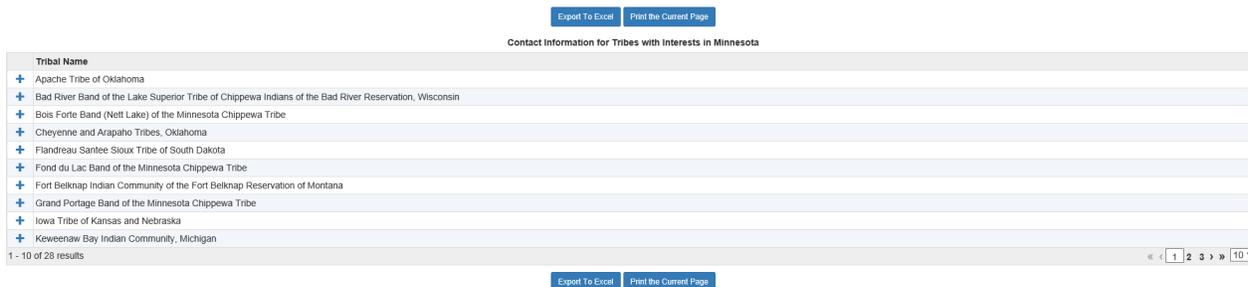


Figure 20.

Figure 20 shows the **Contact Information for Tribes with Interests in Minnesota**. This page features an expandable and collapsible data table control and a page control. The data table control contains a header, **Tribal Name**, which can be clicked to sort the content in ascending order. This table will display ten, 20 or 25 records at a time and for any number of records that are greater than ten, 20 or 25, the page control will add the appropriate number of pages based on the number of records. Figure 20 also shows a page control with seven pages of data and in this example, the number of records can be no greater than 70.

The table control widget, **-**, collapses the contact information associated with the tribe so that it is hidden from the user. Conversely, the table control widget, **+**, expands the contact information associated with the tribe so that it is displayed to the user. Figure 21 shows an example of the expandable and collapsible table control.



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Contact Information for Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, Wisconsin

Tribal Name							
- Apache Tribe of Oklahoma							
Contact Name	Title	Mailing Address	Work Phone	Fax Number	Cell Phone	Email Address	URL
Bob Komardley	Chairman	PO Box 1330 Anadarko, OK 73005	(405) 247-9493	(405) 247-2763		Bkomardley@outlook.com	http://www.apachetribe.org/
- Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, Wisconsin							
Contact Name	Title	Mailing Address	Work Phone	Fax Number	Cell Phone	Email Address	URL
Edith Leeso	THPO	PO Box 39 Odanah, WI 54861	(715) 682-7123 ext. 1662	(715) 682-7118		THPO@badriver-nsn.gov	www.badriver-nsn.gov
Michaël Wiggins	Chairman	PO Box 39 Odanah, WI 54861	(715) 682-7111	(715) 682-7118		RRTChair@badriver-nsn.gov	www.badriver-nsn.gov
+ Bois Forte Band (Nett Lake) of the Minnesota Chippewa Tribe							
+ Cheyenne and Arapaho Tribes, Oklahoma							
+ Flandreau Santee Sioux Tribe of South Dakota							
+ Fond du Lac Band of the Minnesota Chippewa Tribe							
+ Fort Belknap Indian Community of the Fort Belknap Reservation of Montana							
+ Grand Portage Band of the Minnesota Chippewa Tribe							
+ Iowa Tribe of Kansas and Nebraska							
+ Keweenaw Bay Indian Community, Michigan							

1 - 10 of 28 results « 1 2 3 » 10 »

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Figure 21.

For each tribe record, there is corresponding contact information that contains the following information:

- Contact Name
- Title
- Mailing Address
- Work Phone
- Fax Number
- Cell Phone
- Email Address
- URL

The Email Address field is hyperlinked so that an email can be sent directly to the contact person. The URL is also hyperlinked so that the user can view the website and learn more information about that particular tribe. If the user wants to print the current page of the information displayed, there is a **Print the Current Page** button. If the user wants to use the information in a letter, there is an **Export to Excel** button to export the data and use it as part of a mail merge.

NOTE: For tablets and mobile devices, the contact information screen will display in the entire browser window without showing the map above it. A **Back to search** button will appear in the upper left above the table to allow the user to navigate back to the home screen to perform additional queries.

4.5 Find Tribal Contact Information by Street Address or ZIP Code

The **Search by Address** takes a user-defined street address, sends it to an address locator service and returns the county and state where the street address is located. The state and county is used to query the tribal database to retrieve all tribal contact information within that particular county and state.

1. Click on **Search For Tribes** from the TDAT home page splash screen.

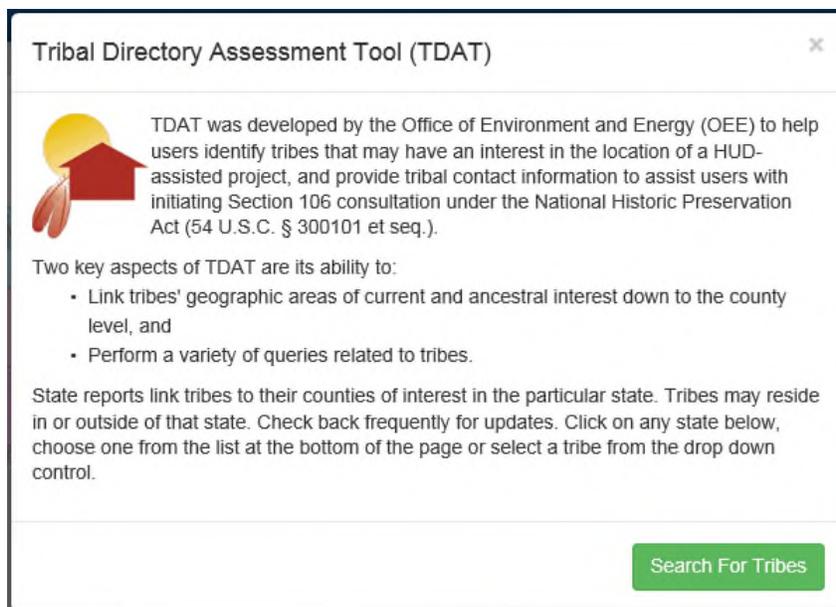


Figure 22. The TDAT Splash screen with the **Search For Tribes** button.

2. Under “**Search For Tribes**”, go to **Option 1: Search by Address**. This accepts a **Street Address, City, State** and **ZIP Code**. An example of the format can be seen in the text input control.

NOTE: This can also be used with only the ZIP Code, however a ZIP Code is always required for any address search.

Figure 23. The **Search For Tribes** screen.

NOTE: Another way to utilize the **Search by address...** tool is to use the input box on the application bar that can be identified by the magnifying glass.



Figure 24. The **Search by address** tool in the application bar.

1. Fill in the **Address, City, State** and **ZIP** information. For example, enter **1200 South Quincy Street Green Bay, Wisconsin 54302**. Press Enter or the magnifying glass.

NOTE: Some addresses will fall into a county where there are tribal areas of interest and some will not.

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Contact Information for Tribes with Interests in Brown County, Wisconsin

Tribal Name	County Name
+ Forest County Potawatomi Community of Wisconsin	Brown
+ Fort Belknap Indian Community of the Fort Belknap Reservation of Montana	Brown
+ Hannahville Indian Community, Michigan	Brown
+ Lac du Flambeau Band of Lake Superior Chippewa Indians of the Lac du Flambeau Reservation of Wisconsin	Brown
+ Little Traverse Bay Bands of Odawa Indians, Michigan	Brown
+ Menominee Indian Tribe of Wisconsin	Brown
+ Miami Tribe of Oklahoma	Brown
+ Oneida Tribe of Indians of Wisconsin	Brown
+ Ottawa Tribe of Oklahoma	Brown

1 - 9 of 9 results « < 1 > » 10 ▾

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Figure 25.

Figure 25 shows the **Contact Information for Tribes with Interests in Brown County, Wisconsin** based on the sample address entered. The information displayed on this page will be the following.

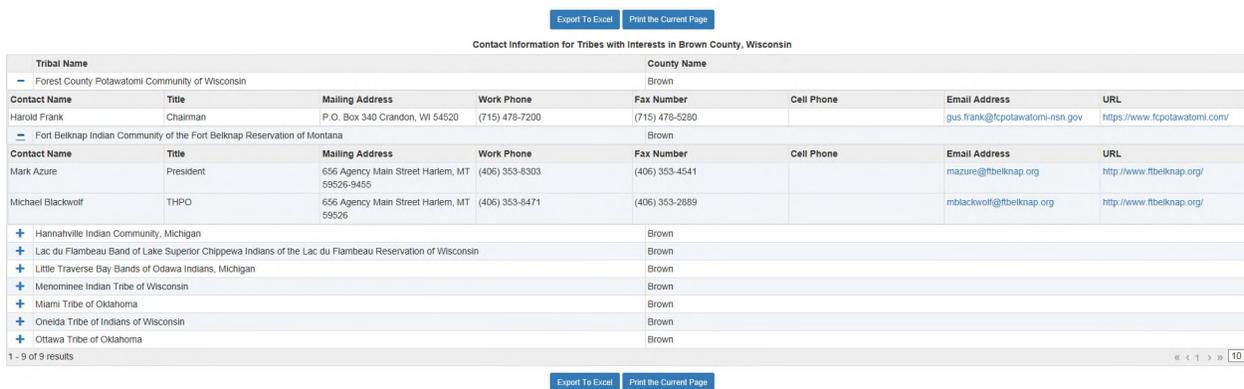
- Tribal Name



- Contact Name
- Title
- Mailing Address
- Work Phone
- Fax Number
- Cell Phone
- Email Address
- URL

Figure 25 shows the **Contact Information for Tribes with Interests in Brown County, Wisconsin**. This page features an expandable and collapsible data table control and a page control. The data table control contains a header, **Tribal Name**, which can be clicked to sort the content in ascending order. This table will display ten, 20 or 25 records at a time and for any number of records that are greater than ten, 20 or 25, the page control will add the appropriate number of pages based on the number of records. Figure 25 also shows a page control with seven pages of data and in this example, the number of records can be no greater than 70.

The table control widget, , collapses the contact information associated with the tribe so that it is hidden from the user. Conversely, the table control widget, , expands the contact information associated with the tribe so that it is displayed to the user. Figure 26 shows an example of the expandable and collapsible table control.



Contact Information for Tribes with Interests in Brown County, Wisconsin							
Tribal Name	County Name						
- Forest County Potawatomi Community of Wisconsin	Brown						
Contact Name	Title	Mailing Address	Work Phone	Fax Number	Cell Phone	Email Address	URL
Harold Frank	Chairman	P.O. Box 340 Crandon, WI 54520	(715) 478-7200	(715) 478-5280		gus.frank@fcpotawatomi-nsn.gov	https://www.fcpotawatomi.com/
- Fort Belknap Indian Community of the Fort Belknap Reservation of Montana	Brown						
Contact Name	Title	Mailing Address	Work Phone	Fax Number	Cell Phone	Email Address	URL
Mark Azure	President	656 Agency Main Street Harlem, MT 59526-9455	(406) 353-8303	(406) 353-4541		mazure@fbelknap.org	http://www.fbelknap.org/
Michael Blackwolf	THPO	656 Agency Main Street Harlem, MT 59526	(406) 353-8471	(406) 353-2889		mblackwolf@fbelknap.org	http://www.fbelknap.org/
+ Hannahville Indian Community, Michigan	Brown						
+ Lac du Flambeau Band of Lake Superior Chippewa Indians of the Lac du Flambeau Reservation of Wisconsin	Brown						
+ Little Traverse Bay Bands of Odawa Indians, Michigan	Brown						
+ Menominee Indian Tribe of Wisconsin	Brown						
+ Miami Tribe of Oklahoma	Brown						
+ Oneida Tribe of Indians of Wisconsin	Brown						
+ Ottawa Tribe of Oklahoma	Brown						

Figure 26.

The Email Address field is hyperlinked so that an email can be sent directly to the contact person. The URL is also hyperlinked so that the user can view the website and learn more information about that particular tribe. If the user wants to print the current page of the information displayed, there is a **Print**

the **Current Page** button. If the user wants to use the information in a letter, there is an **Export to Excel** button to export the data and use it as part of a mail merge.

NOTE: For tablets and mobile devices, the contact information screen will display in the entire browser window without showing the map above it. A **Back to search** button will appear in the upper left above the table to allow the user to navigate back to the home screen to perform additional queries.

4.5.1 Address Error Corrections

There are times when the user submits an address that does not include all the completed address elements, for instance the ZIP Code. TDAT will handle this condition and display a warning message in a yellow banner above the map, as shown in Figure 38. In this case, the user will need to enter a ZIP Code at the end of the address previously entered or you can use a ZIP Code by itself without an address.



Warning! You didn't enter a zip code.

Figure 27.

There are times when the user submits an incomplete address or an address that cannot be matched to a county. For example, a user may omit a house number, misspell a street name or omit the street address entirely. TDAT will handle this condition and display a warning message in a yellow banner above the map, as shown in Figure 8. In this case, the user should enter the proper house number for the street address.



Warning! You didn't enter a location starting with an address.

Figure 28.

Some addresses will fall into a county where there are tribal areas of interest and some will not. If there are not any tribal areas of interest found, TDAT will handle this condition and display a message to assist the user, as shown in Figure 40. In this case, the user should try a different address.

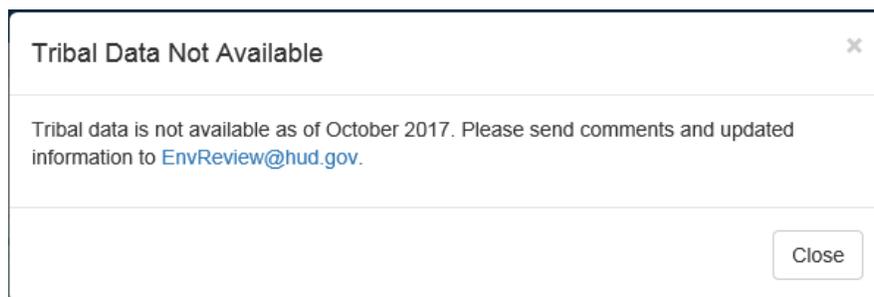


Figure 29. The **Tribal Data Not Available** screen.

4.6 Print the Current Page

The user may want to create a print out of these data for use outside of TDAT and a good example of this is to keep a hard copy of the information for future reference. **Print the Current Page** allows the user to print the currently displayed page to a printer that is connected to a PC.

1. Press the **Print Current Page** button. The **Print** dialog box displays on top of the popup window, as shown in Figure 19. Press the **Print** button.

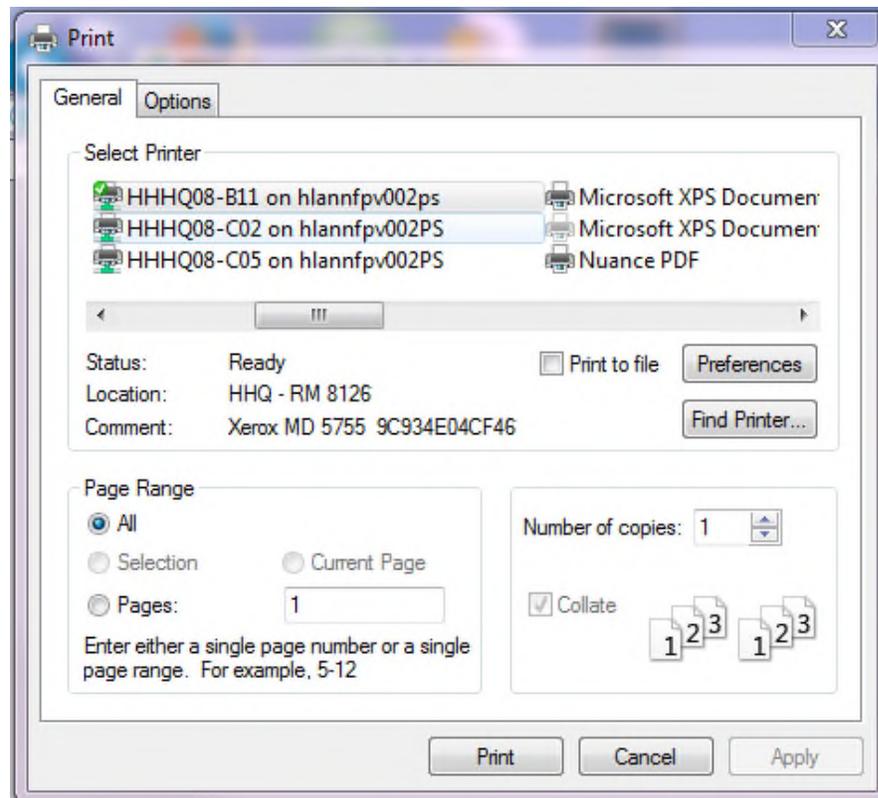


Figure 30. Print setup window.

4.7 Export to Excel

The user may want to identify all of the counties of interest for a selected tribe or, use the tribal contact data outside of TDAT. **Export to Excel** allows the export of data to Microsoft Excel where it can be used in other ways. A good example of this is using mail merge with Excel and a template letter to create letters to tribes to invite consultation.

1. Press the **Export to Excel** button. After a few moments, the **Download Excel** button appears.



Figure 31. Export and Download to Excel.

2. Press the **Download Excel** button. The **File Download** dialog window appears, as shown in Figure 32, and asks to **Open**, **Save** or **Save as** the export.

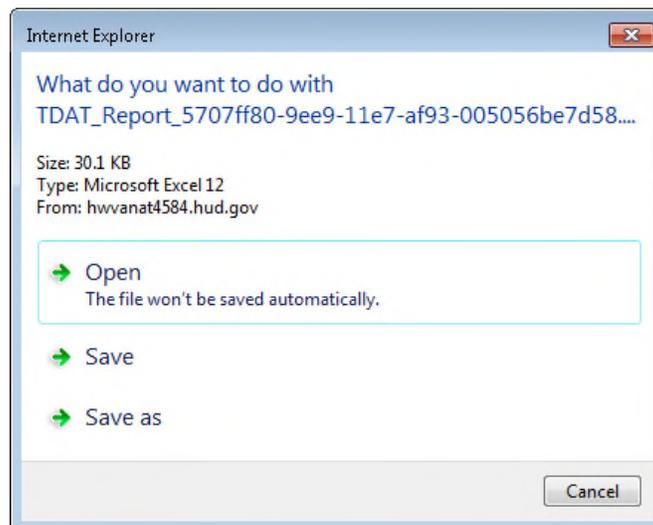


Figure 32. File Download window.

3. Choose **Open** to download the information.



The data is added to Excel as shown in Figure 33. Two additional columns, **County Name** and **State Name**, are added to the end of the file that are not part of the data table shown in Figure 33. All counties of interest for this tribe are shown in this expanded data table.

Results from Query											
Tribal Name	First Name	Last Name	Title	Street Address	City	State	Zip-Code	Work Phone	Fax Number	Cell Phone	Email
Choctaw Nation of Oklahoma	Ian	Thompson	THPO	PO Box 1210	Durant	OK	74702-1210	(800) 522-6170, es	(580) 920-3102		ithomps
Choctaw Nation of Oklahoma	Gary	Batton	Chief	PO Drawer 1210	Durant	OK	74702	(580) 924-8280	(580) 924-1150		gbatton
Choctaw Nation of Oklahoma	Ian	Thompson	THPO	PO Box 1210	Durant	OK	74702-1210	(800) 522-6170, es	(580) 920-3102		ithomps
Choctaw Nation of Oklahoma	Gary	Batton	Chief	PO Drawer 1210	Durant	OK	74702	(580) 924-8280	(580) 924-1150		gbatton
Choctaw Nation of Oklahoma	Ian	Thompson	THPO	PO Box 1210	Durant	OK	74702-1210	(800) 522-6170, es	(580) 920-3102		ithomps
Choctaw Nation of Oklahoma	Gary	Batton	Chief	PO Drawer 1210	Durant	OK	74702	(580) 924-8280	(580) 924-1150		gbatton
Choctaw Nation of Oklahoma	Ian	Thompson	THPO	PO Box 1210	Durant	OK	74702-1210	(800) 522-6170, es	(580) 920-3102		ithomps
Choctaw Nation of Oklahoma	Ian	Thompson	THPO	PO Box 1210	Durant	OK	74702	(580) 924-8280	(580) 924-1150		gbatton
Choctaw Nation of Oklahoma	Gary	Batton	Chief	PO Drawer 1210	Durant	OK	74702	(580) 924-8280	(580) 924-1150		gbatton
Choctaw Nation of Oklahoma	Ian	Thompson	THPO	PO Box 1210	Durant	OK	74702-1210	(800) 522-6170, es	(580) 920-3102		ithomps
Choctaw Nation of Oklahoma	Ian	Thompson	THPO	PO Box 1210	Durant	OK	74702	(580) 924-8280	(580) 924-1150		gbatton
Choctaw Nation of Oklahoma	Gary	Batton	Chief	PO Drawer 1210	Durant	OK	74702	(580) 924-8280	(580) 924-1150		gbatton
Choctaw Nation of Oklahoma	Ian	Thompson	THPO	PO Box 1210	Durant	OK	74702-1210	(800) 522-6170, es	(580) 920-3102		ithomps
Choctaw Nation of Oklahoma	Gary	Batton	Chief	PO Drawer 1210	Durant	OK	74702	(580) 924-8280	(580) 924-1150		gbatton
Choctaw Nation of Oklahoma	Ian	Thompson	THPO	PO Box 1210	Durant	OK	74702-1210	(800) 522-6170, es	(580) 920-3102		ithomps
Choctaw Nation of Oklahoma	Gary	Batton	Chief	PO Drawer 1210	Durant	OK	74702	(580) 924-8280	(580) 924-1150		gbatton
Choctaw Nation of Oklahoma	Ian	Thompson	THPO	PO Box 1210	Durant	OK	74702-1210	(800) 522-6170, es	(580) 920-3102		ithomps
Choctaw Nation of Oklahoma	Gary	Batton	Chief	PO Drawer 1210	Durant	OK	74702	(580) 924-8280	(580) 924-1150		gbatton

Figure 33. Export to Excel report of tribal information.

4.8 Accessing the Menu

4.8.1 Show Splash Screen

TDAT provides an alternate method of accessing the home page splash screen.

1. Under **Menu**, choose “**Show Splash Screen**”.

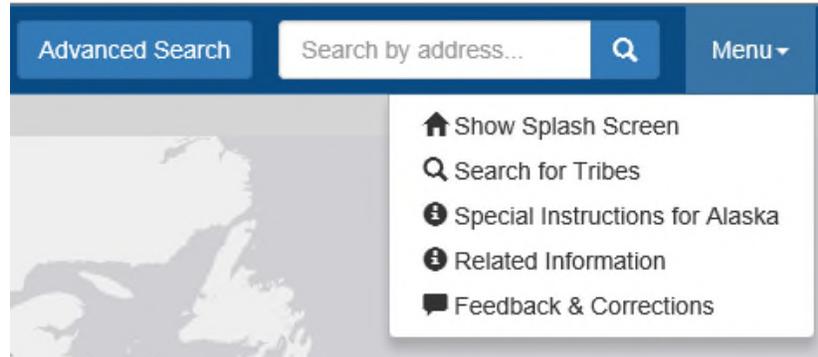


Figure 34. The TDAT menu.

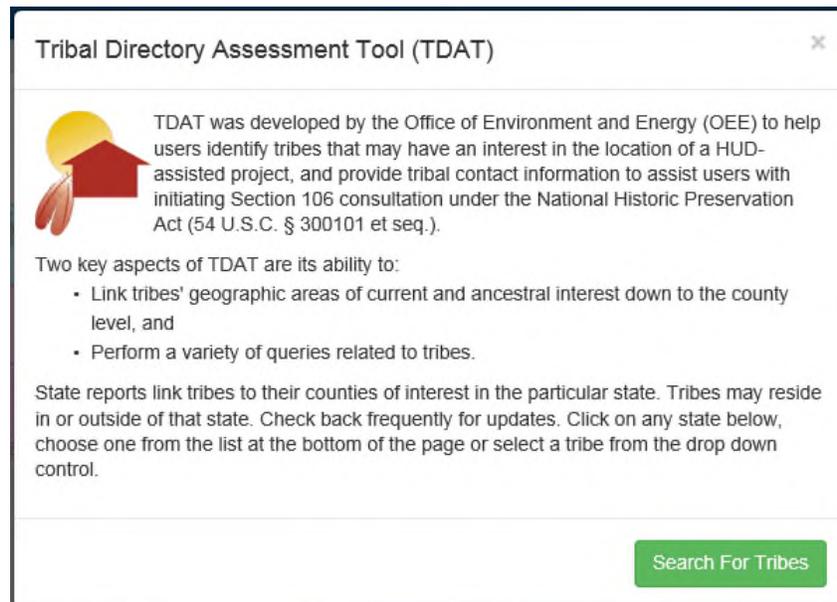


Figure 35. The TDAT Splash screen with the **Search For Tribes** button.

4.8.2 Search for Tribes

TDAT provides an alternate method of accessing the “Search for Tribes” screen.

1. Under **Menu**, choose “**Search for Tribes**”.

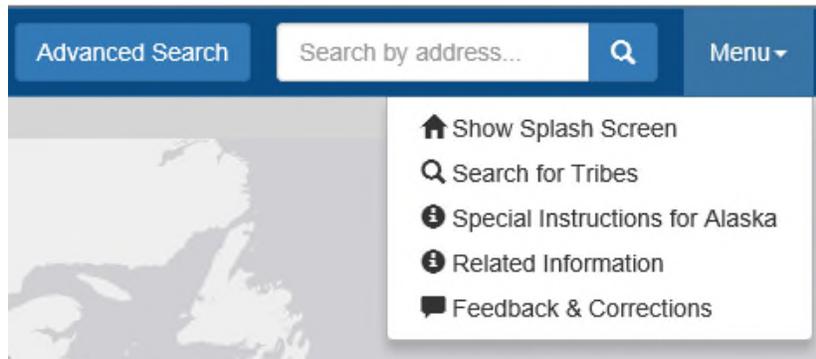


Figure 36. The TDAT menu.

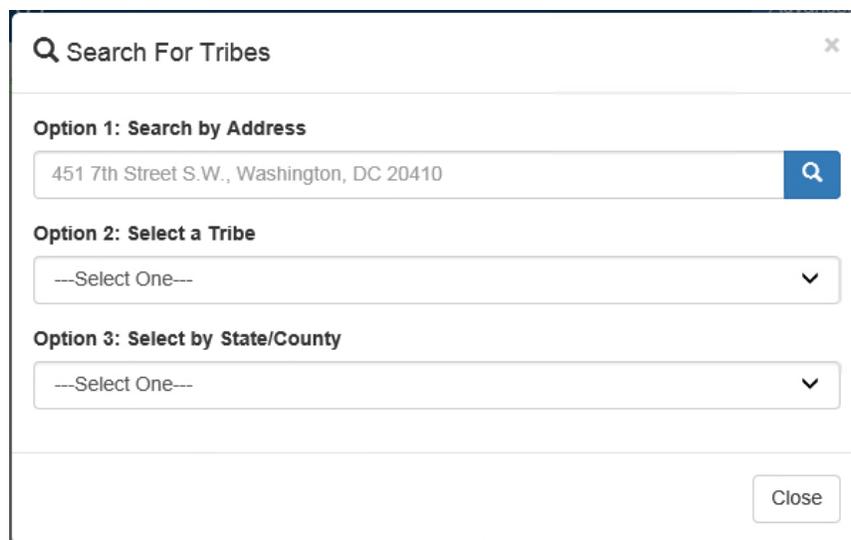


Figure 37. The Search For Tribes screen.

4.8.3 Special Instructions for Alaska

TDAT provides an alternate method to assist with searching for Alaska Native Villages and Native Communities in place of searching by an address. The special instructions are available when clicking on **Special Instructions for Alaska** in the menu.

1. Under **Menu**, choose “**Special Instructions for Alaska**”.

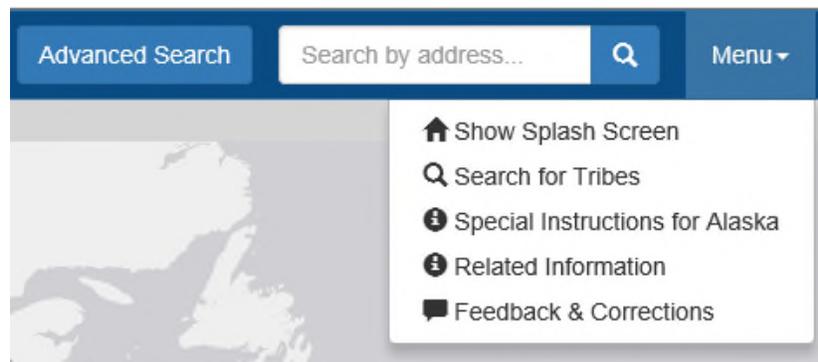


Figure 38. The TDAT menu.

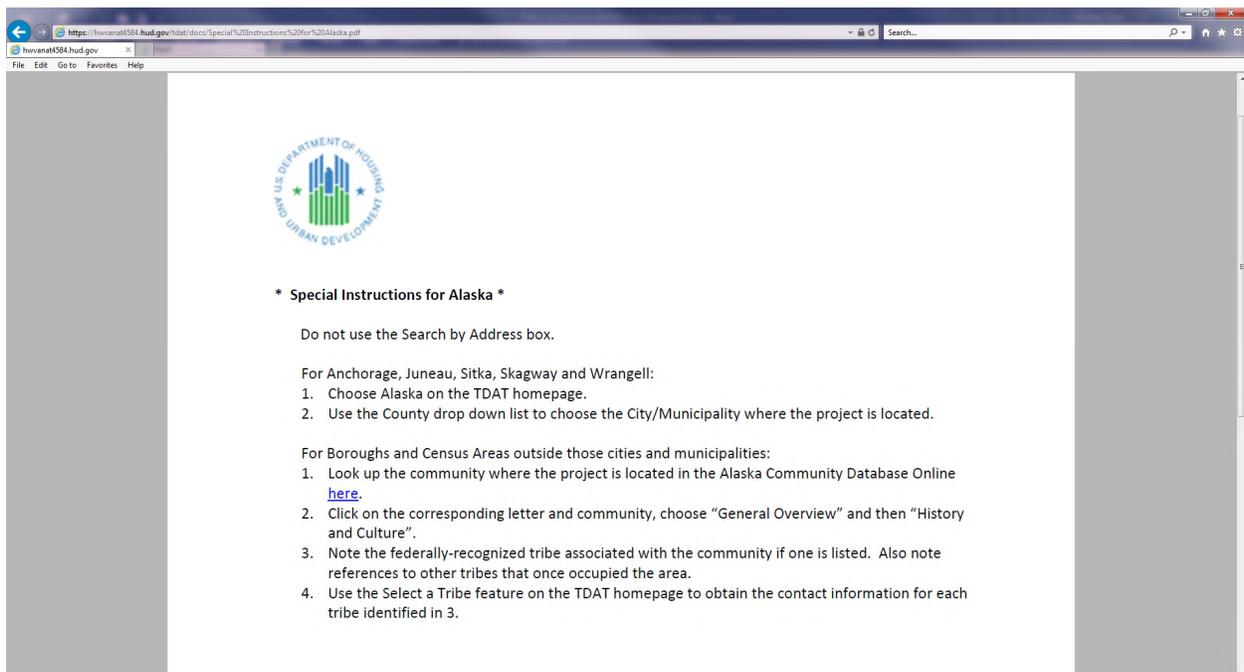


Figure 39.

Note: The addresses that are in Alaska for which TDAT would normally return a borough or census area that is vastly larger than the community, with many more federally recognized tribes than the tribes with an interest in that community. To specifically identify federally recognized tribes with an interest in



a given community, use the following Special Instructions for Alaska which rely on information in the Alaska Community Database Online (<https://www.commerce.alaska.gov/dcra/DCRAExternal/community>).

For the cities and municipalities of Anchorage, Juneau, Sitka, Skagway and Wrangell, use the top set of instructions.

For Anchorage, Juneau, Sitka, Skagway and Wrangell:

1. Choose Alaska on the TDAT homepage.
2. Use the County drop down list to choose the City/Municipality where the project is located.

Figure 40.

For Boroughs and Census Areas outside of those cities and municipalities, use the bottom set of instructions.

For Boroughs and Census Areas outside those cities and municipalities:

1. Look up the community where the project is located in the Alaska Community Database Online [here](#).
2. Click on the corresponding letter and community, choose "General Overview" and then "History and Culture".
3. Note the federally-recognized tribe associated with the community if one is listed. Also note references to other tribes that once occupied the area.
4. Use the Select a Tribe feature on the TDAT homepage to obtain the contact information for each tribe identified in 3.

For example:

1. Go to the Alaska Community Database Online:
<https://www.commerce.alaska.gov/dcra/DCRAExternal/community>
2. To find tribes for Chignik, Alaska; Choose **C** under the **Community Index** section and find **Chignik**.

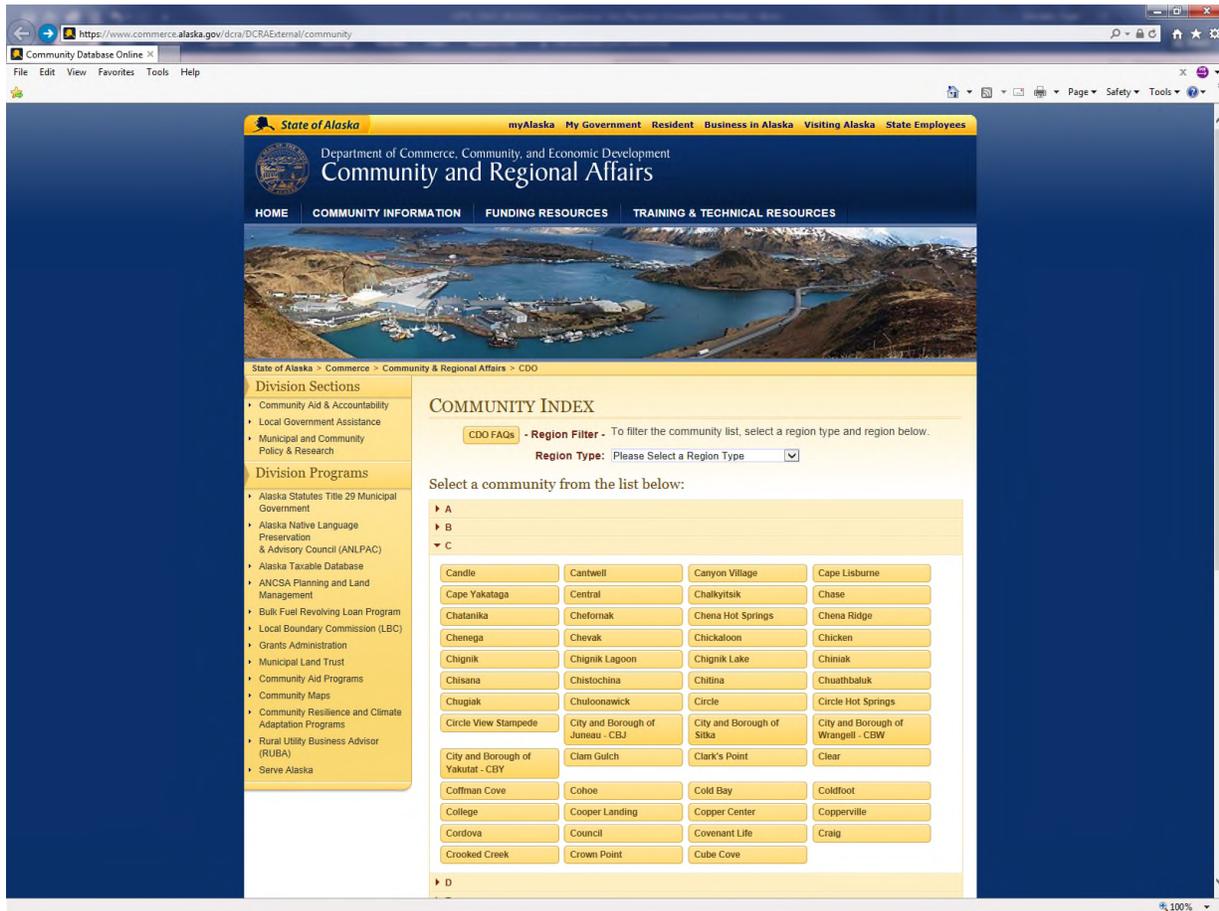


Figure 41.

3. On the Chignik section, click **General Overview > History and Culture** to see a brief statement of the community’s history, and current and/or past occupancy by federally-recognized tribes.
4. Use TDAT homepage to look up the name of the tribes(s) identified.



State of Alaska > Commerce > Community & Regional Affairs > CDO

COMMUNITY: CHIGNIK

Map

Community Information

Chignik
2nd Class City in the Lake and Peninsula Borough

- Community Details
- Economy
- Economy - Fisheries Participation and Earnings
- Economy - Fuel Prices
- Election, Recording, and Judicial Districts
- Facilities and Amenities
- Geography and Climate
- History and Culture

History A village called "Kalwak" was originally located here; it was destroyed during the Russian fur boom in the late 1700s. Chignik, meaning "big wind," was established in the late 1800s as a fishing village and cannery. A four-masted sailing ship called the "Star of Alaska" transported workers and supplies between Chignik and San Francisco. Chinese crews from San Francisco traveled to Chignik in early spring to make tin cans for the cannery. Japanese workers followed in mid-June to begin processing. A post office was established in 1901. Coal mining occurred from 1899 to 1915. Chignik became an incorporated city in 1983. Today, two of the historical canneries are still in operation.

Culture The community is presently a mixture of non-Natives and Alutiiq. Subsistence on fish and caribou is important to residents' livelihoods.

Indigenous Language Alutiiq

Federally Recognized Tribe Yes

Name of Federally Recognized Tribe Chignik Bay Tribal Council

ANCSA Village/Urban Corporation Far West, Incorporated

Figure 42.

4.8.4 Related Information

TDAT provides access to historic preservation information from HUD Exchange, HUD information by state, the process for tribal consultation in HUD projects and the user guide. The related information are available when clicking on **Related Information** in the menu.

1. Under **Menu**, choose **“Related Information”**.

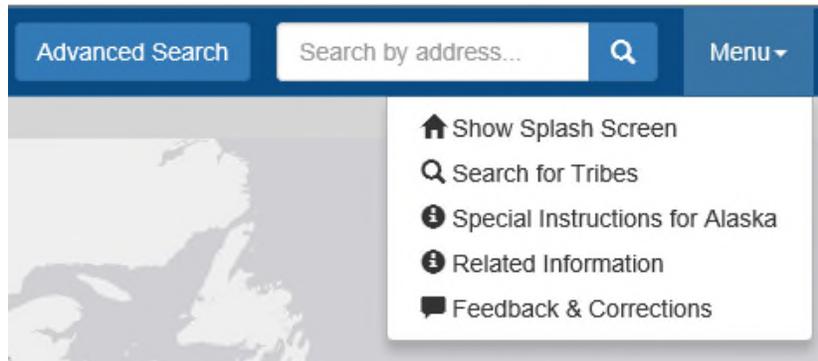


Figure 43. The TDAT menu.

2. Under **Related Information**, choose **“HUD Exchange”**.

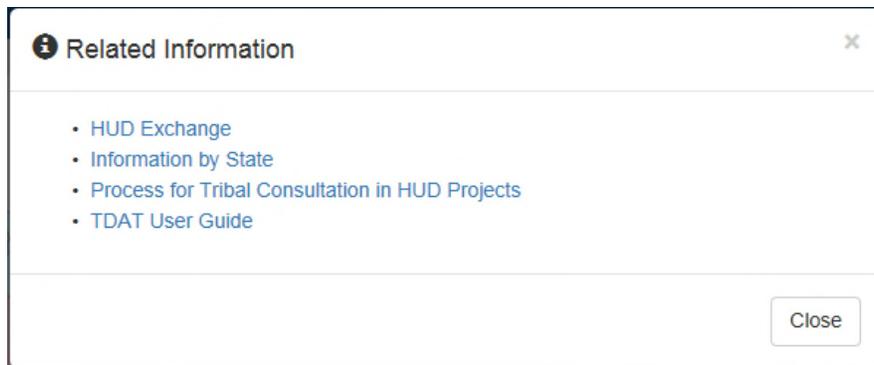


Figure 44. The Related Information menu.

3. Under **Related Information**, choose **“Information by State”**.

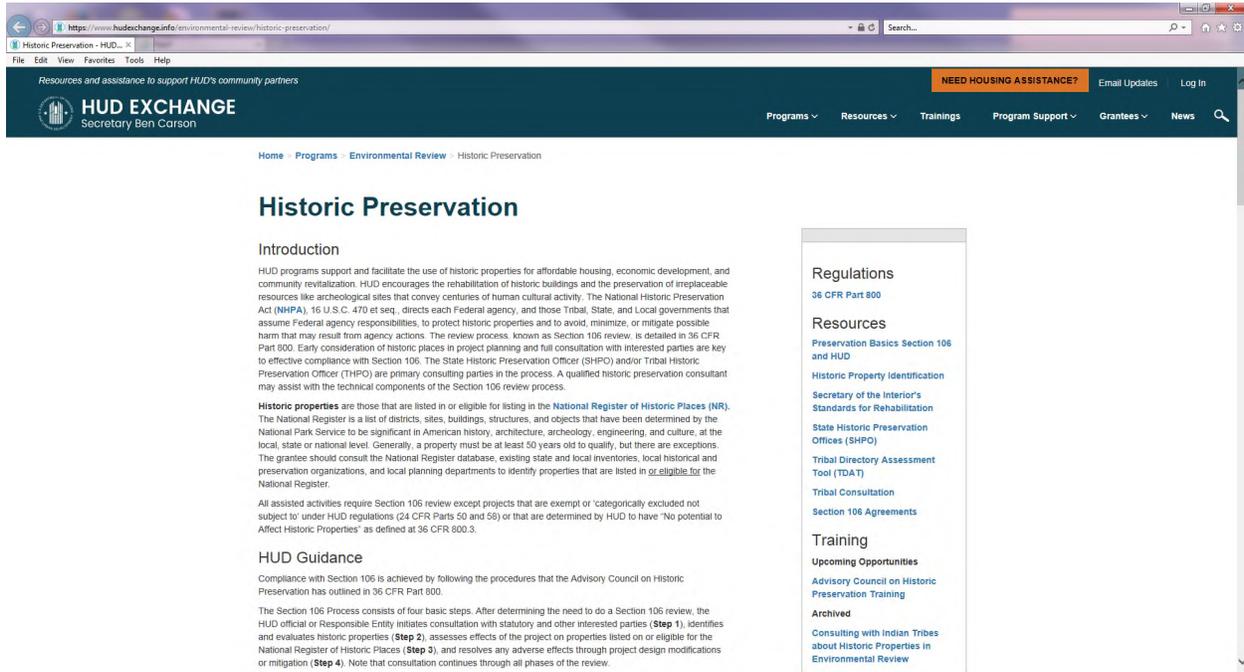


Figure 45. Historic Preservation on HUD Exchange.

4. Under Related Information, choose “Process for Tribal Consultation in HUD Projects”.

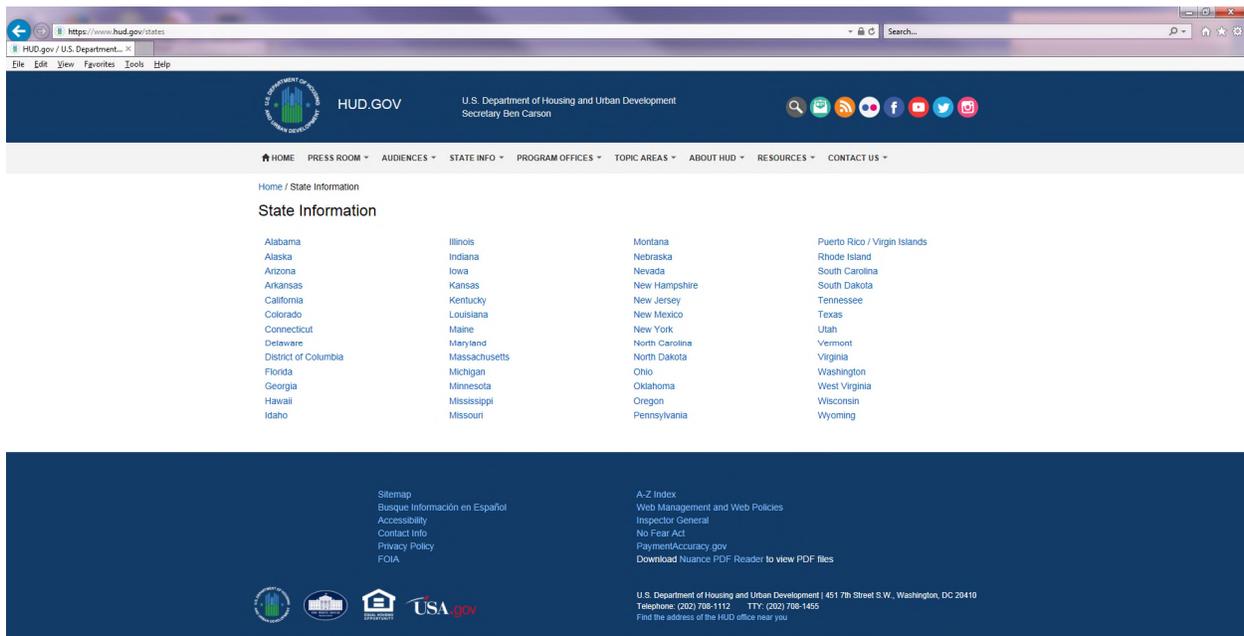


Figure 46. Information by State on HUD.gov.

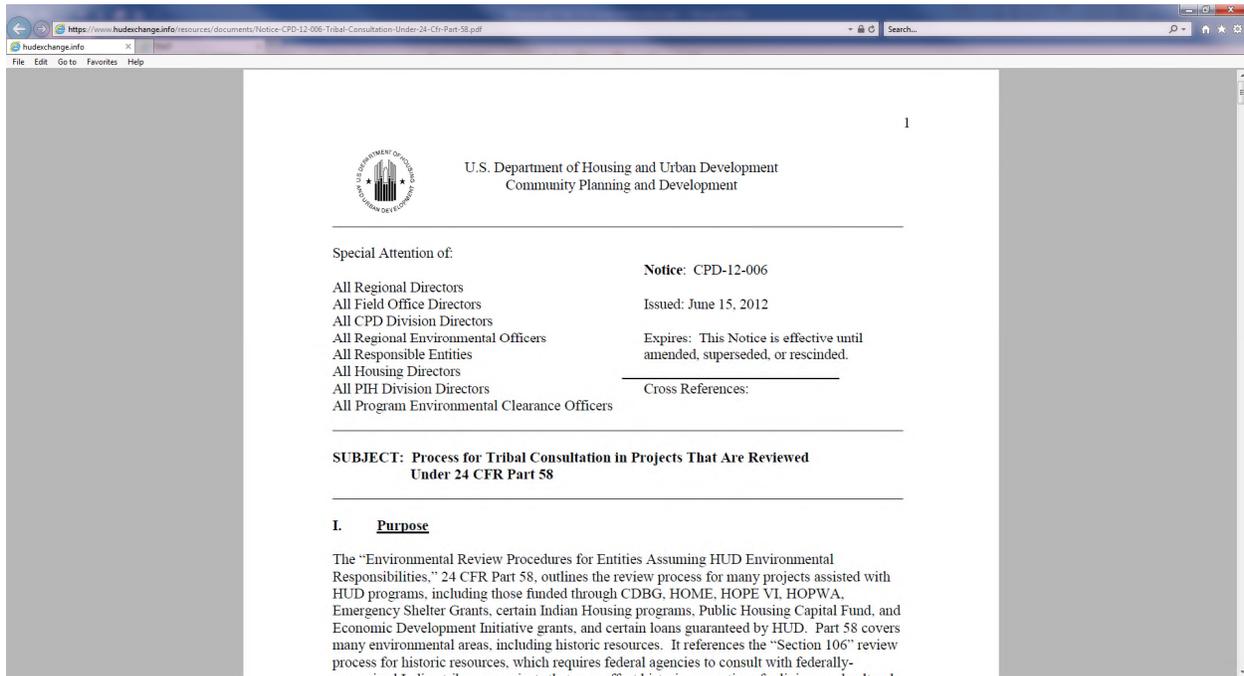


Figure 47. Tribal Consultation Information on HUD Exchange.

5. Under **Related Information**, choose **“TDAT User Guide”**.

4.9 Special Instructions for Feedback and Corrections

The data included in TDAT was updated and confirmed with mainland tribes in the spring and summer of 2015, and with Alaska Native Villages in the fall of 2015 by a consultant under contract to the Policy Development and Research (PDR) office. Nearly 27,000 records are included in the database. It is inevitable that errors will be found and that TDAT will need to be updated as contact information changes. After using TDAT and following the directions in the User Guide, users are encouraged to provide feedback on how the Tribal Directory Assessment Tool is assisting their efforts and how it may be further improved in the future.

Send corrections and updates, as well as feedback on how the Tribal Directory Assessment Tool may be improved to: EnvReview@hud.gov.

To submit corrections and updates for the database, **1)** use **Select a Tribe** to display existing database information, **2)** press **Export to Excel** button, **3)** revise the data as needed, **4)** highlight cells that have changed using a Fill Color of yellow, **5)** save the revised file with the name "[tribe's name] TDAT Revisions", and **6)** send the revised Excel file as an email attachment.

1. Under **Menu**, choose "**Feedback & Corrections**".

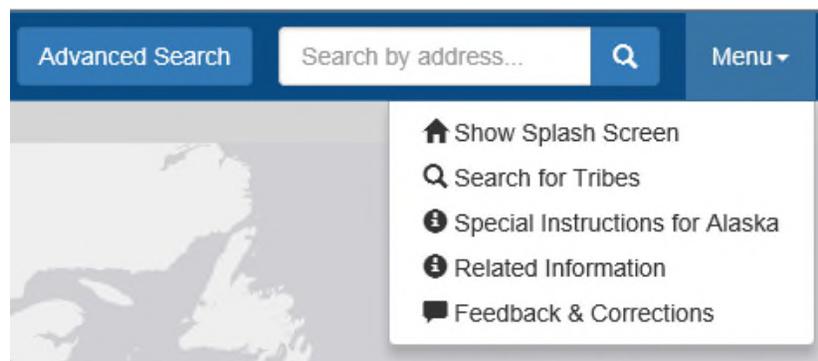


Figure 48. The TDAT menu.

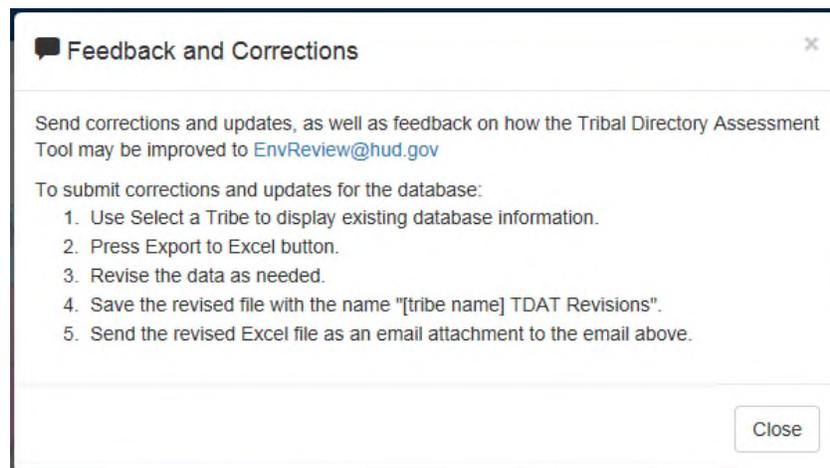


Figure 49. The Feedback and Corrections screen.



5. Getting Help

5.1 Solutions to Common Problems

Common problems with TDAT may be directed to Nancy Boone at nancy.e.boone@hud.gov and the GIS Help Desk at GIShelpdesk@hud.gov.

5.2 Getting More Help

TDAT users who want additional information about Section 106 and tribal consultation should consult the Historic Preservation section of the HUD Exchange website:

<https://www.hudexchange.info/environmental-review/historic-preservation>. Users may contact HUD Regional Environmental Offices and Field Environmental Offices for further guidance on consulting with tribes in their region: <https://www.hudexchange.info/environmental-review/hud-environmental-staff-contacts/>.

5.3 Helpdesk

Technical problems with TDAT may be directed to Nancy Boone at nancy.e.boone@hud.gov and the GIS Help Desk at GIShelpdesk@hud.gov.



Appendix A: References

Table 1 below summarizes the documents referenced in this document.

Document Name	Description	Location
24 CFR §50	Regulations for “Protection and Enhancement of Environmental Quality”	https://www.gpo.gov/fdsys/pkg/CFR-2010-title24-vol1/xml/CFR-2010-title24-vol1-part50.xml
24 CFR §58	Regulations for “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities”	http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr58_04.html
36 CFR §800	Regulations for “Protection of Historic Properties”	http://www.achp.gov/regs-rev04.pdf

Table 1 - References