

# **User Manual**

**Tribal Directory Assessment Tool (TDAT) Version 2.1** 

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

April 15, 2016



# **Document History**

Version No.	Date	Author	Revision Description
0	5/18/2012	Todd McNeil	Initial Submission
1	4/13/2016	Todd McNeil	Added data vintage date to Overview section



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# 1. Overview

The Tribal Directory Assessment Tool (TDAT) Version 2.1 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 2.1 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 2.1 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 April 13, 2016. Future periodic updates of contact information will be made available as necessary.

# 2. 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 2.1 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: <a href="https://www.hudexchange.info/environmental-review/historic-preservation">https://www.hudexchange.info/environmental-review/historic-preservation</a>



# 3. 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.

## **3.1 Features**

TDAT was designed to help users quickly identify tribes and provide appropriate tribal contact information to assist with Section 106 compliance and tribal consultation in the following ways:

- Find tribal contact information by street address.
- Find tribal contact information for an individual tribe.
- Find tribal contact information for a particular state.
- Find tribal contact information for one or more counties in a state.
- Export tribal contact information to Excel for mail merge letters and correspondence.
- Print current page of tribal contact information.
- Send emails to tribal contacts if an email address is provided.

## **3.2 Configuration**

TDAT application was developed with ASP.NET and Visual Basic technology on a Windows Server 2008 Release 2, 64 bit application server. The application server sits inside the HUD firewall and traffic is routed through a reverse proxy machine. The application utilizes the Internet Information Services (IIS) web service to display the application via a web browser. All application data resides in an Oracle 11g enterprise database on a UNIX machine that sits inside the HUD firewall.



# 4. Getting Started

TDAT is a publically available web site and does not have restricted access. This web application includes data for the fifty states and six US territories. All Federally Recognized tribes are included. This includes Native Hawaiian Organizations (NHOs) and Alaska Natives.

A user can access TDAT in one of three ways:

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

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#### Figure 1.

Figure 1 shows the TDAT home page which presents the user with four different ways to access tribal contact information.

• Find tribal contact information by street address.



- Find tribal contact information for an individual tribe.
- Find tribal contact information for a particular state.
- Find tribal contact information for one or more counties in a state.

# 5. Using the TDAT Application

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

## 5.1 Find Tribal Contact Information by Street Address

The TDAT home page has an **Address Information** banner displayed on the right side of the web page and underneath this banner are text input boxes for **Address**, **City**, **State** and **ZIP**. <u>All fields are required</u>.

The **Find Tribal Contact Information by Street Address** takes a user-defined street address, sends it to an address locator web 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 state and county.

1. Fill in the Address, City, State and ZIP information.

Address:	248 East Benton Road	
City:	Albion	
State:	Maine	*
ZIP:	04910	

#### Figure 2.

Figure 2 shows the **Address Information** banner and the text input boxes filled in with a sample address.

2. Press the Find Tribes button to search for tribal contact information.

Some addresses will fall into a county where there are tribal areas of interest and some will not. Figure 3 shows the **Contact Information for Tribes with Interests in Kennebec County, Maine** based on the sample address shown in Figure 2. 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
- THPO

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	Penobscot Nation Kirk Francis Chief 12 Wabanaki Way Indian Island, ME (207) 817- 04468 7350 1136 Kirk.Francis@penobscotnation.org N	
	Penobscot Nation Christopher Sockalexis THPO 12 Wabanaki Way Indian Island, ME (207) 817- 10468 7471 7471 7450 Christ.Sockalexis@penobscotnation.org	
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	Telephone: (202) 708-1112 TTY: (202) 708-1455 Find the address of the HUD office near you	
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#### Figure 3.

The Email Address field is hyperlinked so that the user can send an email directly to the contact person. If the user is done with the information displayed, click on the **O** Return to the Tribal Main page link to return to the TDAT home page. 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.



#### 5.1.1 Export to Excel

The user may want to use the tribal contact data outside of TDAT. **Export to Excel** allows export of the data table 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.

Press the **Export to Excel** button. The **File Download** dialog box, as shown in Figure 4, asks to **Open**, **Save** or **Cancel** the export.

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#### Figure 4.

1. Press the **Open** button to download the data from the database. Microsoft Excel will ask you to open the file as shown in Figure 5.



#### Figure 5.

Press the **Yes** button. The data is added to Excel and the window is maximized as shown in Figure 6. Figure 6 shows two additional data items are added to this file that are not part of the data table shown in Figure 3, county and state.



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#### Figure 6.

#### 5.1.2 Address Error Corrections

There are times when the user submits an address that does not include all of the completed address elements, for instance the ZIP Code. TDAT will handle this condition and display a message to assist the user as to what the problem may be, as shown in Figure 7. In this case, the user will enter a ZIP Code into the **ZIP** text field.



#### Figure 7.

There are times when the user submits an incomplete address or an address that cannot be matched with the address locator web service. 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 message to assist the user as to what the problem may be, as shown in Figure 8. In this case, the user should enter the proper house number, street number or include the street address.

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#### Figure 8.

Some addresses will fall into a county where there are tribal areas of interest and some will not. If there are not any tribes found, TDAT will handle this condition and display a message to assist the user, as shown in Figure 9. In this case, the user should try a different address.



Figure 9.

## 5.2 Find Tribal Contact Information and Counties of Interest 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 its contact information. The TDAT home page has a **Select a Tribe** drop-down control displayed above the map image. This drop down control includes all tribes that exist in the tribal database.

1. Click on the drop-down control to select a tribe, for example, the Choctaw Nation of Oklahoma.

Figure 10 shows the **Contact Information for Choctaw Nation of Oklahoma** and the information displayed on this page will be the following.

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



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	Tribal Directory Assessment Information	
	Contact Information for Choctaw Nation of Oklahoma	
	Contact Name Title Mailing Address Work Phone Fax Number Cell Phone Email Address THPO	
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	Gary Batton Chief PO Drawer 1210 Durant, OK 74702 (580) 924-8280 (580) 924-1150 gbatton@choctawnation.com N	
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#### Figure 10.

The Email Address field is hyperlinked so that the user can send an email directly to the contact person. If the user is done with the information displayed, click on the **O** Return to the Tribal Main page link to return to the TDAT home page. 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.

#### 5.2.1 Export to Excel

The user may want to identify all the counties of interest for a selected tribe. Or, the user may want to use the tribal contact data outside of TDAT. **Export to Excel** allows export of the data table 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. The **File Download** dialog box at the bottom of the browser window, as shown in Figure 11, asks to **Open**, **Save** or **Cancel** the export.



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#### Figure 11.

2. Press the **Open** button to download the data from the database. Microsoft Excel will ask you to open the file as shown in Figure 12.

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	Yes <u>No</u> <u>H</u> elp

#### Figure 12.

Press the **Yes** button. The data is added to Excel and the window is maximized as shown in Figure 13. Two additional data items, county and state, are added to this file that is not part of the data table shown in Figure 10. All counties of interest for this tribe are shown in this expanded data table.



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		Batton		PO Drawer 1210	Durant			(580) 924-8			924-1150		gbatton@choctawnation.c		N	Adams	Mississippi	-					
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		Batton		PO Drawer 1210	Durant			(580) 924-8			924-1150		gbatton@choctawnation.c		N	Alcorn	Mississippi	-					
		Thompson		PO Box 1210	Durant				170, ext. 221		920-3102		ithompson@choctawnatic		,	Amite	Mississippi	-					
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Figure 13.

## **5.3 Find Tribal Contact Information for a Particular State**

The **Find Tribal Contact Information for a Particular State** takes a user-selected state and queries the tribal database to retrieve all tribal contact information for tribes within the selected state. The TDAT home page presents the user with two ways of selecting a state:

- 1. Click a state on the map image.
- 2. Click a state link beneath the map image.

Figure 14 shows the bottom half of the TDAT home page, not visible in Figure 1 due to the home page being vertically taller than the normal screen resolution, and includes the clickable state links.



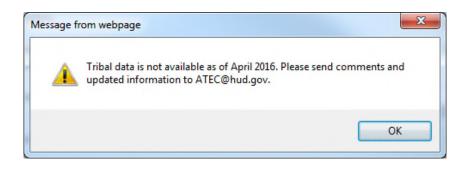


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	Arkansas	Kansas	New Jersey	Tennessee	
	California	Kentucky	New Mexico	<ul> <li>Texas</li> </ul>	
	Colorado	Louisiana	New York	> Utah	
	Connecticut	> Maine	North Carolina	Vermont	
	Delaware	Maryland	North Dakota	Virginia	
	<ul> <li>District of Columbia</li> </ul>	<ul> <li>Massachusetts</li> <li>Michigan</li> </ul>	<ul> <li>Northern Mariana Islands</li> </ul>	<ul> <li>U.S. Virgin Islands</li> </ul>	
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Figure 14.

1. Click on the map image or click on a link to select a state, for example, **Minnesota**.

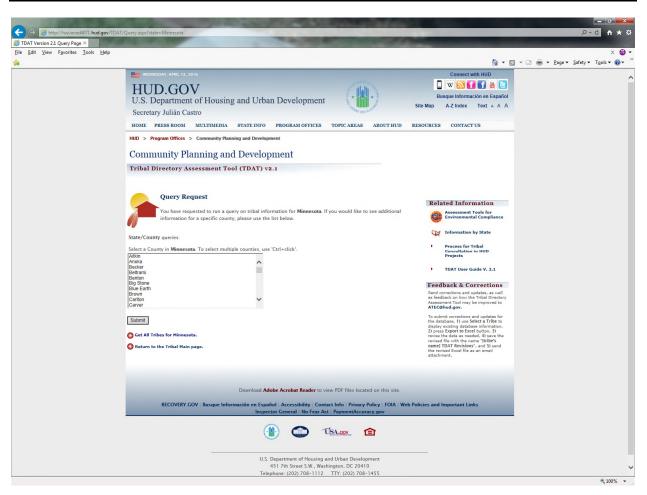
Note: A few states and territories may not have any counties of interest. If you click on one of those states or territories, you will receive this message.



Click OK to dismiss the window and choose another state.

Figure 15 shows the **Query Request** page for **Minnesota** and the information displayed on this page is a scrollable list of all of the counties in Minnesota. Since the user will only be concerned with a particular state, the use of the scrollable list of counties will be explained in Section 5.4, **Find Tribal Contact Information for One or More Counties in a State**. If the user mistakenly chooses the wrong state, click on the **O Return to the Tribal Main page** link to return the TDAT home page.

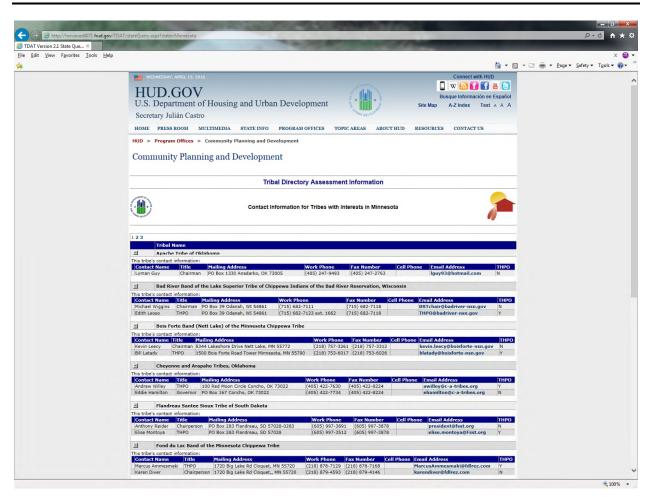




#### Figure 15.

1. Click the O Get All Tribes for Minnesota link. This will find all of the contact information for tribes that have an interest within the State of Minnesota.





#### Figure 16.

Figure 16 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 control will display ten records at a time and for any number of records that are greater than ten, the page control will add the appropriate number of pages based on the number of records. Figure 13 shows a page control with three pages of data and in this example, the number of records can be no greater than 30. 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
- THPO



The Email Address field is hyperlinked so that the user can send an email directly to the contact person. The data table control widget collapses the contact information associated with the tribe so that it is hidden from the user. Conversely, the data table control widget expands the contact information associated with the tribe so that it is displayed to the user. Figure 17 shows an example of the expandable and collapsible table control.

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	Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, Wisconsin	
	This tribe's contact information: Contact Name Title Mailing Address Work Phone Fax Number Cell Phone Email Address THPO	
	Michael Wiggins Chairman PO Box 39 Odanah, WI 54861 (715) 682-7111 (715) 682-7118 BRTchair@badriver-nsn.gov N	
	Edith Leoso THPO PO Box 39 Odanah, WI 54861 (715) 682-7123 ext. 1662 (715) 682-7118 THPO@badriver-nsn.gov Y	
	Bois Forte Band (Nett Lake) of the Minnesota Chippewa Tribe	
	최 Cheyenne and Arapaho Tribes, Oklahoma	
	Flandreau Santee Sioux Tribe of South Dakota           Fond du Lac Band of the Minnesota Chippewa Tribe	
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	Grand Portage Band of the Minnesota Chippewa Tribe	
	Iowa Tribe of Kansas and Nebraska	
	최 Keweenaw Bay Indian Community, Michigan	
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#### Figure 17.

If the user is done with the information displayed, click on the **O** Return to the Tribal Main page link to return to the TDAT home page. The user may also want to investigate additional contact information at a county level, click on the **O** Return to the Query Request page for Minnesota link. This will be explained in Section 5.4, Find Tribal Contact Information for One or More Counties in a State. If the user wants to print the current page, there is a Print 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.



#### 5.3.1 Print Current Page

The user may want to use this data in the future outside of TDAT. A good example of this is to keep a hard copy of the information for future reference. **Print 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. A separate popup window, as shown in Figure 18, displays a screen shot of the data displayed in the table control.

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Lyman Guy	Chairman	PO Box 1330 Anadarko, OK 73005	(405) 247-9493	(405) 247-2763		lguy93@hotmail.com	N
1	Bad River Band of the	Lake Superior Tribe of Chippewa Indians o	f the Bad River Reservation, Wisconsin				
This tribe's conta							
Contact Nam		Mailing Address	Work Phone	Fax Number	Cell Phone	Email Address	THPO
Michael Wiggin Edith Leoso	ns Chairman THPO	PO Box 39 Odanah, WI 54861 PO Box 39 Odanah, WI 54861	(715) 682-7111 (715) 682-7123 ext. 1662	(715) 682-7118 (715) 682-7118		BRTchair@badriver-nsn.gov THPO@badriver-nsn.gov	N V
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Figure 18.

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



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#### Figure 19.

#### 5.3.2 Export to Excel

The user may want to use the tribal contact data outside of TDAT. **Export to Excel** allows export of the data table 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. The **File Download** dialog box at the bottom of the browser window, as shown in Figure 20, asks to **Open**, **Save** or **Cancel** the export.



#### **User Manual**

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#### Figure 20.

2. Press the **Open** button to download the data from the database. Microsoft Excel will ask you to open the file as shown in Figure 21.

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1	The file you are trying to open, 'TribalContactsMinnesota[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
	Yes Help

#### Figure 21.

3. Press the **Yes** button. The data is added to Excel and the window is maximized as shown in Figure 22. Two additional data items, county and state, are added to this file that is not part of the data table as shown in Figure 17.





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F TribalContactsMinnesota															

Figure 22.

## 5.4 Find Tribal Contact Information for One or More Counties in a State

The **Find Tribal Contact Information for One or More Counties in a State** takes a user-selected county or list of counties and queries the tribal database to retrieve all of the tribal contact information. The TDAT home page presents the user with two ways of selecting one or more counties:

- 1. Click a state on the map image.
- 2. Click a state link beneath the map image.

Figure 23 shows the bottom half of the TDAT home page, not visible in Figure 1 due to the home page being vertically taller than the normal screen resolution, and includes the clickable state links.





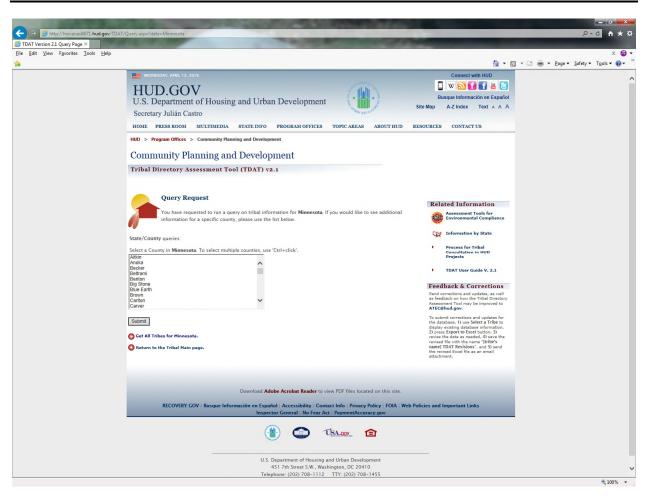
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	Arkansas	Kansas	New Jersey	Tennessee	
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Figure 23.

1. Click on the map image or click on a link to select a state, for example, **Minnesota**.

Figure 24 shows the **Query Request** page for **Minnesota** and the information displayed on this page is a scrollable list of all of the counties in Minnesota. If the user mistakenly chooses the wrong state, click on the **O Return to the Tribal Main page** link to return the TDAT home page and select the correct state.



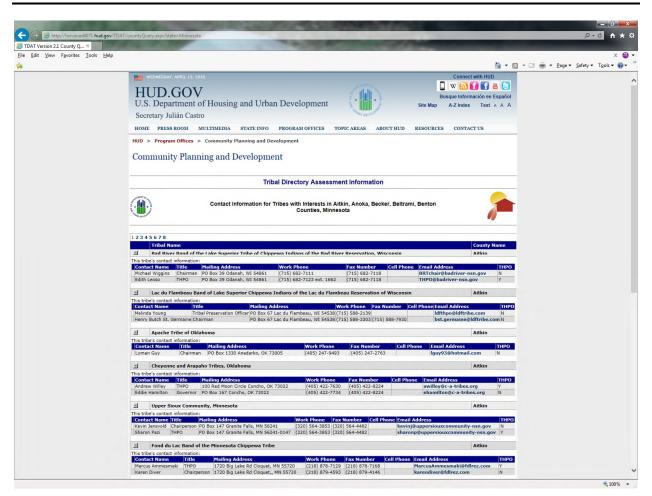


#### Figure 24.

2. Select an individual county or multiple counties of interest, for example, the counties of **Aitkin**, **Anoka**, **Becker**, **Beltrami** and **Benton**. Click the **Submit** button.

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





#### Figure 25.

Figure 25 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 control and a page control. The data table control contains two headers, **Tribal Name** and **County Name**, which can be clicked to sort the content in ascending order. This control will display ten records at a time and for any number of records that are greater than ten, the page control will add the appropriate number of pages based on the number of records. Figure 25 also shows a page control with six pages of data and in this example, the number of records can be no greater than 60. There are many tribes that will have interests in multiple counties; in fact this is quite common. For example, Figure 26 shows that the **Assiniboine and Sioux Tribes of the Fort Peck Indian Reservation** tribe has an interest in all of the counties that were selected in Step 2: **Aitkin, Anoka, Becker, Beltrami** and **Benton**.

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
- THPO

The Email Address field is hyperlinked so that the user can send an email directly to the contact person. The I table control widget collapses the contact information associated with the tribe so that it is hidden from the user. Conversely, the I 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.

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Contact Name     Title     Halling Address     Work Phone     Past Number     Cell Phone frand I Address     Title       Melinda Young     Tribal Preservation Office?/ DBox of Lac du Flambeau, WI 54538 (715) 588-3303 (715) 588-330 (715)		🖃 Lac du Flambeau Band of Lake Superior Chippewa Indians of the Lac du Flambeau Reservation of Wisconsin Aitkin	
Meinda Yong       Tribal Preservation Office/PO Box 67 Lac du Flambeau, WI 54538 (715) 588-3139       IddThopoldfThes.com       N         Herry Putch St. Germaine Chairman       PO Box 67 Lac du Flambeau, WI 54538 (715) 588-3033 (715) 588-3033       bst.germaine@HitThes.com N         Image: Strain St. Germaine Chairman       PO Box 67 Lac du Flambeau, WI 54538 (715) 588-3033 (715) 588-3033       Makin         Image: Strain St. Germaine Chairman       PO Box 67 Lac du Flambeau, WI 54538 (715) 588-3033 (715) 588-3033       Makin         Image: Strain St. Germaine S		This tribe's contact information:	
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#### Figure 26.

If the user is done with the information displayed, click on the **Q** Return to the Tribal Main page link to return to the TDAT home page. The user may also want to investigate additional contact information for a different set of counties, click on the **Q** Return to the Query Request page for Minnesota link. If the user wants to print the current page, there is a Print 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.

### 5.4.1 Print Current Page

The user may want to use this data in the future outside of TDAT. A good example of this is to keep a hard copy of the information for future reference. **Print 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. A separate popup window, as shown in Figure 27, displays a screen shot of the data displayed in the table control.

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				Tri	bal Directory Assessm	ent Information	n				-
			Contact Info	ormation for Tril	oes of Aitkin, Anoka, Beck	er, Beltrami, Ber	nton Counti	es, Minneso	ota		
234567	Tribal Nat	ne								County N	ame
-	Bad River	Band of the La	ke Superior Tribe of Chippew	a Indians of the Bad	River Reservation, Wisconsin					Aitkin	
	contact informa						_				
Contact I Michael W		Title	Mailing Address PO Box 39 Odanah, WI 548	51	Work Phone (715) 682-7111	Fax Number (715) 682-71		ell Phone	Email Address BRTchair@badriver-nan.gov		THPO
Edith Leos		THPO	PO Box 39 Odanah, WI 548		(715) 682-7123 ext. 1662	(715) 682-71			THPO@badriver-nsn.gov		Y
1	Lac du Fla	mbeau Band of	Lake Superior Chippewa Ind	ians of the Lac du Fl	ambeau Reservation of Wisconsin					Aitkin	
	contact informa										
Contact N			tle	Mailing Address		Work Phone	Fax Number	Cell I	Phone Email Address		THPO
Aelinda Vo	oung tch St. Germain		ibal Preservation Officer		Flambeau, WI 54538 Flambeau, WI 54538	(715) 588-2139 (715) 588-3303	(715) 588-79	20	ldfthpo@ldftribe.com bst.germaine@ldftrib		N
		19		PU Box 67 Lac du	Flambeau, WI 54538	((/15) 588-3303	(/15) 568-79	30	jost.germainer=iortric		IN
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s tribe's c Contact I	contact informa	tion: Title	Mailing Address		Work Phone	Fax Numb	ar	Cell Phone	Email Address		THPO
Lyman Gu		Chairman	PO Box 1330 Anadarko,	OK 73005	(405) 247-9493	(405) 247-2		Centratione	louv93@hotmail.com		N
	Chevenne	and Arapaho T	ribes, Oklahoma							Aitkin	
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Contact I	Name	Title	Mailing Address		Work Phone	Fax Numbe		Cell Phone	Email Address		THPO
Andrew W		THPO	100 Red Moon Circle Conch		(405) 422-7630	(405) 422-8			awillev@c-a-tribes.org		Y N
Eddie Han	1	Governor	PO Box 167 Concho, OK 73	022	(405) 422-7734	(405) 422-8	224		ehamilton@c;a-tribes.org	1	N
1	Upper Sio	ux Community,	Minnesota							Aitkin	
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1	Keweena	w Bay Indian Co	ommunity, Michigan							Aitkin	
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Figure 27.

2. The **Print** dialog box displays on top of the popup window, as shown in Figure 28. Press the **Print** button.



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Location: HHHQ RM 8126 Comment: Page Range	Find Printer

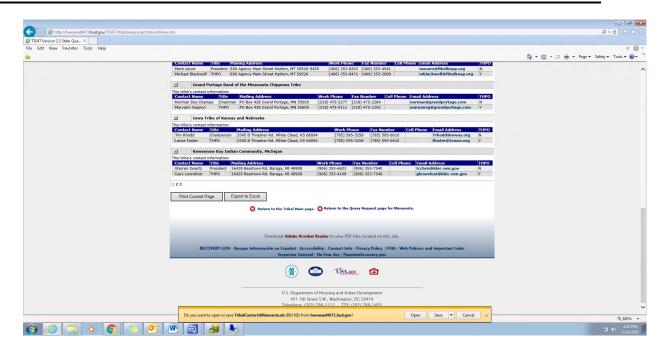
#### Figure 28.

#### 5.4.2 Export to Excel

The user may want to use the tribal contact data outside of TDAT. **Export to Excel** allows export of the data table 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.

Press the **Export to Excel** button. The **File Download** dialog box, as shown in Figure 29, asks to **Open**, **Save** or **Cancel** the export.

#### **User Manual**



#### Figure 29.

1. Press the **Open** button to download the data from the database. Microsoft Excel will ask you to open the file as shown in Figure 30.

Microsof	ft Office Excel
⚠	The file you are trying to open, 'TribalContacts[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
	Yes No Help

#### Figure 30.

2. Press the **Yes** button. The data is added to Excel and the window is maximized as shown in Figure 31. Two additional data items, county and state, are added to this file that is not part of the data table as shown in Figure 26.



1 19 • (* - 62) =				TribalContact	s - Microsoft Excel								- 6 - 2
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Al - 🕞 🎜 TRIB	AL NAME					_							
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TRIBAL NAME	FIRST NAME	LAST NAME	TITLE	STREET ADDRESS	CITY		ZIP CODE	WORK PHONE	FAX NUMBER	CELL PHONE	EMAIL		
Bad River Band of the Lake Superior							-		-				-
Tribe of Chippewa Indians of the Bad													
River Reservation, Wisconsin	Michael	Wiggins	Chairman	PO Box 39	Odanah	w	54861	(715) 682-7111	(715) 682-7118		BRTchair@badriver-nsn.gov	N	Benton
Bad River Band of the Lake Superior													
Tribe of Chippewa Indians of the Bad													
River Reservation, Wisconsin	Michael	Wiggins	Chairman	PO Box 39	Odanah	wi	54861	(715) 682-7111	(715) 682-7118		BRTchair@badriver-nsn.gov	N	Anoka
Bad River Band of the Lake Superior		1.7											
Tribe of Chippewa Indians of the Bad	(C				1000			An			and the second		
River Reservation, Wisconsin	Michael	Wiggins	Chairman	PO Box 39	Odanah	WI	54861	(715) 682-7111	(715) 682-7118		BRTchair@badriver-nsn.gov	N	Aitkin
Bad River Band of the Lake Superior													
Tribe of Chippewa Indians of the Bad											and the second		
River Reservation, Wisconsin	Edith	Leoso	THPO	PO Box 39	Odanah	WI .	54861	(715) 682-7123 ext. 1662	(715) 682-7118		THPO@badriver-nsn.gov	Y	Benton
Bad River Band of the Lake Superior													
Tribe of Chippewa Indians of the Bad								and the second second					
River Reservation, Wisconsin	Edith	Leoso	THPO	PO Box 39	Odanah	WI	54861	(715) 682-7123 ext. 1662	(715) 682-7118		THPO@badriver-nsn.gov	Y	Anoka
Bad River Band of the Lake Superior													
Tribe of Chippewa Indians of the Bad				Same and a second second	100 C			and the state of the			Contractor and the second second second		3.22.7
River Reservation, Wisconsin	Edith	Leoso	THPO	PO Box 39	Odanah	WI	54861	(715) 682-7123 ext. 1662	(715) 682-7118		THPO@badriver-nsn.gov	Y	Aitkin
Lac du Flambeau Band of Lake Superior													
Chippewa Indians of the Lac du	10.01			1.									1.1.1
Flambeau Reservation of Wisconsin	Henry	Butch St. Germaine	Chairman	PO Box 67	Lac du Flambeau	WI	54538	(715) 588-3303	(715) 588-7930		bst.germaine@ldftribe.com	N	Benton
Lac du Flambeau Band of Lake Superior													
Chippewa Indians of the Lac du Flambeau Reservation of Wisconsin	100 C	Butch St. Germaine		PO Box 67	Lac du Flambeau			(715) 588-3303	(715) 588-7930			N	Beltrami
Lac du Flambeau Band of Lake Superior	Henry	Butch St. Germaine	Chairman	PO BOX 67	Lac du Flambeau	WI	34338	(715) 588-3303	(112) 289-1330		bst.germaine@ldftribe.com	N	Beitrami
Chippewa Indians of the Lac du													
Flambeau Reservation of Wisconsin	Henry	Butch St. Germaine	Chairman	PO Box 67	Lac du Flambeau	140	EAE 20	(715) 588-3303	(715) 588-7930		bst.germaine@ldftribe.com	N	Becker
Lac du Flambeau Band of Lake Superior	Henry	Butch St. Germanie	chairman	PO BOX 07	Lac ou Flambeau	VVI	J4J30	(11) 300-3303	(713) 388-7330		oscgermanne@idititibe.com	N.	Becker
Chippewa Indians of the Lac du													
Flambeau Reservation of Wisconsin	Henry	Butch St. Germaine	Chairman	PO Box 67	Lac du Flambeau	140	54520	(715) 588-3303	(715) 588-7930		bst.germaine@ldftribe.com	N	Anoka
Lac du Flambeau Band of Lake Superior	righty	buten bit dermanie	Chanthan	FO BOX 07	cae ou manificeuu		54550	[715] 500-5505	(123) 500-1550		Disgemeneerden		Allona
Chippewa Indians of the Lac du													
Elambeau Reservation of Wisconsin	Henry	Butch St. Germaine	Chairman	PO Box 67	Lac du Flambeau	w	54538	(715) 588-3303	(715) 588-7930		bst.germaine@ldftribe.com	N	Aitkin
Lac du Flambeau Band of Lake Superior					10110200		01000				C	-	
Chippewa Indians of the Lac du												1	
	Melinda	Young	Tribal Preservation Officer	PO Box 67	Lac du Flambeau	wi	54538	(715) 588-2139			ldfthpo@ldftribe.com	N	Benton
Lac du Flambeau Band of Lake Superior		×.										1	
Chippewa Indians of the Lac du													
Flambeau Reservation of Wisconsin	Melinda	Young	Tribal Preservation Officer	PO Box 67	Lac du Flambeau	WI	54538	(715) 588-2139			ldfthpo@ldftribe.com	N	Beltrami
Lac du Flambeau Band of Lake Superior												-	

Figure 31.

## **5.5 Special Instructions for Error Correction**

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: <u>Nancy.E.Boone@hud.gov</u>. 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.



# 6. Getting Help

# 6.1 Solutions to Common Problems

Technical problems with TDAT may be directed to Todd McNeil at todd.mcneil@hud.gov.

## 6.2 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:

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

## 6.3 Helpdesk

Technical problems with TDAT may be directed to Todd McNeil @ todd.mcneil@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





# **Appendix B: Key Terms**

Table 2 below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

Term	Definition
ASP.NET	ASP.NET is a Web application framework developed and marketed by Microsoft to allow programmers to build dynamic Web sites, Web applications and Web services.
ATEC	Assessment Tools for Environmental Compliance, HUD's environmental guidance website.
DMZ	The name is derived from the term "demilitarized zone". In computer security, a DMZ (sometimes referred to as a perimeter network) is a physical or logical sub network that contains and exposes an organization's external services to a larger untrusted network, usually the Internet. The purpose of a DMZ is to add an additional layer of security to an organization's local area network (LAN); an external attacker only has access to equipment in the DMZ, rather than any other part of the network.
Internet Information Services (IIS)	IIS was formerly called Internet Information Server and is a web server application and set of feature extension modules created by Microsoft for use with Microsoft Windows.
Oracle 11g	The Oracle Database release version (commonly referred to as Oracle RDBMS or simply as Oracle) is an object-relational database management system (ORDBMS).
Section 106 Review	Review process that assesses impacts to historic properties from federal projects.
TDAT	Tribal Directory Assessment Tool, HUD's tribal consultation database.

Table 2 - Key Terms