User Manual

Tribal Directory Assessment Tool (TDAT) Version 2.2

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

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Document History

Version No.	Date	Author	Revision Description
0	10/26/2016	Todd McNeil	Initial Submission

Content

1. Overview

The Tribal Directory Assessment Tool (TDAT) Version 2.2 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 2.2 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 2.2 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 2.2 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 2.2 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.

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 2.2 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 .

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

- 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.
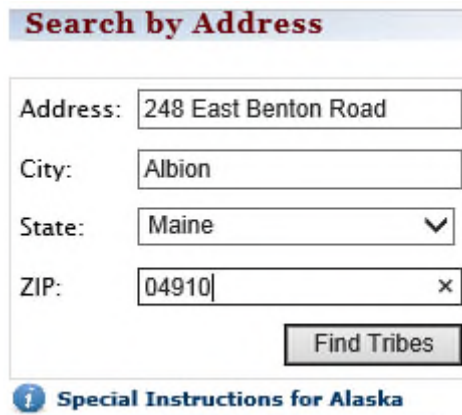- Export tribal contact information to Excel for mail merge letters and correspondence.
- Print current page of tribal contact information.
- Send emails to tribal contacts if an email address is provided.

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 Alaska Natives. 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/.
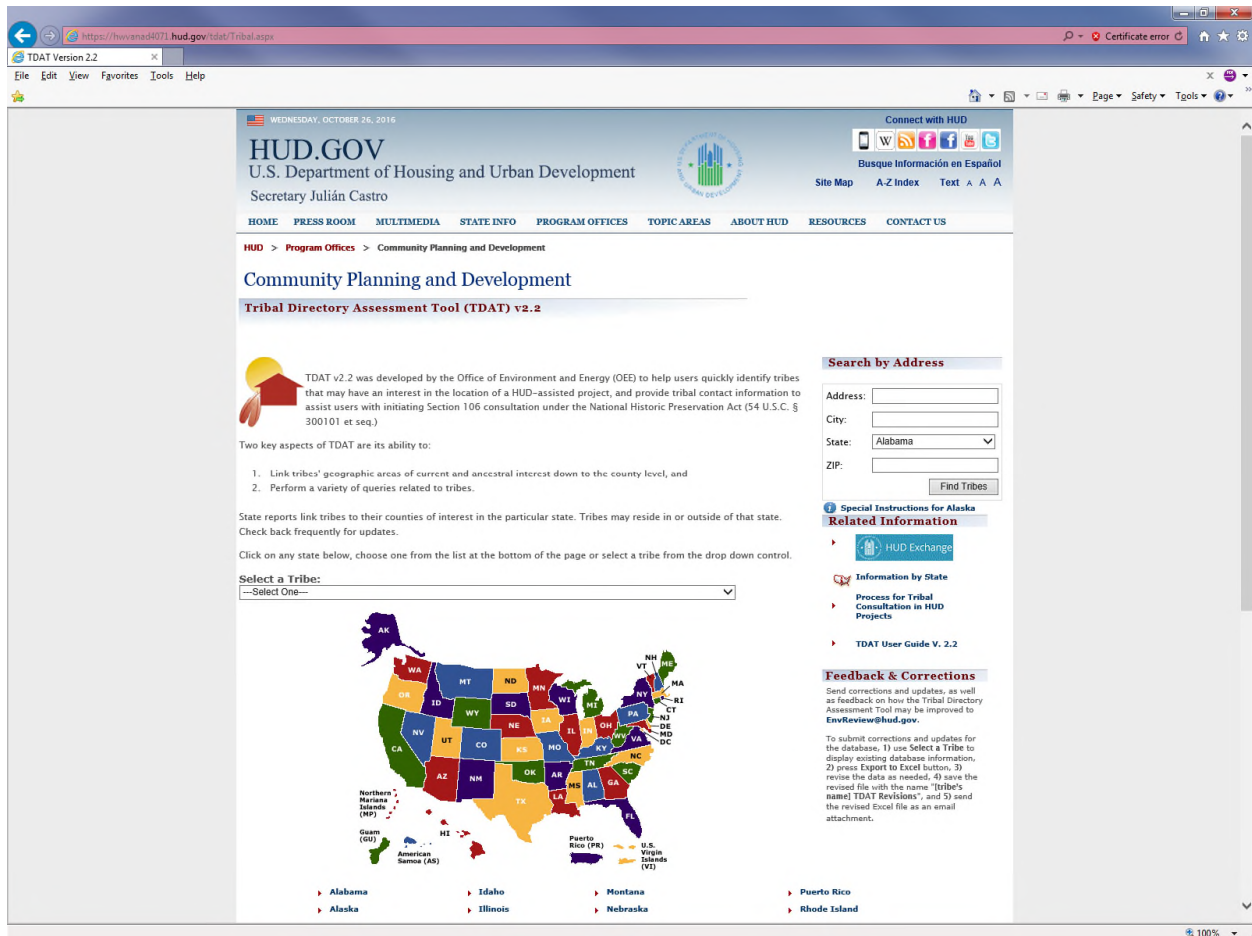
Figure 1.

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 a **Search by Address** panel displayed on the right side of the web page and underneath this banner are text input boxes for **Address**, **City**, **State** and **ZIP**. All fields are required.

The **Search by 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.

Figure 2.

Figure 2 shows the **Search by Address** panel 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
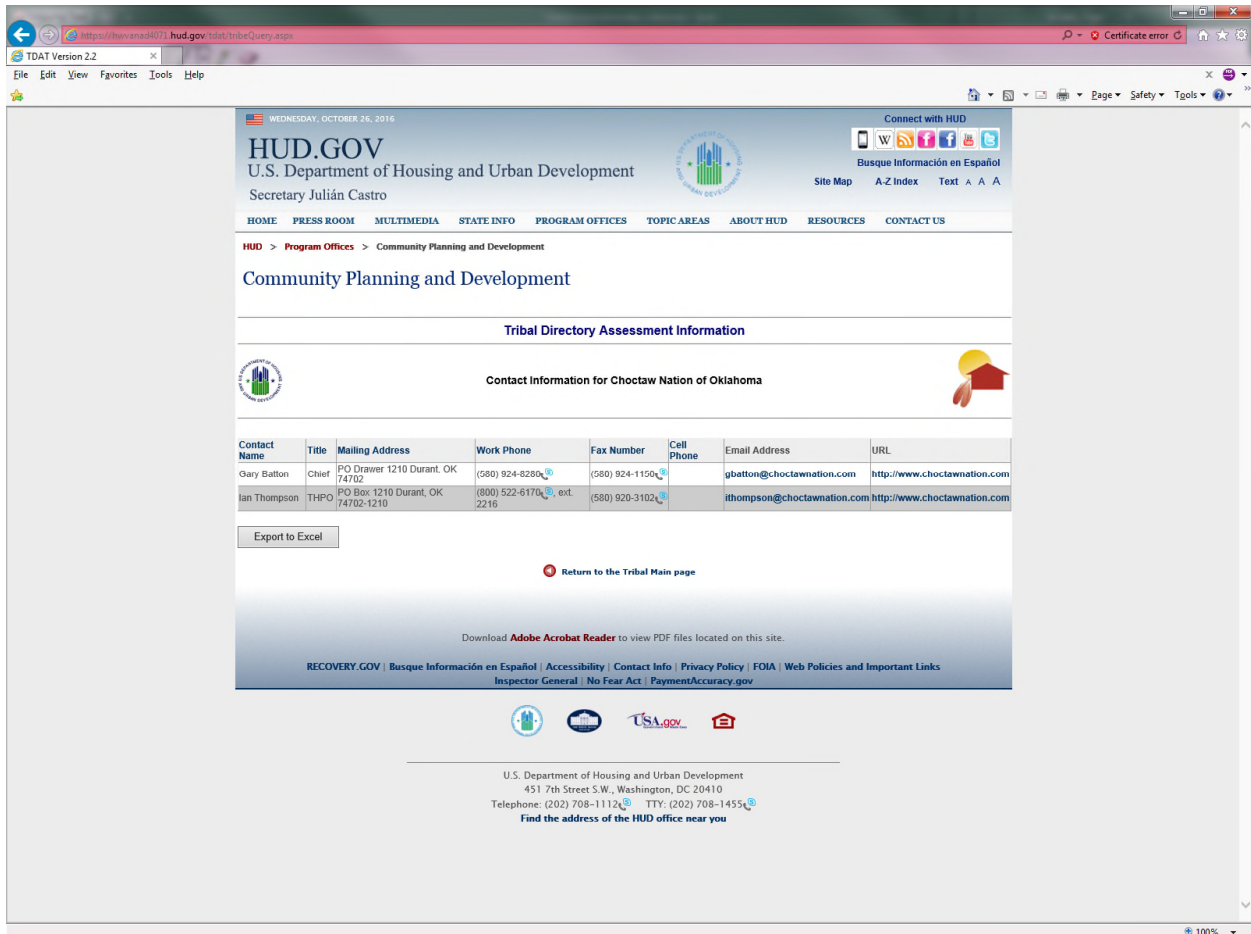- Fax Number
- Cell Phone
- Email Address
- URL
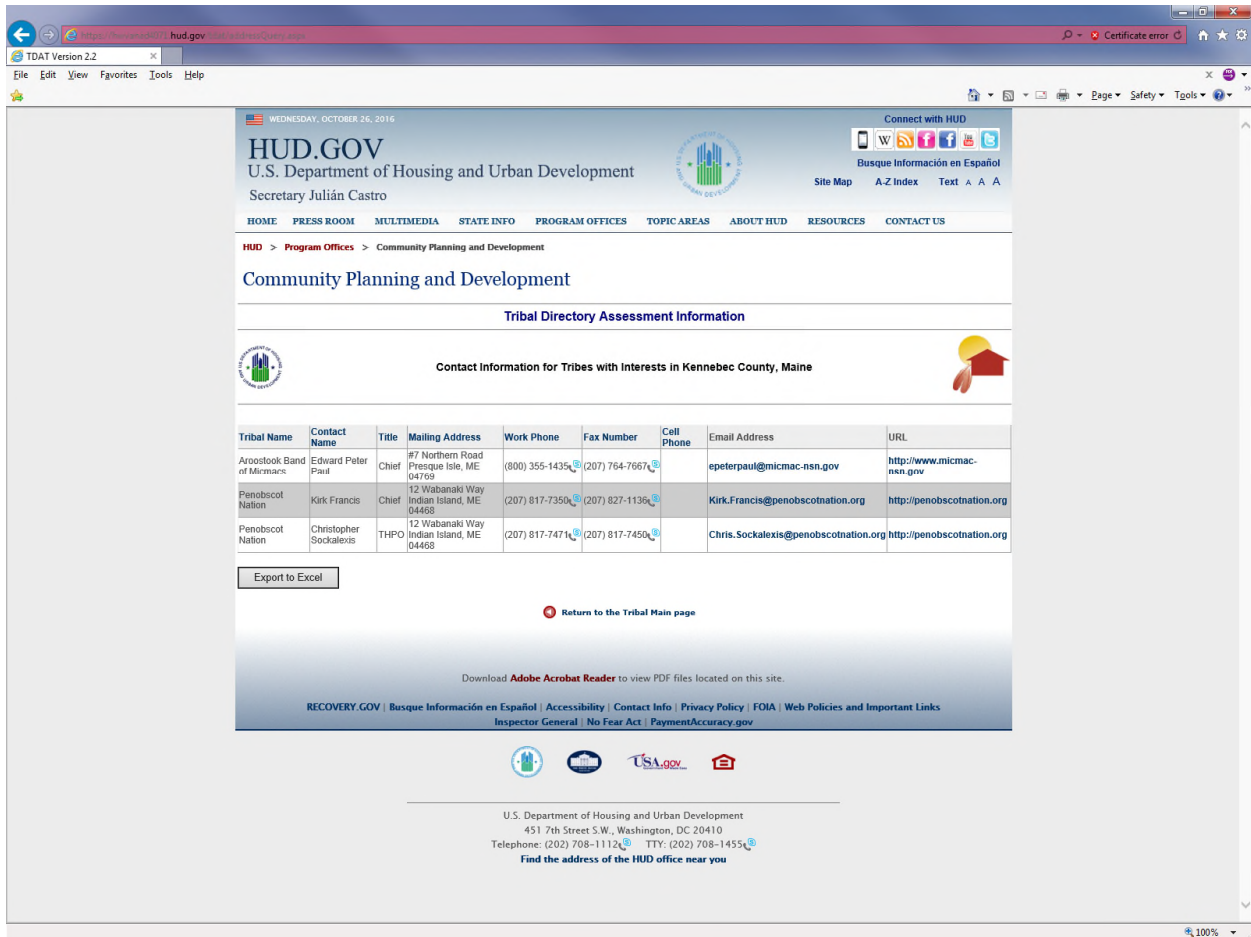
Figure 3.

The Email Address field is hyperlinked so that the user can send an email directly to the contact person. The URL is hyperlinked so that the user can view the website and learn more information about that particular tribe. If the user is done with the information displayed, click on the 🔴 **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.
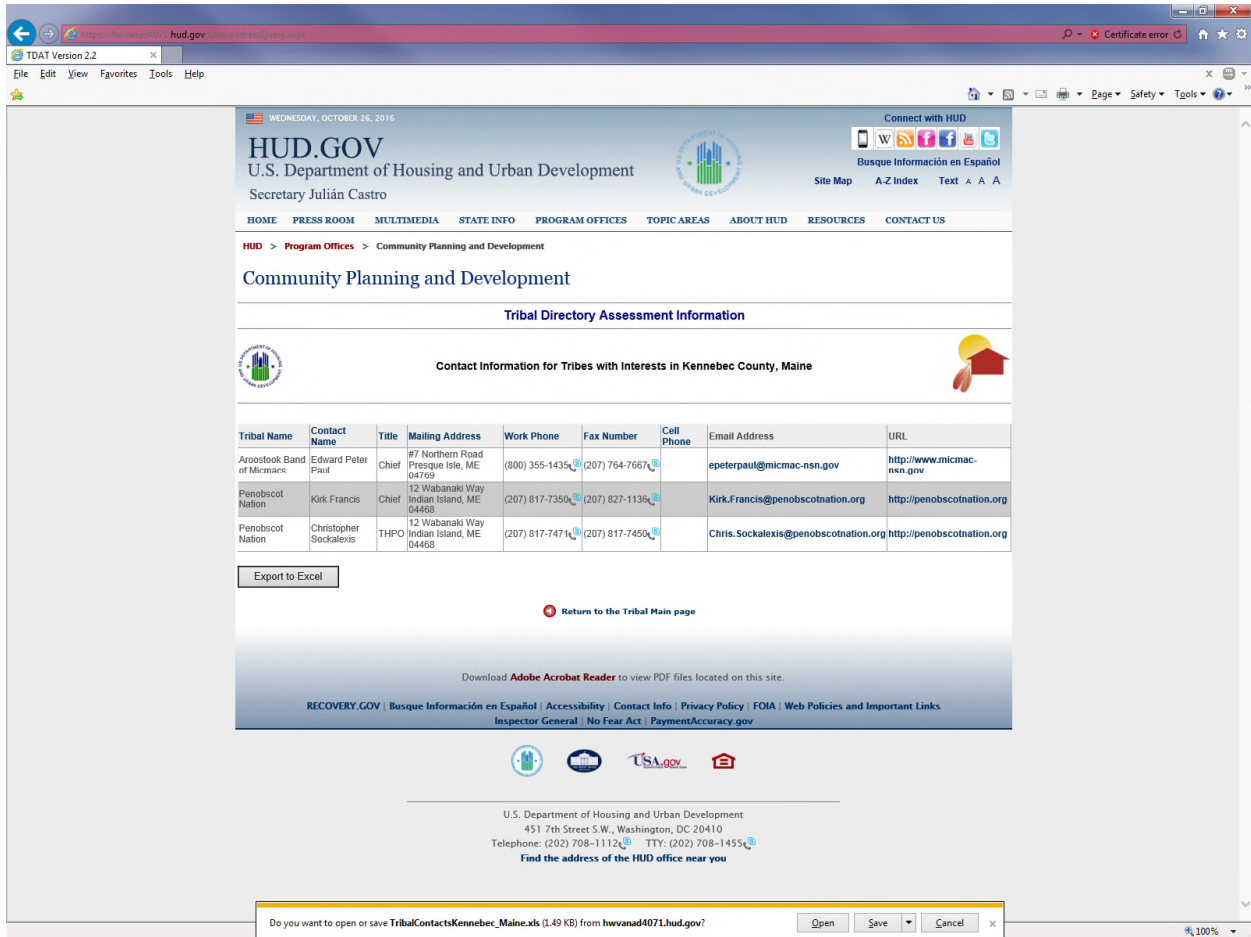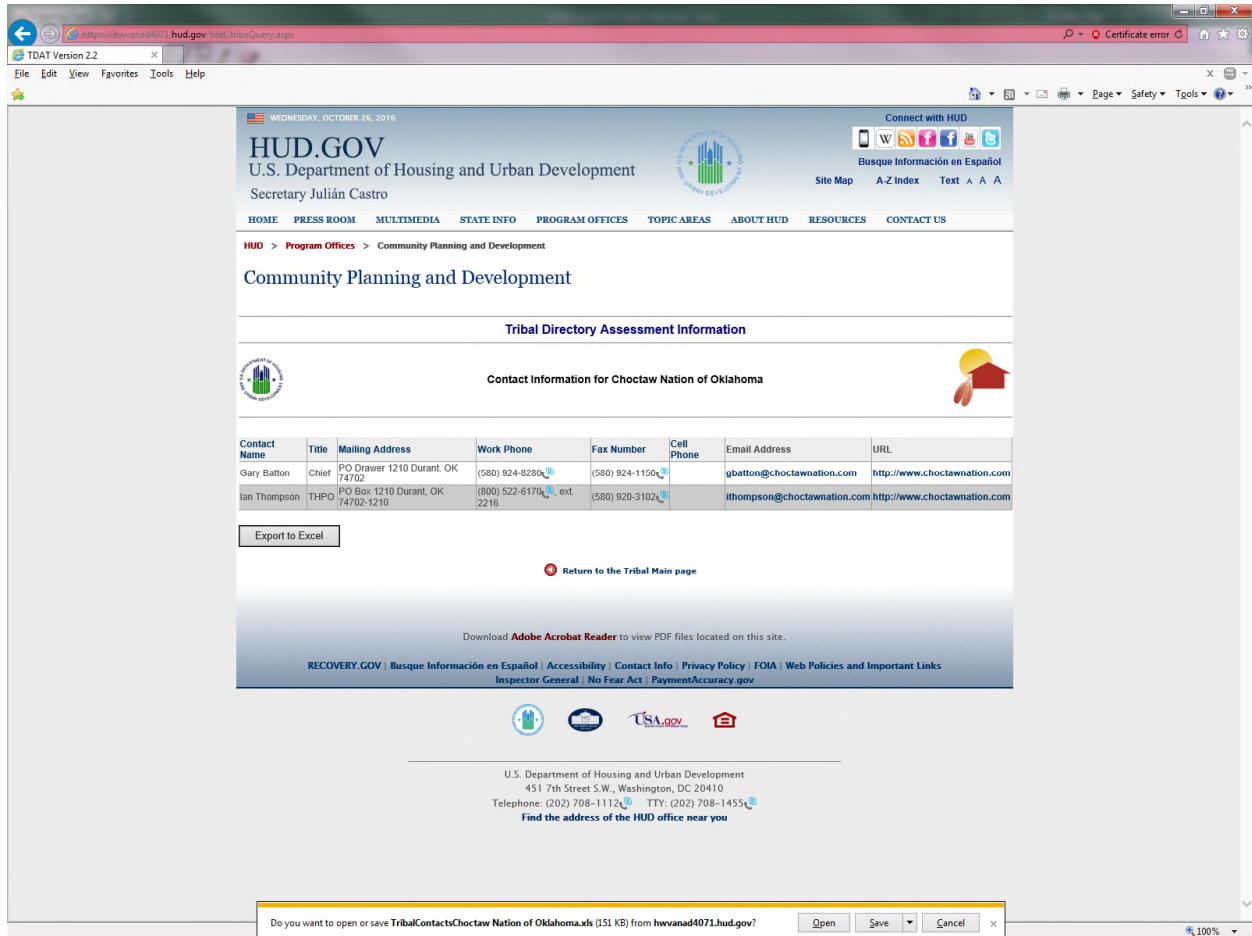

Figure 4.

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.
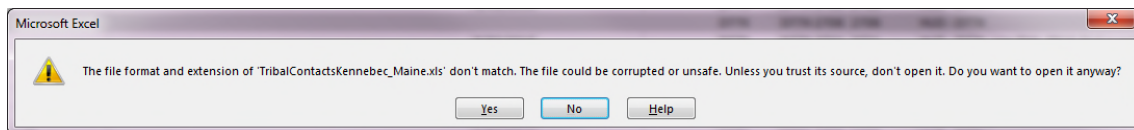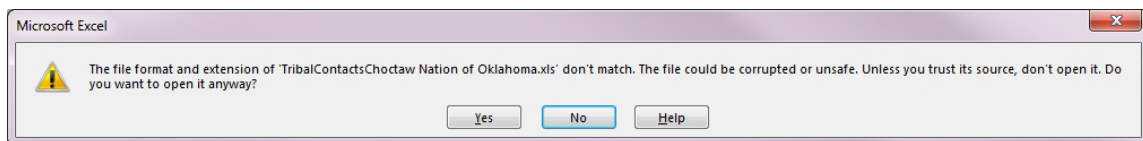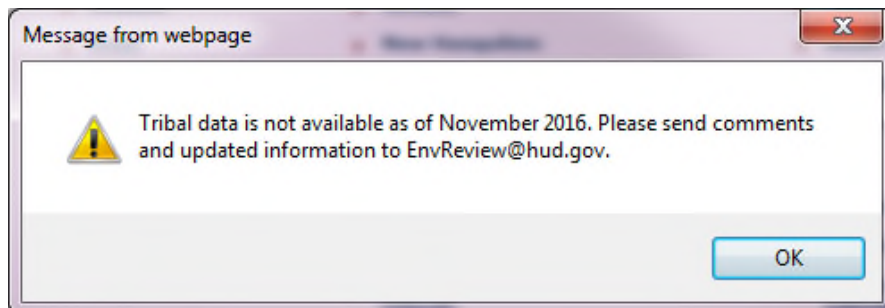

Figure 5.

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.
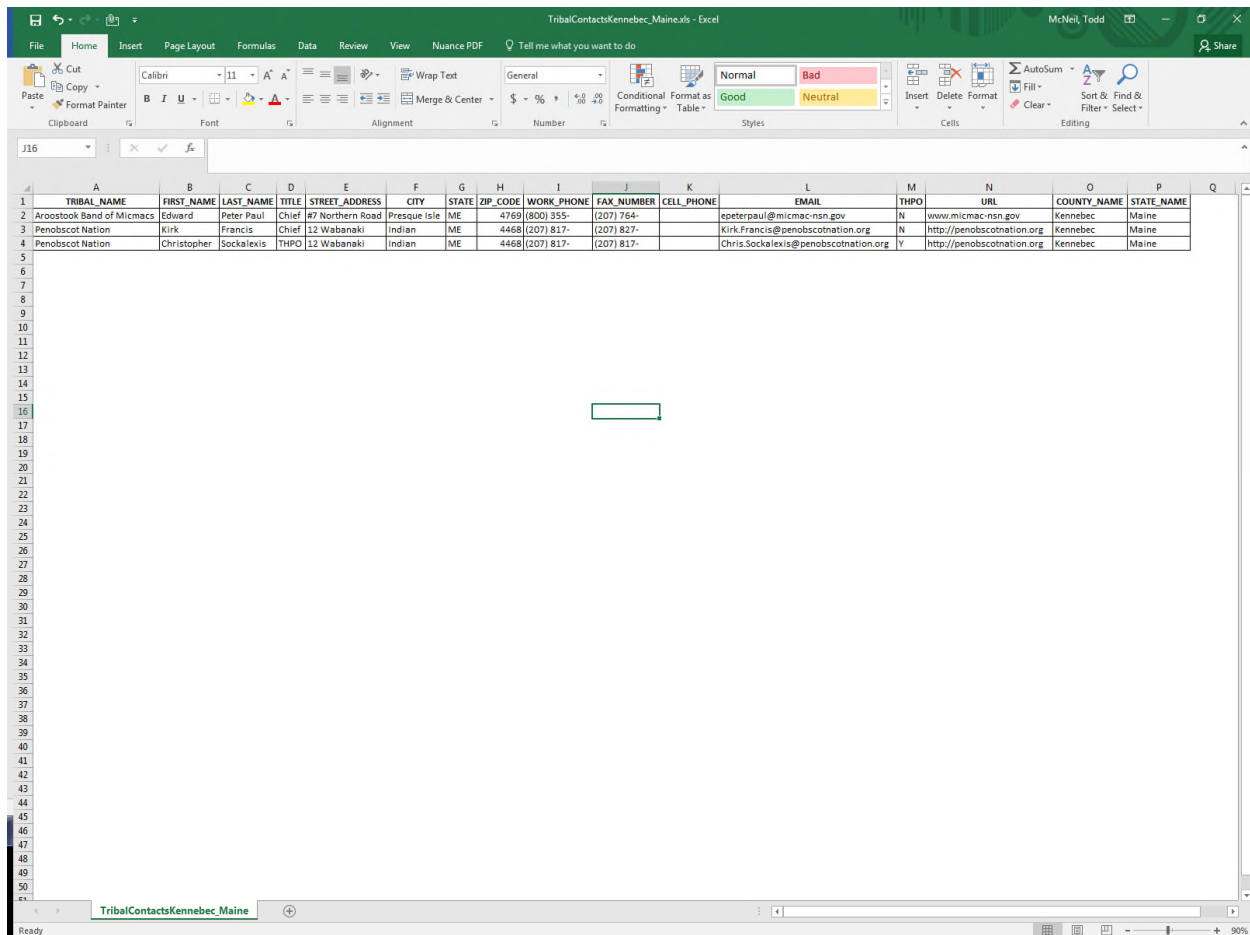
Figure 6.

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.
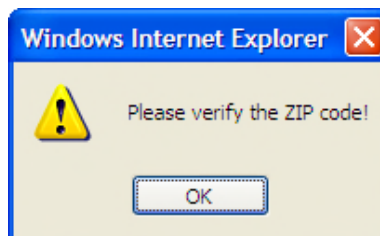
Figure 7.

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.
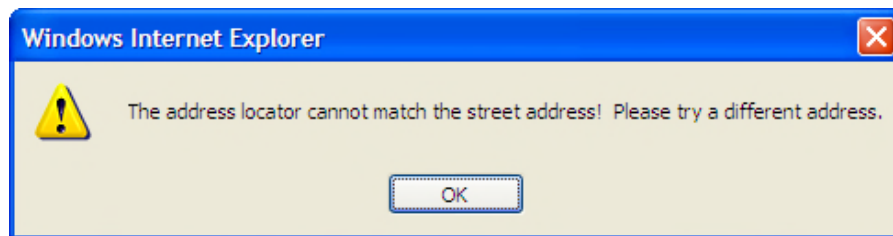
Figure 8.

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.
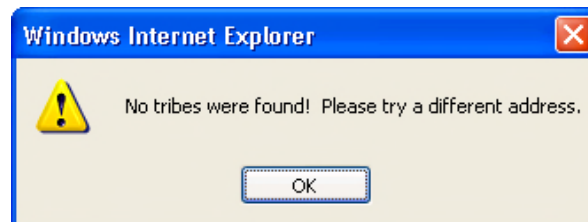
Figure 9.

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 the tribe's 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 federally-recognized tribes that exist in the TDAT 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
- URL

Figure 10.

The Email Address field is hyperlinked so that the user can send an email directly to the contact person. The URL is hyperlinked so that the user can view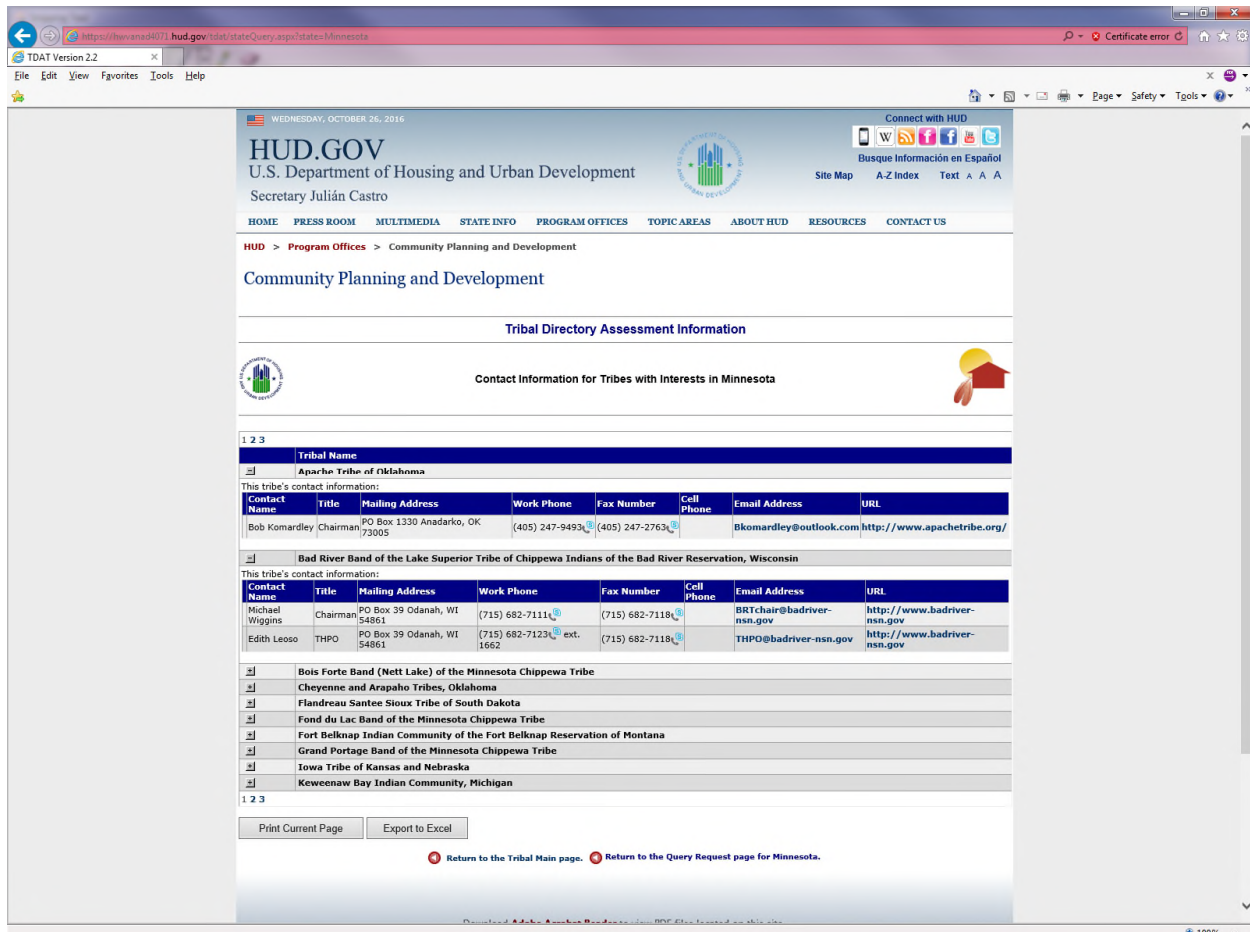 the website and learn more information about that particular tribe. If the user is done with the information displayed, click on the 🔴 **Return to the Tribal Main page** link to return to the TDAT home page. If the user wants to use the information in a letter, there is an **Export to Excel** button 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 of the counties of interest for a selected tribe or, 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.
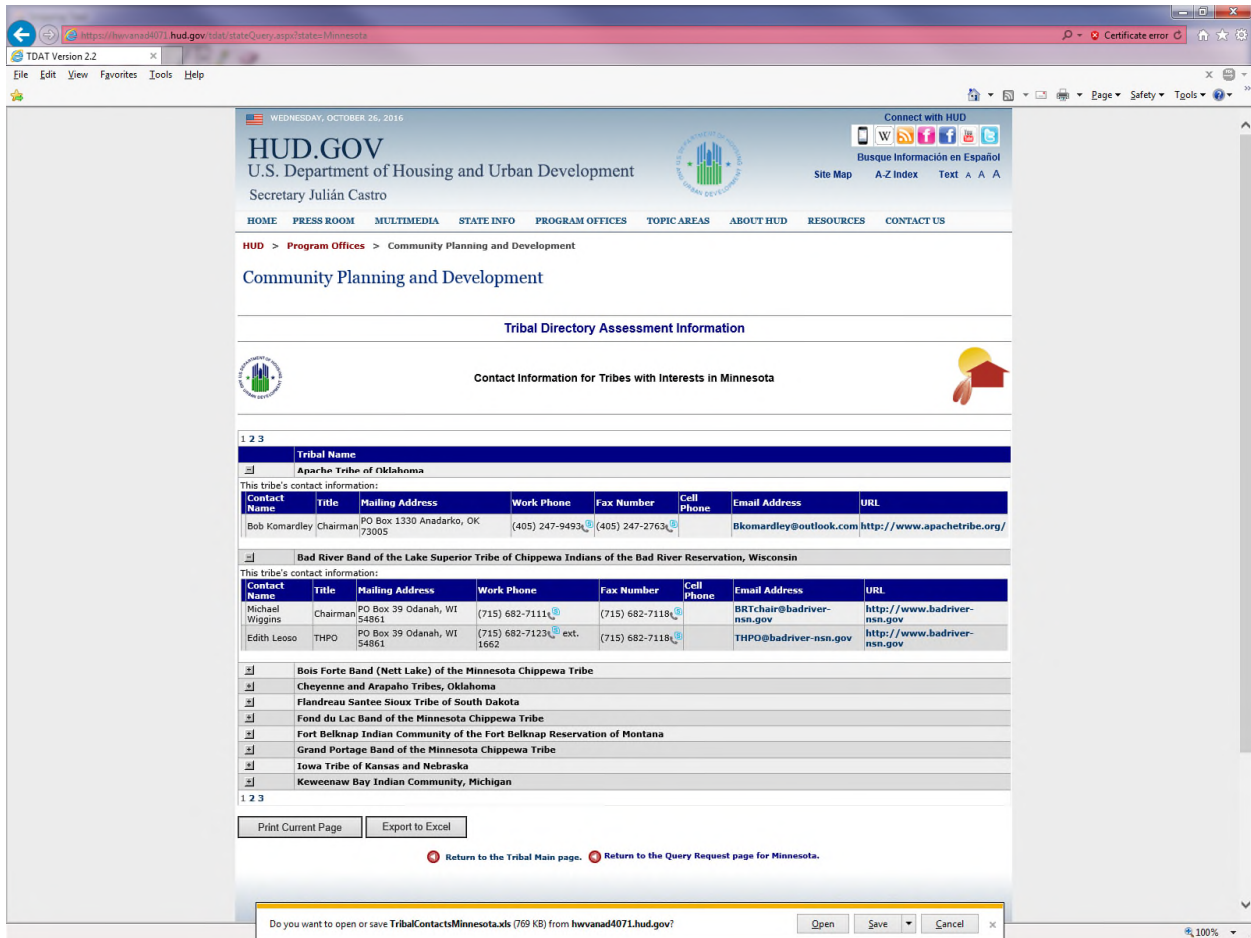

Figure 11.

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.
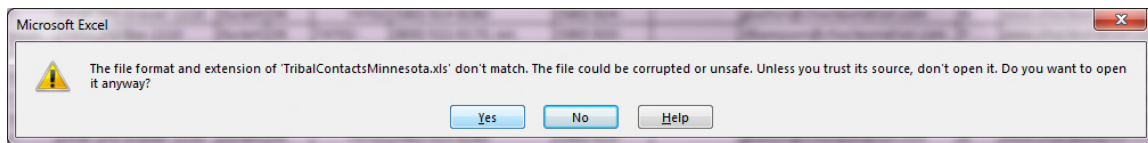

Figure 12.

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 are not part of the data table shown in Figure 10. All counties of interest for this tribe are shown in this expanded data table.

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 middle to 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.

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 🔴 **Return to the Tribal Main page** link to return the TDAT home page.
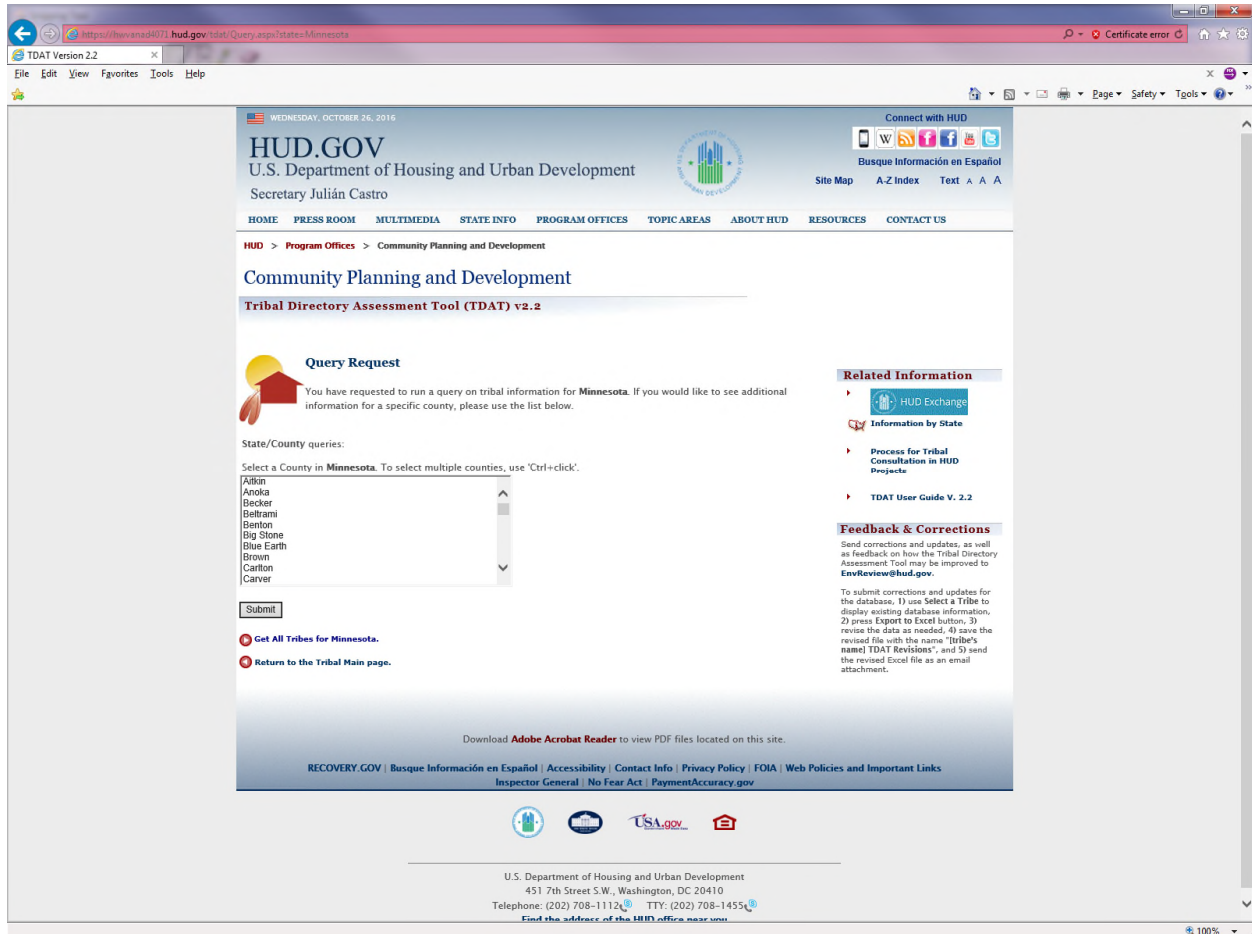
Figure 15.

1. Click the 🔴 **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.
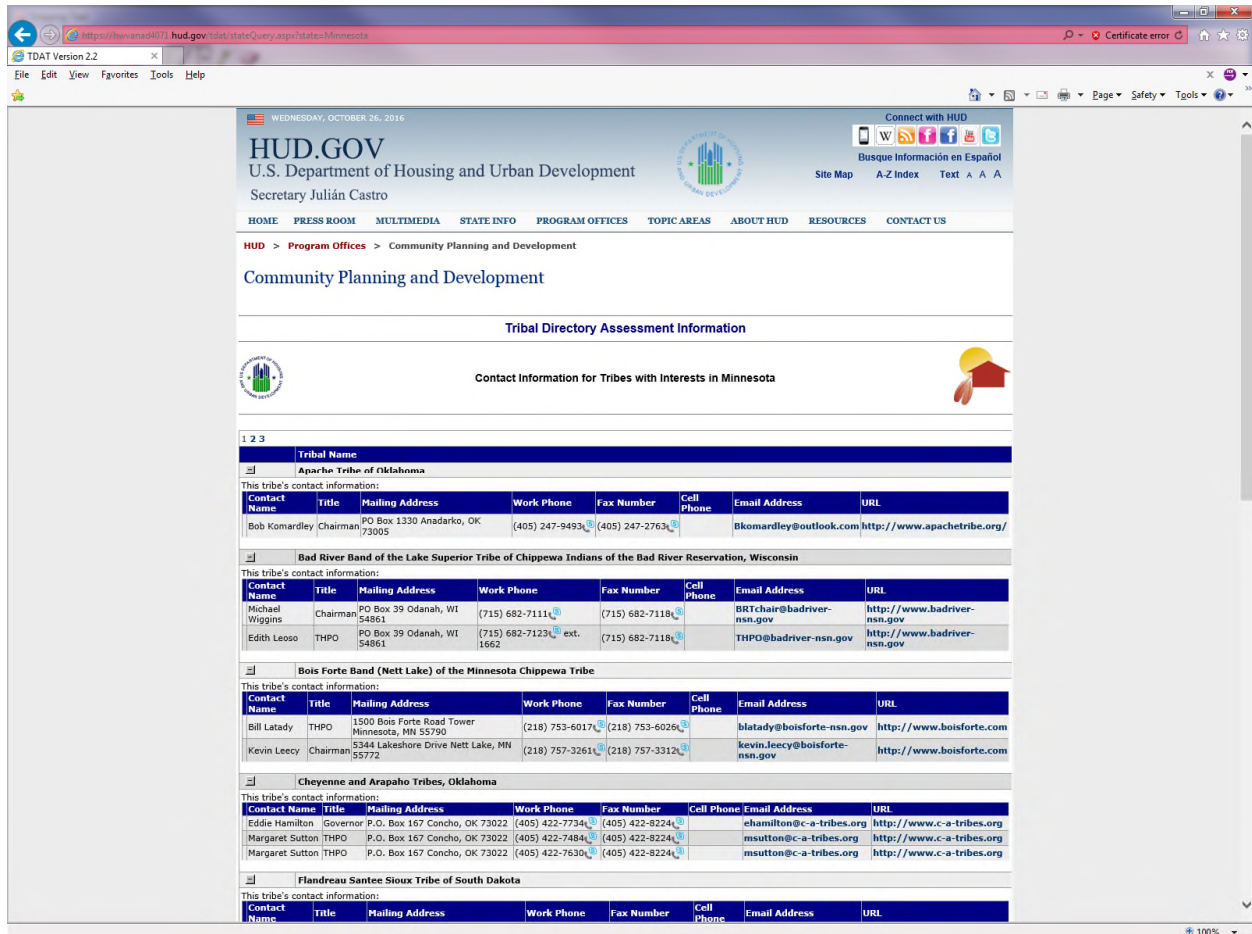
Figure 16.

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 16 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
- URL

 The Email Address field is hyperlinked so that the user can send an email directly to the contact person. 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 17 shows an example of the expandable and collapsible table control.

Figure 17.

If the user is done with the information displayed, click on the 🔴 **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 🔴 **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.
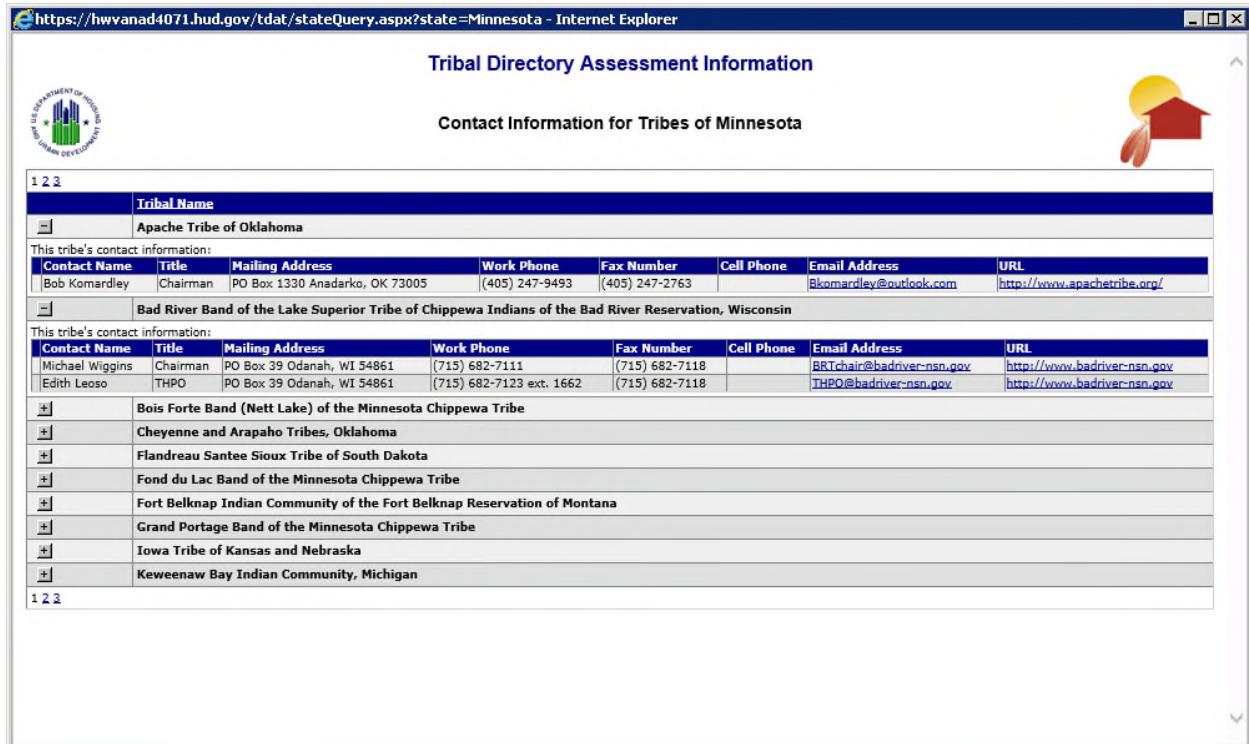
Figure 18.

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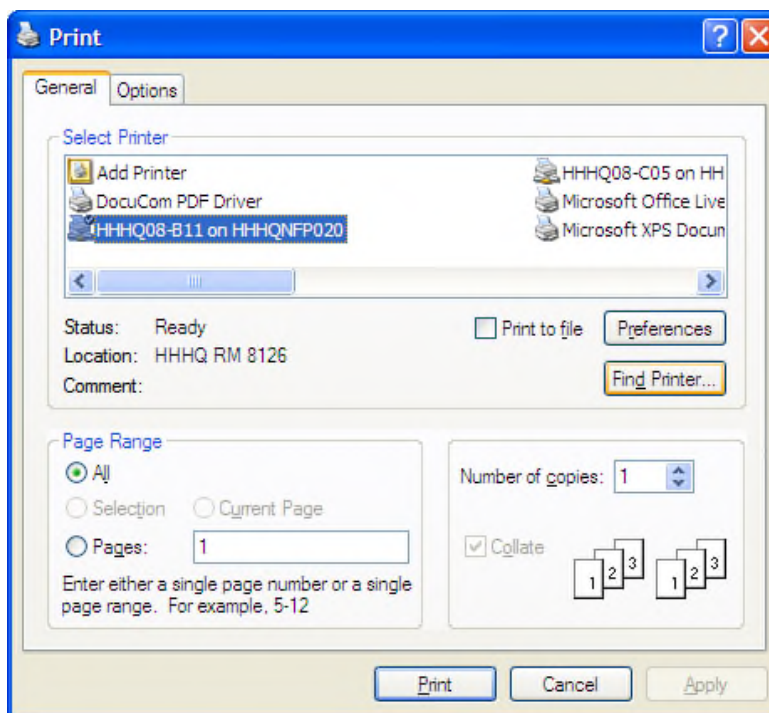
Figure 19.

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.

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.

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 are not part of the data table as shown in Figure 17.

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.
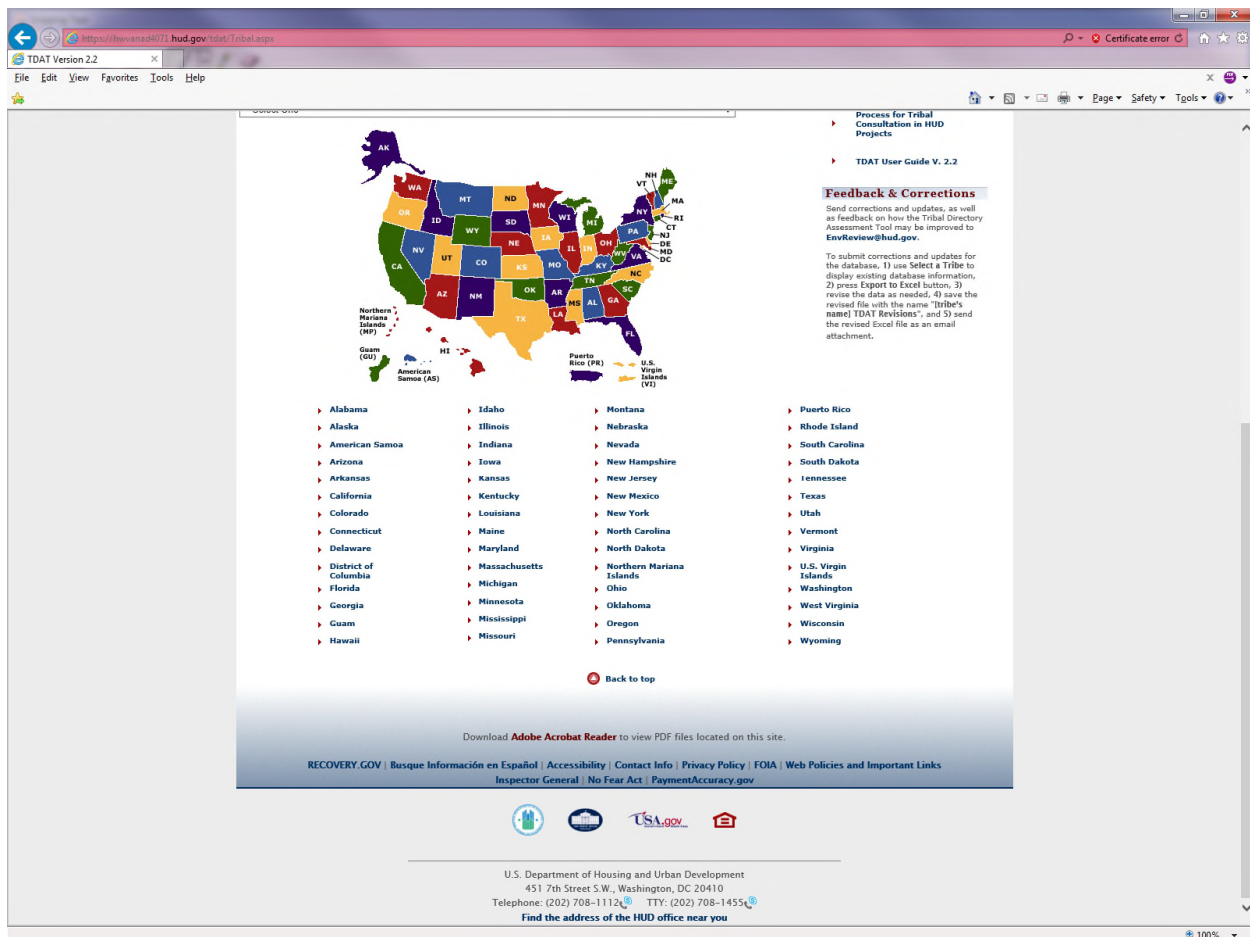
Figure 23.

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 🔴 **Return to the Tribal Main page** link to return the TDAT home page and select the correct state.
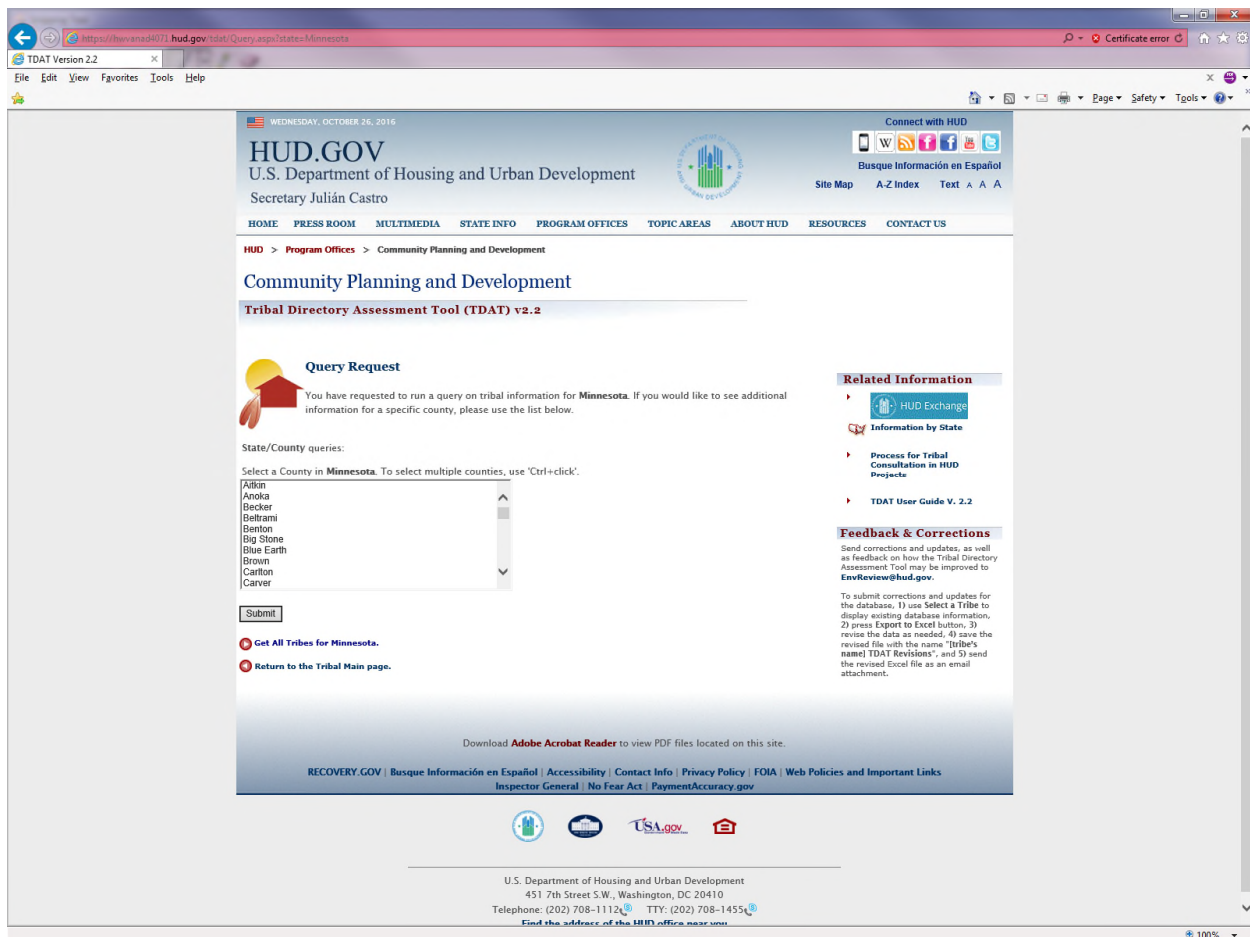
Figure 24.

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
- URL

The Email Address field is hyperlinked so that the user can send an email directly to the contact person. 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.
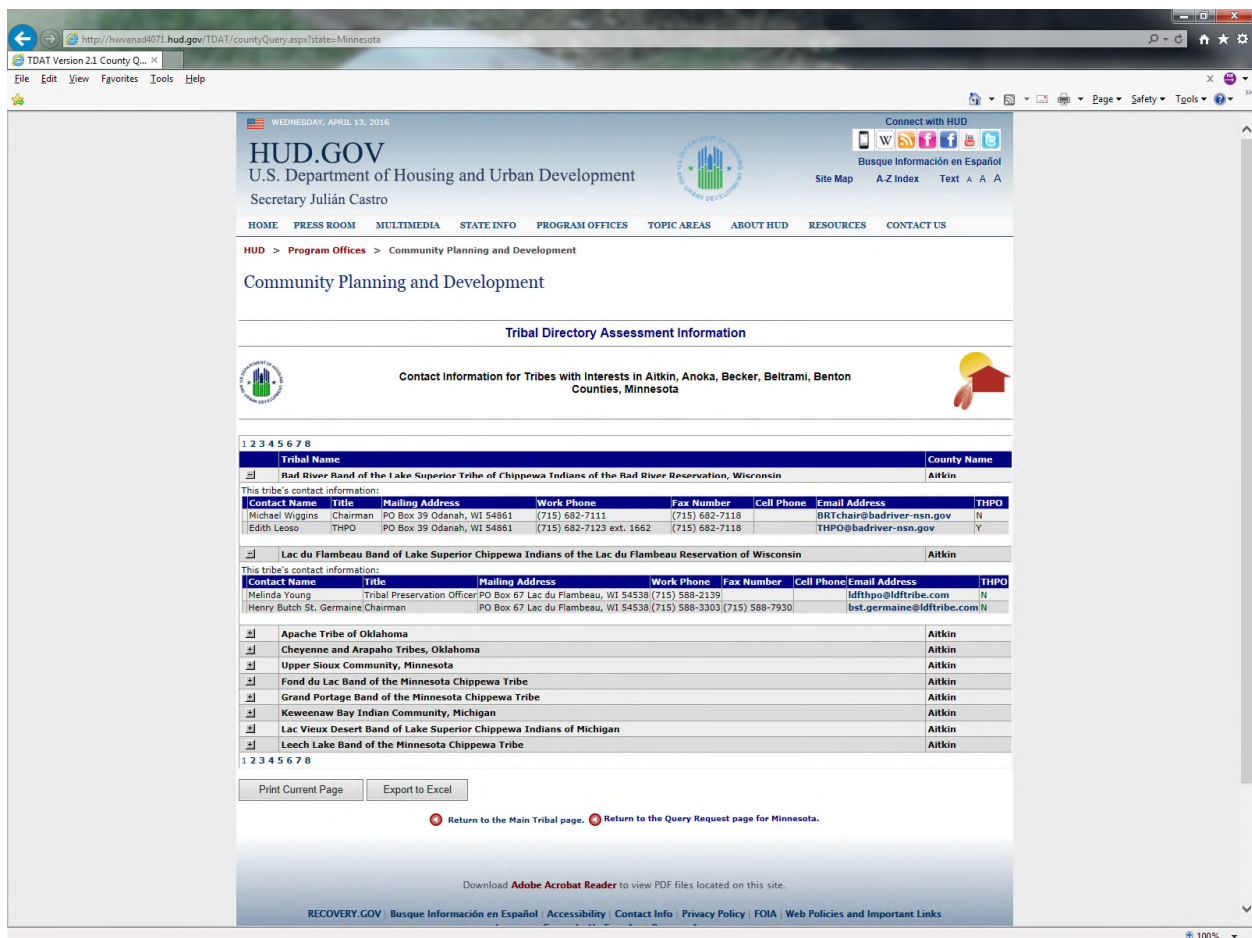
Figure 26.

If the user is done with the information displayed, click on the 🔴 **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 🔴 **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.

Figure 27.

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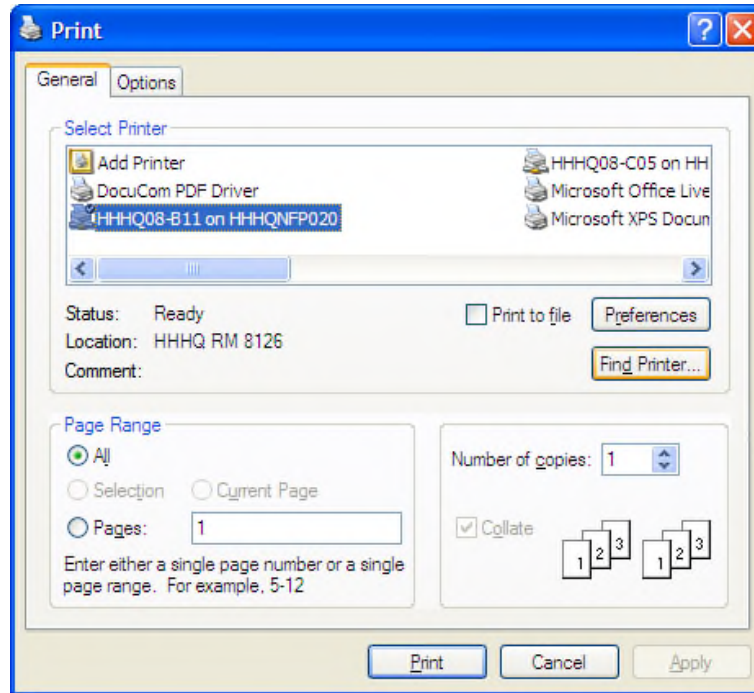
Figure 28.

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.
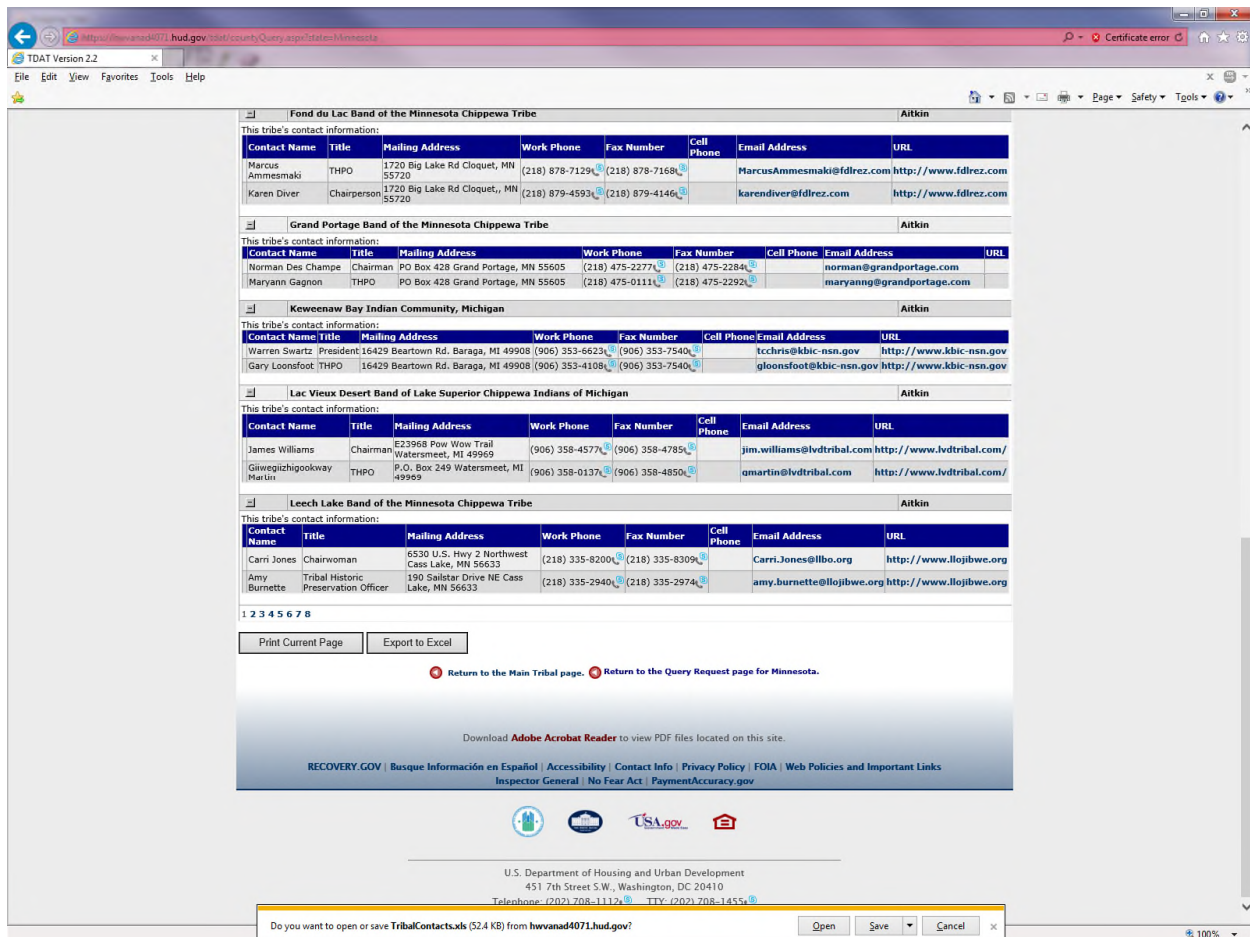
Figure 29.

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.
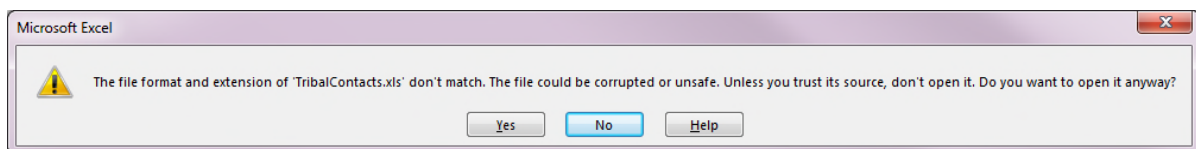
Figure 30.

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 are not part of the data table as shown in Figure 26.

Figure 31.

5.5 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

 beneath the Search by Address panel as shown in Figure 32.

Figure 32.

1. Click on . A separate browser window will load the instructions as shown in Figure 33.

Note: Alaska has been removed from the State dropdown to prevent the submittal of 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).
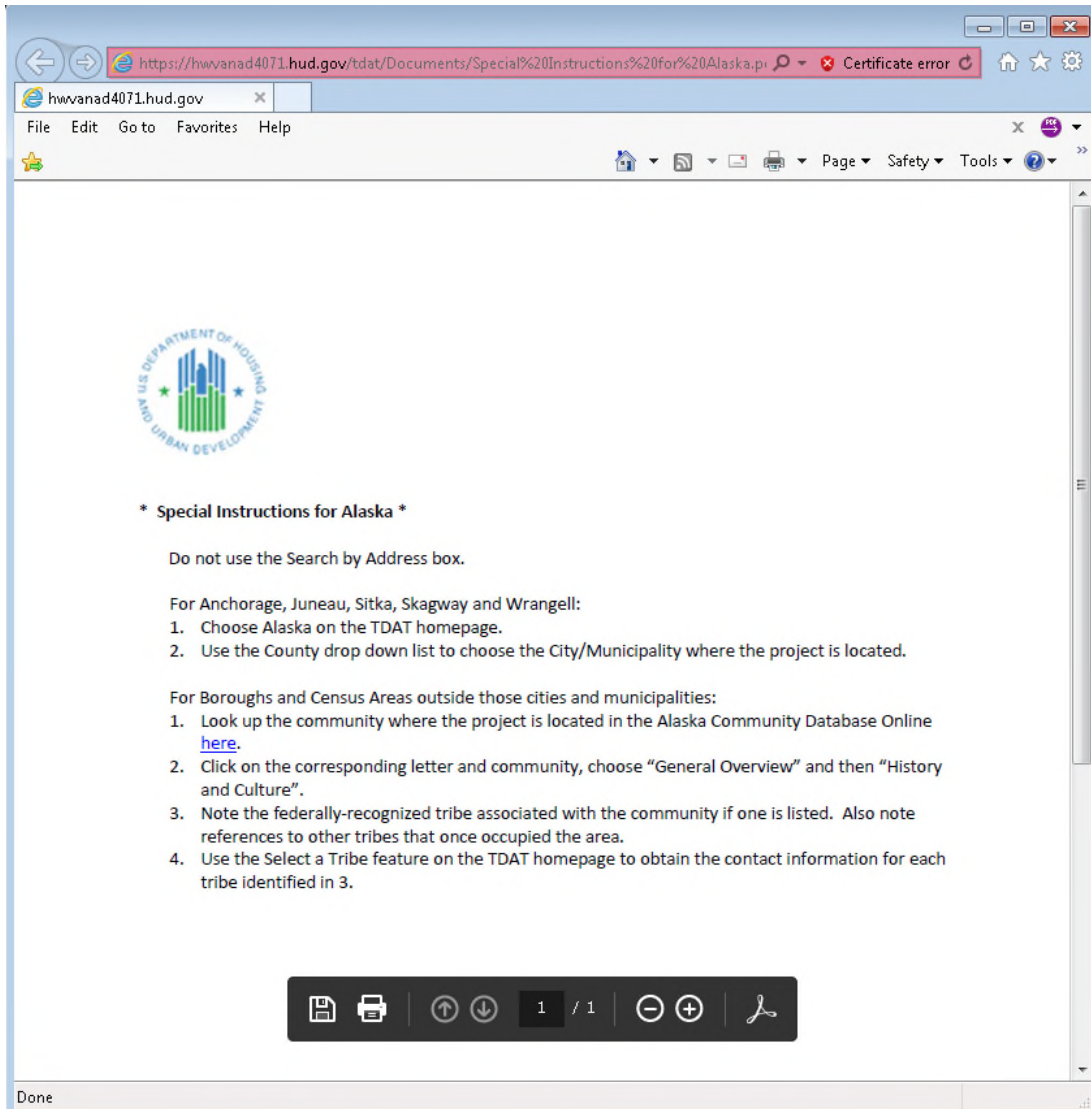
Figure 33.

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

Figure 34.

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**.
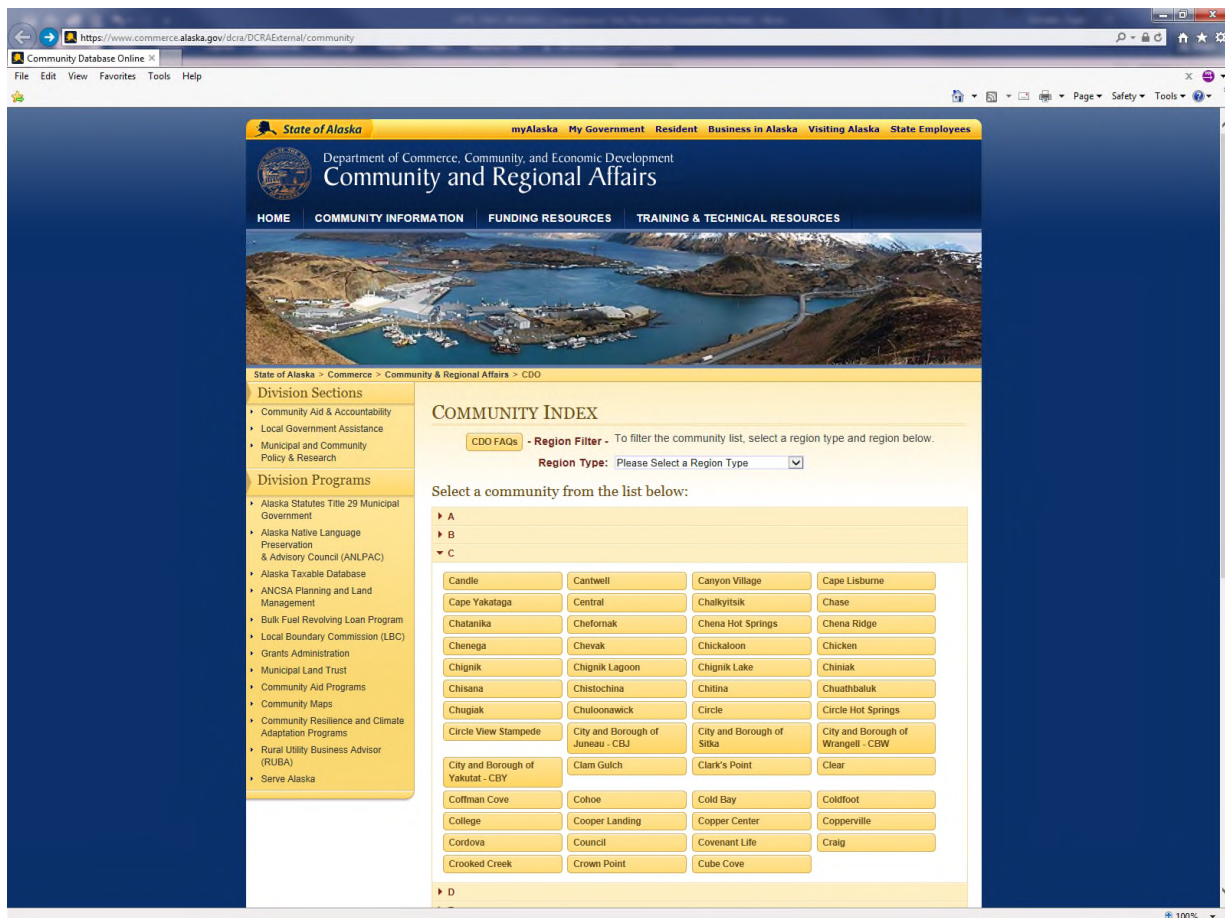
Figure 35.

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.
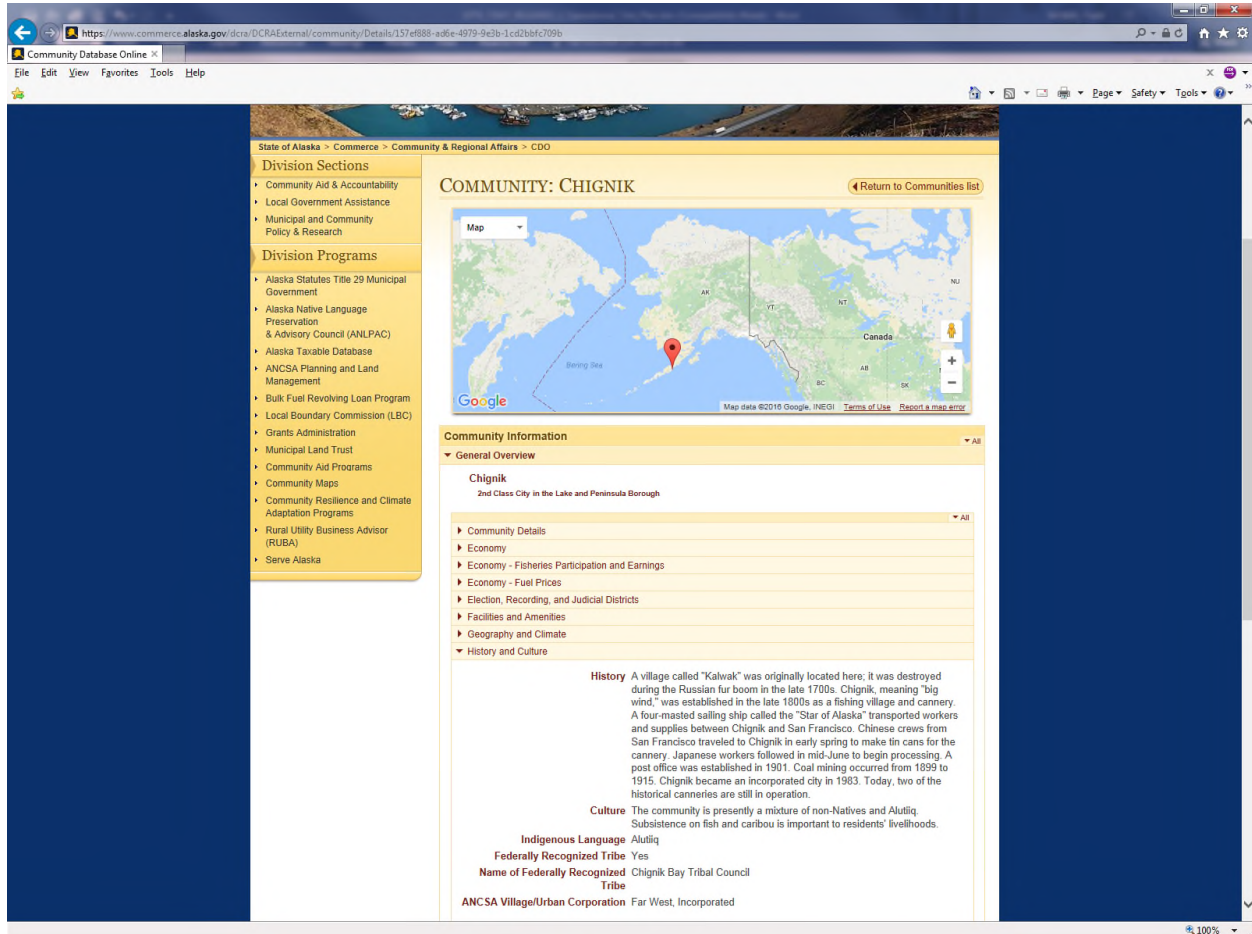
Figure 36.

5.6 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: 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.

6. Getting Help

6.1 Solutions to Common Problems

Common problems with TDAT may be directed to Nancy Boone at nancy.e.boone@hud.gov and 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: 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/.

6.3 Helpdesk

Technical problems with TDAT may be directed to Nancy Boone at nancy.e.boone@hud.gov and Todd McNeil at 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.
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