

## Tribal Directory Assessment Tool (TDAT) - 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

February 2023



## **Solution Information**

	Information				
Solution Name	Tribal Directory Assessment Tool				
Solution Acronym	TDAT				
Project Number	N/A				
Document Owner	Rhea Riso				
Primary Segment Sponsor	Todd Richardson				
Release Number	25.7.0				

## **Document History**

Version No.	Date	Author	Revision Description		
1.0	10/2/17	Todd McNeil	Initial Draft		
2.0	2.0 02/17/2023 Cloud Nine Team		TDAT DME - Updates		



## **Table of Contents**

1.		Ove	erviev	N	1
	1.1	1	Purp	oose	1
2.		Solu	ution	Summary	1
	2.1	1	Feat	ures	2
3.		Get	ting S	Started	2
4.		Usir	ng the	e TDAT Application	2
	4.1	1	Find	Tribal Contact Information for an Individual Tribe	5
	4.2	2	Find	Tribal Contact Information for One or More Counties	5
	4.3	3	Find	Tribal Contact Information for a State	6
	4.4	1	Find	Tribal Contact Information Using the Map	7
	4.5	5	Find	Tribal Contact Information by Street Address or ZIP Code	8
		4.5.	1	Address Error Corrections	9
	4.6	5	Print	t the Current Page	.10
	4.7	7	Ехрс	ort to Excel	. 11
	4.8	3	Acce	essing the Menu	.12
		4.8.	1	Show Splash Screen	.13
		4.8.	2	Search for Tribes	.13
		4.8.	3	Special Instructions for Alaska	.13
		4.8.	4	Information Request Form for Tribal Officers and THPOs	.16
		4.8.	5	TDAT User Guide	. 17
		4.8.	6	Related Information	. 18
		4.8.	7	Feedback and Corrections	.20
5.		Get	ting H	Help	.20
	5.1	1	Solu	tions to Common Problems	.20
	5.2	2	Gett	ing More Help	.20
	5.3	3	Help	odesk	.20
A	ope	ndix	( A: R	eferences	.21



#### TABLE OF FIGURES

FIGURE 1: SPLASH SCREEN	
FIGURE 2: SEARCH FOR TRIBES	3
FIGURE 3: TRIBAL CONTACT INFORMATION AT RECORD LEVEL	3
FIGURE 4: TRIBAL CONTACT INFORMATION OF ALL SELECTED COUNTIES FOR THE SELECTED STATE	4
FIGURE 5: EXPANDABLE AND COLLAPSIBLE CONTROL	4
FIGURE 6: SEARCH FOR TRIBES - LIST OF COUNTIES FOR A STATE	6
FIGURE 7: TRIBAL DATA NOT AVAILABLE	7
FIGURE 8: SEARCH TRIBES USING MAP.	8
FIGURE 9: SEARCH TRIBE BY ADDRESS OR ZIP CODE	9
FIGURE 10: DID NOT ENTER A VALID ADDRESS	9
FIGURE 11: DID NOT ENTER A ZIP CODE	10
FIGURE 12: LOCATION ENTERED WITHOUT A HOUSE NUMBER OR MISSPELLED ADDRESS	10
FIGURE 13: ENTER A VALID ADDRESS	10
FIGURE 14: DOWNLOADED EXCEL DOCUMENT	12
FIGURE 15: TDAT MENU LOCATION	13
FIGURE 16:MENU DROP DOWN	13
FIGURE 17: LIST OF ALASKA COUNTIES AND MAP ON THE ALASKA COMMUNITY ONLINE DATABASE	15
FIGURE 18: RESULT PAGE FOR SELECTED ALASKA COUNTY	15
FIGURE 19: INFORMATION REQUEST FORM FOR TRIBAL LEADERS AND THPOS	17
FIGURE 20: RELATED INFORMATION ITEMS	18
FIGURE 21: RELATED INFORMATION - HUD EXCHANGE	18
FIGURE 22: RELATED INFORMATION - INFORMATION BY STATE	19
FIGURE 23: RELATED INFORMATION - PROCESS FOR TRIBAL CONSULTATION IN HUD PROJECTS	19
FIGURE 24: FEEDBACK & CORRECTIONS	20



## 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.

## 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: <u>HUD Environmental Historic Preservation</u>.

## 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
- 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, Tribal Consultation Notes and Areas of Interests to Excel.
- 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, <u>https://egis.hud.gov/tdat</u>.
- 2. From the Historic Preservation section of the HUD Exchange website: <u>HUD Environmental</u> <u>Review Historic Preservation</u>
- 3. From HUD's Enterprise Geographic Information Systems (eGIS) Storefront website: https://egis.hud.gov/.

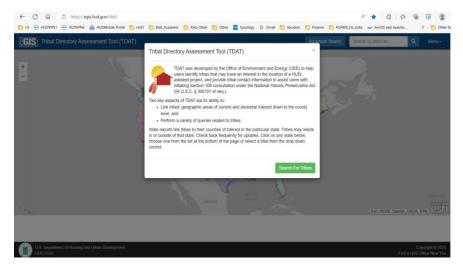
## 4. Using the TDAT Application

This section provides step-by-step instructions on accessing the TDAT Features listed in <u>Section 2.1</u>, tribal contact information and other user-friendly supporting functionalities.

The TDAT Application landing page is a Splash Screen and is displayed in the *Figure 1: Splash Screen* below.



#### Figure 1: Splash Screen



Upon clicking on the Search for Tribes, there are three options to search for Tribes at various levels as shown below in *Figure 2: Search for Tribes*.

#### Figure 2: Search for Tribes

Q Search For Tribes	×
Option 1: Search by Address	
451 7th Street S.W., Washington, DC 20410	٩
Option 2: Select a Tribe	
Select One	~
Option 3: Select by State/County	
Select One	~
	Close

Based on the level of Tribe Search, the results will be displayed either at record level or at State, County level which are discussed in detail as the document proceeds.

#### Figure 3: Tribal Contact Information at record level

	Export To Excel Print the Current Page							
		Contact Information for Cata	wba Indian Nation (aka Catawba	Indian Tribe of South Carolina)				
Contact Name	Title	Mailing Address	Work Phone	Fax Number	Email Address	URL		
Bill Harris	Chief	996 Avenue of the Nations Rock Hill, SC 29730	(803) 366-4792	(803) 327-4853	bill.harris@catawbaindian.net	http://www.catawbaindian.net/		
Dr. Wenonah G. Haire	THPO and Catawba Cultural Center Executive Director	1536 Tom Steven Road Rock Hill, SC 29730	(803) 328-2427 ext. 224	(803) 328-5791	wenonah.haire@catawba.com	http://www.catawbaindian.net/		
1 - 2 of 2 results						≪ < 1 > » 10 <del>∨</del>		
			Export To Excel Print the Current Pa	ge				



#### Figure 4: Tribal Contact Information of all Selected Counties for the Selected State

	Contact Information for Tribes	with Interests in Aitkin, Anoka, Beltrami, Benton counties, Minnesota	
	Tribal Name	County Name	
+	Apache Tribe of Oklahoma	Beitrami	
+	Apache Tribe of Oklahoma	Anoka	
+	Apache Tribe of Oklahoma	Benton	
+	Apache Tribe of Oklahoma	Alkin	
+	Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, Wisconsin	Altkin	
+	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 5: Expandable and Collapsible Control

				Export To Excel Prin	nt the Current Pag	Эе		
			Contact Information	ests in Blue Ea	arth County, Minnesota			
	Tribal Name				County Nam	le		
-	Apache Tribe of Oklahoma				Blue Earth			
Cont	act Name	Title	Mailing Address	Work Phone		Fax Number	Email Address	URL
Bobb	y Komardley	Chairman	PO Box 1330 Anadarko, OK 73005	(405) 247-9493		(405) 247-2763	bkomardley@outlook.com	http://www.apachetribe.org/
+	Cheyenne and Arapaho Trib	oes, Oklahoma			Blue Earth			
+	Flandreau Santee Sioux Tri	be of South Dakota			Blue Earth			
+	Fort Belknap Indian Commu	unity of the Fort Belknap Reservat	ion of Montana		Blue Earth			
+	Iowa Tribe of Kansas and N	lebraska			Blue Earth			
+	Lower Sioux Indian Commu	inity in the State of Minnesota			Blue Earth			
+	Menominee Indian Tribe of	Wisconsin			Blue Earth			
+	Prairie Island Indian Comm	unity in the State of Minnesota			Blue Earth			
+	Santee Sioux Nation, Nebra	aska			Blue Earth			
+	Sisseton-Wahpeton Oyate of	of the Lake Traverse Reservation,	South Dakota		Blue Earth			
1 - 10	of 12 results							≪ < 1 2 > » 10 ∽
				Export To Excel Pris	of the Current Par			

*Figure 5: Expandable and Collapsible Control*: 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 5 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.

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
- 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.

## 4.1 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 as listed in *Figure 1: Splash Screen*.
- 2. Under "Search for Tribes" as in *Figure 2: Search for Tribes*, go to "**Option 2: Select a Tribe"** to find Tribal Contact Information for an Individual Tribe.
- 3. For example, select the **Choctaw Nation of Oklahoma** from the drop-down list and click Search.
- 4. The results page displays the Tribe details as displayed in *Figure 3: Tribal Contact Information at record level*.

## 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" which opens a screen as shown in Figure 2: Search for Tribes.
- 2. Under "Search for Tribes," go to Option 3: Select by State/County.
- 3. Select **Minnesota** from the State drop-down list.
- 4. The display shows all the counties for the state selected. Note that multiple counties can be selected by two ways as follows:
  - a. Shift + Cursor or Arrow to select more than one county in a sequential list.
  - b. Ctrl + Cursor to select more than one county random selection.



*Figure 6: Search for Tribes - List of Counties for a State* 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.

ption 1: Search by Address	
451 7th Street S.W., Washington, DC 20410	٩
pption 2: Select a Tribe	
Select One	~
option 3: Select by State/County	
Minnesota	~
elect One or More Counties (hold shift to select more than	one):
Aitkin	
Anoka Becker	
Beltrami	
Benton	
Big Stone	
Blue Earth	
Brown	
Carlton	
Carver	
Chippewa	
Chisago	~
Get All Tribes for Minnesota	

#### Figure 6: Search for Tribes - List of Counties for a State

- 5. 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.
- 6. This will find all the contact information for tribes that have an interest in all the selected counties within Minnesota as shown in *Figure 4: Tribal Contact Information of all Selected Counties for the Selected State*.
- The results page displayed has features such as expandable and collapsible data table, and a page controls as shown in *Figure 5: Expandable and Collapsible Control* and explained in detail below Figure 5.

## 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" which opens a screen as shown in *Figure 2: Search for Tribes*.
- 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.



3. Select **Minnesota** from the State/County drop-down list.

*Figure 6: Search for Tribes - List of Counties for a State* 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.

- 4. Click the **Get All Tribes for Minnesota** button.
- 5. This will find all the contact information for tribes that have an interest in all the selected counties within Minnesota as shown in *Figure 4: Tribal Contact Information of all Selected Counties for the Selected State*.
- The results page displayed has features such as expandable and collapsible data table, and a page controls as shown in *Figure 5: Expandable and Collapsible Control* and explained in detail below Figure 5.

**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 7: Tribal Data Not Available

Tribal Data Not Available	×
Tribal data is not available as of October 2017. Please send information to <u>TDAT_Info@hud.gov</u>	comments and updated
	Close

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

## 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 as shown in *Figure 8: Search Tribes using Map*.





- 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.
- 3. Select a state from the map. For example, **Minnesota**.
- 4. Click the **Get All Tribes for Minnesota** button.
- 5. This will find all the contact information for tribes that have an interest in all the selected counties within Minnesota as shown in *Figure 4: Tribal Contact Information of all Selected Counties for the Selected State*.
- The results page displayed has features such as expandable and collapsible data table, and a page controls as shown in *Figure 5: Expandable and Collapsible Control* and explained in detail below Figure 5.

**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.

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

## 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 are 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 as shown in *Figure 1: Splash Screen*.
- Under "Search for Tribes" as shown in Figure 2: 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.



**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 9: Search Tribe by Address or zip Code Search by address...

- 3. 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.
- 4. This will find all the contact information for tribes that have an interest in all the selected counties within Minnesota as shown in *Figure 4: Tribal Contact Information of all Selected Counties for the Selected State*.
- 5. The results page displayed has features such as expandable and collapsible data table, and a page controls as shown in *Figure 5: Expandable and Collapsible Control* and explained in detail below Figure 5.

#### 4.5.1 Address Error Corrections

There are times when the user submits an address that does not include all the completed address elements. In such instances, TDAT will handle this condition and display a warning message in a yellow banner.

Some of the possible scenarios of the Address Errors are as follows:

#### 1. Did not enter the Address.

When an address is not entered but pressed the search Magnifying Glass, then the warning displays as shown in Figure 10: Did not enter a Valid Address. In this case, the user will need to enter the complete address or a Zip Code to search.

Figure 10: Did not enter a Valid Address

Warning! You didn't enter a location in the search box.

#### 2. Did not enter the ZIP Code

When the zip code is not entered in the Address Search, the warning is displayed as shown in *Figure* **11**: *Did not enter a Zip Code*. 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.



#### Figure 11: Did not enter a Zip Code

Warning! You didn't enter a zip code.

#### 3. Incomplete Address

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 12: Location entered without a House Number or Misspelled Address*. In this case, the user should enter the proper house number for the street address or enter the address with no spelling mistakes.

Figure 12: Location entered without a House Number or Misspelled Address

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

#### 4. No county found at the address entered.

There are times when the user submits an address with an invalid zip code or vice versa. TDAT will handle this condition and display a warning message in a yellow banner above the map, as shown in *Figure 13: Enter a Valid Address*. In this case, the user should enter the proper address with matching zip code.

#### Figure 13: Enter a Valid Address

Warning! No county found at this address -- Please enter a valid location..

5. 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. In this case, the user should try a different address.

#### 4.6 Print the Current Page

The user may want to create a printout 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 below. Press the **Print** button.



eneral Option	าร		
Select Printer	r		
HHHQ	08-B11 on hlannfpv002ps	Microsoft	XPS Documen
HHHQ	08-C02 on hlannfpv002PS	Microsoft	XPS Documen
HHHQ0	08-C05 on hlannfpv002PS	🖶 Nuance P	DF
	III		۴
Status:	Ready	Print to file	Preferences
Location:	HHQ - RM 8126		
Comment:	Xerox MD 5755 9C934E04CI	F46	Find Printer
Page Range			
All		Number of copies	: 1 🚔
Selection	Current Page		
Pages:	1	Collate	53 - 53
	a single page number or a single For example, 5-12	1	2 1 2 3

## 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.

Export To Excel Print the Current Page Download Excel								
		Contact Information for Cata	wba Indian Nation (aka Catawba	Indian Tribe of South Carolina)				
Contact Name	Title	Mailing Address	Work Phone	Fax Number	Email Address	URL		
Bill Harris	Chief	996 Avenue of the Nations Rock Hill, SC 29730	(803) 366-4792	(803) 327-4853	bill.harris@catawbaindian.net	http://www.catawbaindian.net/		
Dr. Wenonah G. Haire	THPO and Catawba Cultural Center Executive Director	1536 Tom Steven Road Rock Hill, SC 29730	(803) 328-2427 ext. 224	(803) 328-5791	wenonah.haire@catawba.com	http://www.catawbaindian.net/		
1 - 2 of 2 results ((1 - 3 - 3)) [10-4]								
	Export To Exced Print the Current Page Download Excel							

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



nterne	et Explorer	×
Wha	at do you want to do with	
TDA	T_Report_5707ff80-9ee9-11e7-af93-005056	be7d58
Size: 3	30.1 KB	
	: Microsoft Excel 12 1: hwvanat4584.hud.gov	
r in the second		
-	Open	
	The file won't be saved automatically.	
+	Save	
-	Save as	
		Cancel
		Cancel

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

The data is added to Excel as shown in Figure below. The excel will contain additional columns that are added to provide additional details of the tribe that are not part of the data table shown **Figure 3** or **Figure 5**. The downloaded Excel file will contain three worksheets as follows and shown in *Figure 14: Downloaded Excel Document.* 

- 1. *Tribal Contact Information*: Tribal Contact Information contains the Tribal Contact details with one record per Tribe Contact for the User Selection.
- 2. *Tribal Consultation Notes*: Tribal Consultation Notes contains the Tribal Protocol information for each tribe for the user selection.
- 3. *Areas of Interests*: Areas of Interests contains the State County information for the tribes resulting in the user selection.

AutoSave Off TDAT_Report_039aa670-b6eb-11ed-a50c	-005056a8f11b.x	xlsx 🛩							KAR		ianti 💽	l'		×
e <u>Home</u> Insert Draw Page Layout Formulas Dat	ta Review	View He	elp Table Design									Comme	nts 🖻 Sh	hare 🥆
	= = = =		Wrap Text	General ~ \$ ~ % <b>9</b> ☆	Conditional For	mat as Cell ble ~ Styles		Delete	Format	∑ AutoSum ↓ Fill ~ ♦ Clear ~	Z 1 Sort 8		ensitivity	
ndo Clipboard F <sub>3</sub> Font F <sub>3</sub>		Alignment	G.	Number Fa	Style	25		Cells			Editing		Sensitivity	
- : X $\checkmark$ $f_x$ Tribal Name														
A	В	С		D	E		F	G	н	1		J		к
iribal Name Fi	irst Name	Last Name	Title		Street Address		City	State Z	ip Code	Work Phone		ax Number	Email	
Catawba Indian Nation (aka Catawba Indian Tribe of South Carolina) B	all I	Harris	Chief		996 Avenue of th	he Nations	Rock Hill	SC	29730	(803) 366-479	2 (	803) 327-4853	bill.harris@	cataw
Catawba Indian Nation (aka Catawba Indian Tribe of South Carolina) D	r. Wenonah G.	Haire	THPO and Catawba Cu	Itural Center Executive Directo	r 1536 Tom Steve	n Road	Rock Hill	SC	29730	(803) 328-242	7 ext. 22 (	803) 328-5791	wenonah.ha	aire@
Cherokee Nation C	huck	Hoskin	Principal Chief		PO Box 948		Tahlequah	OK	74465	(800) 256-067	19	18-458-5580	chuck-hoski	in@cl
Cherokee Nation E	lizabeth	Toombs	THPO		PO Box 948		Tahlequah	OK	74465	(918) 453-538	9		elizabeth-to	ombs
astern Band of Cherokee Indians R	ussell	Townsend '	Tribal Historic Preserve	ation Specialist	Qualla Boundary	P.O. Box 455	Cherokee	NC	28719	(828) 554-685	1 (	328) 497-1590	syerka@nc-	chero
astern Band of Cherokee Indians R	ichard	Sneed	Principal Chief		Qualla Boundary	P.O. Box 455	Cherokee	NC	28719	(828) 359-700	2 (	328) 497-7007	ashlstep@n	ic-chei

#### Figure 14: Downloaded Excel Document

## 4.8 Accessing the Menu

The Menu can be accessed from the top right corner of the TDAT Application page as shown below.

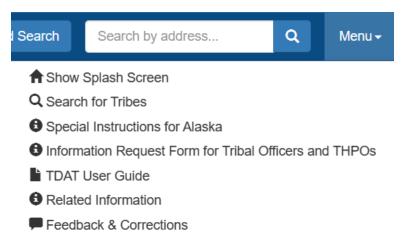


#### Figure 15: TDAT Menu Location



The menu drop down contains multiple items and are discussed in detail below.

Figure 16:Menu Drop Down



#### 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" and the screen is as shown in Figure 1: Splash Screen.

#### 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" and the screen is as shown in Figure 2: Search for Tribes.

#### 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".
- 2. This will open a new window with the *Special Instructions for Alaska.pdf* or dialog box to open or save the .pdf file based on the user browser used.

**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 (<u>DCRA Open Data</u>).

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.

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: DO NOT USE the County drop down list.\*

- 1. Look up the community where the project is located in the Alaska Community Database Online <u>here</u>.
- 2. Select the community name from the dropdown list.
- 3. Choose "Community Details" and then "ANCSA".
- 4. Note the federally-recognized tribes and Alaska Native Corporations (ANCs) associated with the community if listed. Also note references to other tribes that once occupied the area under the "Culture and History" section.
- 5. Use the "Select A Tribe" feature on the TDAT homepage and for each tribe identified in step 4, use "Option 2: Select a Tribe" to obtain the contact information.
- 6. Consult with ANCs identified in step 4 in addition to tribes identified above.

For example:

- 1. Go to the Alaska Community Database Online: <u>https://dcra-cdo-dcced.opendata.arcgis.com/</u>
- Scroll down the page to view the map with list of Alaska Counties on the left as shown in the Figure 15: List of Alaska Counties and Map on the Alaska Community Online Database below.



	HUDVPN2 🙆 HUDMobile Por				Synology G Git	all vacation	Finance POAMS_P	Arcois a		>
Ξ.									Q	Sig
ALASI	KA <sup>Home</sup> W	'hat's New	Datasets	Economic Data	Query Tool	REST API	Metadata	DCRA	Feedback	
		-								
	Adak							9 0	1 Comment	
	Afognak					Till and the	· · · ·		1	
	Akhiok								-	í.
and the second	Akiachak					1000				
Ser for in the	Akiak				-	1	1 YA 230		1000	
the state	Akutan	100		Star .	and the second s	VI-C	1. 1. 1. 1. 1. 1.			
	Alakanuk			and a second		- And				
	Alatna	124200	1	a lagran			1	14 St 10	C MALLA	
	Alcan Border	1200			K		1. Salar			
	Aleknagik	-			1.					
1000	Aleneva	26 1		-					E CARLES THE	
	Aleutians East Borough	100					13			
	Allakaket			and the second s	10.					
	Alpine		· mi ka	as some				the state of the second		
	Ambler							15	33	
	Anaktuvuk Pass	1						1		
	Anchor Point									
	Last update: 29 seconds ago	Esri, FAO, N	DAA, USGS, NRCan   S	iources: Esri, USGS, NOA	AA   SOA DCCED DCRA, U	IS Census		Powered by E	isri	

#### Figure 17: List of Alaska Counties and Map on the Alaska Community Online Database

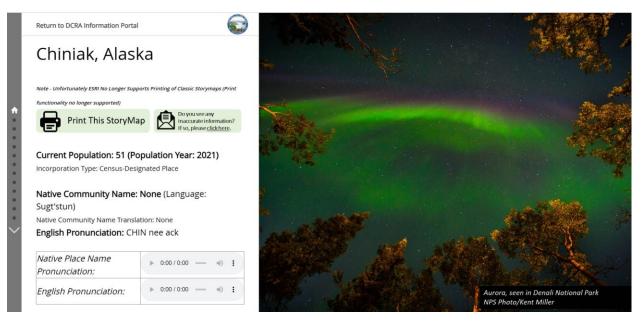
- 3. Scroll the left section to select the desired county. For example, click on Chiniak.
- 4. The result page is displayed as shown below in *Figure 16: Result Page for Selected Alaska County*

#### Figure 18: Result Page for Selected Alaska County

		Q Si	ign In
ALAS	KA <sup>Home</sup> Wh	nat's New Datasets Economic Query Tool REST API Metadata DCRA Feedback Data	
and and			
	Chevak		
	Chickaloon		
	Chicken	Q, Zoom to $rightarrow Pan$	10
	Chignik		-0
Cha an an	Chignik Lagoon	Community Overview: Chiniak ^ X	
	Chignik Lake	Chiniak Community Details: Click here,	120
- 62 - 1	Chiniak	Pronunciation: CHIN nee ack	
	Chisana	Incorporation Date: Incorporation Type: CDP	
	Chistochina	Population (2021): 51 Federally Recognized Tribe:	
	Chitina	Community Photo Library	
	Chuathbaluk	Community Plans Library Community Infrastructure Library	
	Chugiak	Community Profile Maps	
	Chuloonawick	The same water and the same same same same same same same sam	
	Circle	- and the second se	
	Circle View Stampede	A RA	
	Clam Gulch		
	Clark's Point		



 Click on the <u>Click Here</u> link on the result section of the selected county for the detailed Community Details and other related information. This will land in a new page for the selected county with additional details to explore on the page.



6. Use TDAT homepage to look up the name of the tribes(s) identified.

#### 4.8.4 Information Request Form for Tribal Officers and THPOs

TDAT provides an information request form for Tribal Officers and THPOs to provide the Tribe Protocol Consultation Notes. This will open a downloadable pdf form as shown in *Figure 19* for the users to complete the form and email it to <u>TDAT\_Info@hud.gov</u>.



	TRIBAL DIRECTORY ASSESSMENT TOOL INFORMATION REQUEST FORM
	for Tribal Leaders and Tribal Historic Preservation Officers
(OEE) provid	Directory Assessment Tool (TDAT) was developed by HUD's Office of Environment and Energy to help users identify Tribes that may have an interest in the location of a HUD-assisted project, and le tribal contact information to assist users with initiating Section 106 consultation under the National ic Preservation Act (54 U.S.C. § 300101 et seq.).
	cilitate Section 106 consultation with HUD or a Responsible Entity (RE)* please provide your red method of initial contact:
	Email
	Phone Mail
	Other (please specify)
Tribes	Other (please specify)
Tribes may cl	Other (please specify) are invited to comment on all federalized projects. To filter out projects that undergo review you
Tribes may cl	Other (please specify)
Tribes may cl Please on:	Other (please specify)
Tribes may cl Please on:	Other (please specify) are invited to comment on all federalized projects. To filter out projects that undergo review you hoose to decline to review or comment on certain categories of projects. check any applicable categories of HUD-assisted projects that you <b>do not</b> wish to review or comment Projects with no exterior physical changes Projects with no groundbreaking activity
Tribes may cl Please on:	Other (please specify) a are invited to comment on all federalized projects. To filter out projects that undergo review you hoose to decline to review or comment on certain categories of projects. check any applicable categories of HUD-assisted projects that you <b>do not</b> wish to review or comment Projects with no exterior physical changes Projects with no groundbreaking activity Projects with no new construction
Tribes may cl Please on:	Other (please specify) are invited to comment on all federalized projects. To filter out projects that undergo review you hoose to decline to review or comment on certain categories of projects. check any applicable categories of HUD-assisted projects that you <b>do not</b> wish to review or comment Projects with no exterior physical changes Projects with no groundbreaking activity Projects with no new construction Projects taking place on Tribal Lands of other Tribes
Tribes may cl Please on:	Other (please specify) a are invited to comment on all federalized projects. To filter out projects that undergo review you hoose to decline to review or comment on certain categories of projects. check any applicable categories of HUD-assisted projects that you <b>do not</b> wish to review or comment Projects with no exterior physical changes Projects with no groundbreaking activity Projects with no new construction
Tribes may cl Please on:	Other (please specify) are invited to comment on all federalized projects. To filter out projects that undergo review you hoose to decline to review or comment on certain categories of projects. check any applicable categories of HUD-assisted projects that you <b>do not</b> wish to review or comment Projects with no exterior physical changes Projects with no groundbreaking activity Projects with no new construction Projects taking place on Tribal Lands of other Tribes
Tribes may cl Please on:	Other (please specify) are invited to comment on all federalized projects. To filter out projects that undergo review you hoose to decline to review or comment on certain categories of projects. check any applicable categories of HUD-assisted projects that you <b>do not</b> wish to review or comment Projects with no exterior physical changes Projects with no groundbreaking activity Projects with no new construction Projects taking place on Tribal Lands of other Tribes
Tribes may cl Please on:	Other (please specify) are invited to comment on all federalized projects. To filter out projects that undergo review you hoose to decline to review or comment on certain categories of projects. check any applicable categories of HUD-assisted projects that you <b>do not</b> wish to review or comment Projects with no exterior physical changes Projects with no groundbreaking activity Projects with no new construction Projects taking place on Tribal Lands of other Tribes
Tribes may cl Please on:	Other (please specify) are invited to comment on all federalized projects. To filter out projects that undergo review you hoose to decline to review or comment on certain categories of projects. check any applicable categories of HUD-assisted projects that you <b>do not</b> wish to review or comment Projects with no exterior physical changes Projects with no groundbreaking activity Projects with no new construction Projects taking place on Tribal Lands of other Tribes
Tribes may cl Please on:	Other (please specify) are invited to comment on all federalized projects. To filter out projects that undergo review you hoose to decline to review or comment on certain categories of projects. check any applicable categories of HUD-assisted projects that you <b>do not</b> wish to review or comment Projects with no exterior physical changes Projects with no groundbreaking activity Projects with no new construction Projects taking place on Tribal Lands of other Tribes
Tribes may cl Please on:	Other (please specify) are invited to comment on all federalized projects. To filter out projects that undergo review you hoose to decline to review or comment on certain categories of projects. check any applicable categories of HUD-assisted projects that you <b>do not</b> wish to review or comment Projects with no exterior physical changes Projects with no groundbreaking activity Projects with no new construction Projects taking place on Tribal Lands of other Tribes
Fribes nay cl Please on:	Other (please specify) are invited to comment on all federalized projects. To filter out projects that undergo review you hoose to decline to review or comment on certain categories of projects. check any applicable categories of HUD-assisted projects that you <b>do not</b> wish to review or comment Projects with no exterior physical changes Projects with no groundbreaking activity Projects with no new construction Projects taking place on Tribal Lands of other Tribes

#### 4.8.5 TDAT User Guide

This menu item opens the TDAT User Guide document which includes the details on how to navigate and use the TDAT Application.



#### 4.8.6 Related Information

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

1. Under Menu, choose "Related Information."

Figure 20: Related Information Items



2. Under Related Information, choose "HUD Exchange."



https://www.hudexchange.info/environmental-revi	sy/history-preservation/	- 80	Search			P 01
Preservation - HUD ×						
View Favorites Tools Help			_			_
sources and assistance to support HUD's comm	nity partners		NEED	HOUSING ASSISTANCE?	Email Updates	Log in
Becretary Ben Carson		Programs ~ Resources	<ul> <li>Trainings</li> </ul>	Program Support ~	Grantees ~	News
	Home - Programs - Environmental Review - Historic Preservation					
	Historic Preservation					
	Introduction					
	HIG programs support and facilitate the use of historic properties for advocable housing, ecconic development, and comparison HIG procurage the including soft and preservation of any projectivity estimates the activity container to the inclusion of any projectivity and any advocable sector of a contrast sector of the inclusion of a contrast sector of the inclusion of a contrast sector of a contrast sector of a contrast sector of a contrast sector of the inclusion of a contrast sector of the inclusion of the	Regulation: 36 CFR Part 800 Resources Preservation Basi and HuD Historic Property Secretary of the II	cs Section 106			
	Historic properties are hose that are historic no engines the history in the National Register of Historic Places (MR). The National Register of last of districts, history, subtricts, and discrib that there there directimed by the National Place Service to be significant in American Instrum, and there are interesting and there are exceptions that, status entoness and end concerns, and end of the size of the size of the size of the size exceptions that and the size of the preservicion organizations, and cold panetter do battering dependence has a size of the size of the size of the antional Register.	Standards for Ref State Historic Pre Offices (SHPO) Tribal Directory A Tool (TDA T) Tribal Consultatio	abilitation servation ssessment			
	All assisted activities require flection 106 review except projects that are evennpt or "categorically excluded not subject to under Hu/D regulations (24 CFR Parts 50 and 59) or that are determined by HU/D to have "No potential to Affect Hoston: Properties" as defined at 56 CFR Box 3.	Section 106 Agree				
	HUD Guidance	Upcoming Opport	unities			
	Compliance with Section 106 is achieved by following the procedures that the Advisory Council on Historic Preservation has outlined in 36 CFR Part 800.	Advisory Council Preservation Train	on Historic			
	The Section 106 Process consists of four basic steps. After determining the need to do a Section 106 inview, the HUD official or Responsible Entry Initiaties consultation with statutory and other intervised panels (Step 1), identifies and evaluate instrum properties (Step 2), assesses effects of the project on properties (Step 2), assesses of the cost the project on properties (Step 2), assesses of the cost of the project on properties (Step 2), and resolves any adverse effects through project design modifications or mitigation (Step 2). Note that consultation continues through a phases of the review.	Archived Consulting with in about Historic Pro Environmental Re	perties in			

3. Under Related Information, choose "Information by State".



U.S. Departme Housing and U	nt of rban Development	About Us	What We Do Search Q
State Information			
<b>TE INFORMATION</b>			
		1/	
labama	Illinois	Montana	Puerto Rico / Virgin Islands
laska	Indiana	Nebraska	Rhode Island
rizona	Iowa	Nevada	South Carolina
rkansas	Kansas	New Hampshire	South Dakota
alifornia	Kentucky	New Jersey	Tennessee
olorado	Louisiana	New Mexico	Texas
onnecticut	Maine	New York	Utah
elaware	Maryland	North Carolina	Vermont
istrict of Columbia	Massachusetts	North Dakota	Virginia
orida	Michigan	Ohio	Washington
eorgia	Minnesota	Oklahoma	West Virginia
awaii	Mississippi	Oregon	Wisconsin
	Missouri	Pennsylvania	

4. Under **Related Information**, choose "**Process for Tribal Consultation in HUD Projects**". This opens a ProcessForTribalConsultationInHUDProjects.pdf.



C A thtps://hdcbnad1655.hud.gov/tdat/	docs/ProcessForTribalConsultationInHUDProjects.pdf		#	12 C	Ē	٦	
$:=   \hspace{.1cm} \overleftrightarrow{\hspace{1cm} / \hspace{1cm} } \hspace{.1cm} \vee \hspace{.1cm}   \hspace{.1cm} \bigtriangledown \hspace{.1cm} \bigtriangledown \hspace{.1cm} \rangle \hspace{.1cm}   \hspace{.1cm} Read \hspace{.1cm} aloud}$	- + 🕶   1 of 15   🥥   🗈			0	8	Z	ŝ
	U.S. Department of Housing and Urban Development Community Planning and Development	-					
	Special Attention of: All Regional Directors All Field Office Directors All CPD Division Directors All Regional Environmental Officers All Responsible Entities All Responsible Entities All Program Environmental Clearance Officers SUBJECT: Process for Tribal Consultation in Projects That Are Reviewed Under 24 CFR Part 58	-					
	I. Purpose     The "Environmental Review Procedures for Entities Assuming HUD Environmental     Responsibilities," 24 CFR Part 58, outlines the review process for many projects assisted with     HUD programs, including those funded through CDBG, HOME, HOPE VI, HOPWA,     Emergency Shelter Grants, certain Indian Housing programs, Public Housing Capital Fund, and     Economic Development Initiative grants, and certain loans guaranteed by HUD. Part 58 covers     many environmental areas, including historic resources. It references the "Section 106" review     process for historic resources, which requires to consult with federally-     recognized Indian tribes on projects that may affect historic properties of religious and cultural     significance to tribes. Under Part 58, local, state, or tribal governments become Responsible     Entities (REs) and assume the federal agency's environmental review authority and     responsibility for projects within their jurisdiction, including those for which they are grantees.     The RE must consult with tribes to determine whether a processed project war adverselv affect.	;					

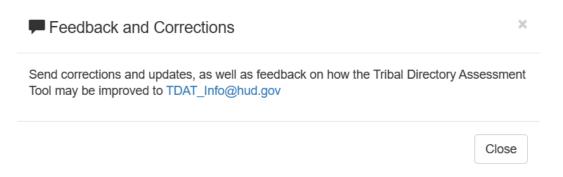


#### 4.8.7 Feedback and Corrections

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 30,000 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.

#### Under Menu, choose "Feedback & Corrections."

#### Figure 24: Feedback & Corrections



## 5. Getting Help

#### **5.1 Solutions to Common Problems**

Common problems with TDAT may be directed to TDAT Generic Email Address <u>TDAT info@hud.gov</u> and the GIS Help Desk at <u>GIShelpdesk@hud.gov</u>.

#### 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: <u>HUD Environmental Review Historic</u> Preservation.

Users may contact HUD Regional Environmental Offices and Field Environmental Offices for further guidance on consulting with tribes in their region: <u>HUD Environmental Staff Contacts</u>.

#### 5.3 Helpdesk

Technical problems with TDAT may be directed to TDAT Generic Email Address <u>TDAT\_info@hud.gov</u> and the GIS Help Desk at <u>GIShelpdesk@hud.gov</u>.



## **Appendix A: References**

Table below summarizes the documents referenced in this document.

Document	Description	Location
Name		
24 CFR §50	Regulations for "Protection and	24 CFR 50: Protection and Enhancement of
	Enhancement of Environmental Quality"	Environmental Quality - HUD Exchange
24 CFR §58	Regulations for "Environmental Review	Environmental Review Procedures - 24 CFR 58 - HUD
	Procedures for Entities Assuming HUD	Exchange
	Environmental Responsibilities"	
36 CFR §800	Regulations for "Protection of Historic	36CFRPart800_as_amended2004_web.doc (achp.gov)
	Properties"	