WELCOME TO THE TRIBAL PLANNING PATHWAY

INTEGRATING STATEWIDE & TRIBAL TRANSPORTATION PLANNING

Do you have a project idea and not sure where to start?

Try the INTERACTIVE TRAIL MAP

Need information about a special topic?

Browse the TOPICS LIST

Do you have a question?

Search the FAQs

ADOT JACOBS Logan Simpson Design Inc.

TRIBAL TRANSPORTATION PLANNING PATHWAY

Welcome to the Planning Pathway

The Planning Pathway is an interactive guide to help navigate the process of taking a project from idea to construction.

Click on the interactive elements to walk through the Planning Pathway.

Help

- Frequently Asked Questions
- Special Topics
- Glossary
- Acronyms
- Process Flow Chart

Legend

- # Decision Point
- Interactive Button
- Main Path
- Decision Trail

Integrating Statewide & Tribal Transportation Planning

WHAT ARE THE STEPS TO CONSTRUCTING A PROJECT?

1 Transportation Planning

Where do you want to go?

How are you going to get there?

Develop a LRTP to identify the needs of the community and what improvements are needed.

2 Fund Project

What will it take?

Conduct preliminary engineering, planning, and environmental reviews. Identify funding resources, develop partnerships, and apply for funds.

3 Compile TIP

Develop a comprehensive list of each project that has funding for the next 3 to 5 years. Submit to BIA for approval.

4 Project Development

Scoping

Clearances (environmental, right-of-way, utilities, materials, railroad)

Final design

Contracting, consultant selection, and procurement

5 Construct Project

6 Maintain Project

Go Back to Trail Map

NATIONAL TRIBAL TRANSPORTATION FACILITY INVENTORY

NTTFI, which replaced the IRR inventory, is a comprehensive national inventory of Tribal transportation facilities that are eligible for TTP funding. This inventory identifies the Tribe's transportation system and serves as one of the basis for apportioning federal funds.

LEARN THE BASICS

What Does the NTTFI Include?

A comprehensive listing of transportation facilities eligible for TTP funding. Facilities include existing and proposed roadways; paths/trails; transportation facilities (parking lots, transit centers, etc); and bridges.

What Facilities are Eligible?

- Included in inventory prior to October 2004
- Owned by the Tribe or BIA and open to the public
- Constructed with BIA funds since 1983
- Public roads (state highways, county roads, etc.) that provide access to an Indian Reservation or Trust Land
- Proposed roads that improve access

How does the NTTFI Relate to the Long Range Transportation Plan (LRTP)?

The LRTP includes updating the Tribe's NTTFI to ensure that the inventory reflects existing conditions and includes proposed facilities.

Does Right-of-Way have to be obtained prior to entering the road into NTTFI?

In order to use TTP funds the road has to be in the NTTFI, but ROW does not need to be acquired for maintenance on existing roadways. For construction activities or projects that will change the footprint of the road; however, ROW must be acquired before the project goes out for bids.

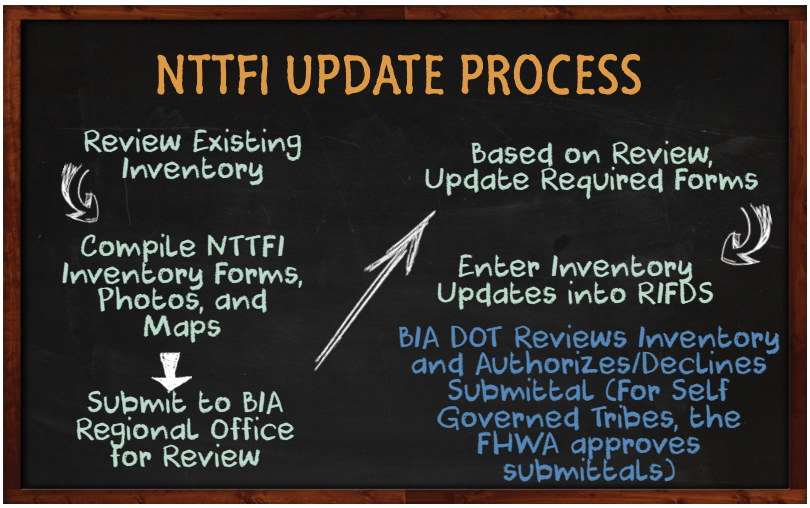
http://www.indianaffairs.gov/WhoWeAre/AS-IA/ORM/RightsofWay/index.htm

Who Approves the NTTFI?

BIA DOT reviews NTTFI submittals for accuracy and compliance. For Self Governed Tribes, the FHWA approves final submittals

Where Can I Get More Information?

Additional information can be found on the BIA's website.
http://www.bia.gov/WhoWeAre/BIA/OIS/Transportation/



What Needs to be Submitted to Update the NTTFI?

- Tribal Resolution identifying support for adding the facility to the inventory (see **Example**)
- BIA 5704 form (see **Example**)
- Regional map (see **Example**)
- Strip map (see **Example**)
- Centerline photo (see **Example**)
- Route narrative (see **Example**)
- Traffic counts
- MOA Owner Agreement, if not tribal-owned (see **Example**)

Dates of Significance

Date	
November 1	BIA Regional office provides inventory to Tribes
March 15	Tribes submit inventory updates to BIA
May 15	BIA Regional office reviews Tribes' submittal for corrections and provides feedback
June 15	Tribe must address errors by this date
July 15	Inventory entered by BIA Regional Offices into RIFDS
August 15	BIA DOT reviews inventory, authorizes/declines

Go to Tribal Priority List

Go Back to Special Topics

Go Back to Trail Map

EXAMPLE TRIBAL RESOLUTION

HUALAPAI TRIBAL COUNCIL
RESOLUTION NO. 79-2014
OF THE GOVERNING BODY OF THE
HUALAPAI TRIBE OF THE HUALAPAI INDIAN RESERVATION
PEACH SPRINGS, ARIZONA

Long Range Transportation Plan for Hualapai Reservation

WHEREAS, The Hualapai Tribal Council is the duly elected governing body of the Hualapai Tribe; and

WHEREAS the Hualapai Tribe was awarded Planning Assistance for Rural Area's (PARA) Grant Funding from the Arizona Department of Transportation (ADOT), Multimodal Planning Division, to prepare a Long Range Transportation Plan (LRTP) for the Hualapai Indian Reservation, which included updating the Tribe's National Tribal Transportation Facility Inventory (NTTFI); and

WHEREAS, Jacobs Engineering was selected to perform the NTTFI update and prepare an updated LRTP, under the supervision of the Hualapai Tribe, ADOT and a Technical Advisory Committee, that promotes safety and mobility, enhances economic vitality, improves community livability and supports current and planned economic development; and

WHEREAS, changes to the NTTFI proposed by the Hualapai Tribe, as part of this LRTP update, are identified in the attached "Hualapai Indian Tribe - Inventory Update Comparison Listing"; and

WHEREAS, the Hualapai Tribe's LRTP update was, completed in November 2014, contains short-term, mid-term and long-term road improvement and maintenance projects, and other transportation facility projects to meet Tribal transportation needs that have been prioritized by the Tribal Council.

NOW THEREFORE BE IT RESOLVED that the Hualapai Tribal Council hereby approves the November 2014 Long Range Transportation Plan for the Hualapai Indian Tribe and adopts this document as their current (2014) Long Range Transportation Plan.

BE IT FURTHER RESOLVED that the Hualapai Tribal Council hereby approves the proposed changes to the National Tribal Transportation Facility Inventory (NTTFI) identified in the Long Range Transportation Plan which are listed in the attached "Hualapai Indian Tribe - Inventory Comparison Listing.

BE IT FURTHER RESOLVED that the Hualapai Tribal Council hereby authorizes the Bureau of Indian Affairs - Western Regional Office to take the necessary action needed to update the NTTFI database to incorporate road inventory update changes and additions identified in the attached "Hualapai Indian Tribe - Inventory Comparison Listing.

BE IT FURTHER RESOLVED that the Hualapai Tribal Council hereby authorizes the Tribal Public Works Director to work with the BIA - Western Regional Office, Division of Transportation and other State/County Transportation Agencies, to take the necessary action needed to implement projects based on the Tribe's current road construction and maintenance priorities.

BE IT FINALLY RESOLVED that the Hualapai Tribal Council hereby authorizes the Chairwoman or her designee to execute any and all documents necessary to implement this action.

CERTIFICATION

I, the undersigned as Chairwoman of the Hualapai Tribal Council hereby certify that the Hualapai Tribal Council of the Hualapai Tribe is composed of nine (9) members of whom **(9)** constituting a quorum were present at **a Regular Council meeting** held on this **8th day of December, 2014**; and that the foregoing resolution was duly adopted by a vote of **(9) in favor, (0) opposed**, pursuant to authority of Article V, Section (a) of the Constitution of the Hualapai Tribe approved March 13, 1991.

Sherry J. Counts, Chairwoman
HUALAPAI TRIBAL COUNCIL

ATTEST:
Adeline Crozier, Assist. Secretary

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EXAMPLE BIA FORM 5704

U.S. DEPARTMENT OF THE INTERIOR BIA-DOT INDIAN ROADS NEED DATA INVENTORY DATA SHEET

BIA - Western Regional Office

FIELD	FIELD DESCRIPTION	INPUT CODE	DESCRIPTION
1	Region	H	
2	Area / Agency	68	
3	Reservation	606	
4	Route Number	104	
5	Section Number	10	
7	State	4	
8	Ownership	1	
9	Federal Aid Code	1	
10	Functional Class	3	
11	Terrain Type	1	
12	Construction Need Code	1	
13	Surface Type	5	
14	Shoulder Type		
15	Length of Section (Miles)	0.7	
16	Surface Width (Feet)	24	
17	Shoulder Width (Feet)	0	
18	Bridge Number		
19	Bridge Condition		
20	Bridge Length (Feet)		
21	ADT Year		
22	Existing ADT		
23	Percent Trucks		
24	Surface Condition Index (SCI)	80	
25	Roadbed Condition	5	
26	Level of Maintenance	4	
27	Snow & Ice Condition		
28	Right of Way Status	0	
29	Right of Way Width (Feet)	0	
30	Percent Incidental Cost		
BIA Share (Percent)			
Roadway Width			
TTAM Future ADT			
TTAM Adequacy Design Standard			
TTAM Future Surface Type			
32	County	15	
33	Congressional District	1	
34	Owner Number		
35	Drainage Condition	3	
36	Shoulder Condition	0	
37	No of RR Crossings	0	
38	Type of RR Crossings		
39	ROW Utility Code	2	
40	ROW Cost		
41	Beginning Latitude	35.52794789	
42	Ending Latitude	35.52741789	
43	Beginning Longitude	-113.49011620	
44	Ending Longitude	-113.48614220	
45	BIA Atlas Map Number		
46	Grade Deficiencies		
47	Site Deficiencies		
48	No of Sharp Curves		
49	No of Stopping Sight Dist. Rest.		
50	Safety Study		
51	Road Category	U	
52	Year of Construction Change	1959	
Update Year		2015	

Route Number: 104 **Section Number:** 10

Road Name: Music Mountain Road **Inventory Date:** 2/11/14

Route	Section	Road Name	Date
104	10	Music Mountain Road	2/11/14

Comments:

Speed Limit: 25

Speed Posted: No

Facilities Served:

Homes: 20

Churches: 0

Schools: 0

Businesses: 0

Gov. Facilities: 0

Health Facilities: 0

Other: 0

School Bus Route: Yes

Location:

County:

Township/Range: 25N 11W

Regional Coordinator: Philip Wisely, Tribal Public Works Director **Inventory Taker:** Jacobs Engineering

A detailed field inventory coding manual and field data collection inspection sheet should be be obtained from the BIA prior to updating your NTTFI

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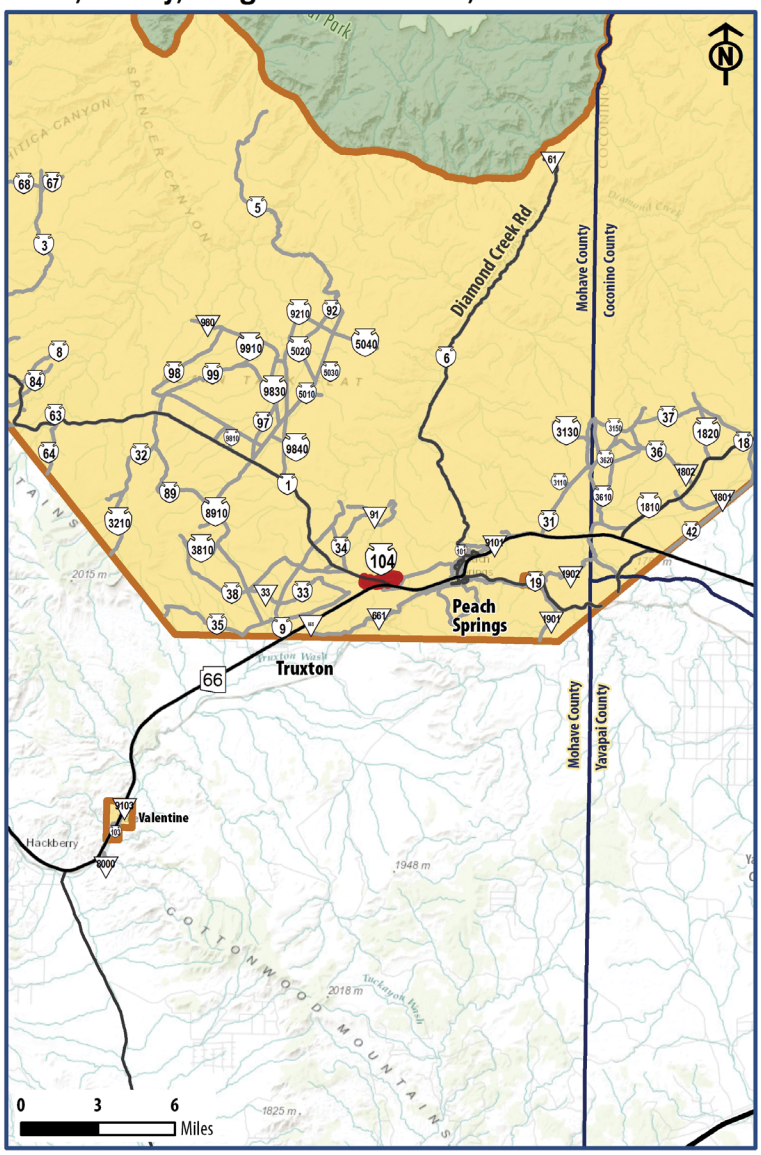
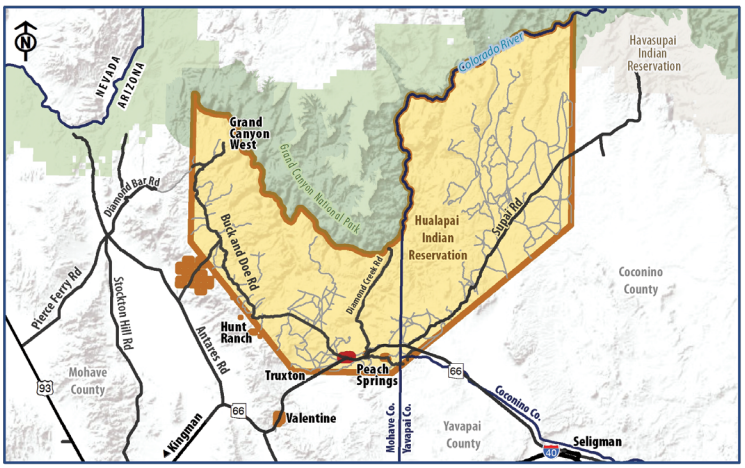
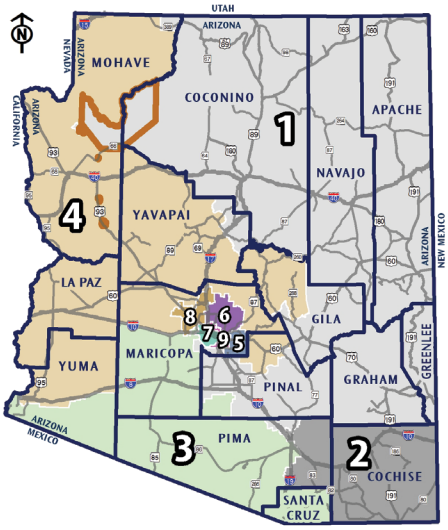
EXAMPLE REGIONAL MAP

State, County, Congressional District, and Tribal Boundaries







BIA Route: 104

Road Name: Music Mountain Road, Milkweed Springs Road

County: Mohave County, Arizona

Congressional District: 1

BIA - Western Region

Legend

- Route
- 1 Congressional District Boundary
- County Boundary
- Hualapai Indian Reservation

Hualapai Tribe Music Mountain Road/Milkweed Springs Road
BIA Route 104 - Section 10 - 50

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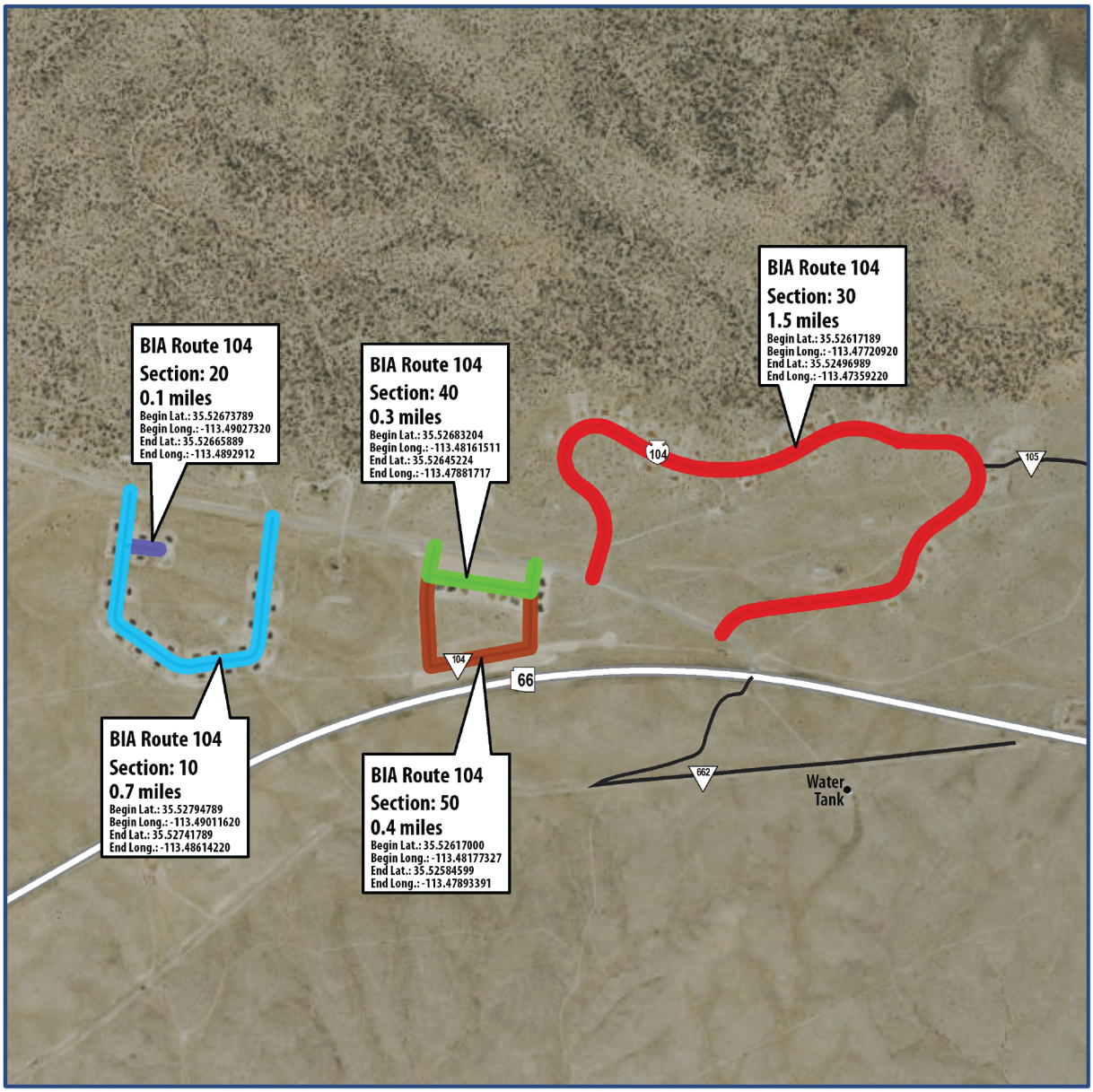
EXAMPLE STRIP MAP



BIA Route: 104 | **Sections:** 10 - 50 | **Road Name:** Music Mountain Road, Milkweed Springs Road

Total Length (Miles): 2.3

Functional Classification: 03 and 05

Location:
Congressional District: 01
County: Mohave County
Township/Range:
- T25N, R11W

Legend

- Route Section
- BIA Route
- Tribal Route
- State Highway
- County Road
- Railroad Track
- Major River or Wash
- County Boundary
- Census Designated Place

Note: If reservation boundary is not presented in figure, road sections are located entirely within the reservation.

Hualapai Tribe
Mohave County, Arizona
BIA - Western Region

N

0 0.1 0.2 Miles

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EXAMPLE CENTERLINE PHOTO

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Main Document

Route Narrative

Route Number: 104
Length: 2.3 miles

Sections 10 - 30 are existing BIA owned roads in the National Tribal Transportation Facility Inventory (NTTFI), that the Hualapai Tribe would like to remain in the inventory. Sections 40-50 area Tribal owned roadways that the Hualapai Tribe would like to add to the inventory as a Tribal route.

Location:
This road is located on the Hualapai Indian Reservation, in Mohave County, Arizona. Located off of BIA Route 1 (Buck and Doe Road) and State Route 66, BIA Route 66 is located west of Peach Springs.

Road Condition:
Sections 10 - 30 are paved, 24-foot wide, two-lanes roadways in good condition. Sections 40-50 are 24-foot wide gravel roadways in good condition.

Services:
BIA Route 104 provides access to residential developments in the Milkweed Springs area.

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EXAMPLE ROADWAY MAINTENANCE AGREEMENT

June 18, 2015

Dave Smith, Regional Roads Engineer
Bureau of Indian Affairs
Western Regional Office
2600 N. Central Avenue, 4th Floor Mailroom
Phoenix, AZ 85004-3050

RE: Certification of Road Maintenance of State-Owned Highway by the State of Arizona – Hualapai Indian Reservation

The State of Arizona understands the need for the Hualapai Indian Tribe to update the Bureau of Indian Affairs (BIA) – Tribal Transportation Program (TTP) Inventory on the Hualapai Indian Reservation within Arizona. It is also understood that the Tribe desires to include in the inventory the highway listed in *Table 1* that is owned and maintained by the State of Arizona.

Table 1

State Route Number	Highway Name	From	To	Length (in miles)
SR 66	State Route 66	MP 71	MP 123.17	52.17

NOTE: Milepost limits verified per 2012 Arizona Highway System Log.

This highway is for public use and will remain open to the public at all times. In the event construction occurs on this highway, the State of Arizona will continue to own and be responsible for maintenance of the highway.

The State of Arizona consents to include the segment of the State Highway listed in *Table 1* as a non-BIA owned road in the TTP inventory. The said listing does not change the State of Arizona's exclusive jurisdiction and responsibility for maintenance of the highway. If funding is available and it is a Tribal and State priority, improvements to this roadway may be made through a cooperative process between the Tribe and the State. In the event that TTP funds are used to make improvements to the highway, the State will continue to be responsible for its maintenance. The State of Arizona's consent to include this highway segment in the TTP Inventory is valid until either the State or Tribe provides thirty (30) calendar days written notice of its intention to terminate this certification.

John S. Halikowski, ADOT Director — 6/22/15 Date

C: Sherry J. Counts, Chairwoman, Hualapai Indian Tribe
Philip Wisely, Director, Hualapai Indian Tribe Public Services
Bob Maxwell, Regional Transportation Planner, BIA Western Regional Office
Donald Sneed, Senior Transportation Planner, ADOT Multimodal Planning Division

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WHAT IS A LONG RANGE TRANSPORTATION PLAN (LRTP)?

It's the Tribe's 20 year **Transportation Investment Plan** for roads, bridges, pedestrian, bicycle, and transit facilities. Plan includes a prioritized list of projects for the short-term (5-year) and long-term (20-year) time frames.

LEARN THE BASICS

What Is Included in a LRTP?

- Assessment of current transportation system to identify issues and needs
- Evaluation of future needs
- Analysis of improvements to address safety, cultural, social, health, and economic transportation needs
- Prioritized list of short-term (5-year) and long-term (20-year) transportation projects

Why is a LRTP Needed?

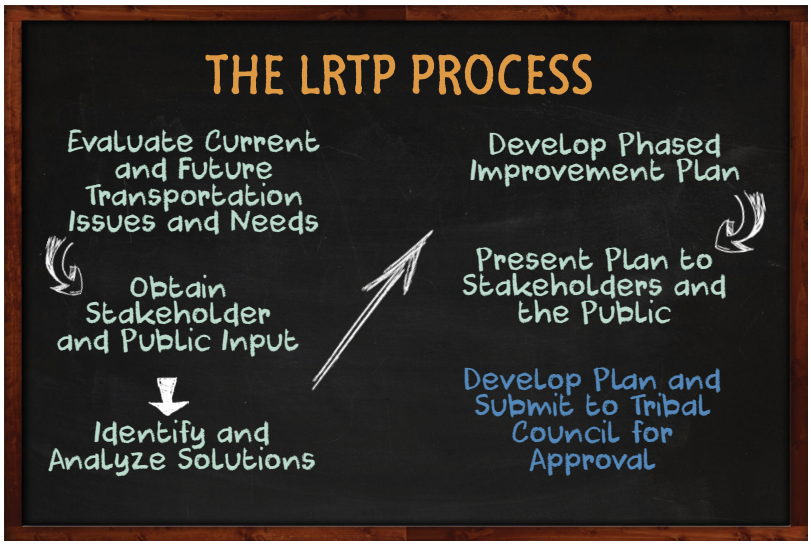
- Federally required in order to determine priority improvement projects
- Basis for the Tribal Transportation Improvement Program (TTIP)
- Federally required to update the National Tribal Transportation Facility Inventory (NTTFI)

Who Develops the LRTP?

Due to staff limitations, Tribes typically hire a consulting firm to assist in the technical data analysis, public outreach,and full LRTP document development.

Where Can I Find Examples?

Tribal LRTPs completed with assistance from ADOT are stored on ADOT's **website.** ADOT also receives copies of LRTPs from the BIA once they are finalized. Additional examples are available on the *Arizona Memory Project* **website.**



Requirements

- ✓ Must include short- (5 year) and long-term (20 year) horizon periods
- ✓ Must be updated every 5 years
- ✓ BIA or the Tribe must solicit public involvement
- ✓ Must be adopted by the Tribal Council and forwarded to the BIA by resolution

For the Navajo Nation, the Navajo DOT develops a regional LRTP for the entire Nation. Local Chapters are welcomed to develop their own LRTP; however, Chapters may need to acquire funding for identified local projects.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/lrtp/page00.cfm

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TRIBAL PRIORITY LIST (TPL)

In lieu of performing a complete update of your LRTP, a Tribal Priority List can be updated to define new project priorities and to amend the LRTP.

LEARN THE BASICS

What is a Tribal Priority List (TPL)?

The Tribal Priority List is a wish list of all projects the Tribe has identified, including those without a funding source. The list:

- Should include all projects the Tribe wants to pursue, regardless of whether they are funded or not.
- Does not need to be in priority order
- Is submitted to the BIA through a Tribal Resolution

Why Is the TPL Important?

- Helps the Tribe identify the most important projects to invest limited funds toward.
- Communicates to the FHWA , the BIA, and the state the Tribe's transportation needs

How is the TPL different than a TTIP?

The TTIP is based on the TPL or Long Range Transportation Plan. While the TTIP is fiscally constrained, the TPL is simply a listing of projects for which the Tribe would like to obtain funding.

What do I Submit to the BIA for Approval?

The TPL submittal package is as simple a listing of the prioirity projects you would like included in the TTIP and a Tribal Resolution supporting the priorities. Click **here** for an example.

What if my Project Route isn't in the NTTFI?

The Tribe must add the project routes to the NTTFI for inclusion in the Tribal Priority List. Click **here** for detailed information on required NTTFI documents.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

https://planning.dot.gov/focus_tribal.asp

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Example Tribal Priority List

Priority	Name	BIA Route	Length	Improvement
1	Main St: Power Rd to Third St	BIA Road No. 6001	1.1 miles	Widen road to 4 lanes
2	Donald St: Jacob Ave to First St	BIA Road No. 6002	0.5 miles	Construct sidewalk
3	Victor Pkwy/Davis Ave	BIA Road No. 6003	-	Install traffic signal

Example Tribal Resolution - Tribal Priority List

The list below provides a summary of transportation routes for which the village of Pedro Bay desires to receive funding in order to improve or maintain the routes. Figure 4-1 is an aerial photo of Pedro Bay at a scale of 1"=800'. Figure 4-2 is the same aerial photo, but at a closer view of 1"=400'.

The list of existing and proposed roads for Pedro Bay not already in the IRR inventory are presented in the following pages and are hereby requested to be included into the IRR inventory. The Tribe retains the right to change the order of its road priorities if and when construction funds become available; dependent upon village conditions, such as storm damage.

Priority #1: BIA Route 0050, length is 0.3 miles, Knutson Bay Road, beginning at the BIA Route 7ILI, then southwesterly to Knutson Bay. See Figure 4-3.

Priority #2: BIA Route 0060, length is 0.3 miles, Big Hill Road, northeasterly to Big Hill Subdivision. See Figure 4-4.

Priority #3: BIA Route 0070, length is 3.2 miles, Long Bay Road, beginning on Route 1002, then southeasterly to Long Bay, crossing a recently constructed 68-foot long bridge. See Figure 4-5.

Priority #4: BIA Route 0080, length is 0.1 miles, Smokehouse Bay Road, short length connecting the majority of Route 1002 to an unconnected portion of Route 1002 at the barge landing, near the water's edge of Pedro Bay to the Village Roads. See Figure 4-6.

Priority #5: BIA Route 0100, length is 10.0 miles, Lonesome Bay Road, from Pedro Bay Village to Pile Bay Village. See Figure 4-7.

Priority #6: BIA Route 0120, length is 3.0 miles, Dumbbell Lake Trail, providing a highland route between East Village Road and milepost 2.5 of Lonesome Bay Road. See Figure 4-8.

Priority #7: BIA Route 0140, length is 14.2 miles, Williamsport-Pile Bay Road, from Pile Bay Village, across the bridge at the Iliamna River, to the barge landing at Williamsport. See Figure 4-9.

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LRTP Funding Pond

Frequently Asked Questions

TRIBAL TRANSPORTATION PROGRAM (TTP)

The Tribal Transportation Program (TTP) provides funding for the administration, planning, construction, and maintenance of roadways in Indian Country. TTP is jointly administered by BIA and the Office of Federal Lands Highway (FLH).

LEARN THE BASICS

What are Eligible Uses of TTP Planning Funds?

- Updating Long Range Transportation Plans
- Planning and design of roads, bridges, and transit facilities
- Updating the National Tribal Transportation Facility Inventory (NTTFI)
- Public meetings and involvement activities
- Environmental studies and evaluations

Can Tribes Use TTP Funds to Develop a LRTP?

Tribes are allowed to use up to 2% of total fiscal year TTP funds for planning purposes.

Can Tribes Use TTP Planning Funds for Other Projects?

Yes, a Tribe can request to have its planning funds transferred into construction funds for use on any eligible and approved NTTFI project [as defined in 23 U.S.C. 204(j)].

Requirements

- ✓ Funds are available to use for the year they are authorized, plus three additional fiscal years.
- ✓ Funds are allocated among the Tribes using a statutory formula based on tribal population, road mileage and average tribal shares.

Can a Tribe Use Construction Funds for Planning Purposes?

Yes, Tribes may identify transportation planning as a priority and request the use of up to $35,000 or 5 percent of its TTP Program construction funds, whichever is greater, for transportation planning.

What Happens To Unused Planning Funds?

Once all tribal governments' requests for tribal transportation planning funds have been satisfied for a given fiscal year or no later than August 15, the BIA regional office may use the remaining funds for construction after consultation with the Tribe.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://flh.fhwa.dot.gov/programs/ttp

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PLANNING ASSISTANCE FOR RURAL AREAS (PARA)

The Planning Assistance for Rural Areas (PARA) program is sponsored by the ADOT Multimodal Planning Division (MPD) and provides federal funds to assist tribal governments with multimodal transportation planning needs.

LEARN THE BASICS

Due to funding restrictions the ADOT PARA program may not have planning funds available. Please contact the ADOT Planning Program Manager for additional information.

What can PARA funds be used for?

PARA funds are limited to planning and preliminary scoping (pre-scoping) activities and may not be used for the design or construction of transportation facilities. If funding is available, funds can be utilized to prepare a LRTP.

Who is Eligible to Receive PARA Program Funds?

Funding is available to Tribal governments and their sub-units, including chapters, districts and villages.

Is There a Funding Limit?

Planning studies - awarded funding is a limited to $250,000 for each PARA study. 10-15% of cap is allocated towards public involvement task.

Pre-Scoping - $30k budget cap

How do I apply for a PARA?

- Applications due in May.
- Partnerships between communities are encouraged, and the lead agency must be identified.
- Applications must be prepared by local agency staff (not consultants)

What are Pre-Scoping Projects?

Pre-Scoping refers to a process where ADOT will assist a Tribal government to develop a realistic scope of work, schedule, and budget for a simple transportation project. Eligible pre-scoping projects include:

- Pavement and bridge preservation (<2 miles in length)
- Minor safety and mobility improvements (<2 miles in length)
  - ADA, bicycle, and pedestrian improvements
  - Adding roadway shoulder/safety edge
  - Adding sidewalk/shared-use path
  - Adding bus stops or bus pull-outs
  - Adding striping /delineators/rumble strips/guard rail
  - Adding or replacing signs or lighting
  - Road diets
  - Roundabouts
- Minor drainage improvements

Where Can I Get More Information?

To obtain information about PARA funding, please contact the ADOT Multimodal Planning Division Program Manager.

Additional information can be found on ADOT's website.
https://www.azdot.gov/planning/CurrentStudies/PARAStudies

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TRIBAL GENERAL FUNDS

Tribes may utilize their own, local funding sources to develop a Long Range Transportation Plan.

LEARN THE BASICS

Are there Non-Federal Options to Fund a LRTP?

Yes, Tribes can apply for grants or utilize local transportation revenues to fund a LRTP. Options include:

- Gambling revenue
- Retail sales tax
- Per-gallon sales tax on gasoline
- Vehicle registration fees
- Toll large trucks
- Parking fees

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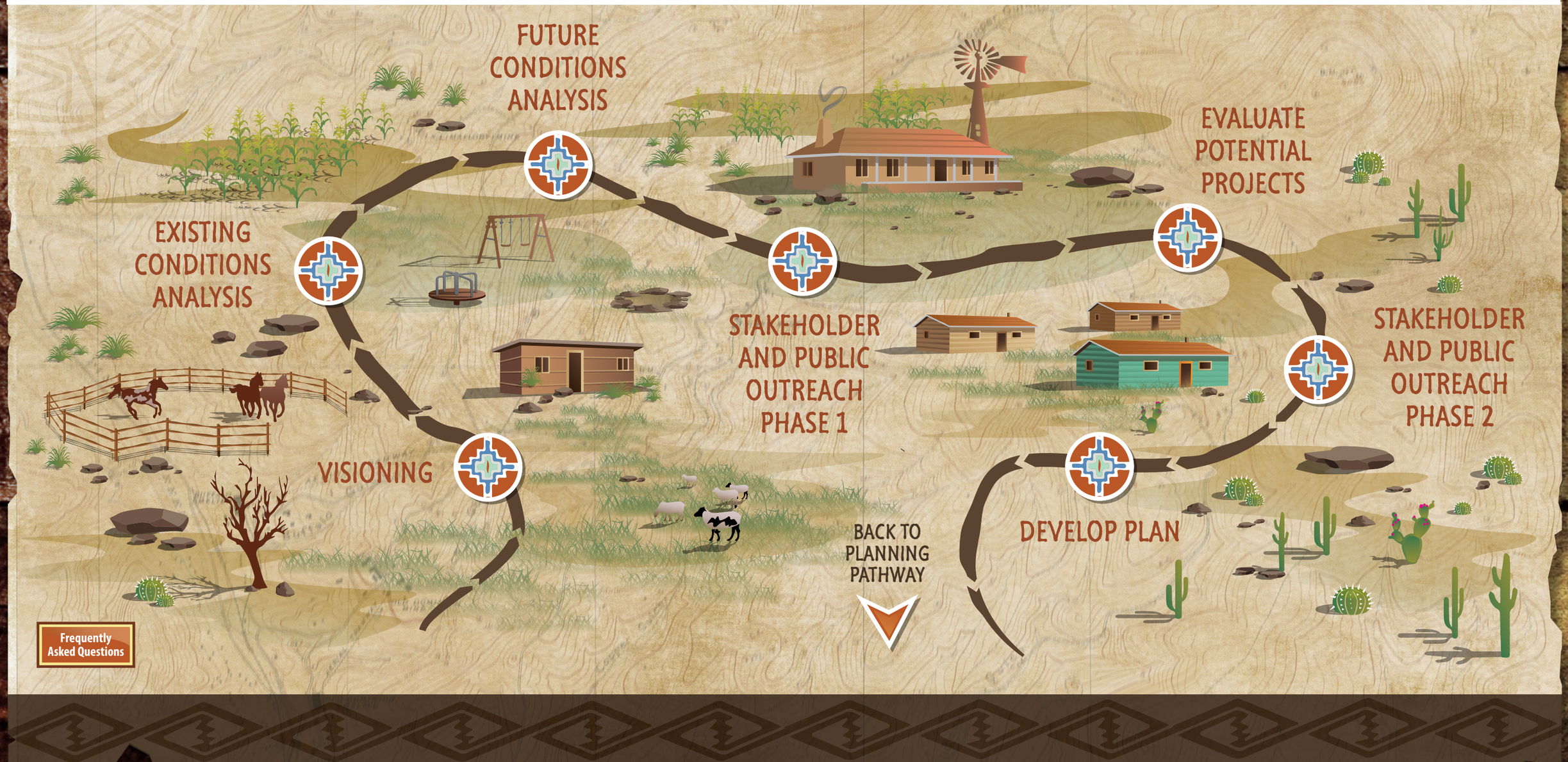
Long Range Transportation Planning Process Ranch



WHAT IS VISIONING?

The first step in transportation planning is developing consensus about what the community wants their transportation system to look like. A vision statement captures what community members most value and establishes the goals and objectives of the LRTP.

LEARN THE BASICS

Who Creates the Tribe's Vision?

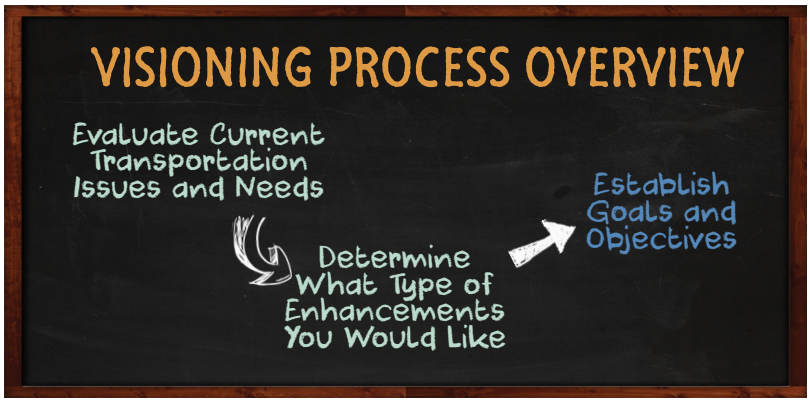
Vision statements are usually developed at the onset of the LRTP process. Tribal staff, stakeholders, and Technical Advisory Committee (TAC) members typically work together to establish a vision for the community.

What is a Stakeholder?

Stakeholders are community members who are directly or indirectly impacted by potential improvements. Stakeholders may include representatives from schools, emergency services, hospitals, and business owners.

What is a Technical Advisory Committee (TAC)?

A TAC is comprised of representatives from Tribal government departments, special citizen interest groups, and public agencies. When developing a LRTP, TAC meetings should be held at key project milestone in order to obtain input, guidance, and to assist in technical review.



What Are The Steps To Defining a Vision?

Where Are You Now?

Evaluate your current transportation system issues and needs.

Where Do You Want to Be?

Determine what type of enhancements your community would most like to see (roadway improvements, safety enhancements, sidewalk and bike lane improvements, increased transit, etc.).

How Do You Get There?

Establish goals and objectives for the LRTP that will guide development of a long-range plan that meets the vision of the community.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/lrtp/page02.cfm#b

http://www.fhwa.dot.gov/planning/performance_based_planning/mlrtp_guidebook/chapter05.cfm

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WHAT IS THE PURPOSE OF EXISTING CONDITIONS ANALYSIS?

Existing conditions analysis is a critical first step in the LRTP process that inventories and analyzes the existing transportation system in order to lay the groundwork for developing an improvement plan that addresses the transportation needs and challenges of the area.

LEARN THE BASICS

What is Included in Existing Conditions Analysis?

Existing Conditions Analysis includes technical data analysis, review of previous studies, field review, and stakeholder interviews to determine:

- Land use and socioeconomic conditions
- Roadways - areas with safety concerns, congestion, pavement conditions, lighting, bridges, etc.
- Bicycle and Pedestrian – areas that lack facilities, condition of infrastructure, etc.
- Transit – bus stop locations and routes, areas that lack service, etc.

Where do I Obtain Necessary Data?

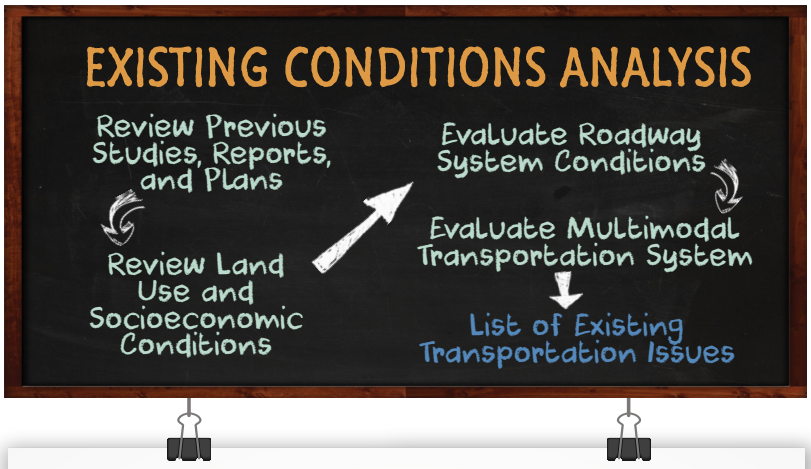
Data may be available through your Tribe's Planning, Transportation, Public Works, etc. If your Tribe does not have data readily available, state and federal agencies may have necessary data. Detailed information on data resources can be found in the **Special Topics** section.

The BIA also can provide a full copy of your Tribe's roadway inventory.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/lrtp/



Working Paper 1: Existing Conditions

Working Paper 1 provides a baseline inventory of the existing multimodal transportation, land use, socioeconomic, and environmental conditions.

Previous Studies, Reports, and Plans
Reviewing completed and current planning studies provides insight into identified transportation issues and potential improvements.

Land and Socioeconomic Conditions
Review existing land use, population, physical and cultural environmental constraints, and employment conditions to understand the area's current development and demographic patterns.

Roadway System Conditions
Inventory and document roadway characteristics such as number of lanes, surface type and condition, BIA and Federal functional classification, speed limits, traffic control, street lighting, shoulder conditions, drainage, railroad crossing, bridge conditions, crash data analysis, and traffic conditions.

Multimodal Transportation System
Review and inventory pedestrian, bicycle, trail, and transit facilities.

Existing Transportation Issues and Needs
Based on the inventory and analysis of existing conditions, identify transportation system deficiencies and issues. These findings will serve as the foundation for developing improvement recommendations.

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WHAT IS THE PURPOSE OF FUTURE CONDITIONS ANALYSIS?

Future conditions analysis assesses the impacts of future population growth and developments on the existing roadway network, if no roadway improvements are made. This critical step allows you to identify what improvements are needed to meet future transportation demand.

LEARN THE BASICS

What is Included in Future Conditions Analysis?

- Development of realistic future population, housing, and employment forecasts for planning horizon years
- Assessment of future traffic conditions based on proposed developments on existing roadway network
- Forecast future multimodal transportation needs

What are Planning Horizon Years?

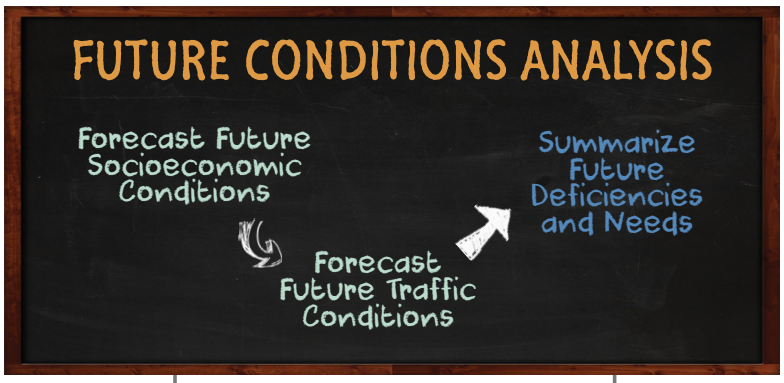
Planners utilize horizon years to assess future demand during specific timeframes and to develop phased improvement scenarios to address future issues.

To match the State's transportation planning horizon years, the BIA requires development of short-term (5-year) and long-term (20-year) improvement plans.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/lrtp/



Working Paper 2: Future Conditions

Working Paper 2 serves as baseline for developing long-range improvement strategies to meet future transportation demand.

Forecast Future Socioeconomic Conditions

- Utilize population growth estimates to determine future population and employment conditions for the short- (5 year); mid- (10 year); and long-term (20 year) time frames.
- Utilize development plans to identify where and when future development will occur.

Forecast Future Traffic Conditions

- Analyze the impacts of future traffic conditions on the transportation system if no improvements are made.
- Identify intersections and corridors that become congested due to development .

Future Multimodal Transportation System Needs

Based on future socioeconomic conditions, analyze transit, pedestrian, and bicyclist needs and deficiencies.

Future Transportation Issues and Needs

Document future transportation deficiencies and issues for each horizon year if no roadway improvements are made .

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STAKEHOLDER AND PUBLIC OUTREACH PHASE 1

Public and stakeholder outreach is perhaps the most important component of the LRTP process. The first phase of outreach provides you the opportunity to explain the planning process to the public and to obtain input on the transportation issues and needs of local residents.

LEARN THE BASICS

What Are the Goals of Stakeholder and Public Outreach?

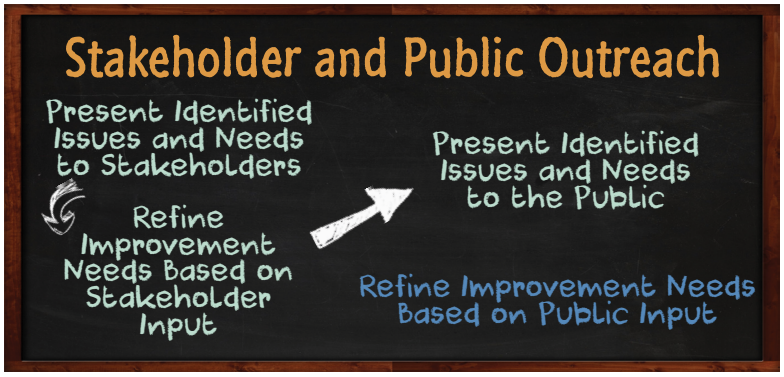
- Understand the needs of community members
- Identify issues and concerns from the public's perspective
- Create consensus on improvements and needs

Why is Outreach so Important?

- Helps Tribal leaders understand the transportation needs of the community
- Gives Tribal members and the general public the opportunity to voice their opinion
- Helps to build public support of transportation projects
- Aids in building consensus among the Tribal members and the Tribal leadership
- Federally required

What Techniques Can Be Used for Involving the Public?

- Traditional public meetings
- Newspaper advertisements
- Newsletters and flyer distribution
- Participation at community events
- Social media (Facebook, Twitter, etc)
- Public radio
- Project website



Requirements

For the first phase of public meetings, the BIA or Tribe must:

- ✓ Advertise each public meeting in local newspaper at least 15 days before the meeting date.
- ✓ Provide funding and planning process information.
- ✓ Provide the public the opportunity to comment, either orally or in writing (30 day review period).

Keys to Success

- EXPLAIN what you are trying to do
- LISTEN to issues, comments, concerns, ideas
- ENGAGE the public through social media, online surveys, and at community events

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/public_involvement

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WHAT IS PROJECT EVALUATION?

Project evaluation allows you to determine how much a project improves the safety, operations, and efficiency of the transportation system and the degree to which the project meets the community's vision. Project evaluation results also aid in prioritizing improvement projects.

LEARN THE BASICS

Depending on the complexity of your project, assistance may be needed from a consultant firm.

How do I Evaluate Projects?

1) Develop Evaluation Criteria

Based on the goals and objectives identified during the visioning process, develop an evaluation scoring matrix to score projects.

Project evaluation may include reducing the number of crashes, reducing congestion, improving quality of life, etc.

See **Example** of Evaluation Criteria

2) Rate Each Project

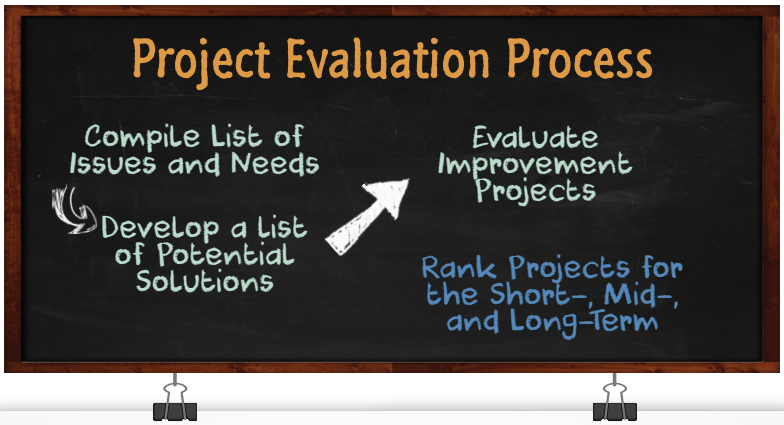
- For each project, assign a score 1, 2, or 3 for each criterion
- Calculate a project's total score and rank each project from high to low

See **Example** of Project Ratings

What are the Implementation Phases?

Based on the results of the evaluation, projects need to be prioritized into implementation phases:

- **Short-term:** projects that address the most critical needs and deficiencies and have a high probability of obtaining funding.
- **Mid-term:** More complex projects that improve safety, expand mobility and access, or address future development needs.
- **Long-term:** High-cost projects that require additional time to obtain funding or are not needed until build-out conditions.



Working Paper 3: Draft Transportation Plan

Working Paper 3 evaluates potential improvement projects to identify the most effective projects to meet future multimodal transportation needs.

Compile Lists of Issues and Needs
Compile a comprehensive list of existing and future transportation deficiencies and needs.

Identify Potential Solutions
For each issue and need, identify potential improvements, such as:
- Non-Capacity related - safety enhancements, intersection improvements, additional planning studies
- Capacity related - widening existing road, constructing new road

Evaluate Improvement Projects
Develop an evaluation criteria in order to evaluate the effectiveness of a project and to prioritize improvements.

Rank Projects for the Short-, Mid-, and Long-Term
Once all projects have been rated, organize projects into implementation phases.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.
http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/project_prioritization

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EVALUATION CRITERIA MATRIX EXAMPLE

Example Evaluation Matrix

Goal	Objective	Evaluation Criteria	Benefit Scale (High ⟷ Low)		
Safety	Improve safety for all modes	Does the project aid in reducing the number of injury and fatal crashes?	3	2	1
Infrastructure Preservation	Improve infrastructure reliability	Will the project enhance a critical corridor in the local or regional transportation network?	3	2	1
Mobility and Accessibility	Provide transportation options	Will the project provide transportation choices to community members without an automobile?	3	2	1
Economic Development	Support encourage economic growth	Does the project enhance opportunities for development, tourism, or recreation?	3	2	1
Funding Eligibility	Funding potential	Is the project eligible for Federal, State, regional, and/or tribal funding?	3		1
Community Support	Reflects community vision	Does the project have documented local government or public support?	3	2	1
Enhance the Environment	Preserve natural environment	Will the project protect lands and the environment?	3	2	1

Example Evaluation Matrix Scoring

Rating	Definition	
1	**Does Not Meet Criterion**	The project does not address the issue or problem to be solved
2	**Meets Base Criterion**	The project solves a specific problem at a specific location
3	**Meets and Exceeds Base Criterion**	The project solves a specific problem at a specific location *and* significantly strengthens other elements of the tribal transportation system or program

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Example Project Evaluation Ratings

Project Location and Description	Safety			Infrastructure Preservation	Mobility and Accessibility		Economic Development	Implementation Feasibility		Community Support	Health, Environment, and Livability
	1	2	3		1	2		1	2		
Power Rd: Main St to Third St Widen road to 4 lanes	3	3	3	3	3	1	3	1	3	3	3
Donald St: Jacob Ave to First St Construct sidewalk	2	3	1	3	2	3	3	1	2	3	3
Victor Pkwy /Davis Ave Install traffic signal	2	3	3	3	3	1	1	1	2	3	2

Example Project Ranking

Project Location and Description	Ranking Score
Main St: Power Rd to Third St Widen road to 4 lanes	29
Donald St: Jacob Ave to First St Construct sidewalk	26
Victor Pkwy/Davis Ave Install traffic signal	24

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STAKEHOLDER AND PUBLIC OUTREACH PHASE 2

Now that you have a prioritized list of recommendations, the second phase of stakeholder and public outreach is to obtain feedback on the recommended improvements. Based on the community's input, recommendations and priorities may need to be adjusted.

LEARN THE BASICS

What Are the Goals of Stakeholder and Public Outreach?

- Understand the needs of community members
- Identify issues and concerns from the public's perspective
- Create consensus on improvements and needs

Why is Outreach So Important?

- Helps Tribal leaders understand the transportation needs of the community
- Gives Tribal members and the general public the opportunity to voice their opinion
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What Techniques Can Be Used for Involving the Public?

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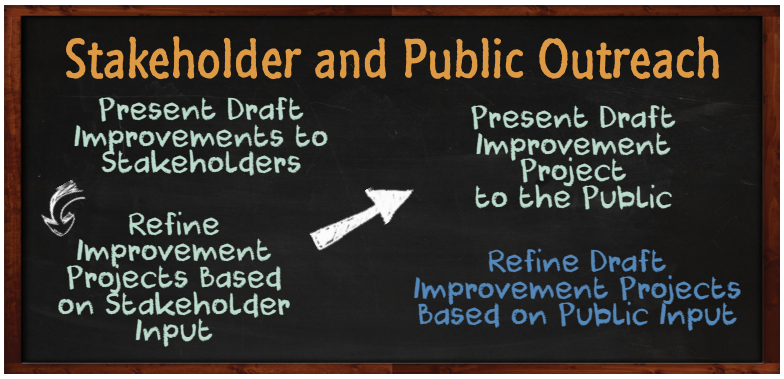
- Project website



Requirements

For the second round of public meetings, the BIA or Tribe must:

- ✓ Advertise each public meeting in local newspaper at least 15 days before the meeting date.
- ✓ Provide copies of the draft LRTP.
- ✓ Provide funding and planning process information
- ✓ Provide the public the opportunity to comment, either orally or in writing (30 day review period).

Keys to Success

- EXPLAIN what you are trying to do
- LISTEN to issues, comments, concerns, ideas
- ENGAGE the public through social media, online surveys, and at community events

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/public_involvement

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WHAT IS INCLUDED IN THE FINAL LRTP DOCUMENT?

Working Papers 1, 2, and 3, stakeholder and public feedback, and other input regarding transportation needs and recommendations are compiled to develop the Final LRTP. The Final Report also includes funding strategies, implementation plan, and recommendations regarding future studies.

LEARN THE BASICS

How Do I Develop Cost Estimates?

Project planning cost estimates are used for project justification, programming, analysis of alternatives, and approval. Use "rough" unit prices, for example, $3,000/linear foot of new roadway, $800/linear foot of new, shared bike pedestrian path, and $200/square foot for a new bridge.

If assistance is needed to estimate the cost of a project, contact the BIA, ADOT, or others such as the metropolitan planning organization (MPO) and your Tribal Technical Assistance Program (TTAP).

What Are Project Sheets?

Project Sheets summarize key project information, such as:

- Issues addressed by the improvement project
- Existing and future constraints and conditions
- Potential funding sources
- Estimated costs

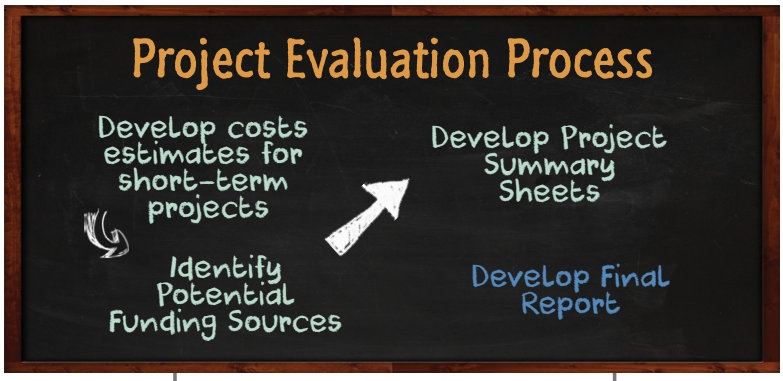
See **Example** of Project Sheet

Do I Need to Include a Prioirity List?

Projects identified as improvements that should be constructed in the short-term become your prioirity list.

For the Navajo Nation, the Navajo DOT develops a region-wide LRTP. The Navajo Nation's LRTP primarily includes regionally significant corridors and may not include local roadways.

Local Chapters are encouraged to develop their own chapter specific LRTP. Projects identified in a Chapter's LRTP may or may not be incorporated into the Nation's region-wide LRTP; therefore, local Chapters are encouraged to collaborate with the Navajo DOT and also pursue other funding sources to implement projects from the Chapter's LRTP.



Long Range Transportation Plan

The final phase of the LRTP development process is putting together the previous working papers into a comprehensive document. LRTPs typically include the following elements:

- Executive Summary
- Project Overview and Goals and Objectives
- Existing Conditions Overview
- Future Conditions and Projected Traffic Forecasts
- Evaluation of Improvements
- Prioritized Improvement Plan
- Potential Funding Sources
- National Tribal Transportation Facility Inventory (NTTFI) updates

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/lrtp/

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EXAMPLE PROJECT SUMMARY SHEET

Project #1. Power Rd: Main St to Third St			
Responsible Agency:	Tribal Government		
Route Name:	Power Road	**Project Mileage:**	2.0 miles
Project Location:			
Existing and Future Conditions:	• Number of Lanes: 2 lanes • Functional Classification: FHWA – Not Classified; BIA - Not Classified • Speed Limit: 20 MPH		
Existing and Projected Traffic Conditions:	• Existing ADT: 7000 • 2020 ADT: 1000		

Project Description:

ID	*Improvement*	*Cost Estimate*	*Purpose/Benefit*
1.1	Widen road to four lanes	$2,000,000	Reduce congestion, improve safety

Issues Addressed:	Heavy congestion; roadway safety concerns; pavement conditions
Project Benefits:	1) Improve motor vehicle, pedestrian, bicyclist safety conditions; 2) improved roadway conditions; 3) reduces congestion; 4) reflects community vision
Local and Public Support:	Stakeholder and public meetings were held in September 2015. Stakeholders and the public were mutually in favor the improvement.
Environmental Overview:	Area is developed; therefore environmental impacts are minimal. Consideration should be given to impacts on cultural resources, utilities, and noise receptors.
Economic Development:	Improving safety and accessibility along the corridor will promote economic growth which will directly and indirectly benefit the disadvantaged populations in the area.
Project Benefits:	Improved pavement conditions; improved driving conditions
Funding Sources:	Tribal Transportation Program (TTP)

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CHAPTER/COUNCIL APPROVAL

Once your Draft Long Range Transportation Plan and Tribal Priority list has been developed and reviewed, a recommendation must be made to the Chapter and Tribal Council for official approval.

LEARN THE BASICS

How Do I Obtain Tribal Council Approval?

Submit Draft LRTP/Priority List to Chapter and/or Oversight Committee

If needed, submit a copy of the Draft LRTP and/or Priority List to your Chapter and/or Oversight Committee for approval. A formal presentation may be requested in order to provide additional information. As needed, edit the LRTP/Prioirty List based on feedback.

Submit LRTP/Priority List to Tribal Council

Submit a copy of the LRTP to the Tribal Council for review.

Formal Presentation to the Council

Present technical analysis, information gathered, public and stakeholder comments, and recommendations of the LRTP /Tribal Priority List to the Tribal Council.

Final LRTP/Priority List

Based on input from the Council, finalize the LRTP and Priority List.

What Happens After the Council Approves the LRTP/Priority List?

Once the Council has approved the LRTP/Priority List a resolution needs to be sent to the BIA. See **Example** of Tribal Resolution.

Once adopted, the FHWA or the BIA will review each plan and prepare a written record of the plan's adherence to applicable laws and regulations. Such reviews will be provided to the Tribal government for their information and will become part of the FHWA's and BIA's written record.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/lrtp/

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EXAMPLE TRIBAL RESOLUTION

HUALAPAI TRIBAL COUNCIL
RESOLUTION NO. 79-2014
OF THE GOVERNING BODY OF THE
HUALAPAI TRIBE OF THE HUALAPAI INDIAN RESERVATION
PEACH SPRINGS, ARIZONA

Long Range Transportation Plan for Hualapai Reservation

WHEREAS, The Hualapai Tribal Council is the duly elected governing body of the Hualapai Tribe; and

WHEREAS the Hualapai Tribe was awarded Planning Assistance for Rural Area's (PARA) Grant Funding from the Arizona Department of Transportation (ADOT), Multimodal Planning Division, to prepare a Long Range Transportation Plan (LRTP) for the Hualapai Indian Reservation, which included updating the Tribe's National Tribal Transportation Facility Inventory (NTTFI); and

WHEREAS, Jacobs Engineering was selected to perform the NTTFI update and prepare an updated LRTP, under the supervision of the Hualapai Tribe, ADOT and a Technical Advisory Committee, that promotes safety and mobility, enhances economic vitality, improves community livability and supports current and planned economic development; and

WHEREAS, changes to the NTTFI proposed by the Hualapai Tribe, as part of this LRTP update, are identified in the attached "Hualapai Indian Tribe - Inventory Update Comparison Listing"; and

WHEREAS, the Hualapai Tribe's LRTP update was, completed in November 2014, contains short-term, mid-term and long-term road improvement and maintenance projects, and other transportation facility projects to meet Tribal transportation needs that have been prioritized by the Tribal Council.

NOW THEREFORE BE IT RESOLVED that the Hualapai Tribal Council hereby approves the November 2014 Long Range Transportation Plan for the Hualapai Indian Tribe and adopts this document as their current (2014) Long Range Transportation Plan.

BE IT FURTHER RESOLVED that the Hualapai Tribal Council hereby approves the proposed changes to the National Tribal Transportation Facility Inventory (NTTFI) identified in the Long Range Transportation Plan which are listed in the attached "Hualapai Indian Tribe - Inventory Comparison Listing.

BE IT FURTHER RESOLVED that the Hualapai Tribal Council hereby authorizes the Bureau of Indian Affairs - Western Regional Office to take the necessary action needed to update the NTTFI database to incorporate road inventory update changes and additions identified in the attached "Hualapai Indian Tribe - Inventory Comparison Listing.

BE IT FURTHER RESOLVED that the Hualapai Tribal Council hereby authorizes the Tribal Public Works Director to work with the BIA - Western Regional Office, Division of Transportation and other State/County Transportation Agencies, to take the necessary action needed to implement projects based on the Tribe's current road construction and maintenance priorities.

BE IT FINALLY RESOLVED that the Hualapai Tribal Council hereby authorizes the Chairwoman or her designee to execute any and all documents necessary to implement this action.

CERTIFICATION

I, the undersigned as Chairwoman of the Hualapai Tribal Council hereby certify that the Hualapai Tribal Council of the Hualapai Tribe is composed of nine (9) members of whom **(9)** constituting a quorum were present at **a Regular Council meeting** held on this **8th day of December, 2014**; and that the foregoing resolution was duly adopted by a vote of **(9) in favor, (0) opposed**, pursuant to authority of Article V, Section (a) of the Constitution of the Hualapai Tribe approved March 13, 1991.

Sherry J. Counts, Chairwoman
HUALAPAI TRIBAL COUNCIL

ATTEST:
Adeline Crozier, Assist. Secretary

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AMEND LONG RANGE TRANSPORTATION PLAN

Occasionally, the Long Range Transportation Plan must be amended to add a new project, delete a project or modify a project. Transportation priorities change; when they do the LRTP must be updated to reflect this change.

LEARN THE BASICS

How Do I Amend the LRTP?

To update a LRTP with the BIA, the Tribe must obtain Tribal Council approval and submit a resolution and updated project priority list to the BIA.

If technical assistance is needed for obtaining Tribal Council adoption, BIA planning staff are available to assist in the plan development, update, or amendment process.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/lrtp/

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TTIP Mountains

Frequently Asked Questions

TRIBAL TRANSPORTATION IMPROVEMENT PROGRAM (TTIP)

The Tribal Transportation Improvement Program (TTIP) is a listing of funded improvement projects scheduled for construction in the next 3-5 years.

LEARN THE BASICS

What is the TTIP?

The TTIP is a list of projects to be funded in the near future. According to 25 CFR 170.421, the TTIP must:

- Be consistent with the LRTP
- Contain all funded projects scheduled for the next 3-5 years, including other Federal, state, county, and municipal transportation projects developed in cooperation with the Tribe
- Identify year(s) project funds will be expended
- Be forwarded to the BIA by resolution or by tribally authorized government action

What are the Steps to Creating a TTIP?

Click **here** for an overview of the TTIP process.

Click **here** for an overview of the TTIP process for the Navajo Nation.

Who Develops the TTIP?

A Tribe should work with BIA to determine the best and most economical way to develop its priority list or TTIP. If technical assistance is needed, you can contact the BIA, Arizona Local Technical Assistance Program (LTAP), or the Mountain West Tribal Technical Assistance Program.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

https://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/ttip/

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WHAT ARE THE STEPS TO DEVELOPING THE TTIP?

1 Long Range Transportation Plan

Develop LRTP to identify a vision for the future transportation system, determine existing and future needs, and to identify potential improvement scenarios

2 Prioritize Projects

Rank potential improvement projects in order or importance and obtain stakeholder and public feedback on recommended improvements

3 Preproject Planning

Preliminary project cost estimates

Certification of public involvement

Consultation and coordination with ADOT, MPO, and counties

Preliminary needs assessments

Preliminary environmental and archaeological reviews

Determine right-of-way needs, if any

4 Project Funding

Identify funding resources, develop partnerships, and apply for funds

5 Compile TTIP

Develop a comprehensive list of each project that has funding for the next 3-5 years.

6 Submit to BIA for Approval

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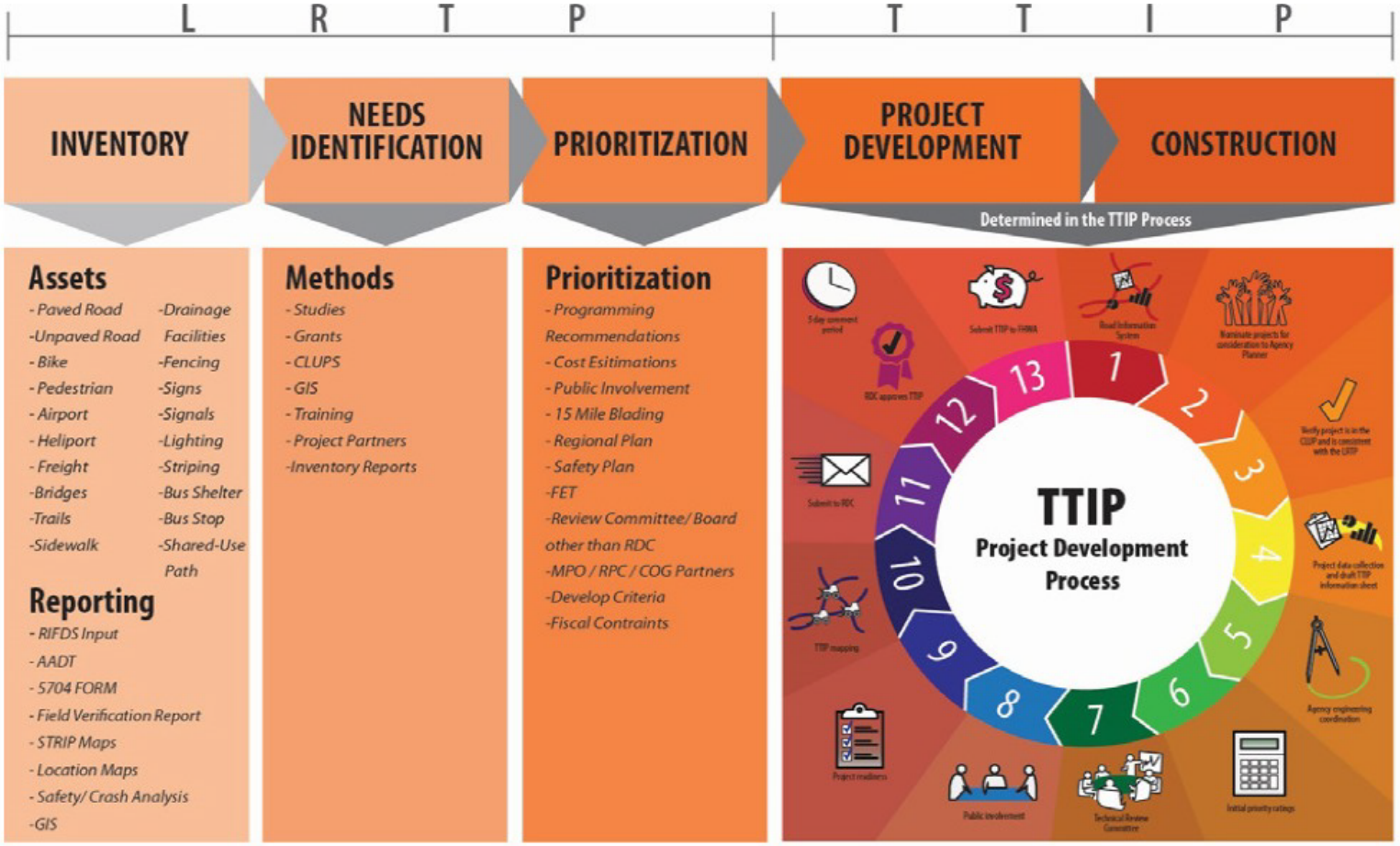
NAVAJO NATION TTIP PROJECT DEVELOPMENT PROCESS



In 2013, NDOT redefined the TTIP from a 38-year list of projects to an actively managed 5-year TTIP project listing.

The current process should include projects that are planned, scoped and designed in the out-years (last two years of the TTIP) and are constructed in the first three years of the TTIP.

Additional information can be found in the 2016 Navajo Nation Long Range Transportation Plan

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LEARN THE BASICS

Depending on the complexity of your project, assistance may be needed from a consultant firm.

How do I Identify Potential Projects?

Review LRTP
Review projects identified in the LRTP and determine if they are still needed to improve the Tribe's transportation system.

Review Previous TTIP and TPL
Evaluate the status of projects in the previous TTIP and/or TPL. If projects have been completed, they should be removed.

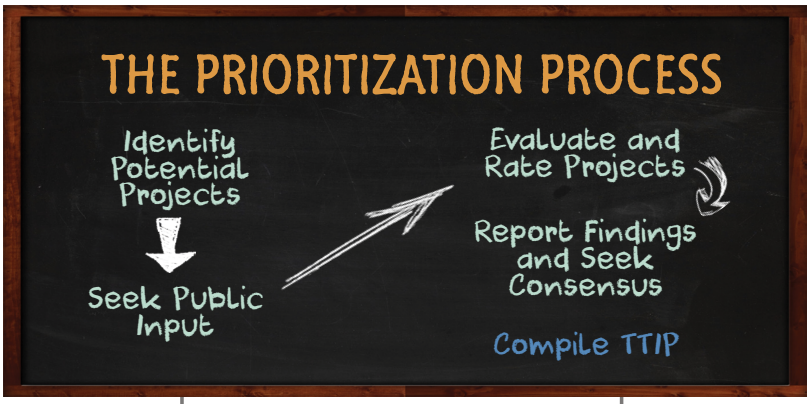
Compile Necessary Data
If not completed during the LRTP process, conduct field work, analyze existing GIS data, determine right-of-way needs, and acquire preliminary cost estimates of the project.

Summarize Findings
Prepare Project Summary Sheets. See **Example**.

How do I Prioritize Projects?

Develop Evaluation Matrix
Create an evaluation scoring matrix to determine the degree to which a project meets the needs of the community. See **Example**.

Rate Each Project
For each project, assign a score of 1, 2, or 3 for each criterion. Projects with the largest scores represent the Tribe's greatest need. See **Example**.



Tribal Transportation Improvement Program (TTIP)

There are five basic steps to developing a TTIP:

Identify Projects
Review previous studies, TTIPs, and TPLs to develop a list of transportation improvement projects.

Seek Public Input
Meet with the Tribal community to learn what projects are most important to them and why.

Develop Criteria and Evaluation Measures
Apply a scoring matrix to identify projects in order to rank them in order of need.

Report Findings and Seek Consensus
Present ranked projects to the public and ask for feedback and agreement. As needed, adjust the priority list based on input.

Compile TTIP
The TTIP should only include projects with committed and verifiable funds.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.
http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/project_prioritization

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Example Project Summary Sheet

Project Location	Description	Issue Addressed	LRTP Page #	Est. Start Year / Duration	Status	Expected Funding Source	Estimated Costs
Category: Roadway Improvements							
1. Power Rd: Main St to Third St	Widen roadway to 4 Lanes	Heavy Congestion	34	**Start:** 2017 **Duration:** 12 months **Design:** 4 months	On TPL, not funded	TTP	$2,000,000
2. Donald St: Jacob Ave to First St	Construct sidewalk	Lack of sidewalks	32	**Start:** 2016 **Duration:** 6 months **Design:** 2 months	Funded	TTP	$750,000
3. Victor Pkwy/ Davis Ave	Install traffic signal	Intersection congestion	31	**Start:** 2016 **Duration:** 4 months **Design:** 2 months	Funded	TTP	$1,000,000
Category: Public Transportation							
4. Tribal Bus Service	Establish new route on Central Ave	Lack of transit options	36	**Start:** 2017 **Duration:** 7 months **Design:** 2 months	On the TPL for 5 years, no funding	FTA 5311(j) grant	$250,000 – capital $50,000 – annual operations

Project Summary Sheet Column Headings

Project Location: Geographic location of the project

Description: Description of the improvement project

Issue Addressed: What the project will correct or solve

LRTP Page Number: Where the project is discussed in the LTRP

Estimated Start Year / Duration: When the project is expected to start and duration

Project Status: Information on whether the project is already funded or underway

Expected Funding Source: Funding source(s) for which the project is eligible

Estimated Costs: Planning level cost estimate of the project

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/project_prioritization

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EVALUATION CRITERIA MATRIX EXAMPLE

Example Evaluation Matrix

Goal	Objective	Evaluation Criteria	Benefit Scale (High ⟷ Low)		
Safety	Improve safety for all modes	Does the project aid in reducing the number of injury and fatal crashes?	3	2	1
Infrastructure Preservation	Improve infrastructure reliability	Will the project enhance a critical corridor in the local or regional transportation network?	3	2	1
Mobility and Accessibility	Provide transportation options	Will the project provide transportation choices to community members without an automobile?	3	2	1
Economic Development	Support encourage economic growth	Does the project enhance opportunities for development, tourism, or recreation?	3	2	1
Funding Eligibility	Funding potential	Is the project eligible for Federal, state, regional, and/or tribal funding?	3		1
Community Support	Reflects community vision	Does the project have documented local government or public support?	3	2	1
Enhance the Environment	Preserve natural environment	Will the project protect lands and the environment?	3	2	1

Example Evaluation Matrix Scoring

Rating	Definition	
1	**Does Not Meet Criterion**	The project does not address the issue or problem to be solved
2	**Meets Base Criterion**	The project solves a specific problem at a specific location
3	**Meets and Exceeds Base Criterion**	The project solves a specific problem at a specific location *and* significantly strengthens other elements of the tribal transportation system or program

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Example Project Scoring

Project Location	Description	Improve Safety	Infrastructure Preservation	Mobility and Accessibility	Economic Development	Funding Eligibility	Community Support	Enhance the Environment	SCORE
1. Power Rd: Main St to Third St	Widen roadway to 4 Lanes	3	2	1	3	3	3	1	**13**
2. Donald St: Jacob Ave to First St	Construct sidewalk	1	2	3	2	1	3	3	**15**
3. Victor Pkwy/ Davis Ave	Install traffic signal	3	3	1	1	3	3	1	**15**
4. Tribal Bus Service	Establish new route on Central Ave	2	3	3	2	3	3	3	**19**

Example Project Rating

Rank	Project Location and Description	Ranking Score
1	**Tribal Bus Service** Establish new route on Central Ave	**19**
2	**Donald St: Jacob Ave to First St** Construct sidewalk	**15**
3	**Victor Pkwy/ Davis Ave** Install traffic signal	**15**
4	**Power Rd: Main St to Third St** Widen road to 4 lanes	**13**

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PREPROJECT PLANNING

Prior to the acceptance of the TTIP, projects must go through a pre-planning process. The pre-planning process addresses project alternatives, preliminary costs of a project, public hearings, and environmental and archaeological reviews.

LEARN THE BASICS

What Is Evaluated During Preproject Planning?

- Preliminary Needs Assessment
- Proposed project schedule
- Preliminary cost estimates for design and additional planning
- Design elements of the project
- Geometric design standards
- Traffic and safety data
- Right-of-Way
- Environmental issues and constraints

What is a Preliminary Needs Assessment?

Identification of needs and potential improvements. This is conducted during the LRTP and/or TPL development phase.

What is Preliminary Engineering?

Click **here** for additional information.

How do I Develop Cost Estimates?

Click **here** for additional information.

What Environmental Reviews are Needed?

Click **here** for additional information.

What Data Do I Need to Obtain?

Click **here** for additional information.

Requirements

- ✓ Preliminary project cost estimates
- ✓ Certification of public involvement: a public hearing must be held if a project is a new route/facility; would significantly alter the function of a roadway, would adversely impact a property, or is controversial or expected to be controversial
- ✓ Consultation and coordination with ADOT and/or MPO for regionally significant projects
- ✓ Preliminary needs assessment
- ✓ Preliminary environmental and archaeological reviews

Does the FHWA or BIA Provide Guidance?

During the first quarter of the fiscal year, the Tribe will recieve the following from FHWA or the BIA:

- **Projected Program Amount letter** *(see* **Example**). The TTP projected amount is used to assist in developing the TTIP. The TTP projected amount is not a guaranteed funding amount.
- **Copy of current TTIP**

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/ttip

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EXAMPLE PROJECTED PROGRAM AMOUNT LETTER

The Honorable [insert Tribal chairperson name] [insert name of Tribal Government]
[insert Tribal address]

[date]

Dear Chairperson [name]

In accordance with 25 CFR 170.425 the Federal Highway Administration (FHWA) Federal Land Highways (FLH) **(or the BIA)** is providing the [insert Tribe's name] with a *projected* Tribal Transportation Program (TTP) amount to aid the [insert Tribe's name] in programming the [insert TTIP year] Tribal Transportation Improvement Program (TTIP).

The projected program amount is [insert projected $ amount].

The amount is not to be construed as an official Federal allocation nor is it to be used as leverage for other funding. According to the Program Agreement between the [insert Tribe's name] and the FHWA (**or the BIA**), the Referenced Funding Agreement (RFA) provides the funding amount to be received for the program. The projected program amount is not the RFA amount. *The projected amount is to be used for planning purposes only in assisting the [insert Tribe's name] in developing the TTIP.*

Please contact me if you have any questions concerning this letter.

Sincerely,

[insert name]
Transportation Planning Specialist

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COST ESTIMATES

Project planning cost estimates are used for project justification, programming, analysis of alternatives, and approval. Developing preliminary cost estimates ensures that you obtain the necessary funding to construct the project.

LEARN THE BASICS

How do I Develop Cost Estimates?

Estimated unit costs based on ADOT's Construction Costs Database or a specific database compiled by the Tribe should be utilized to estimate costs association with the construction, design, and environmental review.

Often Tribe's utilize contracted consultants or the BIA to develop cost estimates.

Can I Receive Assistance to Develop the Estimates?

If assistance is needed to estimate the cost of a project, contact the BIA; ADOT;your COG/MPO; or the Tribal Technical Assistance Program (TTAP).

COST ESTIMATE EXAMPLE

Item Number	Item Description	Unit	Quantity	Unit Price	Amount
704XX01	Pavement Marking	Lump Sum	1	$45,000	$45,000
731XX01	Solar Street Lighting	Lump Sum	1	$721,000	$721,000
				Subtotal	**$766,000**
	Miscellaneous	**Unit**	**Quantity**		**Amount**
	Design	Lump Sum	1		$145,000
	Utility Relocation	Lump Sum	1		$20,000
	Right-of-Way	Lump Sum	1		$0
	Environmental Clearances	Lump Sum	1		$40,000
	ADOT Design Review	Lump Sum	1		$30,000
				Subtotal	**$235,000**
				Project Total	**$1,001,000**

Where Can I Get More Information?

Additional information can be found at:

https://www.azdot.gov/docs/business/cost-guidelines.pdf

https://www.azdot.gov/business/ManagementServices/ProjectResourceOffice

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PRELIMINARY ENGINEERING

Preliminary engineering evaluates engineering related activities to develop a recommended course of action for the feasible approach to constructing the improvement.

LEARN THE BASICS

What is included in Preliminary Engineering?

Preliminary engineering includes the development of the pre-scoping document that outlines a course of action for the development of the project.

A project scoping study should be initiated as part of the pre-programming activity to help prioritize or screen projects being considered for inclusion in the multi-year program and to help streamline project development activities.

Does ROW Have to be Acquired Before Adding Projects to the TTIP?

No, you do not need to acquire ROW prior to adding the project to your TTIP; however, you must acquire ROW before the project goes out for construction bids.

What is Included in a Pre-Scoping Document?

- Project description
- Description of major issues, concerns, and opportunities
- General project purpose and need
- Utility, roadway, environmental, right-of-way, traffic, or geotechnical risk that may impact the project's scope, schedule, or budget
- Identify impacted agencies and coordination needs
- Potential design and construction funding sources
- Cost estimate
- Project schedule

Additional information about ADOT's Pre-Scoping process can be found at:
http://www.azdot.gov/planning/CurrentStudies/PARAStudies

Where Can I Get More Information?

Additional information can be found at:

http://www.azdot.gov/business/engineering-and-construction/construction-and-materials/materials-manuals

http://www.azdot.gov/business/engineering-and-construction/roadway-engineering/roadway-predesign-and-pavement-design

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PRELIMINARY ENVIRONMENTAL REVIEWS

When environmental conditions and issues are reviewed in the early stages of project development, solutions can be developed to lessen the negative impacts without delaying project development.

LEARN THE BASICS

What is included in Preliminary Environmental Reviews?

Preliminary environmental information that should be gathered for inclusion in the project scoping report includes:

- Initial environmental and archaeological review
- Tentative costs and schedule for completing the environment compliance and mitigation activities
- Draft purpose and need statement
- Potential environmental concerns or benefits associated with the project

What Items Should be Reviewed?

Conditions and potential impacts to the following:

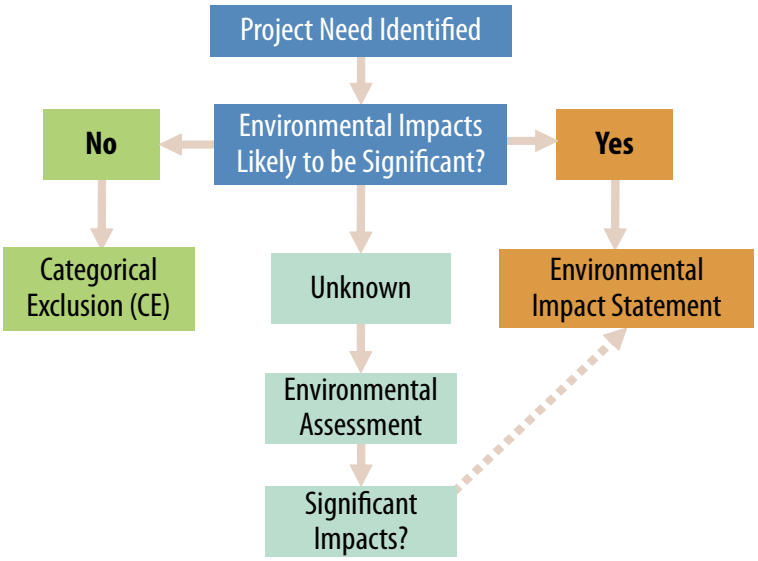
- Cultural resources
- Section 4(f) and Section 6(f)
- Floodplain
- Sections 404 and 401 of the Clean Water Act
- Storm water
- Biological resources
- Wetlands and riparian areas
- Hazardous materials
- Social/economic
- Air quality and noise

How do I Conduct Environmental Reviews?

A Tribe has several options in the development of a environmental reviews and documents. A Tribe can conduct and document reviews in-house or contract the service to a consultant, FLH, or BIA.

What Environmental Review do I Need?

The majority of the environmental review and compliance activities occur during the project development phase. The flow chart below indicates how to determine which NEPA project will utilimately be required:



Where Can I Get More Information?

Additional information can be found on the FHWA's website.
http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/ttip

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DATA COLLECTION AND ANALYSIS

Data collection and analysis is a critical step to the accurate assessment of the existing state of the transportation system and the future needs of the community.

LEARN THE BASICS

How is Data Used in Project Development?

Data is utilized heavily throughout the transportation planning and project development phases, including:

- Analyze and inventory existing transportation system characteristics, demographics,environmental conditions, and to identify existing issues and needs.
- Determine future conditions and needs
- Analyze the performance and operations of the transportation system
- Apply for funding
- Update the NTTFI

Where Can I Obtain Data?

Click **here** for a comprehensive listing of potential data resources available to you.

What Data is Available Through ADOT?

ADOT may have the following data available to Tribes:

- Roadway characteristics
- Census and population demographics
- Traffic counts
- Aerial photos
- Previous planning, traffic, feasibility, bridge, and environmental studies

Do I Need Specific Data to Obtain Funding?

Yes, each funding sources has its own data reporting requirements. For instance, when applying for safety funds through the Highway Safety Improvement Program (HSIP) or Tribal Transportation Program Safety Funds (TTPSF) detailed crash information, such as the quantity, time period, severity, type, and contributing factor, should be reported to be competitive.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/data_collection

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POTENTIAL DATA SOURCES

Prior to obtaining data from outside resources, it is important to first contact Tribal Government Departments to see if the data is already available in-house.

Roadway Characteristics and Conditions

- **BIA Western Regional Office**
  Roadway conditions for routes listed in the National Tribal Transportation Facility Inventory (NTTFI)
  2600 N. Central Avenue, 4th Floor Mailroom
  Phoenix, AZ 85001
  Telephone: (602) 379-6600

- **Arizona Department of Transportation**
  https://www.azdot.gov/maps
  Email: mpdgis@azdot.gov
  Telephone: (602) 712-7333

- **BIA Navajo Regional Office**
  Navajo Regional Office , Bureau of Indian Affairs
  301 West Hill Street, Gallup, NM 87301
  Telephone: (505) 863-8314

- **Navajo DOT**
  #16 Old Coalmine Road, Mentmore, NM 87319
  Telephone: (505) 371-8300

Crash and Safety Information

- **Tribal/BIA Police**

- **ADOT - Traffic Safety Section**
  Collects crash data from agencies across Arizona
  1615 W. Jackson St. MD 061R, Phoenix, AZ 85007
  Telephone: (602) 712-7766

Traffic Counts

- **Arizona Department of Transportation**
  https://www.azdot.gov/planning/DataandAnalysis

- **MPO/COG/Cities/Towns**

Population and Economic Information

- **Indian Health Services**
  Data collected through official records (births, deaths, etc.)
  https://www.ihs.gov/dps/

- **NAHASDA**
  Regularly updated population statistics
  http://portal.hud.gov/hudportal/HUD

- **US Census Bureau**
  Wide range of population, social, and economic data
  http://www.census.gov/aian/

- **Office of Employment and Population Statistics**
  Future population projections for the State
  https://population.az.gov/population-projections

Land Use and Environmental Data

- **Arizona Land Resource Information System (ALRIS)**
  Clearinghouse for land use and environmental data
  https://land.az.gov/mapping-services

- **Arizona Department of Environmental Quality**
  Statewide environmental data
  https://gisweb.azdeq.gov/arcgis/emaps/

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COMMUNITY SUPPORT

LEARN THE BASICS

Why is Community Support Important?

Successful plans and projects have the support of local community members that drive the project into construction

How Do I Build Community Support?

- Keep the public informed throughout the planning process.
- Conduct public meetings and public outreach to obtain the public's input and feedback.
- Listen to the needs of the community.
- Ask local advocacy groups, senior centers, school groups, etc. to participate in stakeholder meetings.

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KEYS TO SUCCESSFULLY OBTAINING FUNDING

Justify Project

Obtain supporting data and technical analysis that clearly justify and illustrates a need for the improvement project. Justification can be shown through historical crash data, road safety assessments, traffic counts, public input, etc.

Ensure Project Feasibility

Right-of-way impacts and acquisition

Permits and land leases

Ability to maintain the improvement

Environmental issues and mitigations

Cost Estimates

Develop realistic cost estimates for the planning, design, and construction of the facility. It is also imperative to determine future maintenance costs, to determine if the Tribe has sufficient funds to continue the maintenance of the facility.

Project Champion

Identify a project champion that will continually support the improvement project through the development process.

Partnerships

Establish partnerships to assist in pursuing funding options and the ongoing maintenance of the facility.

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PROJECT CHAMPION

A project champion is the person who fiercely supports a project to ensure that the improvement progresses through the project development phases and into construction.

LEARN THE BASICS

Why do I Need a Project Champion?

A project champion is the KEY element to ensuring that a project idea is turned into reality. Project champions are vocal and visible decision-makers that continually support the improvement project through development.

What does a Project Champion Do?

- Drives the projects through the project development process
- Ensure project meets milestones
- Pursues project funding
- Advocates project to Council and stakeholders

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PARTNERSHIPS

Partnerships are agreements between two or more agencies to work together and pool funding resources in order to build a project, maintain existing infrastructure, etc.

LEARN THE BASICS

Why are Partnerships Important?

Due to the limited amount of funding available, establishing partnerships with other agencies allows you to pool monies, competitively compete for grants, and utilize other resources to achieve a mutual goal.

Who Can I Partner With?

Potential partnerships include:

- ADOT
- MPO/COG
- City or County
- Federal Transit Administration (FTA)
- Other Departments in Your Tribe
- Other Tribes

Are there Legal Ramifications?

Any decision to partner with another agency should involve legal review. Written or verbal opinion should be sought from the Tribe's attorney to assess whether a potential partnership will or will not impact or compromise sovereignty.

What is Included in a Formal Partnership Agreement?

A Partnership Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) should outline:

- Objective of partnership
- Roles and responsibilities
- How partnership activities will be monitored
- Funding resources each agency will commit
- Project and partnership time frame

Building Partnerships

Develop Partner Relationships
Network with other Tribal governments and state and regional transportation agencies to build relationships and trust. Discuss projects or opportunities that may be mutually beneficial.

Define a Specific, Mutual Need
Evaluate your Tribe's internal capabilities and needs, potential partnership needs and resources, legal ramifications, and seek agreements with Tribal leadership.

Structure Partnership
Once a decision has been made to partner with an outside agency, initiate the formal partnership process through a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU).

Manage Partnership

Where Can I Get More Information?

Additional information can be found on the FHWA's website.
http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/partnering_and_leveraging

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FUNDING SOURCES

Each year, the Federal, State, and local governments makes hundreds of millions of dollars available to Tribes to improve infrastructure. Determining which funding source applies to your project is a critical step in the project development process.

LEARN THE BASICS

What Type of Funding Sources are Available?

There are multiple resources available to Tribes for the construction and maintenance of roadway, multiple, and transit improvements.

Click on the following links for additional information

Federal

Tribal Transportation Program

State

MPO/COGs

Bridge

Transit

Pedestrian and Bicycle

Grants

Where Can I Find Detailed Information About Available Funding Sources?

Included with this training program is a comprehensive database of all funding sources that the Tribe may pursue to support the construction and on-going maintenance of your transportation system. The database includes information on required information, due dates, contact information, and website for additional information.

Can Tribes Use Gaming Revenue to Fund Transportation Projects?

Yes, Tribes may elect to utilize gaming revenue for the construction or maintenance of transportation projects.

Where Can I Get More Information?

Additional information can be found at:

http://www.fhwa.dot.gov/fastact/

http://www.bia.gov/WhoWeAre/BIA/OIS/Transportation/

http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/training_fund_module/

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FEDERAL FUNDING SOURCES

LEARN THE BASICS

What Funding Sources Are Available Through the Federal Government?

In December 2015, the Fixing America's Surface Transportation Act (FAST Act) was signed that included the following programs:

- National Highway Performance Program
- Surface Transportation Block Grant Program
- Highway Safety Improvement Program (HSIP)
- Congestion Mitigation and Air Quality Improvement Program
- Federal Lands Access and Transportation Programs
- Tribal Transportation Program
- Nationally Significant Federal Lands and Tribal Projects (NSFLTP)
- Transportation Research Programs

Are Tribes Eligible for HSIP Funds?

Yes. HSIP funds can be used for projects to reduce fatalities and serious injuries on public roads, including non-state owned roads and roads on Tribal lands. The HSIP is a data driven process; therefore, it is imperative that Tribes share crash information with ADOT and participate in ADOT and MPO/COG meetings to voice safety issues and needs.

Requirements

Each funding program has their own project requirements, local match specifications, and reporting standards. Please see the Tribal Transportation Funding Source Database for additional information.

Can Tribe's Apply for Federal Land Highway Program (FLHP) funds?

Yes. Recently, Congress has been making the decision on how the funds will be used due to earmarking. If you wish to pursue the funds, please contact your regional representatives at the FHWA and/or ADOT for help with the application process.

What is the Nationally Significant Federal Lands and Tribal Projects (NSFLTP) Program?

The FAST Act established the NSFLTP program to provide funding for the construction, reconstruction, and rehabilitation of nationally-significant projects on Federal or tribal lands. To be eligible for this project, however, a project must have an estimated cost of no less than $25 million with extra priority given to projects with an estimated cost of $50 million or more.

Where Can I Get More Information?

Additional information can be found at:

http://www.fhwa.dot.gov/fastact/

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TRIBAL TRANSPORTATION PROGRAM (TTP)

The purpose of the TTP is to provide access to basic community services to enhance the quality of life in Indian country. The TTP replaces the former Indian Reservation Roads (IRR) program.

LEARN THE BASICS

How Can I Use TTP Funds?

TTP funds the following programs:

- **Program Administration.** Up to 5% of funds can be utilized for program administration.
- **TTP Planning.** Up to 2% of funds can be utilized for planning purposes.
- **Safety Funds (TTPSF).** 2% of the available TTP funds are set aside to address safety issues.
- **TTP Bridge Program.** Up to 3% of TTP funds are available for improving deficient bridges.

How Long Are TTP Funds Available?

TTP funds are available for obligation in the fiscal year for which they are authorized plus three additional fiscal years. After that point, the funds lapse and are no longer available.

How can I Use Tribal Transportation Program Safety Funds (TTPSF)Funds?

TTPSF funds projects that are expected to reduce the frequency and severity of fatal and serious injury incidents.

How Do I Apply for TTSPF Funds?

A Notice of Funding Availability (NOFA) will be posted on the FLH's website. If applying for funds to conduct a safety plan, a Tribe must submit a completed application and project narrative. All other projects also require that Tribe submit supporting incident data and Safety Plan. Successful TTSPF applications typically include:

- Project is included in the state Safety Plan, Tribe Safety Plan, a Road Safety Assessment (RSA), or an Engineering Study
- Detailed crash information, such as the quantity, time period, severity, type, and contributing factor
- Facility owned by BIA or Tribe
- Tribe shows comprehensive approach to safety

Requirements

- ✓ The FAST Act requires that the Tribe submit specified project information, such as the project's status and an estimate of the number of jobs that the project creates or retains.
- ✓ Funds available for the year they are authorized, plus three additional fiscal years.
- ✓ Funds are allocated among the Tribes using a statutory formula based on tribal population, road mileage, and average tribal shares.

What is the Criteria for Bridge Funds?

To be eligible for TTP Bridge Funds, the structure must: 1) have an opening of 20 feet or more; 2) be in the NTTFI ; 3) be deemed structurally deficient or functionally obsolete; 4) be recorded on the FHWA National Bridge Inventory (NBI)

How Do I Apply for Bridge Funds?

Any time during the year, a Tribe can submit an application package for preliminary engineering (PE) and/or construction.

Where Can I Get More Information?

Additional information can be found at:
http://flh.fhwa.dot.gov/programs/ttp/

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STATE FUNDING RESOURCES

LEARN THE BASICS

What Funding Sources are Available through the State?

The State's main funding resource is the Arizona Highway User Revenue Fund (HURF). HURF funds are distributed by formula to the state, counties, and municipalities only.

Are Tribes Eligible for HURF Funds?

HURF funds can only be used on state routes. Per Title 28 Arizona Revised Statutes, Chapter 18 Distribution of Highway User Revenues on the Arizona Legislative Information Services, HURF funds are distributed by formula to the state, counties, and municipalities with no monies available to the tribes.

Can a Tribe Partner with Other Agencies to Qualify for HURF Funds?

The BIA, Tribe, State, or county will need to determine and negotiate both the project and the collaboration process when HURF funds are involved. Arizona state HURF funds are only available to state, county, or municipalities but there are opportunities for the tribes to work with the state and the BIA to possibly access some of the HURF funds under specific conditions. However, this process is cumbersome and as a result, very few projects have used state HURF funding.

Where Can I Get More Information?

Additional information can be found at:
https://azdot.gov/about/FinancialManagementServices/transportation-funding

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MPO AND COG FUNDING RESOURCES

LEARN THE BASICS

How Do MPOs and COGs Prioritize and Allocate Funding?

MPO and COG representatives review project requests and, through a consensus process, collectively decide on the priorities and where the money will be spent. It is recommended that project requests be provided to the respective district engineer so that they may coordinate with the MPO/COG regarding priorities.

How are MPO/COG Activities Funded?

They are primarily funded from membership fees and transportation planning funding from the federal government. Other sources include some Surface Transportation Block Grant Program funds flexed over for planning purposes, environmental grants such as Arizona Department of Environmental Quality (ADEQ) funding and a variety of smaller sources.

Where Can I Get More Information?

Additional information can be found at:
https://www.azmag.gov/archive/AZ-COGs/

What Funding May Potentially be Available through COG/MPOs?

Tribes may develop partnerships with COG/MPOs, jurisdictions, and counties to be eligible for surface Transportation Block Grant Program, Highway Safety Improvement Program (HSIP), transit funds, and other funds available through the COG/MPO.

Can a Tribe have a Voice in the Project Selection Process?

Yes. Each tribe can have a voting member position on the MPO/COG Regional Council or Board and can attend the transportation committee meetings.

Keys to Success

PARTICIPATE. Tribal MPO/COG members who attend regularly and participate in the process are the ones that get their projects funded. Regular participation in transportation meetings allows your Tribe to have an active voice in the decision-making process.

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BRIDGE FUNDING SOURCES

LEARN THE BASICS

What Funding Sources Are Available for Bridge Replacement and Repair?

The following programs are available:

- **Surface Transportation Block Grant (STBG).** Available through the state and COG/MPOs, funding is available for "off-system" bridges.
- **National Highway Performance Program.** Bridges must be located on an interstate of the National Highway System.
- **TTP Bridge Funds.** 2% of the available TTP funds are set aside to address safety issues available for improving deficient bridges

What Qualifies for ADOT Bridge Replacement Funds?

A bridge on any public road that meets the qualifications for replacement will be considered. This includes roads that are not functionally classified for federal highway funds, but are owned/maintained by a public entity. ADOT administers these funds through the COGs, so that is where to go for your requests.

What is the Criteria for BIA Bridge Funds?

To be eligible for TTP Bridge Funds, the structure must: 1) have an opening of 20 feet or more; 2) be in the NTTFI; 3) be deemed structurally deficient or functionally obsolete; 4) be recorded on the FHWA National Bridge Inventory (NBI)

How Do I Apply for BIA Bridge Funds?

Any time during the year a Tribe can submit an application package for preliminary engineering (PE) and/or Construction. Contact the BIA for a detailed list of items that must be submitted.

Where Can I Find Information on Bridge Standards?

All BIA and tribally owned bridges open to the public must adhere to National Bridge Inspection Standards (NBIS) and their conditions must be recorded in the FHWA National Bridge Inventory (NBI) on a scheduled basis.

Guidelines on bridge standards and the inspection process can be found on ADOT's **website**.

Where Can I Get More Information?

Additional information can be found at:

https://www.azdot.gov/business/engineering-and-construction/bridge

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TRANSIT FUNDING SOURCES

LEARN THE BASICS

What Funding Sources Are Available for Transit Services?

ADOT and the Federal Transit Administration offer a wide variety of Transit Programs, such as:

- **5311 Rural Public Transportation Program.** Funds are distributed annually through a competitive application process that begins in September/October with application due in December.
- **Tribal Transit Formula Grants - 5311(c)(2)(B).** Funds are distributed annually through a competitive application process.
- **5310 Elderly and Person with Disabilities Transportation Program.** The program involves a competitive regional and statewide application process among qualified applicants. Grant recipients are required to remit a local match of approximately 20% of total state-incurred costs.

How Do Tribes Apply for 5311 Funds?

The Section 5311 Rural Public Transportation Program is a federal grant program administered by ADOT MPD. In September/October, the MPD hosts workshops on the application process. Tribes are encouraged to contact theirADOT Transit Program project manager for additional information and guidance.

Where Can I Get More Information?

Additional information can be found at:

https://www.transit.dot.gov/grants

https://www.azdot.gov/planning/TransitProgramsandGrants

What Does Section 5310 Fund?

The program primarily funds new vehicles and related equipment that meet the transportation requirements of elderly persons (60 years+) and persons with disabilities of all ages. Funds are provided through private nonprofit corporations, public agencies, and Tribes.

How Do Tribe's Apply for 5310 Funds?

The program involves a competitive application process, with applicants required to have a local match of approximately 20% of total state-incurred costs.

Each COG and MPO schedule application deadline dates for their regions and receive applications for review and ranking. COGs and MPOs then submit completed applications in order of regional priority to ADOT.

ADOT reviews applications and submits statewide application to the Federal Transit Administration for program funding approval.

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LEARN THE BASICS

What Funding Sources Are Available for Pedestrian and Bicycle Improvements?

A variety of federal, state, and private funding options are available to construction ped/bike facilities

- **Indian Community Development Block Grant (ICDBG).**
- **Federal Highway Administration (FHWA) TIGER Grant.**
- **Highway Safety Improvement Program (HSIP).** Pedestrian hybrid beacons and roadway improvements that provide separation between pedestrians and motor vehicles (including medians and pedestrian crossing islands)
- **Surface Transportation Block Grant Program.**
- **Federal Transit Authority Programs.** Multiple FTA grant programs are able to assist areas in constructing pedestrian and bicycle facilities.

Where Can I Get More Information?

Additional information can be found at:

http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/index.cfm

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PRIVATE GRANTS

LEARN THE BASICS

A wide variety of private funding options are available for Tribe's to fund transportation improvement projects, including:

AmeriCorps Indian Tribes Grants

AmeriCorps planning grants provide up to $75,000 for a one-year period. Funds support the development of an AmeriCorps program that will engage AmeriCorps members so that pressing community problems can be addressed.

http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities

Indian Community Development Block Grant (ICDBG) Program

Grant funds may be used to assist in the development of essential community facilities. Grant funds can be used to construct, enlarge, or improve community facilities for health care, public safety, and community and public services. This can include the purchase of equipment required for a facility's operation.

http://portal.hud.gov/hudportal/HUD?src=/hudprograms/icdbg

TIGER Grants

The TIGER program is a highly competitive program that funds innovative projects that are difficult or impossible to fund through other federal programs.

https://www.transportation.gov/tiger

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LEARN THE BASICS

What Does a TTIP Look Like?

The Tribe should develop a a list that documents how the Tribe's will implement TTIP projects. For each project identify:

- Project ID
- Project name
- BIA route number and name
- Project length
- Project description
- Funding source (multiple sources can be used)
- Activity (planning, design, construction, project management, etc.)
- Year funds will be expended

Click **here** for an example of a TTIP that should be subbmited to the BIA

Where Can I Get More Information?

Additional information can be found on the FHWA's website.
http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/ttip

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EXAMPLE TTIP

EXAMPLE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
FOR FISCAL YEARS 2016 - 2019

STATE **Arizona** BIA REGION **Western** BIA AGENCY **Anasazi** TRIBE/RESERVATION **Anasazi Indian Reservation**

Transportation Construction Funds TIP 6K1 Example

G2G only — Carry Over

Project I.D.	Project Name	Route No.	Route Name	County	Project Length	Project Type	Funding Source	Activity	Previous TIP Funds To Be Committed	TIP Project Totals FY 2015 C.O.	FY 2016	FY 2017	FY 2018	FY 2019	TIP Total
H5355300	AIR 2(3)	2	Water Wheel Road	Phoenix	2.2	Develop PS &E and apply Chip Seal to 2.2 mi exisiting road	TTP Const.	PE							
								CON				$15,000.00			$15,000.00
								CE					$132,000.00		$132,000.00
								Z							$0.00
							Const Total		$0.00				$10,000.00		$10,000.00
										$0.00	$0.00	$15,000.00	$142,000.00	$0.00	$157,000.00
H5334100	AIR Consol. 5	4, 8	Cliff Road, 2nd Street	Phoenix	0.4	Reconstruction of 0.4 mi of exisiting paved streets	TTP Const.& 2014 61E Funds	PE	$80,000.00	$5,600.00					$5,600.00
								CON	$180,000.00		$220,000.00	$265,000.00			$485,000.00
								CE							$0.00
								Z	$50,000.00			$50,000.00			$50,000.00
							Const Total		$310,000.00	$5,600.00	$220,000.00	$315,000.00	$0.00	$0.00	$540,600.00
H5345200	AIR 14(5)	14	Skyline Road	Phoenix	3.1	Centerline Stripe	2014 61E Funds	PE							$0.00
								CON	$13,880.00						$0.00
								CE							$0.00
								Z							$0.00
							Const Total		$13,880.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
H5322400	AIR 10(1)	10	Amantilado Way	Phoenix	1.5	New Construction, Develop PS&E Doc's to Grade, Drain and Overlay 1.5 mi	TTP Const.	PE					$150,000.00		$150,000.00
								CON					$188,000.00	$300,000.00	$488,000.00
								CE						$100,000.00	$100,000.00
								Z						$80,000.00	$80,000.00
							Const Total		$0.00	$0.00	$0.00	$0.00	$338,000.00	$480,000.00	$818,000.00
H53RM500	AIR Road Maint. 1			Phoenix		Routine Rd Maint activities, including equip purchase of Backhoe	TTP Const.	PE							$0.00
								CON							$0.00
								CE							$0.00
								Z		$50,000.00	$150,000.00	$150,000.00			$350,000.00
							Const Total		$0.00	$50,000.00	$150,000.00	$150,000.00	$0.00	$0.00	$350,000.00
H53P5600	AIR Transportation Planning 2			Phoenix		Transportation Coordination and Various Transportation Planning Activities incl. Long Range Trasnportation Plan	TTP Const.	PE							$0.00
								CON			$110,000.00				$110,000.00
								CE							$0.00
								Z							$0.00
							Const Total		$0.00	$0.00	$110,000.00	$0.00	$0.00	$0.00	$110,000.00

NOTE: PE = Preconstruction Engineering (Activity Codes 03, 04, 05, 06, 07 & 08)
CON = Construction (Activity Codes: 09, 10, 11,12 & 13)
CE = Constrution Engineering (Activity Code 14)
Z = Tribal Project Management (Activity 17)

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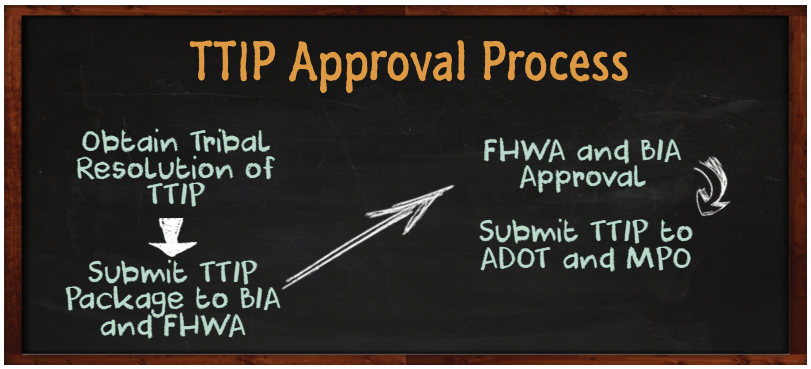
TTIP APPROVAL

LEARN THE BASICS

What Do I Need to Submit To BIA and FHWA for TTIP Approval?

The Tribe must complete and submit the TTIP Package, which includes the following items:

- **TTIP Control Schedule** - Tribe's proposed four-year TTIP (see Example)
- **TTIP Certification Statement** (see Example) - certifying the Tribal Government has approved the proposed allocation of funds shown in the control schedule.
- **Tribal Resolution** (see Example)
- **Planning & Maintenance Budgets**



What is the Timeline for TTIP Approval?

Timeframe	Action Item
1st Quarter Oct-Nov-Dec	1) FHWA or BIA coordinates with the Tribe on the annual TTIP update 2) FHWA or BIA provides the Tribe with the TTIP Package and current TTIP
2nd - 4th Quarter Jan through July 15	1) Tribe reviews any new transportation planning information, priority lists, and TTIP 2) Tribe completes and forwards an updated TTIP package to FHWA Transportation Planning Specialist or BIA FPOC
4th Quarter July 16 through Sept	1) FHWA and BIA reviews all submitted information 2) Upon satisfactory submittal, the TTIP is approved

Why isn't the BIA TIP combined with the State TIP?

These are two totally separate processes; however, the plans are coordinated. ADOT receives BIA's TIP and adds it to the Statewide Transportation Improvement Program (STIP).

Click **here** for additional information on the STIP process.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.
http://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/ttip

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EXAMPLE TTIP

EXAMPLE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
FOR FISCAL YEARS 2016 - 2019

STATE: **Arizona** BIA REGION: **Western** BIA AGENCY: **Anasazi** TRIBE/RESERVATION: **Anasazi Indian Reservation**

Transportation Construction Funds TIP 6K1 Example

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NOTE: PE = Preconstruction Engineering (Activity Codes 03, 04, 05, 06, 07 & 08)
CON = Construction (Activity Codes: 09, 10, 11,12 & 13)
CE = Constrution Engineering (Activity Code 14)
Z = Tribal Project Management (Activity 17)

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Transportation Planning Process
and
Tribal Transportation Improvement Program (TTIP)
Certification Statement

As agreed upon in the Tribal Transportation Program (TTP) Agreement with the United States Department of Transportation for the [insert reservation name, Alaska native village, or service area], the [Tribe] hereby certifies that it has fulfilled the functions and duties of the Secretary of the Interior in accordance with the requirements of 25 CFR 170 in carrying out a planning process and in developing the Tribal Transportation Improvement Program including:

1. Facilitating Public Involvement on the TTIP with all stakeholders,
2. All projects in the TTIP are consistent with the Tribal Long Range Transportation Plan,
3. All projects listed in TTIP are on the National Tribal Transportation Facility Inventory (NTTFI),
4. TTIP contains all TTP program funded projects programmed for construction in the next 4 years,
5. TTIP is financially constrained,
6. TTIP contains uncompleted project(s) from previous TTIP carried-over,
7. Consultation and coordination with State DOT and/or MPO's for regionally significant projects are complete (if applicable).

_____

[Name and title]
[Entity]
[Date]

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HOPI TRIBAL COUNCIL
RESOLUTION
H - - 2016

WHEREAS, the Constitution and By-Laws of the Hopi Tribe ARTICLE VI-POWERS OF THE TRIBAL COUNCIL, SECTION 1 (a) authorizes the Tribal Council "To represent and speak for the Hopi Tribe in all matters for the welfare of the Tribe and to negotiate with Federal, State, and Local Governments,..."; "To raise and take care of a Tribal Council fund by accepting grants or gifts from any person, State, or the United States Government,....." To use the Tribal Council fund for the Welfare of the Tribe...;" and

WHEREAS, the Hopi Tribe adopted the Hopi Pötskwaniat, Hopi Tribal Consolidated Strategic Plan of 1995 as Revised and approved by the Tribal Council as resolution H-098-2011; and

WHEREAS, Section VII (Area of Transportation) of the Hopi Pötskwaniat establishes a Hopi Tribal goal "To provide safe, efficient and adequate transportation and public road access to and within Hopi Lands....;" and

WHEREAS, the Hopi Tribal Council has established the Hopi Tribal Transportation Task Team (HTTTT) and the Hopi Department of Transportation ("HDOT") as the Hopi Tribal organization responsible for oversight of transportation matters on the Hopi Reservation, including various transportation improvement projects administered by the HDOT on behalf of the Hopi Tribe; and

WHEREAS, the BIA-Western Regional Office (WRO), Division of Transportation (DOT), has provided the Tribal Council, through HTTTT & HDOT with a Tribal Shares Report identifying its portion of 2016 Tribal Transportation Program (TTP) their estimated share of TTP Funds for 2016 through 2019; and

WHEREAS, HDOT, in consultation with the Hopi Tribe's Transportation Task Team, have developed the attached four-year Tribal Transportation Improvement Program (TTIP) for fiscal Years 2016 through 2019 that identifies transportation planning, transit, and improvement projects to be funded with the Hopi Tribe's share of estimated 2016 - 2019 Tribal Transportation Program (TTP) funds, based on current Tribal priorities: and

WHEREAS, the HDOT wishes to submit the attached 2016-2019 TTIP to the BIA-WRO DOT, for inclusion into WRO's TTP, TIP submittal, to facilitate the utilization of TTP funds on projects identified in the Hopi Tribe's TIP, and request that the Tribal Council take the actions described below.

WHEREAS, the Hopi Tribal Council has determined that the actions described below are in furtherance of the welfare of the Hopi Tribe.

NOW THEREFORE BE IT RESOLVED, that the Hopi Tribal Council hereby approves the attached 2016 -2019 Tribal TIP and approves the submission of the Tribe's TTIP to the BIA-WRO for incorporation into the Bureau of Indian Affairs TTP TTIP.

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STATE TRANSPORTATION IMPROVEMENT PLAN (STIP)

LEARN THE BASICS

What is the STIP?

The Statewide Transportation Improvement Program (STIP) is a financially constrained list of transportation projects consistent with State LRTPs and metropolitan plans. The STIP includes:

- All capital and noncapital projects that use FHWA or FTA funds
- Regionally significant transportation projects requiring Federal approval
- Portion of the BIA TTIP that is applicable to the State

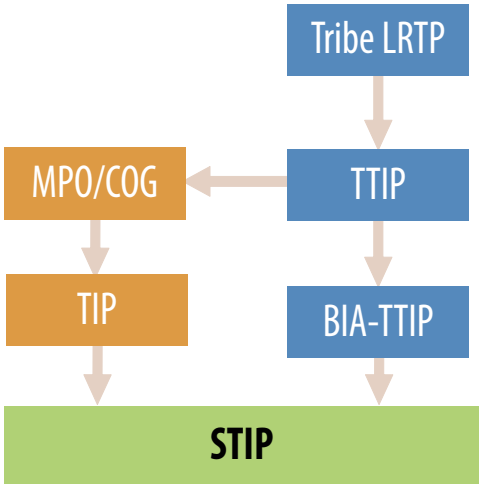
How Much Involvement Do the Tribes Have in the STIP Process?

The involvement tribes have in the STIP process is dependent on the level of participation tribes have provided in terms of providing project proposals to district engineers, COGs, and the State Transportation Board. The more the tribe is involved, the better a chance for the STIP to address some of the tribal issues.

Tribal STIP projects, other than BIA-TTP projects, must be sent to ADOT for inclusion in the priority programming process. There is Transportation Board meeting input required from different levels of representatives from the tribes.

Steps to Get Tribe Project's on the STIP

Tribe's should submit their approved TTIP to ADOT and their MPO/COG for inclusion in the STIP



Where Can I Get More Information?

Additional information can be found on ADOT's website.

http://www.azdot.gov/mpd/Priority_Programming/STIP.asp

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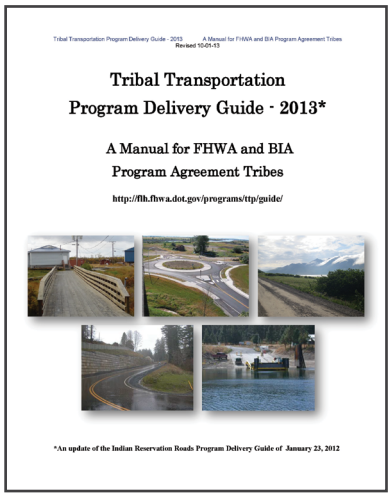
PROJECT CONSTRUCTION

The Arizona Department of Transportation (ADOT) and the Federal Highway Administration (FHWA) have established project construction processes in place. Please refer to the following documents for detailed information.

ADOT Local Public Agency Manual

The ADOT Local Public Agency Projects Manual provides information and guidance on the project construction process.

A full copy of the manual can be found on ADOT's website:
https://www.azdot.gov/business/programs-and-partnerships/LocalPublicAgency/lpa-projects-manual


Tribal Transportation Program Delivery Guide - 2013 A Manual for FHWA and BIA Program Agreement Tribes
Revised 10-01-13

Tribal Transportation
Program Delivery Guide - 2013*

A Manual for FHWA and BIA
Program Agreement Tribes

http://flh.fhwa.dot.gov/programs/ttp/guide/

*An update of the Indian Reservation Roads Program Delivery Guide of January 23, 2012

Tribal Transportation Program Delivery Guide

The Tribal Transportation Program Delivery Guide outlines the coordination and communication protocols for Tribes entering into a Program Agreement with the FHWA or BIA. The report outlines required process and procedures used by the FHWA and BIA through the entire project lifecycle, from planning to construction.

A full copy of the report can be found on FHWA's website:
http://flh.fhwa.dot.gov/programs/ttp/guide/documents/full-guide.pdf

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PROJECT DEVELOPMENT

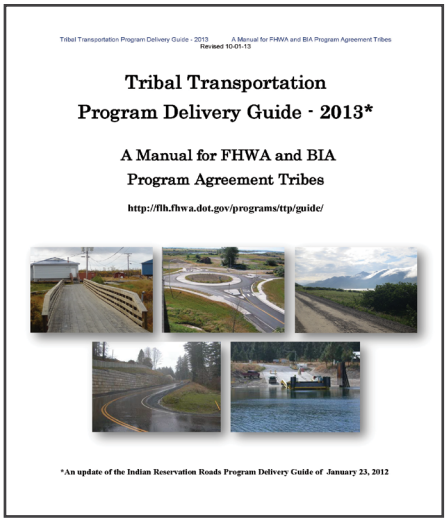
The Arizona Department of Transportation (ADOT) and the Federal Highway Administration (FHWA) have established project development processes in place. Please refer to the following documents for detailed information.

ADOT Local Public Agency Manual

The ADOT Local Public Agency Projects Manual provides information and guidance on the project development process, including:

- Planning/programming
- Development/design
- Construction
- Environmental clearances
- Right-of-way clearances
- Utility coordination
- Contracting and procurement
- Final acceptance

A full copy of the manual can be found on ADOT's website:
https://www.azdot.gov/business/programs-and-partnerships/LocalPublicAgency/lpa-projects-manual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Tribal Transportation
Program Delivery Guide - 2013*

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MAINTENANCE

Ongoing maintenance is required to preserve, maintain, and extend the life and condition of a transportation system. Ongoing maintenance ensures that projects achieve their expected lifespan while enhancing the overall quality of the system.

What Types of Maintenance Are There?

- **Preventive Maintenance** is regularly scheduled inspection, and minor repairs
- **Scheduled Maintenance** is planned, and results from preventive maintenance inspections
- **Unscheduled/Emergency Maintenance** is immediate action needed to correct emergency situations
- **Normal Maintenance** is reoccurring day-to-day care

What is the Tribe's Role in Maintenance?

Tribes are responsible for post-construction monitoring and maintenance activities. Once a project is complete, Tribes must commit financial resources or obtain additional funding for the ongoing operations and maintenance of a facilities.

Tribes are also responsible and accountable for complying with all applicable ADOT and FHWA policies and procedures. It is critical that the Tribe continually communicate and include the ADOT District Engineer, county engineer, and BIA throughout the construction phases to ensure required documentation is provided during project closeout.

What is ADOT's Role in Maintenance?

On ADOT-administered projects, ADOT is responsible for all final acceptance and project closeout activities, including: Project closeout documentation, final payment to contractor, and notice to FHWA of project completion.

Can I Partner with ADOT for Maintenance?

Partnering between the Tribes and ADOT is encouraged for all transportation related issues including maintenance. Contact your ADOT district engineer to initiate further discussion.

Who is Responsible for Maintaining County Roads?

Counties are responsible for the operation, construction and maintenance of county owned roads over Indian land and should coordinate these activities with local Tribal officials.

What if my Tribe Doesn't have Maintenance Equipment?

Tribes can apply for grants or use Tribal capital funds to purchase maintenance equipment. Maintenance equipment can be leased, rented, or purchased using BIA TTP funds after the Tribe provides the FLH Director of the Office of Tribal Transportation Program with written notice and a cost analysis showing that it is more economical to purchase than lease. Through ADOT, Tribes may have the opportunity to purchase surplus equipment.

Where Can I Get More Information?

The BIA and ADOT provide maintenance guidelines on their websites.

http://www.azdot.gov/business/highway-maintenance

http://www.bia.gov/cs/groups/public/documents/text/idc-000461.pdf

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FREQUENTLY ASKED QUESTIONS

TRANSPORTATION PLANNNING

- What steps are involved in developing a LRTP?
- How do I fund a LRTP?
- How do I identify our priority projects?

PROJECT FUNDING

- How do projects get in to the State Transportation Plan?
- What happens if my project isn't funded?
- What are the requirements for obtaining funding?

MISCELLANEOUS ITEMS

- What is functional classification?
- How do I develop cost estimates for my project?
- Why do I need to conduct stakeholder and public outreach?
- Do I need to conduct any additional studies?
- How do I create a maintenance plan?

TAKE ME TO THE TRAIL MAP

SPECIAL TOPICS

Data Collection

- Data Collection and Sources
- Roadway Inventory Update (NTTFI)

Funding

- Cost Estimates
- FAST Act vs MAP-21

Design Guidelines

- Access Management
- Roadway Design Recommendations
- Preliminary Engineering
- Functional Classification

Partnerships

- Agreements, MOUs, and IGAs
- Planning to Programming (P2P) Process

Transportation Planning

- Environmental Review
- Performance Measures
- Road Safety Assessments
- Safety Plans
- Training
- Traffic Signal Warrants

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FAST ACT VS MAP 21

The Fixing America's Surface Transportation (FAST) Act that authorizes Federal highway, highway safety, transit, and rail programs from Federal fiscal years (2016 through 2020). The FAST Act continues the Tribal Transportation Program (TTP), which provides access to basic community services to enhance the quality of life in Indian Country.

LEARN THE BASICS

What Major Changes are there to Funding Under the FAST Act?

- Increases funding for the Tribal Transportation Program from $450 million under current law to $505 million by FY 2020
- Authorization for the Tribal Transit Program up to $35 million annually
- Establishes and expands the Tribal Self-Governance Program within USDOT
- Creates new Nationally Significant Federal Lands and Tribal Projects Program
- Decreases funding for administrative costs from the current six percent to five percent for the TTP
- Includes increased collection of tribal data by adding reporting requirements for tribes who receive TTP funding

What is the Nationally Significant Federal Lands & Tribal Projects Program?

The FAST Act created a new program for the funding of construction, reconstruction, and rehabilitation of nationally significant projects on Federal or Tribal lands. Funding will be allocated through a competitive application progress. More information can be found on the FHWA's website:

http://www.fhwa.dot.gov/fastact/factsheets/nsfltpfs.cfm

What Changes have been made to the Tribal Transportation Program ?

The FAST Act continues the allocation of TTP funding by a statutory formula based on tribal population, road mileage and average tribal shares. Below is a table of the adjusted TTP funding set-asides in the FAST Act.

Set-Asides	MAP-21	FAST Act
Program Administration	Up to 6%	**Up to 5%**
Tribal Planning	Up to 2%	Up to 2%
Tribal Safety Projects	Up to 2%	**Up to 3%**
Bridge Program	Up to 2%	**Up to 3%**

Tribal Data Collection

The FAST Act requires Tribe's provide specific information on that project, including the name, description, and current status of the project, as well as an estimate of the number of jobs that the project creates or retains.

Tribal High Priority Projects

Unfortunately, the Tribal High Priority Project (TTPP) was not reauthorized in the FAST Act.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/fastact/

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ACCESS MANAGEMENT

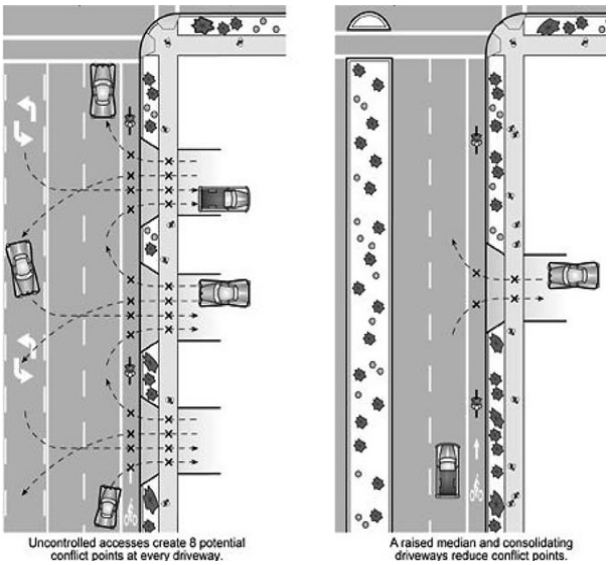
Set of techniques to control the flow of traffic through the design, spacing, and operation of intersections, driveways, and median openings along a roadway.

LEARN THE BASICS

What are Some Benefits of Access Management?

- Reduce corridor and intersection safety issues
- Reduce congestion and delays
- Provide property owners with safe access points
- Improve pedestrian and bicycle safety
- Provide a more efficient (and predictable) motorist experience
- Improve aesthetics (less pavement, more green)

The graphic below illustrates how implementing access management techniques reduces potential turning movement conflicts.



Uncontrolled accesses create 8 potential conflict points at every driveway.

A raised median and consolidating driveways reduce conflict points.

What are Example Access Management Techniques?

- Driveway closure, consolidation, or relocation
- Restricting u-turn movements
- Raised medians to reduce cross-road movements
- Adding turn lanes
- Converting driveways to right-in/right-out only
- Increasing driveway spacing
- Installing roundabouts at intersections

What is the Process for Obtaining an Encroachment Permit?

Policy, guidelines, and procedure for obtaining a permit can be found on ADOT's website at:

https://azdot.gov/business/Permits/encroachment-permits

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://ops.fhwa.dot.gov/access_mgmt/index.htm

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ROADWAY DESIGN GUIDELINES

Facilities should be constructed and maintained to standards developed by the Bureau of Indian Affairs and the Arizona Department of Transportation.

LEARN THE BASICS

What are the Design Standards for a Roadways?

Design standards are directed by 25 CFR 170.454 - 170.456. Tribes may propose road and bridge design standards that are consistent with or exceed applicable Federal standards. The standards may be negotiated between BIA and the Tribe and included in a self-determination contract or self-governance agreement. The Tribes should coordinate with the BIA, ADOT, MPO/COGs, etc. to determine that appropriate design standards.

Design standards used must be applied for each construction project consistent with a minimum 20-year design life for highway projects and 75-year design life for highway bridges.

What are the Federal Design Standards?

Arizona State Roadway Design Standards
http://www.azdot.gov/docs/default-source/business/roadway-design-guidelines.pdf

Arizona Traffic Engineering Guidelines and Standards
https://www.azdot.gov/business/engineering-and-construction/traffic

Arizona Bridge Guidelines
https://www.azdot.gov/business/engineering-and-construction/bridge/guidelines

MUTCD Manual of Uniform Traffic Safety Devices
http://mutcd.fhwa.dot.gov/

Standard Specifications for the Construction of Roads and Bridges on Federal Highway Projects
https://flh.fhwa.dot.gov/resources/specs/

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FUNCTIONAL CLASSIFICATION

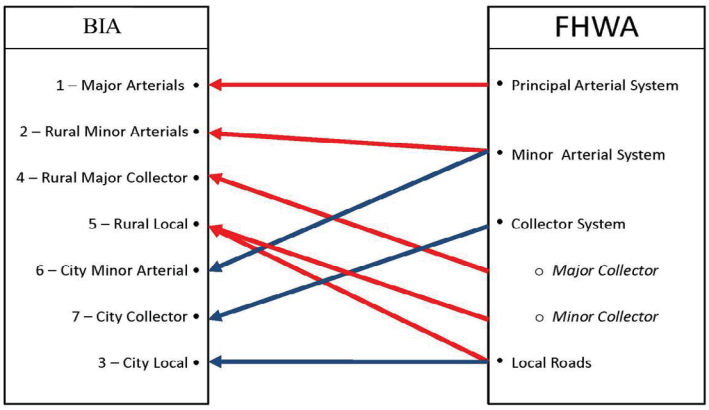
Functional classification is the grouping of roadways into classes according to their role of moving traffic. Functional classification also impacts a roadway's eligibility for federal transportation funds for road improvements and maintenance.

LEARN THE BASICS

What is the Difference between FHWA and BIA Functional Classifications?

Federal functional classification is assigned to all public roads using federal guidelines and is approved by FHWA. As part of the NTTFI, roadways included in a Tribe's inventory must be classified to BIA functional classification standards. The BIA classifications of roads may not coincide exactly with federal, local or Tribal government road classification definitions, but consistency is important. The graphic below illustrates the relation between FHWA and BIA classifications.

FHWA Classification Assessment (Rural & Urban)



What are the Definitions of the Different Functional Classifications?

The following websites provide detailed definitions for the FHWA and BIA Functional Classifications.

FHWA Classifications

http://www.fhwa.dot.gov/planning/processes/statewide/related/

BIA Classifications

http://www.indianaffairs.gov/cs/groups/public/documents/text/idc-001946.pdf

To Receive Federal Funds, Does a Road Need to be Federally Classified?

Although tribal governments primarily receive funding through BIA, in order to qualify for federal funds, roadways must be federally classified as a minor collector or above. Roadways that do not have a FHWA-approved functional classification are deemed ineligible for federal funding.

What is the Process of Changing a Road's FHWA Functional Classification?

ADOT provides detailed information on changing a road's FHWA classification on its website:

https://www.azdot.gov/maps/functional-classification-maps

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LEARN THE BASICS

What are the BIA Agreement Types?

Government to Government Agreement (G2G)
A Tribe with a G2G agreement has flexibility to use the funding on projects from its approved TIP without obtaining project-by-project approval.

Office of Self Governance (OSG)
Under the self-governance program, certain programs, and activities are eligible to be planned, conducted, consolidated, and administered by the Tribe.

Direct Service (DS)
BIA staff provides Direct Service for design, technical assistance, program monitoring, and engineering services to Tribes.

P.L. 93-638 Contract (638)
Tribes negotiate and sign a 638 contact with the BIA for transportation planning, design, project construction and management, or maintenance.

What BIA Agreement Type Does my Tribe Have?

Click **here** for a table of current agreements for Tribes in Arizona.

What is a Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU)?

The purpose of MOAs and MOUs are to establish formalized partnerships between the Tribe and another agency (BIA, county, state, FTA, etc.) through a mutually agreed upon legal document. The significant difference between a MOA and a MOU is that a MOU can be made enforceable in the court of law.

Can I Form an Agreement with Another Agency for Road Maintenance?

Yes. Tribes have successfully signed MOUs with counties and the BIA for the funding of roadway maintenance materials and to conduct regular and emergency maintenance. Click **here** for an example of a maintenance agreement.

What is an Intergovernmental Agreement (IGA?)

IGAs are formal contracts between the Tribe and another government entity (i.e, state, city, etc). IGAs between Tribes and the state are limited to those that do not require either party to exchange money with the other or relate to some action that may require conflict resolution in the future.

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LEARN THE BASICS

Tribe	Construction Funds	Maintenance Funds	Maintenance Interior Funds (Title 23)
Ak-Chin Indian Community	638	OSG	OSG - Reprogrammed thru BIA
Cocopah Tribe	G2G - 7-/17/15	-----	DS
Colorado River Indian Tribes	G2G - 4/17/14	G2G	DS
Fort McDowell Yavapai Nation	638	638	638
Fort Mojave Indian Tribe	G2G - 4/23/13	G2G	A638
Gila River Indian Community	FHWA	OSG	OSG - Reprogrammed thru BIA
Havasupai Tribe	G2G - 1/16/14	-----	A638
Hopi Tribe	638	638	A638
Hualapai Indian Tribe	G2G - 1/16/14	-----	A638
Kaibab Band of Paiute Indians	G2G - 9/9/13	G2G	A638
Pascua Yaqui Tribe	G2G - 1/20/12	G2G	638
Salt River Pima-Maricopa Indian Community	OSG	OSG	OSG - Funds to Tribe Directly
San Carlos Apache Tribe	638	638	DS
San Juan Southern Paiute Tribe	-----	-----	-----
Tohono O'odham Nation	DS/638	-----	DS
Tonto Apache Tribe	638	638	A638
White Mountain Apache Tribe	DS/638	DS	DS
Yavapai-Apache Nation	638	638	A638
Yavapai Prescott Indian Tribe	G2G - 7/23/15	-----	A638

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EXAMPLE ROADWAY MAINTENANCE AGREEMENT

June 18, 2015

Dave Smith, Regional Roads Engineer
Bureau of Indian Affairs
Western Regional Office
2600 N. Central Avenue, 4th Floor Mailroom
Phoenix, AZ 85004-3050

RE: Certification of Road Maintenance of State-Owned Highway by the State of Arizona – Hualapai Indian Reservation

The State of Arizona understands the need for the Hualapai Indian Tribe to update the Bureau of Indian Affairs (BIA) – Tribal Transportation Program (TTP) Inventory on the Hualapai Indian Reservation within Arizona. It is also understood that the Tribe desires to include in the inventory the highway listed in *Table 1* that is owned and maintained by the State of Arizona.

Table 1

State Route Number	Highway Name	From	To	Length (in miles)
SR 66	State Route 66	MP 71	MP 123.17	52.17

NOTE: Milepost limits verified per 2012 Arizona Highway System Log.

This highway is for public use and will remain open to the public at all times. In the event construction occurs on this highway, the State of Arizona will continue to own and be responsible for maintenance of the highway.

The State of Arizona consents to include the segment of the State Highway listed in *Table 1* as a non-BIA owned road in the TTP inventory. The said listing does not change the State of Arizona's exclusive jurisdiction and responsibility for maintenance of the highway. If funding is available and it is a Tribal and State priority, improvements to this roadway may be made through a cooperative process between the Tribe and the State. In the event that TTP funds are used to make improvements to the highway, the State will continue to be responsible for its maintenance. The State of Arizona's consent to include this highway segment in the TTP Inventory is valid until either the State or Tribe provides thirty (30) calendar days written notice of its intention to terminate this certification.

John S. Halikowski, ADOT Director — 6/22/15 Date

C: Sherry J. Counts, Chairwoman, Hualapai Indian Tribe
Philip Wisely, Director, Hualapai Indian Tribe Public Services
Bob Maxwell, Regional Transportation Planner, BIA Western Regional Office
Donald Sneed, Senior Transportation Planner, ADOT Multimodal Planning Division

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ADOT PLANNING-TO-PROGRAMMING (P2P) LINK

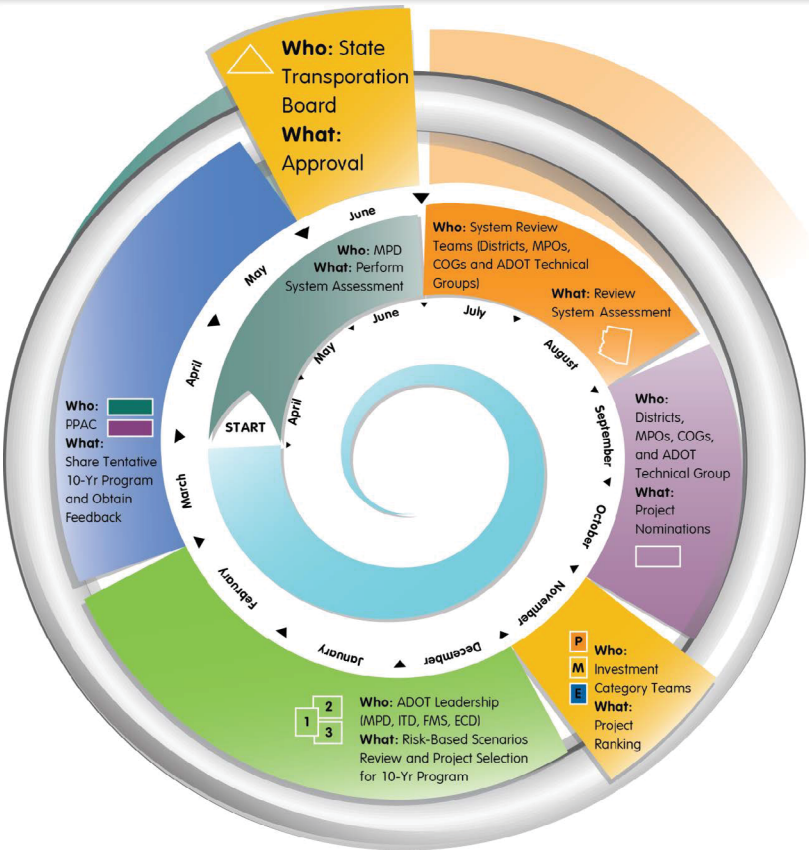
Performance-based approach to planning, programming, and financial decision making that ensures available funds are used in the most productive way to meet overall transportation system performance objectives.

LEARN THE BASICS

How does the State Decide What Projects to Fund?

ADOT is developing a data driven process that weights projects by their contribution to the improvement to the state's transportation system. Projects are scored based on their contribution to pavement and bridge preservation, modernization, expansion, economic development, safety, and mobility.

To the right is an illustration of the programming process.



How are Projects Scored?

Project Score =

Technical Criteria (50% Weight) – apply appropriate set by investment category project type	+	Policy Criteria (50% Weight) applied to all 3 investment category project types
Pavement Preservation Projects Criteria		Economic Drivers
Bridge Preservation Projects Criteria		Safety
Modernization Projects Criteria		Mobility
Expansion Projects Criteria		
(Max Points = 100)		(Max Points = 100)

Technical Score + Policy Score = Project Score (Max 200 Points)

Where Can I Get More Information?

Additional information can be found on ADOT's website.

https://www.azdot.gov/planning/CurrentStudies/linking-the-long-range-plan-and-construction-program

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PERFORMANCE MEASURES

LEARN THE BASICS

What are the National Performance Goals?

The FHWA developed a list of National Performance Goals to help in investing funds into projects that help achieve national goals.

Goal Area	National Goal
Safety	To achieve a significant reduction in traffic fatalities and serious Injuries on all public roads
Infrastructure condition	To maintain the highway infrastructure asset system in a state of good repair
Congestion reduction	To achieve a significant reduction in congestion on the National Highway System
System reliability	To improve the efficiency of the surface transportation system
Freight movement and economic vitality	To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development
Environmental sustainability	To enhance the performance of the transportation system while protecting and enhancing the natural environment
Reduced project delivery delays	To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices
Safety	To achieve a significant reduction in traffic fatalities and serious injuries on all public roads

What are the State Performance Measures?

State Departments of Transportation throughout the U.S. have developed performance measures to assess changes in the performance of their transportation systems, The goal of the performance measures are to create accountability for the use of Federal funds. Areas that the State must report on the annual performance include:

- Infrastructure condition (pavement, bridges, etc)
- Safety (fatalities and serious injuries)
- Congestion reduction
- System reliability
- Freight movement
- Economic vitality
- Environmental stainability

How Does This Apply to Tribes?

If applying for state or federal funds, Tribes should select projects that correlate to the national and state performance goals.

Additionally, Tribes should develop performance measures for Tribally funded projects that align to national and state goals, as well as the Tribal government's vision.

Where Can I Get More Information?

Additional information can be found on the FHWA's website.

http://www.fhwa.dot.gov/map21/factsheets/pm.cfm

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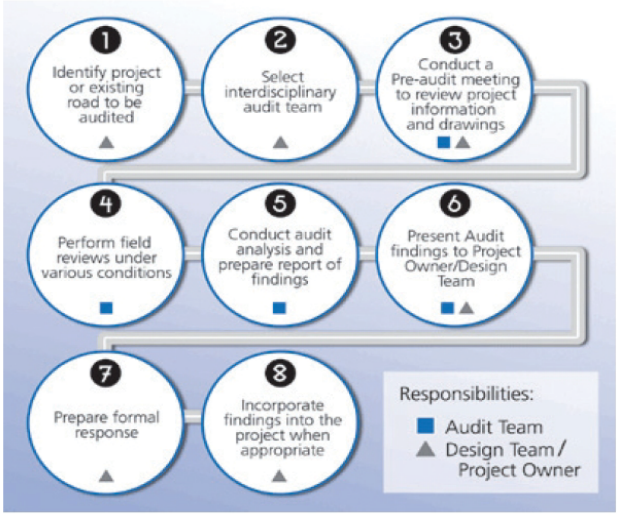
ROAD SAFETY ASSESSMENTS (RSA)

RSAs are the formal, detailed examinations of a specific corridor or intersection to identify roadway, bicycle, and pedestrian safety problems and to develop countermeasures to eliminate or mitigate the safety issues.

LEARN THE BASICS

What Steps are Involved in Performing a RSA?



Who Performs the RSA?

RSAs are carried out by an independent multidisciplinary RSA Team that typically consists of representatives from local law enforcement; road safety education; road/traffic engineering; emergency medical response; and an expert in human factors.

How do I Apply for a RSA?

Contact ADOT's Road Safety Assessment Program Coordinator for additional information.

https://www.azdot.gov/business/engineering-and-construction/traffic/traffic-safety/road-safety-assessments

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TRIBAL SAFETY PLANS

Safety Plans are documents that identify multimodal transportation safety issues within your community and provide strategies to address identified issues and needs.

LEARN THE BASICS

How do I Develop a Safety Plan?

Tribe's typically request the assistance of a consultant to perform technical data analysis, stakeholder and public outreach, and document preparation.

What is Included in a Safety Plan?

Analysis of Safety Data

Gather data and analyze roadway and intersection safety records to identify issues and needs.

Developing Emphasis Areas

Identify emphasis areas (such as improved intersection safety, improve bicycle safety) and performance measures to evaluate the effectiveness of an improvement strategy.

Identify Improvement Strategies

Develop a list of potential countermeasures for each emphasis area.

Prioritize Strategies

The proposed strategies for each key emphasis area should be prioritized by comparing the benefits and costs of implementation.

Why Do I Need a Safety Plan?

The FHWA sets aside safety funding each year, with the intent that Tribe's utilize the funds to create a Safety Plan the first year and then utilize subsequent funds to implement recommendations.

Additionally, in order to be competitive for safety funding, it is imperative that a Tribe develop a Safety Plan that clearly analyzes safety conditions and evaluates improvement projects.

Where can I Obtain Safety Data?

Tribe's should first contact the Tribal/BIA police to obtain crash information. ADOT Traffic Safety Section collects crash data from agencies across Arizona (contact: (602) 712-7766). The Arizona Governor's Office of Highway Safety may also be able to provide safety information (contact: (602) 255-3216).

Where Can I Get More Information?

The FHWA's website has detailed information on the steps and requirements for a Tribal Safety Plan:

https://flh.fhwa.dot.gov/programs/ttp/safety/plans.htm

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LEARN THE BASICS

Are there Training Programs Available Through the State?

The Arizona Local Technical Assistance Program (AZ LTAP) provides technical assistance and training to Tribal communities. More information can be found at: http://www.azltap.org/

What Training is Available Through the Mountain West TTAP?

The Mountain West TTAP provides technical training to Arizona Tribe's on a variety of transportation related topics, including: RIFDS data entry, Planning and GIS, payroll, TTP contracting, etc. A full listing of upcoming training workshops is available on their website: http://www.mwttap.com/

What other Training Programs Are Available?

FHWA Resource Center
http://www.fhwa.dot.gov/resourcecenter

National Highway Insitute
https://www.nhi.fhwa.dot.gov/home.aspx

ESRI Online GIS Training
http://www.esri.com/training

Tribal Water Systems Technical Training
http://itcaonline.com/

Institute for Tribal Environmental Professionals
http://www.nau.edu/itep

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TRAFFIC SIGNAL WARRANTS

An engineering study of traffic conditions, pedestrian characteristics, and physical characteristics of the location shall be performed to determine whether installation of a traffic control signal is justified at a particular location.

LEARN THE BASICS

What are the Minimum Conditions in Which a Signal Installation is Justified?

According to the Manual On Uniform Traffic Control Devices (MUTCD), one or more of the following 8 conditions must be met.

- **Eight-hour vehicular volume:** large volume of intersecting traffic exists for each of any 8 hours of an average day
- **Four-hour vehicular volume:** where minor street suffers undue delay when entering a major street.
- **Peak hour vehicular volume**: where minor street traffic suffers undue delay when entering or crossing the major street.
- **Pedestrian volume:** where the traffic volume on a major street is so heavy that pedestrians experience excessive delay in crossing the major street.
- **School crossing:** where school children cross the major street, is the principal reason to consider installing a traffic control signal.
- **Coordinated signal system:** progressive movement in a coordinated signal system sometimes necessitates installing traffic control signals in order to maintain proper platooning of vehicles.
- **Crash experience:** where the severity and frequency of crashes are the principal reasons to consider installing a traffic signal.
- **Roadway network:** awhere it might be justified to encourage concentration and organization of traffic flow on a roadway network

How do I Request a Traffic Signal on an ADOT Road?

A request for a traffic signal can be initiated from within ADOT, a local government, a public official, or a citizen. The request can be for a new traffic signal or for modifications to an existing signal, such as the addition of left-turn phasing. Please contact your ADOt District Engineer.

What is a Traffic Signal Needs Study?

A traffic signal needs study shall be conducted to determine if a traffic signal should be provided at a particular location. The following data and/or analyses may be included in the study as appropriate:

- Signal warrant analysis (required)
- 24-hour turning movement count
- Traffic collision study
- Peak hour delay study
- Conflict analysis
- Traffic volume projections for new roadways
- Traffic signal priority evaluation

Where Can I Get More Information?

Additional information can be found at:
https://www.azdot.gov/business/engineering-and-construction/traffic

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GLOSSARY

Tribal	
Annual Funding Agreement	Negotiated agreement of the Secretary to fund, on an annual basis, the programs, functions, services, and activities transferred to a Tribe under the Indian Self-Determination and Education Assistance Act, as amended.
Bureau of Indian Affairs (BIA)	The agency within the United States Department of the Interior charged with primary responsibility for interactions between the U.S. government and tribal entities.
BIA Force Account	Performance of work done by BIA employees.
BIA Road System	Existing and proposed roads that BIA has or plans to obtain legal right-of-way. This includes only roads for which the BIA has the primary responsibility to construct, improve, and maintain. Any additions or deletions to this system must be supported by resolution from the Tribal Government
National Tribal Transportation Facility Inventory (NTTFI)	Official system of public roads deemed significant by the Tribe. To be eligible for BIA construction/maintenance funds, a roadway must be included in the NTTFI. The inventory lists roadway characteristics, such as length, surface type, surface condition, location, etc.
Office of Self-Governance (OSG)	Office within the Office of the Assistant Secretary - Indian Affairs, Department of the Interior that is responsible for implementing and developing tribal self-governance.
Tribal Priority List	Wish list of all transportation improvement projects the Tribe has identified. The list includes all funded and unfunded projects.
Tribal Transportation Improvement Program (TTIP)	List of funded projects that the Tribe expects to begin in the next 5 years.
Tribal Transportation Program (TTP)	The Tribal Transportation Program (TTP) addresses transportation needs of the Tribe by providing funds for planning, design, construction, and maintenance activities. The purpose of the TTP is to provide access to basic community services to enhance the quality of life in Indian country. The TTP replaces the former Indian Reservation Roads (IRR) program.

Agencies, Organizations, Etc.	
American Association of State Highway and Transportation Officials (AASHTO)	A nonprofit, nonpartisan association representing highway and transportation departments in all 50 states that has developed design standards to foster the development, operation, and maintenance of an integrated national transportation system.
Arizona Department of Transportation (ADOT)	The state agency responsible for planning, building, and operating a system of interstate and state highways in the state of Arizona, as well as building and maintaining bridges and providing financial assistance to public airports for airport development projects.
Arizona State Transportation Board	A seven-member state-level board that establishes policy for the Arizona Department of Transportation (ADOT). The Board is responsible for establishing a complete system of state highway routes. It has the authority to establish, open, relocate, alter, vacate, or abandon any portion of a state route or state highway, and may designate parkways and historic and scenic roadways.
Federal Highway Administration (FHWA)	A division of the U.S. Department of Transportation that funds highway planning and programs. FHWA provides stewardship over the U.S. Interstate System and oversees the construction of new highways, bridges, and tunnels and provides guidance on highway and bridge maintenance and preservation.
Federal Lands Highway (FLH)	The FLH was established to promote effective, efficient, and reliable administration for a coordinated program of federal public roads and bridges; to protect and enhance our nation's natural resources; and to provide needed transportation access to Indian Lands. The FLH's primary purpose is to provide financial resources and transportation engineering assistance for public roads that service the transportation needs of Federal and Indian Lands.

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State Historic Preservation Office and State Historic Preservation Officer (SHPO)	The public office and official designated to be the advocate for historic and prehistoric (precontact) properties in each state and territory of the U.S.
U.S. Department of Transportation (USDOT)	A federal agency whose mission is to serve the U.S. by ensuring a fast, safe, efficient, accessible and convenient transportation system that meets vital national interests and enhances the quality of life of the American people.

Transportation	
Annual Average Daily Traffic (AADT)	Average daily traffic on a roadway link for all days of the week during a period of one year.
Average Daily Traffic (ADT)	The total volume of traffic during a given time period, in whole days greater than one day and less than one year, divided by the number of days in that time period.
County Road	A public road built or maintained by a county government rather than the state government (e.g., Mohave County Route 20, MC 20).
Floodplain	A lowland and relatively flat area that adjoins inland and coastal waters and is covered with water during floods.
Intelligent Transportation Systems (ITS)	The application of technologies in surface transportation to save lives, time, and money, and improve the quality of life. Some examples of ITS are ramp metering, variable-message signs, closed-circuit television monitoring system, and traffic signal systems.
Interstate Highway System	The system of U.S. interstate and defense highways established with the Federal-Aid Highway Act of 1956. In Arizona, Interstates 8, 10, 15, 17, 19, and 40 serve as examples.
Level of Service (LOS)	The operating performance of a freeway segment or intersection. Level of service is a qualitative description of operation based on the degree of delay and maneuverability, ranging from LOS A (best traffic conditions) to LOS F (worst traffic conditions).
Long-Range Transportation Plan (LRTP)	Planning document that guides the improvement of the transportation network over a 20-year period. LRTPs provides the Tribe and BIA with a listing of priority, short-term (5 year) transportation enhancement projects. Must be updated every 5 years and include planning-level cost estimates for proposed roadway improvements.
National Bridge Inventory	Database of structural and appraisal data collected to fulfill the requirements of the National Bridge Inspection Standards, as defined in 23 CFR part 650, subpart C. Each state and the BIA must maintain an inventory of all bridges that are subject to the NBI standards and provide this data to the Federal Highway Administration (FHWA). The NBI is maintained and monitored by the FHWA Office of Bridge Technology.
Right of Way	Land acquired by purchase, gift, or eminent domain in order to construct and maintain a public road.
State Highway System	The entire group of numbered state highways and U.S. highways that is the primary responsibility of the state to maintain. The system includes the right-of-way, drainage facilities, bridge appurtenances, easements, and features associated with these public roads.
Statewide Transportation Improvement Program (STIP)	Financially constrained, multi-year list of transportation projects. The STIP is developed under 23 U.S.C. 134 and 135, and 49 U.S.C. 5303–5305. The Secretary of Transportation reviews and approves the STIP for each State.
Strategic Highway Safety Plan (SHSP)	Statewide-coordinated safety plan that provides a comprehensive framework, and specific goals and objectives, for reducing highway fatalities and serious injuries on all public roads, developed by the state DOT.

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Transportation Improvement Program (TIP)	A prioritized listing/program of transportation projects covering a period of 3-5 years that is developed and formally adopted by a Town/City/MPO/County as part of the transportation planning process.
Transportation Planning	Transportation planning means developing land use, economic development, traffic demand, public safety, health and social strategies to meet transportation current and future needs.
U.S. (National) Highway System	The system of U.S. highways numbered within a nationwide grid that is maintained by state or location governments.

Miscellaneous	
Airport Capital Improvement Program (ACIP)	The ACIP serves as the primary planning tool for systematically identifying, prioritizing and assigning funds to critical airport development and associated capital needs of an airport. The FAA relies on the ACIP to serve as the basis for the distribution of limited grant funds under the Airport Improvement Program.
Categorical Exclusion (CE)	Categorical exclusion means a category of actions which do not individually or cumulatively have a significant effect on the human environment, therefore, neither an environmental assessment nor an environmental impact statement is required.
Consultation	Government-to- government communication in a timely manner by all parties about a proposed or contemplated decision in order to 1) secure meaningful tribal input and involvement in the decision-making process; and 2) advise the tribe of the final decision and provide an explanation.
Environmental Assessment (EA)	When the significance of impacts of a transportation project proposal is uncertain, an EA is prepared to assist in making this determination. If it is found that significant impacts will result, the preparation of an environmental impact statement (EIS) should commence immediately.
Environmental Impact Statement (EIS)	An EIS is a full-disclosure document that details the process through which a transportation project was developed, includes consideration of a range of reasonable alternatives, analyzes the potential impacts resulting from the alternatives, and demonstrates compliance with other applicable environmental laws and executive orders. The EIS process in completed in the following ordered steps: Notice of Intent, draft EIS, final EIS, and record of decision (ROD).
Geographic Information System (GIS)	A computerized data management system designed to capture, store, retrieve, analyze, and report spatial data.
Metropolitan Planning Organization (MPO)	The policy board of an organization created and designated to carry out the metropolitan transportation planning process. [23 CFR 450.104.] Regional planning body, required in urbanized areas with a population over 50,000, and designated by local officials and the governor of the state. Responsible, in cooperation with the state and other transportation providers, for carrying out the metropolitan transportation planning requirements of federal highway and transit legislation.
Memorandum of Understanding (MOU)	A document providing a general description of the agreeable roles and responsibilities that are to be assumed by two or more parties for the construction, maintenance, and administration of a roadway.
National Environmental Policy Act (NEPA)	United States environmental law that promotes the enhancement of the environment and established the President's Council on Environmental Quality (CEQ).
Performance Measure	A metric used to assess progress toward meeting an objective; an indicator of transportation system outcomes.
Programming	Prioritizing proposed projects and matching those projects with available funds to accomplish agreed upon, stated needs.

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ACRONYMS

3-C	Continuing, Cooperative and Comprehensive (planning process)
4-E	Education, Engineering, Enforcement and Emergency Response
AA	Alternative Analysis
AADT	Average Annual Daily Traffic
AASHTO	American Association of State Highway & Transportation Officials
ABC	Aggregate Base Course
AC	Asphaltic Concrete
ACEC	American Council of Engineering Companies
ACFC	Asphalt Concrete Friction Course
ACIA	Arizona Commission of Indian Affairs
ACIP	Airport Capital Improvement Program
ACMS	Advanced Construction and Maintenance Systems
ADA	Americans with Disabilities Act
ADEQ	Arizona Department of Environmental Quality
ADT	Average Daily Traffic
ADOT	Arizona Department of Transportation
AGC	Associated General Contractors
AHRRC	Arizona Hospitality Research and Resource Center
AHS	Automated Highway Systems
AIC	Alternative Investment Choice
AICP	American Institute of Certified Planners
AIRFA	American Indian Religious Freedom Act
AMG	Access Management Guidelines
AMP	Airport Master Plan
AMUG	Arizona Modeling Users Group
APA	American Planning Association
APL	Approved Products List
APMS	Airport Pavement Management System or Airport Preventive Maintenance Services
APPP	Arizona Pavement Preservation Program
APTA	American Public Transportation Association

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ACRONYMS

APWA	American Public Works Association
AR-AC	Asphalt-Rubber Asphalt Concrete
AR-ACFC	Asphalt-Rubber/Asphalt-Concrete Friction Course
ARPA	Archaeological Resources Protection Act
ARRA	American Recovery and Reinvestment Act
ARS	Arizona Revised Statutes
ASCE	American Society of Civil Engineers
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
ASU	Arizona State University
ATA	American Trucking Association
ATC	Automatic Traffic Counter
ATIS	Advanced Traveler Information System
ATSPT	Arizona Tribal Strategic Partnering Team
ATRC	Arizona Transportation Research Center
AWOS	Automated Weather Observing System
BFO	Board Funding Obligation
BIA	Bureau of Indian Affairs (Department of Interior)
BLS	Bureau of Labor Statistics
BNSF	Burlington Northern Santa Fe (Railway)
BQAZ	Building a Quality Arizona
BRR	Bridge Replacement and Rehabilitation
BTS	Bureau of Transportation Statistics
BYU	Brigham Young University
C&S	Contracts and Specifications
CAAG	Central Arizona Association of Governments
CAFE	Corporate Average Fuel Economy
Caltrans	California Department of Transportation
CANAMEX	Canada-Mexico High Priority Corridor
CBI	Coordinated Border Infrastructure

ACRONYMS

CCI	Construction Cost Index
CCP	Communication and Community Partnerships office of ADOT
CCTV	Closed-Circuit TV
CDOT	Colorado Department of Transportation
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
CLUP	Comprehensive Land Use Plan
CMAQ	Congestion Mitigation and Air Quality
CMAR	Construction Manager at Risk
CMP	Corrugated Metal Pipe or Congestion Management Process
COG	Council of Governments
CPI	Consumer Price Index
CRIT	Colorado River Indian Community
CRM	Crumb Rubber Modifier
CRO	Civil Rights Office (ADOT)
CSS	Context Sensitive Solutions
CSU	Colorado State University (TTAP)
CTAA	Community Transportation Association of America
CTBSSP	Commercial Truck and Bus Safety Synthesis Program
CVISN	Commercial Vehicle Information Systems Network
CYMPO	Central Yavapai Metropolitan Planning Organization
DCR	Design Concept Report
DE	District Engineer
DG	Decomposed Granite
DHS	Department of Homeland Security
DM	District Minor (funds)
DOE	Department of Energy
DOT	Department Of Transportation
DPS	Department of Public Safety
EA	Environmental Assessment

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ACRONYMS

EB	Equity Bonus (funding)
EEA	Engineering/Economic Analysis
EEO	Equal Employment Office
EEOC	Equal Employment Opportunity Commission
EIS	Environmental Impact Statement
ENTERPRISE	Evaluation of New Technologies for Roads Program Initiatives in Safety and Efficiency
EO	Executive Order
EPA	Environmental Protection Agency
EPG	Environmental Planning Group (ADOT)
FAA	Federal Aviation Administration (USDOT)
FBD	Ferry Boat Discretionary (funding)
FC	Functional Classification or Friction Course (thin asphalt concrete providing traction on roads)
FEPA	Fair Employment Practice Agencies
FHWA	Federal Highway Administration
FM	Frequency modulation
FMCSA	Federal Motor Carrier Safety Administration
FMPO	Flagstaff Metropolitan Planning Organization
FMYN	Fort McDowell Yavapai Nation
FRA	Federal Railroad Administration (USDOT)
FSN	Full State Needs
FTA	Federal Transit Administration
FWD	Falling Weight Deflectometer
FY	Fiscal Year
G4	A type of guard rail
GANS	Grant Anticipation Notes
GCNP	Grand Canyon National Park
GDP	Gross Domestic Product
GHGs	Greenhouse Gases
GIS	Geographic Information System

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ACRONYMS

GITA	Government Information Technology Agency (AZ)
GMP	Guaranteed Maximum Price
GOHS	Governor's Office of Highway Safety
GOEO	Governor's Office of Equal Opportunity
GPS	General Pavement Studies
GPS	Global Positioning Satellite
GRIC	Gila River Indian Community
GRPD	Government Relations and Policy Development (ADOT)
GSA	General Services Agreement
GTSAC	Governor's Traffic Safety Advisory Council
HAR	Highway Advisory Radio
HAWK	High-intensity Activated crossWalK (signal system)
HCRS	Highway Condition Reporting System
HELP	Highway Expansion and Extension Loan Program (AZ)
HERS-ST	Highway Economic Requirements System - State Version
HMA	Hot Mix Asphalt
HMAC	Hot Mix Asphaltic Concrete
HPMS	Highway Performance Monitoring System
HPT	Historic Preservation Team
HOV	High Occupancy Vehicle
HPC	High Performance Concrete
HPS	High-Pressure Sodium
HQ	Headquarters
HRDC	Human Resource Development Center (ADOT)
HRRRP	High Risk Rural Roads Program
HSIP	Highway Safety Improvement Program
HSR	High Speed Rail
HURF	Highway User Revenue Fund
IDMS	Integrated Document Management System

ACRONYMS

IEEE	Institute of Electrical and Electronics Engineers
IES	Illuminating Engineering Society
IGA	Inter-Governmental Agreement
IHS	Indian Health Service or Interstate Highway System
IM	Interstate Maintenance
IPCC	Intergovernmental Panel on Climate Change
IR	Indian Route
IRR	Indian Reservation Roads (BIA Program)
ISPMMS	Integrated Sign and Pavement Marking Management System
ISTEA	Intermodal Surface Transportation Efficiency Act (1991)
ITCA	Inter-Tribal Council of Arizona
ITD	Intermodal Transportation Division (ADOT)
ITE	Institute of Transportation Engineers
ITEP	ITS, Traffic & Safety, Environment, Planning
ITG	Information Technology Group
ITS	Intelligent Transportation System
ITWG	Inter-Tribal Working Group
IV	Intelligent Vehicle
JARC	Job Access and Revert Commute (FTA Program)
JLBC	Joint Legislative Budget Committee
JPA	Joint Project Agreement
LCDCR	Location Design Concept Report
LM	Local Match
LOS	Level Of Service
LP	Local Project
LPA	Local Public Agency
LPS	Low-Pressure Sodium
LRTP	Long Range Transportation Plan
LTAF	Local Transportation Assistance Fund Program (AZ)

ACRONYMS

LTAP	Local Technical Assistance Program
LTPP	Long Term Pavement Performance
MAG	Maricopa Association of Governments
MH	Metal Halide
MILL & FILL	Process of removing a layer of asphalt concrete and replacing it with a new layer
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MOVEAZ	ADOT's long range transportation plan (2000)
MP	Milepost
MPD	Multimodal Planning Division (ADOT)
MPO	Metropolitan Planning Organization
MR&R	Maintenance, Repair and Rehabilitation
MSE	Mechanically-Stabilized Earth
MSM	Materials, Structures, and Maintenance
MTAC	Multimodal Technical Advisory Committee
MTIP	Metropolitan Transportation Improvement Program
MUTCD	Manual of Uniform Traffic Control Devices
MVC	Motor Vehicle Crash
MVD	Motor Vehicle Division (ADOT)
N/A	Not Applicable
NAA	Nonattainment Area
NACOG	Northern Arizona Council of Governments
NAGPRA	Native American Graves Protection and Repatriation Act (US)
NAIPTA	Northern Arizona Intergovernmental Public Transportation Authority
NAU	Northern Arizona University
NBI	National Bridge Inventory
NBIAS	National Bridge Investment Analysis System
NCAT	National Center for Asphalt Technology
NCHRP	National Cooperative Highway Research Program

ACRONYMS

NCTRDP	National Cooperative Transit Research and Development Program
NDOT	Nevada Department of Transportation
NEPA	National Environmental Protection Act
NHI	National Highway Institute
NHPA	National Historic Preservation Act
NHS	National Highway System
NHTSA	National Highway Traffic Safety Administration
NMDOT	New Mexico Department of Transportation
NOAA	National Oceanographic and Atmospheric Administration
NPIAS	National Plan of Integrated Airport Systems
NRO	Navajo Regional Office (BIA)
NTCIP	National Transportation Communications for Intelligent Transportation Systems Protocol
NTPEP	National Transportation Product Evaluation Program
NTS	Navajo Transit System
NTSB	National Transportation Safety Board
O&M	Operation and Maintenance
OGFC	Open-Graded Friction Courses
P3	Public-Private Partnership
PA	Project Assessment or Programmatic Agreement
PAG	Pima Association of Governments
PARA	Planning Assistance for Rural Areas
PCA	Portland Cement Association
PCI	Pavement Condition Index
PE	Professional Engineer
PEAK HOUR	Busiest hour of the day for traffic (Typically shown as AM and PM peaks)
PIJ	Project Investment Justification
PIP	Public Involvement Plan
PL	Public Law
PLH	Public Lands Highway

ACRONYMS

PM10	Particulate Matter less than 10 microns in diameter
PM2.5	Particulate Matter less than 2.5 microns in diameter
PMS	Pavement Management System
PMT	Project Management Team
POE	Ports of Entry
PPAC	Priority Planning Advisory Committee (ADOT)
PPC	Priority Planning Committee
PRB	Program Review Board
PS&E	Plans Specifications and Estimate
PSR	Pavement Serviceability Rating
PRIDE	Product Resource Investment Deployment And Evaluation
PYT	Pascua Yaqui Tribe
R&D	Research & Development
RAAC	Resource Allocation Advisory Committee
RAP	Risk Analysis Process or Recycled Asphalt Pavement
RARF	Regional Area Road Fund
RDG	Roadway Design Guidelines
RFP	Request for Proposals
RFQ	Request for Qualifications
RIC	Recommended Investment Choice
R/W or ROW	Right-of-Way
RFP	Request For Proposal
RPO	Regional Planning Organization
RPTA	Regional Public Transportation Authority
RPZ	Runway Protection Zone
RSA	Road Safety Assessment
RT	Recreation Trails
RTAP	Rural Transportation Assistance Program
RTCS	Regional Transportation Connector Services

ACRONYMS

RTP	Regional Transportation Plan
RV	Recreational Vehicle
RTPFP	Regional Transportation Plan Freeway Program
RWIS	Roadway Weather Information System
SAE	Society of Automotive Engineers
SAF	State Aviation Fund (AZ)
SAFETEA-LU	Safe Accountable Flexible and Efficient Transportation Equity Act a Legacy for Users (2005)
SASP	State Airport Systems Plan
SATS	Small Area Transportation Study
SCAT	San Carlos Apache Tribe
SEAGO	SouthEastern Arizona Governments Organization
SECTION 106	Section within the National Historic Preservation Act pertaining to federal agency consultation requirements
SECTION 5303	Metropolitan Transportation Planning Program (FTA transit funding)
SECTION 5304	Statewide Transportation Planning Program (FTA transit funding)
SECTION 5310	Elderly and Persons with Disabilities Transportation Program (FTA transit funding)
SECTION 5311	Rural Public Transportation Program (FTA transit funding)
SECTION 5311(c)	Public Transportation on Indian Reservations Program (FTA transit funding)
SECTION 5316	Job Access and Revert Commute Program (FTA transit funding)
SECTION 5317	New Freedom Program (FTA transit funding)
SETIF	Safety Enforcement and Transportation Infrastructure Fund
SGC	Sand-Gravel-Cobbles
SGR	State of Good Repair
SHPO	State Historic Preservation Office
SHRP	Strategic Highway Research Program
SHS	State Highway System
SHSP	Strategic Highway Safety Plan
SIP	State Implementation Plan
SL	Scoping Letter

ACRONYMS

SMS	Safety Management System
SOV	Single-Occupancy Vehicle
SOW	Scope of Work
SPCC	Spill Prevention Control and Countermeasures
SPR	State Planning & Research
SPS	Specific Pavement Studies
SPUI	Single Point Urban Interchange
SR	State Route
SRP	Salt River Project
SRP	Statewide and Regional Planning
SRPMIC	Salt River Pima-Maricopa Indian Community
SRTS	Safe Route to School (funding program)
STAA	Surface Transportation Authorization Act
STB	State Transportation Board
STIP	State Transportation Improvement Plan
STP	Surface Transportation Program or State Transportation Plan
SWPPP	Storm Water Pollution Prevention Program/Plan
TAC	Technical Advisory Committee
TAT	Tonto Apache Tribe
TAZ	Traffic Analysis Zone
TBD	To Be Determined
TCE	Temporary Construction Easement
TCP	Traditional Cultural Property
TCRP	Transit Cooperative Research Program
TE	Transportation Enhancement
TEA-21	Transportation Equity Act for the 21st Century
TERC	Transportation Enhancement Review Committee
TERO	Tribal Employment Rights Office
TDM	Travel Demand Modeling or Transportation Demand Management

ACRONYMS

THPO	Tribal Historic Preservation Office/Officer
TI	Traffic Interchange
TIA	Traffic Impact Analysis or Transportation in Arizona
TIF	Tax Increment Financing
TIFIA	Transportation Infrastructure Financing and Innovation Act
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Plan
TMA	Transportation Management Area
TNM	Traffic Noise Model
TOC	Thirteen Other Counties or Traffic Operations Center
TON	Tohono O'odham Nation
TR	Transit
TraCS	Traffic and Criminal Software
TRB	Transportation Research Board
TRIP	Transit Implementation Plan
TSA	Transportation Security Administration
TSG	Transportation Services Group (ADOT)
TSMO	Transportation System Management and Operations
TSS	Traffic Safety Section (ADOT)
TTAC	Transit Technical Advisory Committee
TTAP	Tribal Technical Assistance Program
TTI	Texas Transportation Institute
TWG	Transportation Working Group
UDOT	Utah Department of Transportation
UP	Union Pacific (Railroad)
UPWP	Unified Planning Work Program
U.S.C	United States Code
USDOI	US Department of Interior
USDOT	US Department of Transportation

ACRONYMS

UZA	Urbanized Area
V/C	Volume to Capacity Ratio
VLT	Vehicle License Tax
VMS	Variable Message Sign
VMT	Vehicle Miles Traveled
VSL	Variable Speed Limit
WACOG	Western Arizona Council of Governments
WASHTO	Western Association of State Highway & Transportation Officials
WIM	Weigh-In-Motion
WMAT	White Mountain Apache Tribe
WMYA	What Moves You Arizona - ADOT Long Range Transportation Plan (2011)
WP	Work Program
WRO	Western Regional Office (BIA)
WSDOT	Washington State Department of Transportation
YAN	Yavapai-Apache Nation
YMPO	Yuma Metropolitan Planning Organization
YPIT	Yavapai Prescott Indian Tribe