

Overview Guide for the Tribal Transportation Program Online Reporting Tool (PORT)

The following document is a pdf version of the online reports, intended to help familiarize you with the Tribal Transportation Program Online Reporting Tool (PORT). Should you have any additional questions or seek further clarification, please visit the FAQ page at <https://surveys.max.gov/162274> or contact your FHWA or BIA point of contact.



Welcome to the Overview Guide for the Tribal Transportation Program Online Reporting Tool, more commonly known by its acronym PORT. PORT is used to fulfill the requirements of Section 117a of the FAST Act, requiring annual reports to Secretaries of the Department of the Interior and the Department of Transportation. The following steps provide an overview instructions for how Tribes interact with PORT:

- **Step 1.** Receive a reporting keychain for the Tribe you represent from your BIA or FHWA TTP point of contact (POC). The reporting keychain is a document containing links to the online reports that can be completed and submitted online. These online reports include a financial report, a non-construction activities report and project reports.
- **Step 2.** Complete the online reports. A financial report and non-construction activities report are mandatory and must be completed for the reporting period. Project reports must be completed for each project that was active (in either project development or construction) during the reporting period.
- **Step 3.** While completing the reports, ensure that you click the “Next”, “Previous”, or “Resume Later” buttons every 20-minutes to ensure your work is saved. Also ensure that a reporting link is only open on a single computer at any given time. If a reporting link is open on two or more computers, information would be overwritten by the last copy saved.
- **Step 4.** Receive a confirmation email for each report you submit. A copy will also be sent to your BIA or FHWA point of contact.

Much effort has been made to make questions within PORT clear and concise. The remainder of this overview guide consists of images from PORT with **blue text** added to provide clarification where possible. Should you have any additional questions or seek further clarification, please visit the FAQ page at <https://surveys.max.gov/162274>.



Tribal Transportation Program Reporting Keychain

for

FHWA PORT Test

Click on the blue text below to access the corresponding page in the TTP Online Reporting Tool. It is only necessary to report on projects that were active during the reporting period.

Additional information can be found in the [PORT Overview Guide](#) and the [frequently asked questions page](#).

Required Reports

1

[Financial Report](#)

[Non-Construction Activity Report \(Jobs, Safety, Transit, Administration, Maintenance, Planning, Other\)](#)

Project Reports (Required for all active projects)

Project Name	Tribe's Project No	Fed Project No.
--------------	--------------------	-----------------

2

[Project 1](#) FHWAXXX1

[Project 2 - Ft Vancouver Sidewalks](#) FHWAXXX2

3

[Report on a Project Not Listed Above \(Extra No. 1\)](#)

[Report on a Project Not Listed Above \(Extra No. 2\)](#)

[Report on a Project Not Listed Above \(Extra No. 3\)](#)

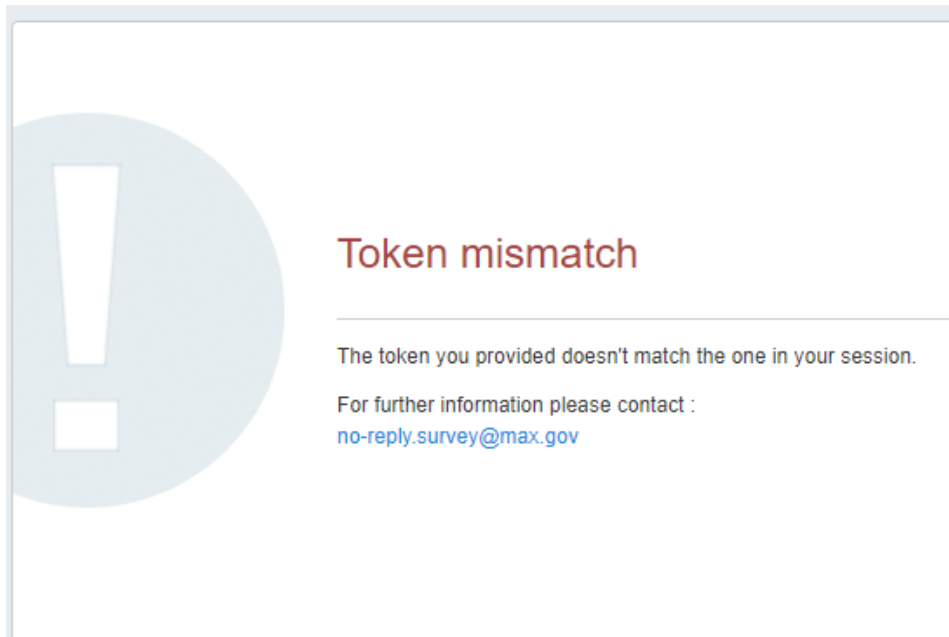
[Report on a Project Not Listed Above \(Extra No. 4\)](#)

[Report on a Project Not Listed Above \(Extra No. 5\)](#)

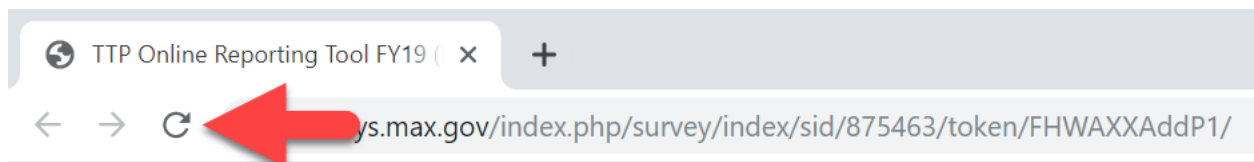
A reporting keychain is received from your agency POC. The reporting keychain provides links to required reports and is customized, reflecting projects that appear on a Tribe's Tribal Transportation Improvement Program (TTIP). The reporting keychains are unique to the current reporting period; reporting keychains from prior reporting periods will not provide access .

1. The Financial Report and Non-Construction Activities Report are **required** each reporting period and each of these reports must be completed.
2. The Tribe's design and construction projects from their approved TTIP determines the number of Project Report links a Tribe receives, with project information from the TTIP automatically loaded into these Project Reports. Only projects that were active during the reporting period need to be reported on. An active project is one with expenditures on project development or construction within the reporting period .
3. Five additional Project Report links are provided for projects that aren't listed.

As you're completing the online report, at the bottom of each page you'll see buttons titled "resume later", "previous" and "next". One of these buttons need to be hit every twenty minutes or less to ensure the system doesn't time out and lose entered data. If you need to step away from the survey, please use these buttons to ensure your work is saved. "Previous" and "next" allow you to navigate between sections of a report. On the final page of a report, the "submit" button will process the report. If you have changes to make after submitting a report, you can access and edit the report again through the keychain reporting link and then resubmit the report. Confirmation emails will be distributed after every submittal.



When clicking a report link on the reporting keychain, you may be redirected to the screen shown above stating "token mismatch." This is a glitch within the max.gov system. By hitting the refresh button on your internet browser (the arrow in a circle generally located on the left or right of the web address, as pointed to by the red arrow below), you should be redirected to the report page.



A Basic Info screen will be displayed when a reporting link is selected. This page will be identical for all report types, with the exception that non-construction activity reports allow for the Tribe's info to be edited (see page 10 below). The reporting period is identified along with emails that will receive copies of the report when submitted. Emails should be listed for and automatically distributed to the agency's TTP contact list for the Tribe, as well as a copy to the Agency point of contact for the Tribe. An additional email address can be added here. If for some reason a confirmation email wasn't sent to one of the Tribal addresses listed or you wish to forward to another Tribal staff, the email can be forwarded by a Tribal recipient or by the agency POC.



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool FY18 (PORT)

Basic Info

Please note that you must click the “next” or resume later button every 20 minutes or less to avoid losing your responses. To avoid encountering a timeout issue you may consider previewing the questions by viewing the [PORT Overview Guide](#). *As noted here, ensure you click "next" or "resume later" within every twenty minutes to ensure data you've entered isn't lost due to inactivity.*

Need assistance? Try reviewing frequently asked questions or ask your own at: <https://survey.max.gov/162274>

You are reporting for 2019 Fiscal Year (October 2018 - September 2019).

The Federal Fiscal Year begins on October 1 of each year.

The Basic Info page shows the current reporting period. The Fiscal Year reporting period covers the full period of October 1 to September 30.

A confirmation email will be sent to these addresses:

....

If an additional email address should receive a copy, please enter it here:

Please check the format of your answer.

.....

If your Tribe doesn't have an FHWA Program Agreement, then the financial report consists of only questions 2.b, 8.a, 8.b, and 8.c.

Please pay attention to the note here and on all questions asking for amounts; commas can not be entered as these will create an error in the MAX.gov system



Tribal Transportation Program

TTP Online Reporting Tool FY19 (PORT)



Financial Report

Please note that you must click the "next" or resume later button every 20 minutes or less to avoid losing your responses. To avoid encountering a timeout issue you may consider previewing the questions by viewing the PORT Overview Guide.



Need assistance? Try reviewing frequently asked questions or ask your own at: <https://surveys.max.gov/162274>

2.b. Amount of TTP Funds EXPENDED during reporting period

Enter the total amount of only TTP Funds (TTP includes TTP tribal shares, TTP 2% Planning, TTP Safety Fund, and TTP Bridge Program) expended during this reporting period, regardless of the year TTP funds were received through a Tribal Transportation funding mechanism, such as a Referenced Funding Agreement (RFA). (Do not include FTA Transit funds or BIA Road Maintenance Program funds.)

This amount will equal the amount in 2a if the Tribe only expended TTP funds.

Note: When entering amounts, do not use commas

This includes only the TTP funds spent during the fiscal year of reporting, out of any and all TTP funds transmitted from the administering agency (FHWA, BIA, or OSG), including those transmitted in prior years).

\$ 0

8.a Amount of HIP-CRRSAA Funds RECEIVED to date.

Enter the total amount of only HIP-CRRSAA funds (Highway Infrastructure Program - Coronavirus Response and Relief Supplemental Appropriations Act) funds routed to the Tribe **TO DATE** through a Tribal Transportation funding mechanism.

Note: When entering amounts, do not use commas

HIP-CRRSAA funds were allocated in FY21 and were to be tracked separately from TTP funds in accordance with the terms of the funding mechanisms. Enter the amount of HIP-CRRSAA funds received to date.

\$ 0

8.b Amount of HIP-CRRSAA Funds EXPENDED during the reporting period.

Enter the total amount of only HIP-CRRSAA funds spent during this reporting period.

(Do not include any other funds)

The amount of HIP-CRRSAA funds spent on eligible activities during the reporting period.

\$ 0

8c

8.c Enter the category(ies) and amount of HIP-CRRSAA funds EXPENDED in each category during the reporting period.

Administration (operations, personnel, including salaries of employees (including those employees who have been placed on administrative leave) or contractors, debt service payments, availability payments, and coverage for other revenue losses)

90

Maintenance (routine or preventative)

5

Other eligible activities and projects on the Tribal entity's approved TTIP

5

The total of the amounts entered for all HIP-CRRSAA eligible activity categories under 8c should equal 8b.

← Previous

Next →

Resume later

Clicking "Next" will submit the Financial Report.



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool

Financial Report

NOTE: Only Tribes with FHWA Program Agreements will see all questions shown below. Tribes working with BIA or OSG will see **ONLY QUESTIONS 2.b, 8.a, 8.b, and 8.c** when completing a Financial Report, as shown on the page above.

Please pay attention to the note here and on all questions asking for amounts; commas can not be entered as these will create an error in the MAX.gov system

***1. Amount of Federal Transportation Funds RECEIVED during reporting period**

Enter the total amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) routed to the Tribe during the reporting period through a Referenced Funding Agreement (RFA). (Do not include FTA Transit funds or BIA Road Maintenance Program funds.) Note: When entering amounts, do not use commas

\$

This includes all funds transmitted from FHWA through RFAs completed during the fiscal year of reporting.

2.a. Amount of Federal transportation funds EXPENDED during reporting period

Enter the total amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) expended during this reporting period, regardless of the year the funds were received through a Referenced Funding Agreement (RFA). (Do not include FTA Transit funds or BIA Road Maintenance Program funds.)

Note: When entering amounts, do not use commas

\$

This includes all funds spent during the fiscal year of reporting out of all those transmitted from FHWA.

2.b. Amount of TTP Funds EXPENDED during reporting period

Enter the total amount of only TTP Funds (TTP includes TTP tribal shares, TTP 2% Planning, TTP Safety Fund, and TTP Bridge Program) expended during this reporting period, regardless of the year TTP funds were received through a Tribal Transportation funding mechanism, such as a Referenced Funding Agreement (RFA). (Do not include FTA Transit funds or BIA Road Maintenance Program funds.)

This amount will equal the amount in 2a if the Tribe only expended TTP funds.

Note: When entering amounts, do not use commas

\$

This includes only the TTP funds spent during the fiscal year of reporting, out of any and all TTP funds transmitted from the administering agency (FHWA, BIA, or OSG), including those transmitted in prior years).

3. Amount of Federal Transportation Funds expended on INDIRECT COSTS during this reporting period (if any)

Enter the amount of indirect costs collected from Federal transportation funds (TTP, ERFO, & other Highway Funds) expended this reporting period. Include this amount in 2.a and 2.b above.

Note: When entering amounts, do not use commas

This includes all indirect costs collected from Federal transportation funds spent during the fiscal year of reporting. This amount needs to have been included in the amounts under question 2.a and 2.b. as well.

\$

4. All Federal Transportation Funds received

Enter the total amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) routed to the Tribe since signing your first FHWA Program Agreement. Include all funds that were originally shown on a Referenced Funding Agreement (RFA) with FHWA. Note: When entering amounts, do not use commas

\$

This includes all funds the Tribe received from FHWA through an RFA since signing their initial Program Agreement.

5. All Federal Transportation Funds spent

Enter the total amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) expended by the Tribe since signing your first FHWA Program Agreement. Include all transportation funds that were originally shown on a Referenced Funding Agreement (RFA) with FHWA. Note: When entering amounts, do not use commas

\$

This includes all funds the Tribe spent from those received from FHWA since signing their initial Program Agreement.

6. All Federal Transportation Funds Available

Enter the total unexpended amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) routed to the Tribe by all Referenced Funding Agreements (RFAs) since signing your first FHWA Program Agreement. Note: When entering amounts, do not use commas

\$

This includes all remaining funds held by the Tribe of those received from FHWA since signing their initial Program Agreement. The amount should be the result of question 4 minus question 5.

7. Single Audit Qualification

During the 2020 Federal Fiscal Year, did the Tribe meet the minimum requirements for a Single Audit to be performed.

Note: A non-federal entity that expends \$750,000 or more from all federal programs during the non-federal entity's fiscal year must have a single or program-specific audit conducted for that year. (2 CFR 200.501(a))



8.a Amount of HIP-CRRSAA Funds RECEIVED to date.

Enter the total amount of only HIP-CRRSAA funds (Highway Infrastructure Program - Coronavirus Response and Relief Supplemental Appropriations Act) funds routed to the Tribe **TO DATE** through a Tribal Transportation funding mechanism.

Note: When entering amounts, do not use commas

\$

HIP-CRRSAA funds were allocated in FY21 and were to be tracked separately from TTP funds in accordance with the terms of the funding mechanisms. Enter the amount of HIP-CRRSAA funds received to date.

8.b Amount of HIP-CRRSAA Funds EXPENDED during the reporting period.

Enter the total amount of only HIP-CRRSAA funds spent during this reporting period.

(Do not include any other funds)

\$

The amount of HIP-CRRSAA funds spent on eligible activities during the reporting period.

8.c Enter the category(ies) and amount of HIP-CRRSAA funds EXPENDED in each category during the reporting period.

Administration (operations, personnel, including salaries of employees (including those employees who have been placed on administrative leave) or contractors, debt service payments, availability payments, and coverage for other revenue losses)	<input type="text" value="90"/>
Maintenance (routine or preventative)	<input type="text" value="5"/>
Other eligible activities and projects on the Tribal entity's approved TTIP.	<input type="text" value="5"/>

The total of the amounts entered for all HIP-CRRSAA eligible activity categories under 8c should equal 8b.

Clicking "Next" will submit the Financial Report.



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool

This form serves as the financial status report and project/activity progress report for the Tribal Transportation Program.

Basic Info

You are reporting for 2018 Mid-Year (October - March) FHWA Only

The Federal Fiscal Year begins on October 1 of each year.

Please check this information:

Tribal Name	Tribal Name
Tribal ID Code	BIA Six-Code
TTP Contracting Method	FHWA
Transportation Program Contact(s) Name(s)	
TTP Contact Email	Email addresses
TTP Contact Phone	Phone Numbers
Authorized Signatory	Name
Authorized Signatory Title	Title

Within the non-construction activities report only, a Tribe verifies the existing Tribal data the agency has on record. If changes need to be made, check the box where indicated and make changes in the text box that appears. Note that changes will not be reflected in the reporting system until the next reporting period.

Check Here if Changes are needed

Make the needed changes here:

Tribal Name: Tribe
 Tribal ID Code: BIA Six-Code
 Transportation Program Contact: Name
 TTP Contact Email: transportationdirector@tribe.org
 TTP Contact Phone: phone number

When the box is checked, changes can be entered into this text box that appears. If no changes are needed, please ensure the box is not checked.

A confirmation email will be sent to these addresses:

transportationdirector@tribe.org;PointofContact@agency.gov

If an additional email address should receive a copy, please enter it here:

Emails should automatically be distributed to the agency's TTP contact list for the Tribe, as well as a copy to the Agency point of contact for the Tribe. If for some reason a confirmation email wasn't sent to one of the Tribal addresses listed, the email can be forwarded by a Tribal recipient or by the agency POC (alternatively, the link could be accessed, an additional email entered and the report resubmitted (note that all listed emails would receive a confirmation email again)).

Ensure you've selected "Submit" when done completing each report.



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool

Non-Construction Activities Report

*

1. Jobs

Tribes with FHWA Program Agreements reporting at Mid-Year will notice that this Jobs section does not appear. The Jobs section will only be presented during the full Fiscal

1.1 Jobs retained Year Reporting Period.

Enter the estimated number of permanent positions funded by TTP during this Fiscal Year.

A permanent position may be full-time or part-time.

Only integer value may be entered in this field.

*1.2. Jobs Created

Enter the estimated number of short-term positions used to carry out the listed projects and activities identified on both this report and the design-construction projects report.

Short-term positions have a limited duration, such as seasonal or tied to a specific construction project.

Only integer value may be entered in this field.

- ? A job retained cannot also be counted as a job created.
 - Count jobs created by each project or activity even if the same contractor or force account crew work on multiple projects.

*

2. Administrative Expenses

Administrative expenses may include: Rent, Utilities, Salaries, Computer Equipment, etc.

Do not include administrative expenses already paid for through indirect cost accounting (if applicable).

2.1 Funds Programmed for Administrative Activities

Enter amount shown on TIP

\$

A Tribe's indirect cost pool may include items like rent and utilities. If so, these items are covered under the indirect rate and would not be broken out separately. As indirect cost rate payments are made at the point of expenditure, they should be tracked and included with the activities and projects where the point of expenditure occurred.

***2.2 TTP Funds Expended for Administrative Activities**

Include only TTP Funds.

\$

***2.3 Describe Progress of Administrative Activities**

N/A

*

3. Planning Activities

Planning activities may include: TTP Inventory, LRTP, TIP, Studies, etc.

3.1 Funds Programmed for Planning Activities

Enter amount shown on TIP

\$

***3.2 TTP Funds Expended for Planning Activities**

Include only TTP Funds.

\$

***3.3 Describe Progress of Planning Activities**

Planning activities may include: TTP Inventory, LRTP, TIP, Studies, etc.

N/A

*

4. Safety Activities

Non-construction Safety Activities may include: Coordinate with Transportation Safety Partners, Developing Transportation Safety Plans, Conducting Road Safety Assessments, or Transportation Safety Related Enforcement/EMS/Education activities.

Note: Safety construction projects are to be reported separately using the unique link for that project.

4.1 Funds Programmed for Safety Activities Do not include funds used for safety related construction projects. Safety related construction projects should be included as a separate project on a TTIP and the costs reported under its associated project report, not within the non-construction activities report.

Enter amount shown on TIP

\$ 0.00

*4.2 TTP Funds Expended for Safety Activities

Include only TTP Funds spent on non-construction safety activities.

\$ 0.00

*4.3 Describe Progress of Safety Activities

N/A

*

5. Maintenance Activities

5.1 Funds Programmed for Maintenance Activities

Enter Amount shown on TIP

\$ 0.00

The list of eligible maintenance activities can be found in 25 CFR 170 Appendix to Subpart G. As noted, this list is not all-inclusive. Contact your agency POC for any questions on whether an activity not listed in the Appendix to Subpart G would be considered maintenance.

* 5.2 TTP Funds Expended for Maintenance Activities

Include only TTP Funds. Do not include BIA Maintenance Program funds.

\$ 0.00

*5.3 Describe Progress of Maintenance Activities

Please list the Maintenance Activities (Mowing, Patching, Snow Removal, New Equipment, Employees, etc.) and give a brief status of each activity.

N/A

*

6. Transit Activities

Transit activities may include: Rent, equipment, employees, fuel, transit planning, etc.

6.1 Funds Programmed for Transit Activities

Enter amount shown on TIP

\$ 0.00

Do not include costs associated with a transit construction project. Transit construction projects should be included as a separate project on a TTIP and costs included under its associated project report, not within the non-construction activities report.

*6.2 TTP Funds Expended for Transit Activities

Include only TTP Funds spent on non-construction transit activities. Do not include any Federal Transit Administration funds.

\$ 0.00

*6.3 Describe Progress of Transit Activities

N/A

*

7. Other Non-construction Activities

Use this section to report any non-construction activities not described above.

7.1 Funds Programmed for Other Non-construction Activities

Enter amount shown on TIP

\$ 0.00

Included to cover any non-construction activities that wouldn't be included under the Safety, Transit, Administrative, Maintenance or Planning categories.

***7.2 TTP Funds Expended for Other Non-Construction Activities**

Include only TTP Funds.

\$

***7.3 Describe Progress of Other Non-Construction Activities**

N/A

8. Please provide any attachments related to any of the activities reported on above. (optional)

For example: safety plan, photos of special events, etc.

Please upload at most 10 files

Upload files

[Up to 10 attachments, limited at up to 10MB each.](#)

[Ensure you've selected "Submit" when done completing each report.](#)



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool

This form serves as the financial status report and project/activity progress report for the Tribal Transportation Program.

Design/Construction Project: Project Name

*1. Project Numbers

Federal Agency Project Number

Assigned by FHWA/BIA.

Tribe's Project Number (enter "none" if not used)

Tribe's internal tracking number, if one is used.
Not required.

*2. Project Name

Enter the name of this project as shown on the TIP.

*3. Project Description

Describe the improvement that this project aims to make. For example: This project will add sidewalks, improve drainage, and pave ABC Street.

*

4. Funding Source(s)

Check any that apply or enter funding source not listed under "Other".

Check any that apply

TTP Formula Funds

TTP Bridge Program

TTP Safety Fund

Other:

Enter source name of non-TTP funds designated for project.

***5. Project Location**

National Tribal Transportation Facility Inventory (NTTFI) Route and Section Numbers

Milepost, place name, or other reference

County / Borough

State(s)

***6. Project Length**

Only numbers may be entered in this field.

miles

For discrete facilities or site specific projects, entering 0.1 is acceptable.

***7.a. Project Status Narrative**

Please describe the progress to date on this project. Include any major highlights or changes related to the project.

***7.b. Project Status: Active Phases**

Please choose all phases that were active during the reporting period.

Check all phases that were active and/or were completed during the reporting period.

Check any that apply

Preliminary Design (Pre-project Planning)

Environmental Compliance (NEPA & Permits)

Right of Way Acquisition

PS&E Development PS&E is the abbreviation for project plans, specifications and estimates.

Construction

PROJECT COMPLETE

Other:

***8. Project Funding**

These amounts should include all project costs (Preliminary Engineering (PE), Construction Need (CN), and Construction Engineering (CE)) and reflect the most current estimate. Enter the total amount of funds expended on this project during this reporting period, regardless of the year the funds were received through a Tribal Transportation funding mechanism.

Note: When entering amounts, do not use commas

TTP Funds Expended this Fiscal Year \$ TTP funds spent during the FY

Total Funds Expended this FY \$ Enter the amount of all funds spent regardless of source during the FY, including TTP, HIP-CRRSAA.

Anticipated Total Project Cost (include all funding sources and all years) \$

The anticipated total project cost may reflect the amount shown on the Tribe's approved TTIP. This amount can be updated to reflect the latest estimate.

***9. Estimated Percentage of Work Complete**

Each answer must be between 0 and 100

Only integer value may be entered in this field.

 %

***10. Estimated Project Completion Date**

This is only an estimate and not a commitment to any date.



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool

Design/Construction Summary: Project Name

You must choose the "Next" button below to complete your report.

To make changes choose the "Previous" button below.

11. Please provide any attachments related to the reported on Project

For example: Completion report, photos, etc.

Please upload at most 10 files

[Upload files](#)

[Up to 10 attachments of up to 10MB each.](#)

[Ensure you've selected "Submit" when done completing each report.](#)