

TRIBAL TRANSPORTATION PROGRAM ONLINE REPORTING TOOL



October 26, 2020

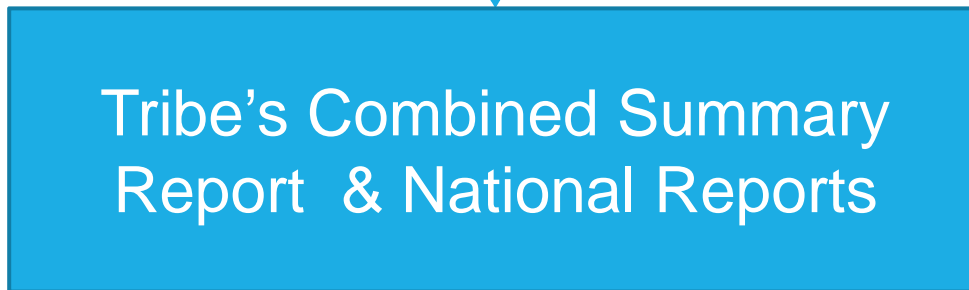
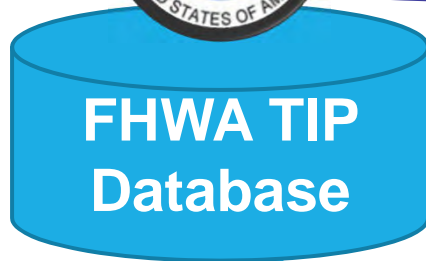


Program Online Reporting Tool

Fixing America's Surface Transportation Act (FAST Act) mandated annual collection of TTP project and activity data, including jobs created and retained.

23 U.S.C. § 201(c)(6)(C)

Program Online Reporting Tool



Program Online Reporting Tool

Tribe submits
TIP

FHWA TIP
Database

BIA
CSTIP

Tribe
reports on
projects

PORT

Email
confirmation

Tribe's Combined Summary
Report & National Reports

Summary
Report PDF



Program Online Reporting Tool

- ▶ Financial Report *REQUIRED
- ▶ Non-construction Activities Report *REQUIRED
 - ▶ Jobs, Safety, Transit, Administration, Maintenance, and Planning
- ▶ Project Reports
 - ▶ Only required for **ACTIVE** projects

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), including the reporting keychain you'll receive and PORT reports to be completed. Much effort has been made to make questions within the reports clear and concise. Blue text has been added within this document to provide clarification where possible. Should you have any additional questions or seek further clarification, please visit the FAQ page at <https://survey.max.gov/162274> or contact your FHWA or BIA point of contact.



flh.fhwa.dot.gov/programs/ttp/port

PORT FAQ- Frequently Asked Questions

Available at surveys.max.gov/162274

General questions addressed :

- ▶ What is a "reporting keychain"?
- ▶ How can I obtain a copy of my reporting keychain links?
- ▶ What fiscal year am I reporting on?
- ▶ What is a Federal funding mechanism?
- ▶ What Federal transportation funds am I reporting on?
- ▶ What happens when a report is submitted?
- ▶ How do I update my Tribe's information?
- ▶ I submitted my report but discovered changes that need to be made?
- ▶ Why is there already information within my report?
- ▶ Why isn't my reporting link working?

PORT FAQ

Submit questions at surveys.max.gov/162274

Ask a new question or provide feedback here

Please provide your contact information so that we may respond to your question. If you are providing feedback this is optional.

Employer

Name

Phone

Email

If possible, please provide a screenshot if your question is concerning an error you recieved while using PORT.

Please upload at most 3 files

Upload files

Submit ↕

KEYCHAIN: Summary of Projects

9



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 System 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](#).

Required Reports

[Financial Report](#)

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

Project Reports (Required for all active projects)

Project Name

Tribe's Project

[Project 1](#)

[Project 2 - Ft Vancouver Sidewalks](#)

[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 \(Extra No. 3\)](#)

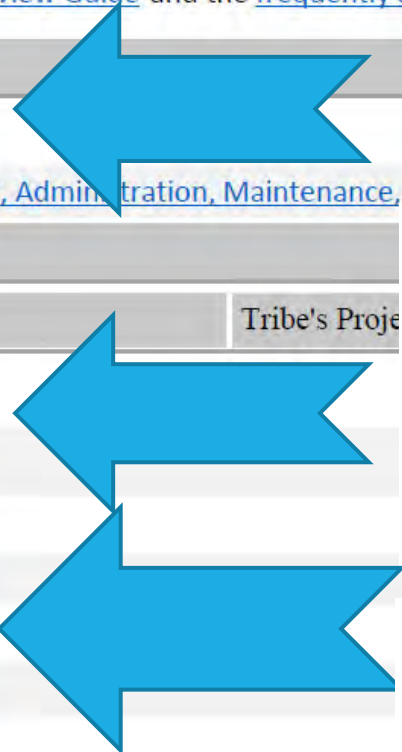
[Report on a Project Not Listed Above \(Extra No. 4\)](#)

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

Financial Report and Non-Construction Activity Report will appear on every keychain.

The number of projects on a Tribal TIP determines number of project report links. Reports only need to be completed for active projects.

5 additional project report links for projects that weren't included in TIP or don't appear on keychain.



Redirect



Token mismatch

The token you provided doesn't match the one in your session.

For further information please contact :
no-reply.survey@max.gov

You are reporting for 2018 Fiscal Year (October 2017- September 2018).

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

Please check this information:

Tribe Name	FHWA PORT Test
Tribe ID Code	FHWAXX
TTP Contracting Method	FHWA
Transportation Program Contact	JillDoe;JohnDoe
TTP Contact Email	adam.larsen@dot.gov
TTP Contact Phone	360-619-7700
Authorized Signatory	CEO
Authorized Signatory Title	Erin Kenley

Check Here if Changes are needed

Make the needed changes here:

Tribe Name: FHWA PORT Test
Tribe ID Code: FHWAXX
Transportation Program Contact: JillDoe;JohnDoe
TTP Contact Email: adam.larsen@dot.gov
TTP Contact Phone: 360-619-7700
Authorized Signatory: CEO
Authorized Signatory Title: Erin Kenley

A confirmation email will be sent to these addresses:

adam.larsen@dot.gov;503capri@gmail.com;;danny.capri@dot.gov

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

Within non-construction activities report only, Tribe verifies Tribal data BIA/FHWA has on record. Changes can be made by checking the box indicated and make the changes in the dropdown box that appears.

Tribe's Transportation point of contacts already entered. Only one additional email address can be entered here.

***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.



***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 would include all funds transmitted from FHWA 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.

***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.

*** 3a. 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 under 2.a and 2.b above.

Note: When entering amounts, do not use commas.

PI

This includes all indirect costs collected from funds transmitted from FHWA during the fiscal year of reporting.

\$

*** 3b. What indirect cost rate was applied to your Federal Transportation Funds?**

Choose one of the following answers

This is the indirect cost rate type applied to Federal funds.

0%, no indirect cost rate used

10% de minimis

Approved Indirect Cost Rate

*** 3c. What approved indirect cost rate was applied to your Federal Transportation Funds?**

Only numbers may be entered in this field.

Your answer must be between 0 and 100

If "Approved Indirect Cost Rate" selected in 3b, 3c appears where the rate can be entered.

%

***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 would include all Federal transportation funds received from FHWA since the Tribe signed their initial Program Agreement with FHWA.

\$ 400

***5. All Federal Transportation Funds Expended**

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.

Please check the format of your answer.

This includes all Federal transportation funds spent since the Tribe signed their initial Program Agreement with FHWA.

\$ 300

***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.

Please check the format of your answer.

Response to question 6 should equate to the question 4 minus question 5.

This includes all Federal transportation funds held by the Tribe at the end of the reporting period. This will equal question 4 minus question 5.

***7. Single Audit Qualification**

During the 2018 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))

<input checked="" type="radio"/> Yes	<input type="radio"/> No
--------------------------------------	--------------------------

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Next →

Resume later



Non-Construction Activities Report

Please report on this page Semi-annual progress report information for Non-Construction Activities.

1. Jobs

1.1 Jobs retained

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

 Only integer value may be entered in this field.


Permanent position may be full-time or part-time.

*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.

 Only integer value may be entered in this field.

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

 A job retained cannot also be counted as a job created.

- Count jobs created by each project or activity even if the same contractor gets multiple projects.

 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 works on multiple projects.

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

Enter amount shown on TIP

\$ 999

4.2 TTP Funds Expended for Safety Activities

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

\$ 999

*4.3 Describe Progress of Safety Activities

progress

5. Maintenance Activities

5.1 Funds Programmed for Maintenance Activities

Enter Amount shown on TIP

\$ 999

5.2 TTP Funds Expended for Maintenance Activities

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

\$ 999

*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.

Safety and transit related construction projects should be included as a separate project on a TTIP and wouldn't fall within the non-construction activities report.

***1. Project Numbers**Federal Agency Project Number Tribe's Project Number (enter "none" if not used) ***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* TP Formula Funds TP Bridge Program TP Safety FundOther:

*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

*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 any that apply

- Preliminary Design (Pre-project Planning)
- Environmental Compliance (NEPA & Permits)
- Right of Way Acquisition
- PS&E Development
- 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.


TTP Funds Expended this Fiscal Year \$

Total Funds Expended this FY \$

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

***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**

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Report Data Overview

TRIBE NAME

2017 Fiscal Year (October - September) BIA & FHWA

Financial Summary

A. Financial Report: TTP Expended (Q 2b)	\$441,595.00
B. Total of Project TTP Expenditures	\$6,564,211.00
C. Total of Non-Construction Expenditures	\$1,024,179.00
D. Difference (A-B-C=D)	(\$7,146,795.00)

E. Federal Transportation Funds Available (from Federal Record	\$13,314,505.61
F. Reported Federal Transportation Funds Received (FHWA onl	\$7,076,133.00
G. Difference (E-F=G)	\$6,238,372.61

F & G Completed only by Tribes with FHWA Agreements.

Maintenance Summary

25 CFR 170.800 What funds are available for maintenance activities?

(a) Under 23 U.S.C. 202(a)(8), a Tribe can use TTP funding for maintenance, within the following limits, whichever is greater:
 (1) 25 percent of its TTP funds; or (2) \$500,000.

H. Annual Maintenance Cap	\$3,328,626.40
I. Reported Maintenance Expenditures	\$0.00
	Ok

Summary of Projects

<u>Project Name</u>	<u>All Fund Sources Expended This FY</u>	<u>TTP Funds Expended This FY</u>	<u>Total Est. Cost</u>
Leach-Kenwood Road	\$1,859,684.00	\$1,859,684.00	\$5,624,408.00
Bell North Road	\$16,144.00	\$16,144.00	\$8,409,000.00

COMBINED SUMMARY REPORT

QA/QC

Financial Summary

A. Financial Report: TTP Expended (Q 2b)	\$1,023,429.00
B. Total of Project TTP Expenditures	\$439,738.00
C. Total of Non-Construction Expenditures	\$1,250.00
D. Difference (A-B-C=D)	\$582,441.00

Report Data Overview A-D finds the difference (D) between all TTP funds reported expended in the reporting period (A) to the reported total project TTP expenditures (B) and reported non-construction expenditures total (C). If there is a difference greater than \$1000 then (D) is highlighted yellow.

This has been identified as an area in need of improvement based on the large overall differences in these totals in last two annual reports.

QA/QC

E. Federal Transportation Funds Available (from Federal Records)	\$53,003.87
F. Reported Federal Transportation Funds Received (FHWA only)	\$12,062.00
G. Difference (E-F=G)	\$40,941.87

E will be the total Federal Transportation funds made available for the FY reporting period (tribal shares+TTP Bridge Program awards+TTP Safety Fund awards).

F & G is only populated for Tribes with an FHWA PA and is the reported total federal transportation funds received by a Tribe (should include all funds received through an RFA).

If there is a difference greater than \$1000 then (G) is highlighted yellow.

QA/QC

Maintenance Summary

25 CFR 170.800 What funds are available for maintenance activities?

(a) Under 23 U.S.C. 202(a)(8), a Tribe can use TTP funding for maintenance, within the following limits, whichever is greater:
(1) 25 percent of its TTP funds; or (2) \$500,000.

H. Maintenance Cap

\$500,000

I. Maintenance Expenditures

\$550,000.00

J. Check **Reported expenditures may be greater than allowable**

H reflects the maintenance cap as limited by 25 CFR 170.800(a), as calculated by the greater of \$500,000 or 25% of the Tribe's annual TTP funds (as determined by box E).

I reflects the reported maintenance expenditures from the non-construction activities report.

J highlights if the expenditures are greater than the cap.

TTP Annual Report to Secretaries

Fiscal Year	2016	2017	2018	2019
TTP Funds Available	\$410 M	\$414 M	\$431 M	\$446 M
TTP Funds Expended	\$267 M	\$298 M	\$283 M	\$295 M
Jobs Retained	1519	1587	1367	1456
Jobs Created	5973	4732	4034	4278
Active Design/Construction Projects	970	840	828	712
Additional Project Funds Used	\$264 M	\$104 M	\$43 M	\$33 M
Estimated Project Costs Total	\$2.8 B	\$2.73 B	\$2.65B	\$1.82 B

TTP Annual Report to Secretaries

Fiscal Year	2016	2017	2018	2019
Safety (non-construction)	\$1.16 M	\$2.08 M	\$2.33 M	\$1.95 M
Transit (non-construction)	\$6.29 M	\$7.58 M	\$8.02 M	\$6.39 M
Administration	\$23.78 M	\$38.8 M	\$39.2 M	\$44.75 M
Maintenance	\$34.73 M	\$47.26 M	\$46.75 M	\$56.16 M
Planning	\$10.99 M	\$14.89 M	\$14.66 M	\$14.39 M
Other Non-Construction	\$1.75 M	\$3.66 M	\$7.01 M	\$3.98 M

Location: Home > Programs > TTP > Program Online Reporting Tool

- TTP Announcements
- Tribal Transportation Self-Governance Program (TTSGP)
- Tribal Shares and Planning Funds under the FAST Act
- Program Delivery Guide
 - Fillable Forms
- TTP Annual Report
- TTP Planning
 - TTP Template
 - Current TTPTIP and STIP
- TTP Safety
- TTP Bridge Program
- Program Partners and Resources
- Contact Information

[Back to TTP Home](#)

Tribal Transportation Program (TTP) Annual Report

Fixing America's Surface Transportation Act, more commonly known as the FAST Act, mandated annual collection of TTP project and activity data, including jobs created and retained as codified in 23 U.S.C. § 201(c)(6)(C). Each year this report is published by the Federal Highway Administration and submitted to the Secretaries of the Departments of Transportation and Interior. The reports are also available for public review on this webpage.

- FY2016**
- [Tribal Transportation Program Report](#) (Acrobat, 1.17 MB)
 - [Appendix A. National Financial Summary Report](#) (Acrobat, 497 KB)
 - [Appendix B. Non-construction Activities Report](#) (Acrobat, 733 KB)
 - [Appendix C. Construction Projects Report](#) (Acrobat, 987 KB)
 - [Appendix D. Bridge Projects Report](#) (Acrobat, 460 KB)
 - [Appendix E. Safety Projects Report](#) (Acrobat, 527 KB)

Tribal Transportation Program Online Reporting Tool (PORT)

The Federal Highway Administration and Bureau of Indian Affairs have worked to develop the Tribal Transportation Program Online Reporting Tool (PORT) to facilitate meeting the reporting requirements. PORT utilizes existing Tribal TIP data received by the agencies to make the best use of the data Tribes have already provided and tailor Tribal reporting accordingly. Information on how to utilize PORT when completing reports can be found through the links below.

- [PORT Overview Guide](#)** (Acrobat, 2.62 MB)
Provides a preview of the PORT system through screen shots and clarifying direction for PORT.
- [PORT FAQ \(Frequently Asked Questions\)](#)** ⇒
Answers common questions and provides ability to submit PORT questions online.
- [PORT Introductory Recorded Webinar](#)** ⇒
Approximately 13-minute introductory webinar of the PORT system.

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

TRIBAL TRANSPORTATION PROGRAM (TTP)



M-72 Roundabout/Turtle Creek L Drive. Grand Traverse Band of Ottawa and Chippewa Indians, Michigan

FISCAL YEAR (FY) 2016 DATA REPORT TO THE SECRETARY OF TRANSPORTATION AND THE SECRETARY OF THE INTERIOR

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WHERE DOES THE DATA GO?

Questions?



Danny Capri
Office of Tribal Transportation
Federal Highway Administration
360-619-7960
danny.capri@dot.gov