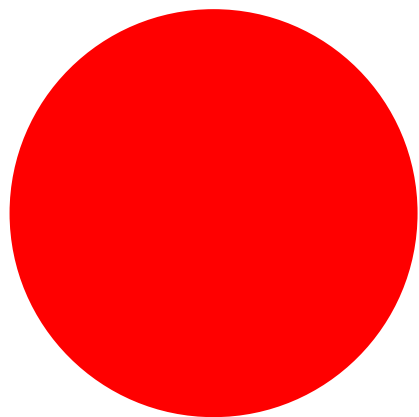


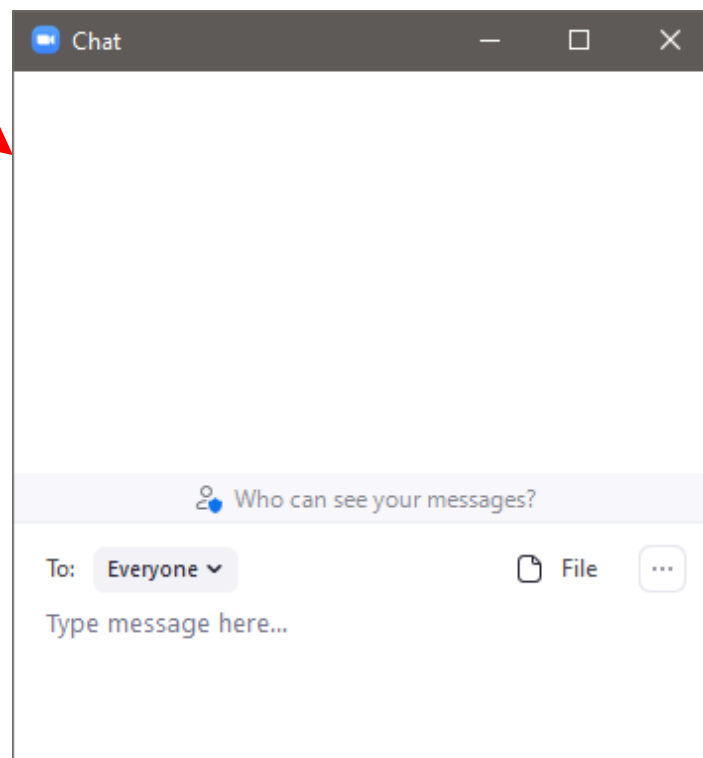
TRIBAL
TRANSPORTATION
PROGRAM
~~PORT~~
ANNUAL
REPORT





RECORDING

Questions?



Presenters

- ▶ David Garcia, FHWA OTT, Management and Program Analyst
- ▶ Blane Kunihisa, FHWA OTT, Management and Program Analyst

TTP Annual Report

Since the federal fiscal year 2023 ended on September 30, TTP annual reports covering the entire 2023 federal fiscal year (October 2022 - September 2023) are due by December 31, 2023. Attached are the reporting links that provides you access to the TTP Online Reporting System, also known as PORT. A complete annual report consists of:

1. Financial Report - [Link](#) ← **REQUIRED**
2. Non-construction Activities Report - [Link](#) ← **REQUIRED**
3. A Project Report for each project that was active during the reporting period - [Link](#)



Only required for **ACTIVE** projects

Example [link](#)

TTP Annual Report

Reporting Period

Fiscal Year 2023

**October 1, 2022 to
September 30, 2023**

TTP Annual Report

3. **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 2 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).

The value must be a number

TTP Annual Report

9. **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.

The value must be a number

10. **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.

The value must be a number

TTP Annual Report

11. **Enter the category and amount of HIP-CRRSAA funds EXPENDED 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) *

The value must be a number

12. **Enter the category and amount of HIP-CRRSAA funds EXPENDED during the reporting period**

Maintenance (routine or preventative)

*

13. **Enter the category and amount of HIP-CRRSAA funds EXPENDED during the reporting period**

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

*

TTP Annual Report

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.

The value must be a number

2. Amount of Federal transportation funds EXPENDED during reporting period

Enter the total amount of Federal transportation funds (TTP, ERFO, Ear Marks, & 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.

The value must be a number

3. 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 2 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.

The value must be a number

TTP Annual Report

4. **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 and 3 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.

The value must be a number

TTP Annual Report

5. 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.

The value must be a number

6. 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.

The value must be a number

7. 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 5 minus question 6.

The value must be a number

TTP Annual Report

8. **Single Audit Qualification**

During the 2023 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)) *

Yes

No

TTP Annual Report

9. **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.

The value must be a number

TTP Annual Report

1. **Jobs Retained**

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.

The value must be a number

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.

The value must be a number

TTP Annual Report

- ▶ Safety
- ▶ Transit
- ▶ Administration
- ▶ Maintenance
- ▶ Planning

Non-Construction Categories

TTP Annual Report

Safety Activities

Nonconstruction 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.

9. **Funds Programmed for Safety Activities**

Enter amount shown on TIP.

*

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.

The value must be a number

10. **TTP Funds Expended for Safety Activities**

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

*

The value must be a number

11. **Describe Progress of Safety Activities** *

TTP Annual Report

1. **Federal Agency Project Number**

Assigned by FHWA/BIA. *

2. **Tribe's Project Number (enter "none" if not use)**

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

3. **Project Name**

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

*

4. **Project Description**

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

*

TTP Annual Report

5. **Funding Source(s)**

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

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

TTP Formula Funds

TTP Bridge Program

TTP Safety Fund

Other

TTP Annual Report

6. **Project Location: National Tribal Transportation Facility Inventory (NTTFI) Route and Section Numbers ***

7. **Project Location: Milepost, place name, or other reference ***

8. **Project Location: County / Borough ***

9. **Project Location: State(s) ***

AL

AK

10. **Project Length (in miles)**

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

*

Only numbers may be entered in this field.

The value must be a number

TTP Annual Report

11. **Project Status Narrative**

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

*

12. **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 (Preproject 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

TTP Annual Report

13. **Project Funding: TTP Funds Expended this Fiscal Year**

These amounts should include all projects 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.

The value must be a number

14. **Project Funding: Total Funds Expended this Fiscal Year**

These amounts should include all projects 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.

The value must be a number

15. **Project Funding: Anticipated Total Project Cost (include all funding sources and all years)**

These amounts should include all projects 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.

The value must be a number

TTP Annual Report

16. **Estimated Percentage of Work Complete**

Each answer must be between 0 and 100. *

Only integer value may be entered in this field.

The value must be a number

17. **Estimated Project Completion Date**

This is only an estimate and not a commitment to any date. Please use MM/DD/YY format.

*

TTP Annual Report

18. Enter your BIA 6-digit code for identification. *

19. Enter your full Tribe name. *

TTP Annual Report

- ▶ Financial Report
- ▶ Non-Construction (STAMP) Report
- ▶ Project(s) Report

TTP Annual Report

<https://highways.dot.gov/federal-lands/programs-tribal>

The screenshot shows a web browser window with the URL highways.dot.gov/federal-lands/programs-tribal/annual-report. The page header includes the U.S. Department of Transportation Federal Highway Administration logo. A navigation menu on the left lists: Home » Federal Lands » Programs » Office of Tribal Transportation. Below this, a list of links includes: Explore Federal Lands, Programs, Tribal Transportation, TTP Coordinating Committee, Program Delivery Guide (with a right-pointing arrow), **TTP Annual Report** (highlighted with a red box), and Tribal Transportation Finance. The main content area shows the title "Annual Report" and the beginning of a paragraph: "Fixing America's Surface Transportation Act (FAST Act) project and activities codified in 23 U.S.C. published by the Secretary of the Interior. The report is available on the website."


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 data received by the agencies to make the best use of data already provided and tailor Tribal reporting requirements.

See information for using **PORT** when completing reports.

Updated: Monday, April 24, 2023

PORT Overview Guide

 [port-overview-guide_sep2022.pdf](#)

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.

Questions?

