



U.S. Department
of Transportation

**Federal Highway
Administration**

Tribal Transportation Improvement Program (TTIP) Template User Guide

This user guide is intended for developing a Tribal Transportation Improvement Program (TTIP) utilizing the FHWA TTIP Template.

May 2024

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List of Acronyms

BIA	Bureau of Indian Affairs
FHWA	Federal Highway Administration
FLH	Federal Lands Highway
FY	Fiscal Year
LRTP	Long Range Transportation Plan
NTTFI	National Tribal Transportation Facilities Inventory
OTT	Office of Tribal Transportation
PS&E	Plans, Specifications, and Estimates
RFA	Reference Funding Agreement
STIP	State Transportation Improvement Program
TTIP	Tribal Transportation Improvement Program
TTP	Tribal Transportation Program

Introduction

Welcome to the Tribal Transportation Improvement Program (TTIP) Template User Guide! The [FHWA FLH Office of Tribal Transportation](#) developed this User Guide to make it as simple and clear as possible for Tribes to develop TTIPs using the TTIP Template, a Microsoft Access-based tool that provides a standard format for information used to create TTIPs. Definitions and key icons are included throughout the User Guide to draw attention to important information.

The TTIP Template User Guide includes step-by-step instructions and screenshots of the TTIP Template as well as information on additional resources to support TTIP development. In addition, the FHWA FLH Office of Tribal Transportation has developed a series of instructional videos that walk users through the steps of developing a TTIP using the TTIP Template.

Here is an overview of the five sections of this User Guide:

Section 1: Background

This section provides a high-level overview of the Tribal Transportation Program (TTP) planning requirements, including the development of the TTIP. It refers users to the [TTP Delivery Guide](#) for more information about the TTP planning process.

Section 2: Minimum System Requirements

This section provides an overview of the minimum computer system requirements that users need to use the TTIP Template.

Section 3: TTIP Template Instructions

This section describes the four steps for developing a TTIP using the TTIP Template.

Section 4: TTIP Review and Submission

This section provides a checklist and additional information to help users ensure that all requirements in the regulations are followed. The checklist serves as a method of self-certification prior to submitting the TTIP for approval.

Section 5: For More Information

This section provides links to regulatory references, additional resources, and contact information to further assist Tribes in developing the TTIP.

Key Icons Used in This Guide



This alerts you to online resources available at the [FLH Tribal Transportation Program website](#).



This identifies helpful tips during the development steps of using the template.



This tells you about special rules, possible consequences to actions, and areas where you need to take special care to make correct entries.



Visit the FHWA [FLH Tribal Transportation Program website](#) to **download the TTIP Template** and to access the **TTIP Template Instructional Videos**.

Section 1: Background

The Federal Highway Administration (FHWA) Office of Tribal Transportation works in partnership with Tribal Governments and the Bureau of Indian Affairs (BIA) to achieve Tribal Transportation Program (TTP) planning on Tribal lands. Tribes conduct transportation planning to analyze existing and future transportation needs serving the Tribe under changing conditions to make informed investment decisions.

The TTP planning process requires all federally recognized Tribes to develop a Tribal Transportation Improvement Program (TTIP) as stated in [25 CFR 170.402\(a\)](#). Tribes are required to submit their updated TTIP for FHWA approval every four years ([23 USC 134\(j\)\(1\)\(D\)](#)). The TTIP informs the Tribe's transportation planning activities and the approval of the TTIP is a prerequisite to the expenditure of TTP funds. [25 CFR 170.401\(a\)](#) and [23 USC 201\(c\)\(2\)](#) describe FHWA and/or BIA roles to review and approve TTIPs developed by Tribes. Once approved, Tribes implement the planned projects and non-project activities included in the approved TTIP. The Federal Lands Highway (FLH) Office of Tribal Transportation's Tribal Coordinators support the Tribal points of contact by answering questions and providing technical assistance.


Tribes participating in the TTP are responsible for ensuring the following transportation planning activities are completed to develop the TTIP:

A. Long Range Transportation Plan (LRTP)

Reference the LRTP (or priority list, if applicable) in developing the TTIP to confirm consistency with transportation goals. The LRTP must be reviewed annually and updated at least every five years.

B. National Tribal Transportation Facilities Inventory (NTTFI)

A list of transportation facilities that are eligible for assistance under the Tribal Transportation Program. Ensure facilities are official on the Tribe's NTTFI inventory before adding to the TTIP. Work with the appropriate [BIA Regional Office](#) to coordinate NTTFI updates.

 TTP funds cannot be expended on facilities until they are **officially listed in the NTTFI**.

C. Pre-project Planning and Project Identification Studies

This planning element provides the information necessary to evaluate prioritization of projects and activities, and fiscally constrain and program a project on the four-year TTIP per [25 CFR 170.415](#).

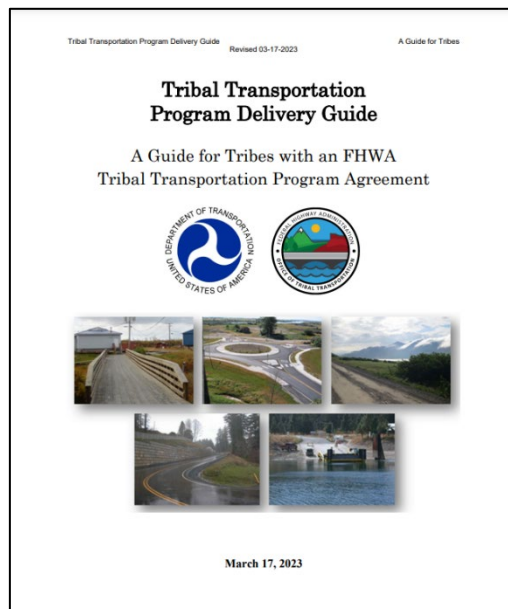


Figure 1: FHWA TTP Delivery Guide

D. Public Involvement

Public involvement is required in the development of the TTIP per [25 CFR 170.422](#). The [FHWA FLH Office of Tribal Transportation](#) developed the [TTP Delivery Guide](#) to help guide Tribal points of contact through the TTP process and to provide technical program information for Tribes entering into or coordinating existing TTP Agreements with FHWA. The Transportation Planning section of the TTP Delivery Guide provides details about the Tribal transportation planning process, including requirements and steps for developing a TTIP.

Section 2: Minimum System Requirements

System and software requirements for using the TTIP Template include:

System Requirements

Microsoft Windows. Use one of the following operating systems when developing your TTIP:

- Windows 11, Windows 10

Apple is NOT compatible. If you are unable to use the current version of the template, please contact your [FHWA Tribal Coordinator](#) or [BIA Regional Office](#) for additional options.

Software Requirements

Microsoft Access. Microsoft 365 Access is required. Check to see if your Microsoft Office Suite includes Access. Older versions of Microsoft Access can result in loss of functionality in the TTIP template. At minimum, you can download a free copy of [Microsoft 365 Access Runtime](#).



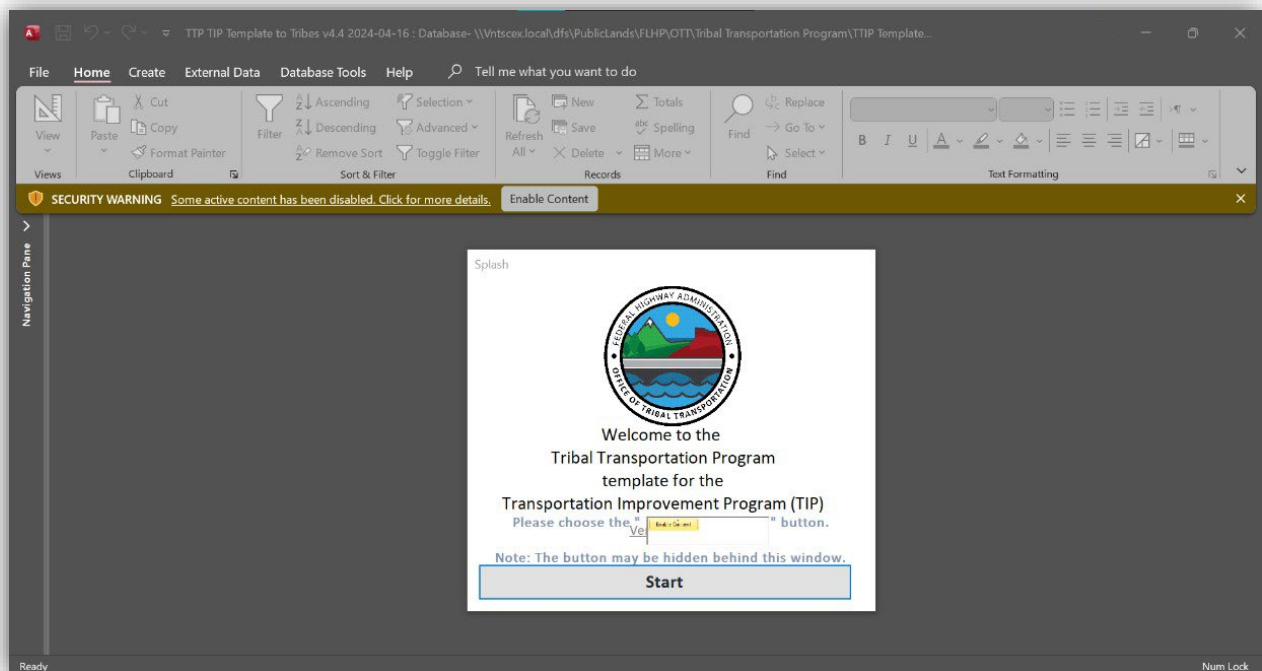
Administrative rights to your computer system may be necessary to make technological changes. Coordinate with your technology professional(s) to install the TTIP template.

Section 3: TTIP Template Instructions

The TTIP Template is a Microsoft Access-based tool that provides the user with a standard format to input information used to create a TTIP. Once complete, the FHWA reviews the TTIP for final approval. This template can help you create a TTIP that is clear, concise, and fiscally constrained. It is recommended that you review [25 CFR 170.421](#) as a reference for regulatory requirements for the TTIP.

When opening the template, click the “Enable Content” button to begin. This button may be hidden behind the welcome window or splash screen. After you click “Enable Content,” click the “Start” button to begin filling out the template.

i You must save the Microsoft Access file to use it. The file will auto-save as you fill out the information. You can save the file with a new name by navigating to the top left corner of the main Microsoft Access window, click “File” and “Save Database As” under a new name.



The TTIP Template contains three steps for preparing TTIPs:

1. Enter Anticipated Funds
2. Enter Project Details
3. Check Fiscal Constraint

The following information outlines the instructions for the data fields in each step. It includes accompanying screenshots for each step to visually connect the instructions to the template. The screenshots display example information for the purpose of explaining the components of the TTIP Template. The sections below describe key terms and include a checklist of questions to help you think through TTIP development related to project eligibility, funding sources, and additional information that may aid you along the way.



Empty data fields with dollar amounts will have \$0 as the default amount. If you delete data in a dollar amount data field, you will receive a red warning message. Add "0" in any empty dollar amount data fields to proceed.

TTIP Template Step 1:
Enter Anticipated Funds

Overview of Step 1: Enter Anticipated Funds

In this step, you will identify any unprogrammed, supplemental, anticipated, or reasonably expected funding that will be programmed for all projects and activities. All anticipated funding programmed for all projects and activities must be identified, including TTP and non-TTP funding. Some projects may require a combination of TTP and non-TTP funding to achieve fiscal constraint.

Before you begin Step 1, review the following terms, example funding sources, and tips on developing a TTP budget.

Financial and Other Terms

- **Fiscal Constraint** – A Tribe cannot show projects and activities in their TTIP that will cost more than the funds committed, available, or “reasonably expected to be available” to cover the cost of design and construction, as well as the cost of future operation and maintenance of the proposed project.
- **Carryover Funds** – Amount of funds that are available from any previous fiscal year(s) as identified on your September 30 financial report.
- **Estimated Annual TTP Tribal Shares** – Amount of anticipated TTP Program funds for the current fiscal year. This amount should be estimate for future annual TTP funding. Refer to the previous year’s Reference Funding Agreement (RFA).
- **Additional Funds** – Funding that is not Annual TTP Tribal Shares, including grants that have, or will be, applied for and are reasonably expected to be available or supplemental funds provided by the Tribe to support TTP activities (e.g., tax revenue).



These references provide additional information about potential funding sources:

- [U.S. DOT](#)
- [FHWA](#)
- [State Administered Federal Aid Funds](#)
- [FHWA Office of Federal Lands Highway](#)
- [FHWA Tribal Transportation Program](#)



Visit the FHWA [FLH TTP Finance web page](#) to view the most recent **TTP Tribal Shares** information.

Examples of Reasonable Anticipated Funding Sources for the FHWA TTIP	
Funding Source	Description
TTP Shares	Funds received by federally recognized Tribes from the statutory distribution formula for Tribal shares 25 CFR 170.201 .
TTP Planning	A set-aside applied to the TTP before the determination of final Tribal shares.
TTP Safety	Funds are made available for a Tribe's highway safety activities through a TTP set-aside established in 23 U.S.C.202(e) . A call for projects will be made annually through a Notice of Funding Opportunity published in the Federal Register. Refer to 25 CFR 170.127 .
TTP Bridge	Funds are made available in 23 U.S.C.202(d) for improving deficient bridges eligible for the TTP. Refer to 25 CFR 170 Tribal Transportation Facility Bridges beginning at 25 CFR 170.510 and the FLH website .
202(a)(9)	These are non-TTP funds that are a result of a partnership between a Tribal government and a State, county/borough, or other local subdivision of the State for a TTP project. The non-TTP funds can be transferred to the Tribal governments through an FHWA Program Agreement, BIA TTP Agreement, or other appropriate agreement. Refer to 25 CFR 170.627 .
Other	These are any funds that are not a part of the above list that a Tribal government can reasonably expect to receive for TTP projects.



Developing a TTP Budget

Prior to programming funds for projects and activities on the TTIP, determine or revisit your transportation department's general and administrative costs. What are the day-to-day costs associated with delivering your Tribe's transportation department/program? Work with your Tribe's finance or accounting department to ensure all aspects of general and administrative costs are included (e.g., fixed, variable, direct, and indirect costs) required.

Examples of general and administrative costs include rent, insurance, utilities, supplies, wages and salaries, and software.

Once you have accounted for your transportation department's general and administrative costs, deduct the total from your TTP budget. The remaining funds are available to be programmed into the TTIP for other transportation priorities identified in your LRTP.



Hover your mouse over most data fields in the TTIP Template (e.g., Funding Sources) to view tips, or **click the "Help" button** in the top right corner of the screen for additional information.

Step 1: Enter Anticipated Funds

- A** **Select the current fiscal year (FY) from the drop-down menu.** This is the first fiscal year covered by your TTIP. The fiscal year for the TTIP begins on October 1 of the prior calendar year and ends on September 30 of the calendar year. For example, FY2024 begins on October 1, 2023 and ends on September 30, 2024.
- B** **Under Entity, select the Tribe name from the drop-down menu. Do not type in the box.** The entity’s corresponding six-digit identification number will automatically appear in the shaded area to the right of the box. This is a unique number assigned to each Tribal Government by the BIA. If the entity name is not listed, please contact your Federal TTP contact.
- C** **Enter Unprogrammed Funds for any previous fiscal year(s).** If applicable, enter the amount of funds that are available from any previous fiscal year(s) as identified in your September 30 financial report.
- D** **Enter the amount of anticipated program funds for each fiscal year.**
 - TTP Tribal Shares should be an estimate for future annual TTP funding.
 - If applicable, enter any additional funds that are not annual TTP Tribal shares (i.e., TTP Planning, TTP Safety, TTP Bridge, 202(a)(9).
 - If a funding source is not listed, use the “Other” field (e.g., grants that are reasonably expected to be available, supplemental funds provided by the Tribe) and identify the source(s) of other funding in the text box at the bottom of the Step 1 screen. If you add a funding amount in the “Other” field, you must identify the other funding source(s) in the text box at the bottom of the screen or you will receive a red warning message.

- A**
- B**

Available Funds Data Entry Form

Step 1: Enter Anticipated Funds

Help Continue to Step 2: Project Details

Current FY: 2024

Entity: Cherokee Nation G 0 8 9 0 5

Unprogrammed Funds (FY2023 or Earlier)

Funding Sources		FY2024	FY2025	FY2026	FY2027	Subtotal
TTP Shares	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00
TTP Planning	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00
TTP Safety	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00
TTP Bridge	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00
202(a)(9)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00
Total Available:						
Subtotal	\$0.00	\$520,000.00	\$0.00	\$0.00	\$0.00	\$520,000.00

Identify source(s) of Other funding

Supplemental funds

TTIP Template Step 2:

Enter Project Details


Overview of Step 2: Enter Project Details

In this step, you will identify projects to be included in the TTIP. Each proposed expenditure of TTP funds is entered as a “Project.” Projects are categorized as reconstruction; new construction; plans, specifications, and estimates (PS&E) only; maintenance; planning; administration; or transit. You will repeat Step 2 for each project to be included in the TTIP.

Before you begin Step 2, review the following terms and familiarize yourself with the main buttons and message windows on the screen.

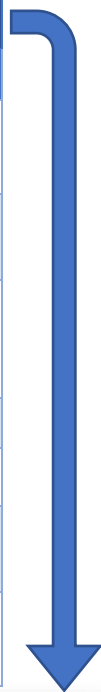
Eligible TTP Fund Activities


- **Illustrative** – Projects that are not fiscally constrained in the TTIP will be considered a part of an “illustrative” list, as long as they were identified in the LRTP. These are projects that the Tribe would like to construct but does not have available funding identified to allow the TTIP to be fiscally constrained.
- **Regionally Significant** – A “regionally significant” project is one that occurs on a facility serving regional transportation needs, and that would normally be included in the modeling of a metropolitan area’s transportation network. Tribal Governments may consult and coordinate with States and/or metropolitan planning organizations on regionally significant projects.
- **Reconstruction** – Rehabilitation, resurfacing, restoration, and operational improvements of existing Tribal transportation facilities.
- **New Construction** – Construction of new Tribal transportation facilities. Construction activities include, but not limited to roadway construction, utility relocation, bridge construction, drainage improvements, etc.
- **PS&E Only** – A package made up of plans, specifications, and engineer’s estimates on the location, design features, and construction requirements in sufficient detail to facilitate the construction of a project.
- **Maintenance** – Maintenance of TTP facilities that are identified in the NTTFI.
- **Planning** – Transportation-related planning activities to analyze existing and future transportation facilities serving the Tribe under changing conditions to make informed investment decisions.
- **Administration** – The TTP-funded portion of the salaries and fringe benefits of Tribal employees who perform administration, planning, maintenance, or construction work; and travel and miscellaneous supplies directly related to the TTP.
- **Transit** – Operation and maintenance of transit programs and facilities that are located on or provide access to Tribal land or are administered by a Tribal government.

 Refer to [25 CFR 170.111](#) for more information on eligible TTP fund activities and the Transportation Planning Section of the [TTP Delivery Guide](#) for more information on TTP project types. Refer to [25 CFR 170.112](#) for activities that are not eligible for TTP funding.

Step 2 has several buttons to help you navigate the Template. See below for descriptions.

TTIP Template Step 2 Buttons	
Button Name	Description
Back to Step 1 Anticipated Funds	Moves the user back to Step 1 of the TTIP Template.
Continue to Step 3 Fiscal Constraint	Moves the user forward to Step 3 of the TTIP Template.
Save	Access automatically saves any edited information. However, this button is provided to reassure users that project information entered is saved.
Add New Project	Allows the user to add another project or activity to the TTIP.
Delete Project	Allows the user to delete a project or activity from the TTIP.
Go To	Drop-down menu allowing the user to select a project or activity entered in the TTIP.
Prev/Next Project	Allows user to move between projects and activities entered in the TTIP within Step 2 of the TTIP template.



 Step 2 includes a Message Center to the right of the screen. This box displays error and warning messages if users enter information incorrectly or leave data fields blank.

Step 2: Enter Project Details

Step 2 consists of five sub-steps:

- Step 2A: Enter Project Information
- Step 2B: Enter Anticipated Project Funding
- Step 2C: Enter Program Funds by Fiscal Year
- Step 2D: Check Funds Allocation
- Step 2E: Add Additional Information in the Comments Box



You will need to repeat Step 2 for each project that you enter into the TTIP Template.

A

Step 2A: Enter Project Information

First, you will enter information about the project on the left side of the Step 2 screen.

Form TTP TIP

Step 2: Enter Project Details

1 of 1

Cherokee Nation G08905

Back to Step 1: Anticipated Funds Continue to Step 3: Fiscal Constraint

Help Add New Project Delete Project Go to: * Prev Project Next Project *

Project Type Reconstruction

Project Name Chewery North-River Road

Tribe's Project No. CN-0820-06

Estimated Construction Year 2025

Preliminary Project Cost Estimate (\$500,000)

County/Borough Adair

State OK

Length of Project 4.6 miles

Route Section Road Name

Geospatial Coordinates (Optional)

Begin Lat 0.000000000 Long 0.000000000

End Lat 0.000000000 Long 0.000000000

Funds Allocation Check

MESSAGE CENTER

Last Updated Date 4/17/2024

See below for descriptions of each of the fields.

- **Project Type:** Select the type of work to be performed which best describes the current project in the drop-down menu. Refer to the Eligible TTP Fund Activities in the Step 2 Overview for more information on activity types.
- **Project Name:** Enter the name of the project.
- **Tribe's Project No.:** Enter any descriptive number or code that is used for Tribal filing purposes for identifying this project.
- **Estimated Construction Year:** Enter the fiscal year of when construction is anticipated to begin.

- Preliminary Project Cost Estimate: Enter the preliminary project cost estimate identified through pre-project planning. Refer to [25 CFR 170.415](#) for more information.
- County/Borough: Enter the name of the county or borough where the work will be performed.
- State: Select the two-character abbreviation of the State where the work will be performed in the drop-down menu.
- Length of Project: Enter the length of the project in miles. This number should be consistent with the length as shown in the current approved NTTFI.
- Route(s), Section(s), Road Name(s): Enter the route(s), section number(s), and road name(s) of the project. This should be consistent with the route/section number(s) and road name(s) as shown in the current approved NTTFI.
- Add to Illustrative List and/or Regionally Significant: Check these boxes if the project aligns with these project types:
 - Check the “Add to Illustrative List” box if the project is being proposed for illustrative purposes but is not being submitted for approval or being advanced at this time. Refer to “Illustrative” in the Step 2 Overview for more information.
 - If a project is added to the illustrative list, the project is not considered a part of the TIP and does not need to meet the fiscal constraint requirement. No error messages should appear or will apply if this box is checked.
 - Check the “Regionally Significant” box if the project is regionally significant. Refer to “Regionally Significant” in the Step 2 Overview for more information.
- Geospatial Coordinates (Optional): Users may input the latitude and longitude coordinates where work will be performed. Some users find this useful for project integration with Geographical Information Systems (GIS).
- Last Updated Date: Enter the date that project information is entered into the Template. Click on the “Last Updated Date” field to type in the date. Alternatively, when you click in that field, a calendar icon will appear; click on that to select the date,
 - Note that the date selected for the project will be public-facing once the TTIP is approved.

B Step 2B: Enter Anticipated Project Funding

Next, you will enter the anticipated funding for the project. Click on the Enter Anticipated Project Funding button to open the “Anticipated Project Funding Sources” screen.

- Enter the amount of each anticipated funding source for the project. The TTIP must reasonably demonstrate how each project will be funded. Frequently used funding sources are listed (i.e., TTP Shares, TTP Planning, TTP Safety, TTP Bridge, 202(a)(9)).
- If the source of funding is not listed, enter the new source in “Other Funding Source(s) – Describe the funding source in the left text field and add the dollar amount in the right text field.
- The “Total Project Funding” field automatically populates the sum of all funding sources for the project.
- Click “Save & Close” when finished.

The screenshot shows a web form titled "Step 2: Enter Project Details" for Cherokee Nation, project G08905. It includes navigation buttons for "Back to Step 1: Anticipated Funds" and "Continue to Step 3: Fiscal Constraint". A green arrow labeled 'B' points to the "Enter Anticipated Project Funding" button. Below this, a summary shows: "Tribal Shares (\$100000); TTP Transportation Planning Set-aside (\$35000); TTP Safety Fund (\$150000); TTP Bridge (\$100000); TTP Planning (\$150000) = TOTAL \$500,000.00".

The "Anticipated Project Funding Source(s)" section contains the following table:

Funding Source	Amount
TTP Shares	\$100,000.00
TTP Planning	\$20,000.00
TTP Safety	\$0.00
TTP Bridge	\$0.00
202(a)(9)	\$0.00

Other Funding Source(s) - Describe source and provide dollar amount:

Supplemental Tribal funds - tax revenue	\$15,000.00
	\$0.00
	\$0.00

Total Project Funding \$135,000.00

Save & Close



Step 2C: Enter Program Funds by Fiscal Year

Next, you will enter funding amounts by fiscal year and by activity. The table below identifies which Activities are eligible under each Project Type.

		Activity			
		Preliminary Engineering	Construction	Construction Engineering	Non-Construction
Project Type	Reconstruction	X	X	X	
	New Construction	X	X	X	
	PS&E Only	X			
	Maintenance		X		
	Planning				X
	Administration				X
	Transit				X

- **Activity:** Enter applicable funding amounts to any activity category by fiscal year for the current project type. For example, if the Project Type is Reconstruction, the Activity table should capture Preliminary Engineering, Construction, and/or Construction Engineering costs. If the estimated construction year is 2023, the Activity table should include Construction and/or Construction Engineering costs for that year.
- Refer to the definitions of eligible TTP fund activities in the Step 2 Overview for more information on the activity type(s) that apply to your project.
- Every data field with a dollar amount must have a value, even if the value is \$0.
- The entered expenditures should equal the anticipated project funding that you entered in Step 2B.
- Data fields are arranged in columns by fiscal year, including the current fiscal year and the subsequent three fiscal years.
- The total funding amount will be auto-generated as funding amounts are entered.

Form TTP TIP

Step 2: Enter Project Details

1 of 1

Cherokee Nation G08905

Back to Step 1: Anticipated Funds | Continue to Step 3: Fiscal Constraint

Help | Add New Project | Delete Project | Go to: | Prev Project | Next Project

Federal Use Only
Federal Project No. (PCAS or FHWA ID):

Funds Allocation Check

Enter Anticipated Project Funding: Tribal Shares (\$100000); TTP Transportation Planning Set-aside (\$20000); Supplemental Tribal funds-tax revenue = **\$135,000.00**

ACTIVITY	2024	2025	2026	2027	TOTAL
Preliminary Engineering	\$200,000	\$0	\$0	\$0	\$200,000
Construction	\$0	\$500,000	\$500,000	\$600,000	\$1,600,000
Construction Engineering	\$0	\$0	\$200,000	\$0	\$200,000
TOTAL	\$200,000	\$500,000	\$700,000	\$600,000	\$2,000,000

MESSAGE CENTER

ERROR: The entered expenditures do not equal anticipated project funding.

Here are some example warning or error messages that may appear in the Message Center during Step 2C:

- **ERROR: The entered expenditures do not equal anticipated project funding.** This message indicates that there is a discrepancy between the Estimated Project Cost entered in Step 2A and the total of the Anticipated Project Funding entered in Step 2C. Revise the Estimated Project Cost or the Anticipated Project Funding amounts to remedy this error.
- **EXPLAIN IN COMMENTS BOX: Estimated Project Cost varies from Total Project Cost by more than 5%.** Estimated Project Cost and Total Project cost should be equal, or at least close. A discrepancy of more than 5% should be explained in the Comments Box.
- **WARNING: The Activity table to the left shows no Construction or Construction Engineering costs in the Estimated Construction Year. Please correct or explain in the Comments Box. Refer to the User Guide for more information.** If the Project Type is Construction, make sure to identify Preliminary Engineering, Construction, and/or Construction Engineering costs in the Activity table. Spending on Construction and Construction Engineering is typically not allowed before the Estimated Construction Year. If Construction or Construction Engineering occurs in a particular year, that year (or a prior year) should be considered the Estimated Construction Year.



Step 2D: Check Funds Allocation

Next, you may conduct a funds allocation check. The “Funds Allocation Check” button is a tool to help you balance the anticipated funding and programmed projects. Review this screen to make sure funds are balanced and programmed accordingly. Unprogrammed or unallocated funds will appear in red text. Revisit Step 1 as needed to adjust any funding amounts and allocations.

i Use Check Funds Allocation tool frequently to check the impact of added projects or activities on Fiscal Constraint.

- **Part A** presents data entered in Step 1, indicating the total amount of each funding source that you reasonably expect to be available for projects.
- **Part B** presents the total cost of all programmed projects by fiscal year.
- **Part C** shows the anticipated available funding for each funding source as entered in Step 1 compared with the anticipated funding available for each project in Step 2. The difference is presented as “unallocated” amounts for each funding source.
- **Part D** ensures that fiscal constraint has been achieved and it displays the total difference between available and programmed amounts.

Step 2: Enter Project Details

Cherokee Nation | G08905

Buttons: Back to Step 1: Anticipated Funds, Continue to Step 3: Fiscal Constraint, Add New Project, Delete Project, Go to, Prev Project, Next Project

Funds Allocation Check

Enter Anticipated Project Funding: Tribal Shares (\$100000); TTP Transportation Planning Set-aside (\$35000); TTP Safety Fund (\$150000); TTP Bridge (\$200000) = \$500,000.00

ACTIVITY	2024	2025	2026	2027	TOTAL
Preliminary Engineering	\$100,000	\$0	\$0	\$0	\$100,000
Construction	\$0	\$100,000	\$100,000	\$0	\$200,000
Construction Engineering	\$0	\$100,000	\$100,000	\$0	\$200,000
TOTAL	\$100,000	\$200,000	\$200,000	\$0	\$500,000

Funds Allocation Preview

Part A. Anticipated Funds from Step 1

	Unprogrammed Funds (FY2023 or earlier)	2024	2025	2026	2027
TTP Shares	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00
TTP Planning	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00
TTP Safety	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00
TTP Bridge	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00
202(a)(9)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Funds	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00

Part C. Summary by Funds Type

	Anticipated (Total Step 1)	Programmed (Total Step 2)	Unallocated
TTP Shares	\$100,000.00	\$100,000.00	\$0.00
TTP Planning	\$35,000.00	\$35,000.00	\$0.00
TTP Safety	\$150,000.00	\$150,000.00	\$0.00
TTP Bridge	\$200,000.00	\$200,000.00	\$0.00
202(a)(9)	\$0.00	\$0.00	\$0.00
Other Funds	\$35,000.00	\$35,000.00	\$0.00

Part B. Summary of All Project Funds by Fiscal Year

		2024	2025	2026	2027
TOTAL ANTICIPATED	\$0.00	\$520,000.00	\$0.00	\$0.00	\$0.00
Unprogrammed Funds (from previous FY)	\$0.00	\$420,000.00	\$220,000.00	\$20,000.00	\$0.00
TOTAL PROGRAMMED in Step 2	\$100,000.00	\$200,000.00	\$200,000.00	\$0.00	\$0.00
Unprogrammed Funds for Fiscal Year:	\$420,000.00	\$220,000.00	\$20,000.00	\$0.00	\$0.00

Part D. Total Funds Allocation Summary

Total Anticipated	Total Programmed	Total Unallocated
\$520,000.00	\$500,000.00	\$20,000.00

Buttons: Return to Step 1: Anticipated Funds, Return to Step 2: Project Details

E

Step 2E: Add Additional Information in the Comments Box

Before completing Step 2, you have the option to add additional information about the project or its funding in the Comments Box.

- The Comments Box is intended to provide clarification for the public and TTIP reviewer. The TTIP is a public document that must provide a complete picture of planned project delivery. Comments may include description of multiple funding sources or previous years TTP funds, project status (e.g., environmental review, right of way, PS&E), or multiple routes/sections.
- The information should be concise, yet detailed enough to provide necessary information. A complete project description should be included in the LRTP.
 - Example: “Total project cost is \$4M. Partnership project with the State DOT. Tribe providing \$800K TTP funds for PE. State administering construction and expected to advertise June 2023.”

Step 2: Enter Project Details 58 of: 87

Cherokee Nation G08905

Back to Step 1 Anticipated Funds Continue to Step 3 Fiscal Constraint

Comments Box

Total project cost is \$4M. Partnership project with XDOT. Tribe providing \$800k for PE. State administering construction and expected to advertise in June 2023.

Last Updated Date

Do not use the Comment Box as project justification.

TTIP Template Step 2 Checklist

Users are encouraged to refer to the following checklist to make sure all data fields in Step 2 are addressed:

- Step 2A: Enter Project Information**
 - Project Type
 - Project Name
 - Tribe's Project Number
 - Estimated fiscal year of when construction is anticipated to begin
 - Preliminary project cost estimate identified through pre-project planning
 - County/Borough where the work will be performed
 - State where the work will be performed
 - Length of project in miles, which is consistent with the length as shown in the current approved NTTFI
 - Route(s), Section(s), Road Name(s), which consistent with the route/section number(s) and road name(s) as shown in the current approved NTTFI
 - Illustrative and/or Regionally Significant only if the project aligns with these project types
 - Projects proposed for illustrative purposes but are not being submitted for approval or being advanced at this time
 - Illustrative projects are not considered a part of the TIP and do not need to meet the fiscal constraint requirement
 - Last Updated Date
 - This date will be public facing once the TTIP is approved
 - Geospatial Coordinates (Optional)
- Step 2B: Enter Anticipated Project Funding**
 - The amount of each anticipated funding source for the project. The TTIP must reasonably demonstrate how each project will be funded.
 - Frequently used funding sources are listed (i.e., TTP Shares, TTP Planning, TTP Safety, TTP Bridge, 202(a)(9))
 - Every data field with a dollar amount must have a value, even if the value is \$0
- Step 2C: Enter Program Funds by Fiscal Year**
 - Enter funding amounts by fiscal year and by activity (i.e., Preliminary Engineering, Construction, Construction Engineering)
 - The Step 2 Overview includes definitions of eligible TTP fund activities
 - Every data field with a dollar amount must have a value, even if the value is \$0
- Step 2D: Check Funds Allocation**
 - Click on the check funds allocation tool and review Parts A-D in the Funds Allocation Preview screen to make sure funds are balanced and programmed accordingly
 - Unprogrammed or unallocated funds will appear in red text
 - Users may need to go back to Step 1 as needed to adjust any funding amounts and allocations
- Step 2E: Add Additional Information in the Comments Box**
 - Before completing Step 2, you have the option to add additional information about the project or its funding in the Comments Box

TTIP Template Step 3:

Check Fiscal Constraint

Overview of Step 3: Check Fiscal Constraint

The TTIP is a fiscal constrained document, meaning that the funding available for projects should not exceed the sum of all project costs. Reasonable anticipated funding information is used to “constrain” all programmed projects and activities.

In Step 3, all anticipated funds from Step 1 are compared to the total of all projects programmed in Step 2. This step provides feedback indicating whether the entered TTIP is fiscally constrained. Step 3 also provides a detailed summary by fiscal year of funds available, funds programmed, and any remaining funds.



Reasonable anticipated funding aims to determine fiscal constraint.

The TTIP should be able to demonstrate that the projects can be implemented using **committed, available, or reasonably available revenue sources, with reasonable assurance** that the federally supported transportation system is adequately operated and maintained. A reasonability determination will require discussion between your Tribal transportation department and the TTP Federal representative.

All TIPs, whether Tribal government or State government, should demonstrate reasonable anticipated funding sources to obtain FHWA approval for a transportation improvement program. Refer to [23 USC 134](#) and [23 USC 135](#) for more information.



Make sure TIP is fiscally constrained as entered. Otherwise, you will need to go back to Step 1 and adjust the anticipated funding or return to Step 2.

Step 3: Check Fiscal Constraint

AA. Review the Step 3 summary to flag any needed corrections.

- This screen shows the Available Funds as entered in Step 1 along with the funding information for all projects entered in Step 2.
- The values in red text indicate areas that should be reviewed for possible input errors. For example, unprogrammed and overprogrammed funds will result in warning messages.
- If the “Total of All Projects on TIP” is *less than* the “Total Estimated Available Funds,” then the TIP is fiscally constrained.
 - If no input errors are found, then the entire TIP should be reviewed and adjustments made as appropriate to assure that all projects remain within estimated available funds.
- If the “Total of All Projects on TIP” is *greater than* the “Total Estimated Available Funds,” then the TIP is not fiscally constrained.
 - Go back to Step 1 and/or Step 2 to make changes, ensuring that funding amounts add up and funds are programmed accurately.
 - Use the Check Funds Allocation tool frequently to check the impact of added projects or activities on fiscal constraint.
- When the appropriate adjustments have been made and there are no longer values shown in red, select the “Preview PDF” or “Export PDF” to complete.

Step 3. Check Financial Constraint

Back to Step 1:
Anticipated Funds
Back to Step 2:
Project Details
Help

GIS Export
Preview PDF
Export PDF

TIP is not financially constrained as entered. Please go back to Step 1 and adjust anticipated funding or to Step 2 and adjust programmed funds/scale of project or move projects to the illustrative list.

Unprogrammed Funds (FY2023 or earlier)	2024	2025	2026	2027
TTP Shares	\$0.00	\$100,000.00	\$0.00	\$0.00
TTP Planning	\$0.00	\$35,000.00	\$0.00	\$0.00
TTP Bridge Program	\$0.00	\$0.00	\$0.00	\$0.00
TTP Safety	\$0.00	\$150,000.00	\$0.00	\$0.00
202(a)(9)	\$0.00	\$0.00	\$0.00	\$0.00
Other Funds	\$0.00	\$35,000.00	\$0.00	\$0.00
Unprogrammed funds (from previous FY)	\$0.00	\$320,000.00	(\$580,000.00)	(\$680,000.00)
TOTAL ANTICIPATED FUNDS by FY	\$0.00	\$320,000.00	\$0.00	\$0.00
TOTAL PROGRAMMED PROJECT(S) FUNDS	\$0.00	\$900,000.00	\$100,000.00	\$0.00
Fiscal Year Remainder:	\$320,000.00	(\$580,000.00)	(\$680,000.00)	(\$680,000.00)

Summary

Total Estimated Available Funds	\$320,000.00
Total of Programmed Project(s) on TIP	\$1,000,000.00
Remaining Funds	(\$680,000.00)

Section 4: TTIP Review and Submission

The following checklist serves as a method of self-certification prior to submission to ensure all requirements in the regulations are followed. It provides information about the process of the TTIP to final approval and inclusion into the STIP.

Users are encouraged to review this checklist once all TTIP Template steps are completed.

TTIP Review Checklist

- Tribal Resolution or other official Tribal authorization
 - Not required if TTIP Certification statement signed by highest level leadership
 - Check dates and signatures
 - Ensure Tribal authorization matches submitted TTIP data
- TTIP Certification statement
 - Check dates and signatures
 - Ensure use of latest certification template
- TTIP starts with current fiscal year
- All TTP (including Bridge, Safety, Planning) funded projects and activities expected to be carried out over the next 4 years are identified year by year. Projected costs and funding sources included.
- Other Federal, State, county, and municipal transportation funded projects included.
- Project(s) or activity(ies) eligible for TTP (including Bridge, Safety, Planning) expenditure. If needed, verify eligibility for each of the sources.
- Project information fields are complete (example: project name, project type, length of project, etc.)
- Route(s) and section(s) provided and “official” in NTTFI
- Projects are fiscally constrained
 - Projects have committed funds or future funding reasonably expected.
 - When looking at fiscal constraint, determining whether a future funding source is "reasonable" requires a judgment decision. Two key considerations that Tribes may assess to demonstrate fiscal constraint are
 - Evidence to support the estimate of revenue, and
 - Documentation of milestone dates for securing the funds.
 - ‘Comment’ field may be used to briefly address reasonableness and fiscal constraint
- Project (s) adequately described with designation of big 3: PE, CN, and CE
 - If no funds allocated for any of the big 3, then ensure brief explanation is provided in ‘Comments’ field
 - PE only projects are not preferred, but permitted and not limited
- Regionally significant projects are included
- Programmed project activity is supported with reasonable funding amount and programming year and consistent with the project information
- Maintenance total is equal to or less than 25% or \$500K of funds allocated to the Tribe, whichever is greater. Road sealing is not subject to any limitation.
- Project and activities listed on the TTIP consistent with the Tribal priority list or the LRTP

Next Steps in the TTIP Timeline

Now that you have completed the TTIP Template and reviewed the TTIP Review Checklist, refer to the following information for next steps in submitting the TTIP.

- The Tribe submits the draft TTIP to the FHWA TC, who will work with the Tribal POC to ensure all requirements have been met and any issues with TTIP are resolved
- Once the FHWA TC and Tribal POC agree that TTIP is complete, the FHWA TC will follow internal steps to obtain TTIP concurrence, and inform the Tribal POC. Additional changes may be required and coordinated between FHWA TC and Tribal POC.
- When the final draft TTIP is complete, the Tribe conducts public involvement activities
- Tribal POC submits Tribally approved TTIP Package to FHWA

Submitting the TTIP Package:

- The Tribe should submit by mail, email, or fax, the following items as a package to the FHWA TC so that the FHWA Program Planning Specialist can review the TTIP for approval:
 - A TTIP Certification (FHWA TTPA only), signed and dated by the Tribe's Chief, Chairperson, CEO, or President, or designated acting
 - The completed Microsoft Access FHWA TTIP Template that contains TTIP Forms for each project/activity.
 - A supporting Tribal Resolution or Tribal government action. This is optional if the TTIP Certification form is signed and dated by the Tribe's Chief, Chairperson, CEO, or President, or designated acting.
- The FHWA Program Planning Specialist will review the TTIP package for completeness and may request any missing information or package documents.
- FHWA approves the TTIP. Once approved by FHWA, the TTIP becomes part of the official TTPTIP. The Tribe will then receive an FHWA approved TTIP, along with an approval email from the FHWA TC. If some projects on the TTIP are determined by FHWA to not be eligible, the Tribe will receive a "partial" TTIP approval by FHWA



Refer to the [TTP Delivery Guide](#) in Chapter V (Transportation Planning) Section E (TTIP) for detailed instructions on the development, delivery, and approval of a TTIP.

Section 5: For More Information

This section provides useful information, such as how to check the latest FHWA approved TTIP for your government, how to ask for help with your TTIP, as well as relevant forms, instructions, and publications.

Regulatory Information

- [23 USC 202](#) – Tribal transportation program
- [23 USC 201](#) – Federal lands and tribal transportation programs
- [25 CFR 170.401](#) – What are BIA's and FHWA's roles in transportation planning?
- [25 CFR 170.402](#) – What is the Tribal role in transportation planning?
- [25 CFR 170.415](#) – What are pre-project planning and project identification studies?
- [25 CFR 170.421](#) – What is the Tribal Transportation Improvement Program (TTIP)?
- [25 CFR 170.422](#) – How does the public participate in developing the TTIP?
- [25 CFR 170.442](#) – What is the National Tribal Transportation Facility Inventory?

Additional Resources

- [FHWA Tribal Transportation Program Planning webpage](#) provides information on FHWA's Tribal Transportation Program documents, studies, webinars, and other tools.
- [FHWA Tribal Transportation Program Overview](#) provides a high-level summary of the program's history, purpose, funding mechanisms, and resources.
- [FHWA Tribal Transportation Program Delivery Guide](#) provides information for Tribes who have, or are considering, a TTP Program Agreement with FHWA, and outlines technical transportation and program information.
- [FHWA Office of Tribal Transportation Finance webpage](#) provides information on Tribal Transportation Program formula funds or Tribal shares for recent fiscal years.
- [BIA Tribal Transportation Program webpage](#) provides information on BIA's Tribal Transportation Program and related processes.
- [BIA National Tribal Transportation Facility Inventory \(NTTFI\) webpage](#) provides information on BIA's coordination of the NTTFI database and road maintenance activities.
- [BIA Integrated Transportation Information Management System's Regional NTTFI Reports](#) provides links to current NTTFI reports for each region.

Contacts

- [FHWA Office of Tribal Transportation Contacts](#)
- [BIA Division of Transportation Central Office Contacts](#)
- [BIA Division of Transportation Regional Office Transportation Contacts](#)