

Formal On-Boarding Letter from FHWA to Tribe

DATE

Tribal Chairman

Tribal address

Dear Mr. Chairman/President;

This letter is to inform you that FHWA has received your **(letter/tribal resolution)** indicating **(TRIBAL NAME)'s** request to enter into a Tribal Transportation Program (TTP) Funding Agreement with the Federal Highway Administration (FHWA). For purposes of tribal assessment and satisfying our on-boarding process, please provide copies of the following information to FHWA as soon as possible: **(TC TO MODIFY LIST ACCORDINGLY)**

- Tribal resolution;
- Immediate past 3 years of Annual Single Audits. Although FHWA doesn't necessarily need the full audit report, any findings and discussions related to the Tribe's DOT program, as well as for its other Federal programs should be provided, including;
 - Copies of auditor's letters attesting to any internal controls or compliance findings or lack thereof; and
 - Any corrective action plans/implementation schedules that were developed for any material findings identified in the Audits.
- If the Tribe expended less than \$750,000 of Federal funding during a Tribal fiscal year, the Single Audit requirement identified above does not apply. In these cases, please provide:
 - Copies of any internal or external financial review/audits that may have taken place over the past three fiscal years as well as any corrective action plans and implementation schedules that were developed; or
 - If audits were not carried out, copies of the "Certification of Non-Audit Requirements letter" that was previously provided to BIA for the past three fiscal years.
- The Tribe's organizational chart for the Transportation and Financial Departments; and
- Copies of the Tribe's written Financial, Procurement, and Property Management Procedures, if available.

Enclosed with this letter, please find the following for your reference:

- A sample of the FHWA Program Agreement and Referenced Funding Agreement templates;
- A copy of the FHWA Program Agreement Orientation Presentation; and

- A copy of the FHWA on-boarding orientation checklist.

All of this information and much more can be found in the Tribal Transportation Program Delivery Guide that was developed by FHWA and Tribes for our use in carrying out the program. The link to the Guide is <https://highways.dot.gov/federal-lands/pddm>.

A member of the FHWA Office of Tribal Transportation (OTT) Team will be in contact with you in the very near future to review this material as well as to discuss the on-boarding process.

After review of the documentation and acceptance by FHWA, the primary stewardship and oversight of your Tribe's TTP operations will shift to FHWA, including the providing of TTP funding. In order to make the transition as efficient as possible, we will work with you and the BIA Regional Office to arrange a meeting to discuss the following:

- Prior year and current year TTP funding that (TRIBE NAME) received;
- The status of any outstanding/ongoing projects with regards to Stewardship and Oversight responsibilities;
- Outstanding and future reporting requirements; and
- Transportation Improvement Program (TIP) status.

FHWA appreciates the opportunity to work with you and we look forward to working together to make the (TRIBE'S) Transportation Program a success.

Respectfully,

Erin Kenley,
Director – FHWA Office of Tribal Transportation

CC: BIA Regional Road Engineer
BIADOT