

Tribe's Checklist for Tribal HPP Program Application (Priority Project)
(For Information Only)

To apply for funds under this section, an applicant shall meet the eligibility criteria AND submit an application with attachment to their FHWA or BIA Point of Contact.

Eligibility Checklist

- Applicant is an Indian Tribe or a governmental subdivision of an Indian Tribe (e.g. Tribe's Transportation or Planning Department).
- Tribal transportation facility is included in the National Tribal Transportation Facility Inventory (NTTFI) under section 23 U.S.C. 202(b)(1) and has official status.
- Tribe's annual allocation of statutory formula shares through the TTP funds (does not include the 2% planning set-aside, TTP Safety, or TTP Bridge) is *less than* \$1,000,000. See <https://highways.dot.gov/federal-lands/programs-tribal/finance> for the most recent full year of annual TTP funds available to the Tribe.
- Previously awarded Tribal HPP Program project (one of the following must apply)
 - Applicant previously received Tribal HPP Program Funds for preliminary engineering and is now requesting construction funding for the same project; **OR**
 - Applicant previously received Tribal HPP Program Funds for preliminary engineering and is construction of the same project is substantially complete; **OR**
 - Applicant previously received Tribal HPP Program Funds for construction and the project is "substantially complete"; **OR**
 - Applicant has not received any Tribal HPP Program Funds in the past.
- Project will become whole (fiscally constrained) with Tribal HPP Program funds. After notice of the funding priority list, the project will need to be placed on a FHWA-approved TTIP before funds are sent to the Tribe.
- If requesting construction funds, the signed/stamped plan cover sheet must be provided in accordance with 25 CFR 170.461 (if applicable) and following the Tribe's program delivery contract/agreement.
- Amount of funds requested is limited to \$1,000,000 per project. This \$1,000,000 limitation includes preliminary engineering (design) and construction funding requests of the same project.
- Only one (1) application for assistance pending at any one time, including emergency or disaster projects applications.
- Program funds are not used for (1) transportation planning; (2) research; (3) routine maintenance activities; (4) structures and erosion protection unrelated to transportation and roadways; (5) general reservation planning not involving transportation; (6) landscaping and irrigation systems not involving transportation programs and projects; (7) work that is not included on a transportation improvement program approved by FHWA; (8) the purchase of equipment unless authorized by Federal law; or (9) the condemnation of land for recreational trails.

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Application Checklist

- Submit application form (fillable pdf) by an authorized official of the Tribe.
 - Best Practices:
 - Send a signed and dated letter of transmittal outlining the attachments sent and any additional information the Tribe feels will help reviewers.
 - Keep a full copy of the packet (transmittal letter, application form, attachments) for your records.
 - If mailing the application, date stamp the envelope and keep a record of the date sent.
- Attach Cost Estimate
 - For projects requesting Project Development funds, a cost breakdown is provided that includes costs for Preliminary Engineering, Survey, Right-of-Way, NEPA, etc. **OR**
 - For projects requesting Construction funds, a final Engineer's Estimate is provided.
- Attach NTTFI data sheet showing the route(s) and section(s) have official status
- Attach Official Tribal action (resolution or authorization) that includes all of the following:
 - Stating that the project is the "highest priority" for the Tribe's Transportation Program;
 - Providing authority of the Secretary of Interior to place the project on a Transportation Improvement Program if the project is selected and approved: **AND**
 - Signed by an authorized official of the Tribe.
- Attach Safety Documentation
 - No safety related documents provided.
 - Crash data through certifiable source of data from law enforcement or governmental agency including the location and type of accidents; or
 - Proposed project need identified in a current (5 years or newer) Tribal Transportation Safety Plan, Road Safety Audit, State Strategic Highway Safety Plan (SHSP), or Systemic Safety Study.
- If requesting construction funds, attach signed/stamped plan cover sheet in accordance with 25 CFR 170.461 (if applicable) and following the Tribe's program delivery contract/agreement.
- If there is non-TTP matching funds, attach a signed MOU, or similar commitment document from responsible agency or matching entity with contact information.
- Attach map clearly indicating elements to employment, commerce, health, safety, educational resources, and housing that are adjacent to the routes identified in the application.

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Optional attachment: complete plan set

Optional attachment: photos