

TRIBAL TRANSPORTATION PROGRAM SAFETY FUNDS (TTPSF)

DISCRETIONARY GRANTS FOR FY2022-2026

APPLICATION INFORMATION

The application form, project narrative, and supporting documentation for each project must be submitted by the deadline. The project narrative should include the information described below. Applications that do not include these items may be incomplete and may not be considered in the evaluation and selection process. FHWA may use contact information provided in the application to contact parties for additional information about an application.

1. Application Form

During the application period, the application form can be found at <https://highways.dot.gov/federal-lands/programs-tribal/safety/funds>

Once complete, the application form may be submitted through the same web page.

FHWA prefers that the application form, project narrative, and supporting documentation are uploaded in the same submittal. Alternatively, the project narrative and supporting documentation may be sent by email to TTPSF@dot.gov *after* submitting the application form. Please ensure that email communication identifies the application ID number that is provided by the online system when the application form is submitted.

2. Project Narrative

For funding to develop a transportation safety plan, a completed application form can serve as your project narrative. For projects in the category “Systemic Roadway Departure Countermeasures” the risk assessment form may serve as your project narrative. The form is available on the [TTPSF Web Page](#).

For projects in the data assessment, improvement, and analysis category and the infrastructure improvement and other eligible activities category, the project narrative must respond to the application requirements outlined in the Notice of Funding Opportunity (NOFO) such that FHWA may assess all applicable criteria.

Documentation supporting the statements made in the project narrative may also be provided but should be limited to relevant information. The project narrative must summarize any information that can be found in the supporting documentation. Supporting documentation must be submitted electronically in PDF or DOC format. It is recommended that applicants provide an index of all submitted supporting documentation and use file names that are easily deciphered.

FHWA recommends that applicants generally adhere to the following basic project narrative outline.

PROJECT NARRATIVE OUTLINE

Table of Contents

I. **II. Project Abstract:** Describe project work that is to be completed under this particular request, the project purpose and safety benefit to the Tribe, and whether this is a complete project or part of a larger project with prior investment. It is important that your project abstract succinctly describes how this specific request for TTPSF funds will be used to complete your project. (Maximum: 5 Sentences)

II. Applicant Information:

1) Tribe Name: This should match the application form. Only federally recognized tribes identified on the list of “Indian Entities Recognized and Eligible to Receive Services from the Bureau of Indian Affairs” (published at 77 FR 47868) are eligible to apply for TTPSF.

2) Descriptive Title of Applicant’s Project: This should match on the description provided in the application form and be a very short project description that readily identifies the project or is commonly used to describe the project.

3) Funding Category: Document which of the three funding categories is expected to be used to evaluate this project. The NOFO identifies the categories as: (1) safety plans; (2) data assessment, improvement, and analysis activities; (3) systemic roadway departure countermeasures; and (4) infrastructure improvement and other eligible activities as listed in 23 U.S.C. 148(a)(4). A project narrative is only required for applications in the data assessment, improvement, and analysis category and the infrastructure improvement and other eligible activities category.

III. Project Description

1) Provide a brief description of the project location:

a) Length of project: (Miles)

b) Project limits: (Narrative description, including the project termini and the National Tribal Transportation Facility Inventory (NTTFI) route and section number. If this request is for an activity, indicate that it is tribal wide.)

2) Provide a brief description of the proposed work:

Describe the scope of work that is to be completed with this funding request. This description should include answers to questions such as:

- What are the safety needs and how does this project address them?
- What are the strategic goals or priorities of the strategic safety planning document that are addressed by this project?
- Is this a complete project or part of a larger phased project?
- What is the intended outcome?
- What is the status of compliance with the National Environmental Policy Act for the project?

Only include work that is eligible for TTPSF funding. See the NOFO for TTPSF selection and eligibility criterion.

Appropriate supporting documentation should be referenced in this narrative and copies of the documentation provided with the application.

3) Amount of TTPSF Funds Requested, Funding Packages, and Cost Estimate:

Provide a cost estimate that is reflective of the total cost of the proposed work by line item. Each line item in the cost breakdown must be associated with a task, deliverable, or outcome that contributes to the completed funding request. A cost estimate for a Safety Plan can be a lump sum.

If the applicant is willing to accept partial funding of the request, that should be explicitly stated. If partial funding is acceptable, the applicant should identify the individual components of the project that could be accomplished with partial funding and present funding packages that would accomplish these components. If only partial funding is available, this information will aid in the development of funding recommendations and provide the applicant the opportunity to fully complete individual components of the funding request.

4) Project Schedule:

The anticipated project schedule is required. The schedule should show how the work will be advanced if funded. The schedule should also state the anticipated project completion date. This should directly reference each line item in the cost estimate. Applications should only be submitted for projects or phases of projects that are ready to advance when funding is available. The project schedule should identify if the funds will be obligated within one year of the date the funds are made available.

IV. Coordination with Other Entities

1) Previous Federal funds contributed to this project:

Indicate the type of Federal funds, that this project has previously received, the Federal fiscal year, and the current status of any work associated with these funds.

2) Commitment of Other Funds:

Indicate the amounts and sources of any private or other public funding being provided as part of this project. Only indicate those amounts of funding that are firm and documented commitments from the entity controlling the funds.

3) Project Administration:

Indicate whether the project is being administered by the Tribal Government, a division of the FHWA Office of Federal Lands Highway, or another entity.

V. Selection Criteria

The NOFO describes the application review and selection process. As described in the NOFO, projects will be selected based on the selection criteria, departmental selection criteria, commitment of other resources, and an evaluation of the applicant's capacity to deliver the project. The project narrative should clearly identify how the project addresses these items. You should state your anticipated rating for each selection criteria along with a discussion of why that rating is appropriate.

A summary response to each selection criteria will also be requested in the application form.

1) Project Selection Criteria

Projects are primarily selected for funding based on how well the application demonstrates alignment with the project selection criteria. Describe how the proposal meets the Selection Criteria from the NOFO Section E.1 (Criteria). The application form will also prompt for a summarized response to the selection criteria. The project narrative should expand on these summarized responses. A [selection criteria guide](#) is provided below to provide further clarification.

2) Departmental Selection Criteria

After considering other project selection criteria, the departmental selection criteria may be considered. The project narrative should describe how the proposal meets the Departmental Selection Criteria from the NOFO Section E.2.

3) Status of Prior TTPSF Awards

Describe the status of projects funded by TTPSF awards in prior years. For completed projects provide an evaluation of the project's success in improving transportation safety.

VI. Supporting Documentation.

Include with the Project Narrative an index listing all supporting documentation.

1) Letter from Facility owner

All applications involving infrastructure improvement or studies on roadways must be accompanied by letter from the facility owner(s) acknowledging awareness of the project. Facilities owned by a Tribe or BIA are exempt from this requirement.

2) Inventory Data Sheets

Applicants should include documentation that the routes proposed for improvement are on the National Tribal Transportation Facility Inventory (NTTFI), an eligibility requirement. One possible sources of such documentation is the Regional NTTFI Reports posted online at <https://itims.bia.gov/>.

3) Other Attachments

If the applicant desires to submit supporting documentation, such as maps, pictures, inventory data sheets, supporting data, etc., those items should be uploaded with the application form. Alternatively, attachments may be submitted after the application form by email to TTPSF@dot.gov. Please ensure that email communication identifies the application ID number that is provided when the application form is submitted online. Supporting documentation should also be identified by the Tribe and Project Title so that it is easily identified as part of your application. Supporting documentation should further illustrate the information provided in the project narrative. Supporting documents are not likely to be reviewed if they are not summarized and referenced in the project narrative.

SELECTION CRITERIA GUIDE

Applicants should carefully review the official selection criteria in Section E of the Notice of Funding Opportunity. The project narrative should thoroughly address the selection criteria and that information should be summarized when responding to questions in the application form. A project must meet highly qualified (HQ) standards for all criteria to be ranked as highly qualified. A project must meet either qualified (Q) or HQ standards for all criteria to be ranked as qualified. If a project meets the standards for not qualified (NQ) for any of the selection criteria, the project will be ranked not qualified. Below is a guide describing how the selection criteria will be evaluated. See also Section E.1 of the Notice of Funding Opportunity.

Category: SAFETY PLANS	
Selection Criteria Description	Rating Guide
What is the age and status of existing transportation safety plans? (Or, is this application for funding to develop the Tribe's first transportation safety plan?)	HQ: Requests (up to \$15,000) to develop a new transportation safety plan or requests (up to \$10,000) to update existing Tribal transportation safety plans that are at least 3 years old. Q: N/A
Describe how funding will be used in the development or update of a Tribal Transportation Safety Plan.	NQ: Projects that do not meet the eligibility requirements; request to update a transportation safety plan that is less than 3 years old.

Category: DATA ASSESSMENT, IMPROVEMENT, AND ANALYSIS ACTIVITIES	
For this category, all criteria will be evaluated but greater consideration will be given to criteria 1 and 2.	
Selection Criteria Description	Rating Guide
What strategic safety planning document(s) identify this project? Please provide a page number or describe where this project is identified in the supporting strategic document(s). For this category, the supporting strategic safety planning document must be a transportation safety plan developed by a Tribe or a state's strategic highway safety plan.	HQ: Requests that are in a current State SHSP or a Tribe's transportation safety plan that is five years old or newer. Q: Requests that are in the most recent State SHSP or a Tribe's transportation safety plan (the supporting plan is more than five years old). NQ: The application did not provide documentation that would demonstrate that the project is supported by a safety plan.
Summarize data that demonstrates the need for the project. <ul style="list-style-type: none"> • <i>For traffic records assessments and improvements:</i> an estimate of the data to be collected (such as approximate number of crashes per year) and a description of any process currently used to collect that data. Also describe how the data will be used. • <i>For Road Safety Audits (RSA):</i> Site specific data should be submitted which demonstrates an incident history or propensity on the specific roadway to be analyzed. • <i>For Systemic Safety Studies:</i> Data should be provided which demonstrates an incident history associated with the risk factor to be studied. 	HQ: Submission of data, as specified for the specific project type, that clearly demonstrate the need for the activities. Q: Submission of some data, as specified for the specific project type, that demonstrate the need for the activity. NQ: No applicable supporting data was provided to demonstrate the need for the activity.
What entity owns the facility(s)? When applicable to the project (such as a Road Safety Audit or other study), the road owner must provide a letter acknowledging the project unless the road is owned by the BIA or a Tribe.	HQ: Project addresses safety needs on a facility owned by a Tribe or BIA, including where a route owned by a Tribe or BIA intersects with a facility not owned by BIA or a Tribe and the road owner has provided a letter acknowledging the project. Q: Project addresses safety needs on a facility not owned by a Tribe or BIA and the road owner has provided a letter acknowledging the project. NQ: Project is located on a route that is not owned by BIA or a Tribe and the road owner did not provide documentation acknowledging the project.

Category:
SYSTEMIC ROADWAY DEPARTURE COUNTERMEASURES

An application in this category may propose to improve multiple locations. Each location will be evaluated individually which may result in partial funding of an application. For this category all criteria will be evaluated with equal importance.

Criteria Description	Rating Guide
<p>What strategic safety planning document(s) identify this project?</p> <p>Please provide a page number or describe where this project is identified in the supporting strategic safety planning document(s).</p>	<p>HQ: The need to address roadway departure is identified in a Tribe’s current transportation safety plan that is five years old or newer.</p> <p>Q: The need to address roadway departure is identified in the 2017 Tribal Transportation Strategic Safety Plan (www.TribalSafety.org/reports), a current State SHSP, or a Tribe’s transportation safety plan that is more than five years old.</p>
<p>Supporting Safety Data</p> <p>For this category both crash experience and other risk factors will be evaluated for each horizontal curve or tangent segment submitted.</p> <p>Document crash experience or other risk considerations for each horizontal curve or tangent location. This may be done using the risk assessment form for the systemic roadway departure countermeasures category</p>	<p>HQ: Submission of data that directly demonstrate high risk at the location to be improved by the project.</p> <p>Q: Submission of some data that demonstrate risk at the location to be improved by the project.</p> <p>NQ: Insufficient supporting data were provided to demonstrate the need for the activity.</p>
<p>Systemic Prioritization</p>	<p>Improvements to horizontal curves will generally be prioritized over improvements in tangent sections as described in Section A of the Notice of Funding Opportunity. Risk data and other factors for each location could result in some tangent sections being selected before some horizontal curves. Curves will be rated highly qualified for this criterion while tangents will be rated as qualified.</p>
<p>Route number(s) from the National Tribal Transportation Facility Inventory (NTTFI)</p>	<p>Required for systemic roadway departure countermeasures and infrastructure improvement projects. Routes must be both official and existing (not proposed roads) to be eligible.</p>
<p>What entity owns the facility(s)?</p>	<p>HQ: Improvements to a facility owned by a Tribe or BIA that is an official and existing route in the NTTFI.</p> <p>Q: Facility not owned by a Tribe or BIA but road owner provides a letter acknowledging the proposed project.</p> <p>NQ: Improvements are located on a route that is not official or existing on the NTTFI or project is located on a route not owned by BIA or a Tribe and the road owner did not provide documentation acknowledging the proposed improvements.</p>

Category:
INFRASTRUCTURE IMPROVEMENT
AND OTHER ELIGIBLE ACTIVITIES AS LISTED IN 23 U.S.C. 148(A)(4)

For this category, all criteria will be evaluated but greater consideration will be given to criteria 1, 2, and 3.

Criteria Description	Rating Guide
<p>1. What strategic safety planning document(s) identify this project?</p> <p>Please provide a page number or describe where this project is identified in the supporting strategic safety planning document(s).</p> <p>The strategic safety planning document may be a state Strategic Highway Safety Plan, a Tribe’s transportation safety plan, Road Safety Audit, or other safety engineering study.</p>	<p>HQ: Project is identified in a current State SHSP, Tribe’s transportation safety plan, RSA, or other safety engineering study. The supporting document is five years old or newer;</p> <p>Q: Project is identified in a current SHSP, a Tribe’s transportation safety plan, RSA, or other safety engineering study. The supporting document is more than five years old;</p> <p>NQ: The application did not provide documentation that demonstrates that the project is supported by a State SHSP, Tribe’s transportation safety plan, RSA, or other safety engineering study.</p>
<p>2. Summarize any data that clearly demonstrates the need for the project.</p> <p>Summarize the best available data that demonstrates a history or risk of transportation incidents which are expected to be reduced by the proposed activity.</p> <p>Average daily traffic volumes, pedestrian volumes, traffic citation statistics, public surveys, and sign inventories are examples of alternative safety data sources which could be used to demonstrate risk at the project location and <u>supplement</u> relevant incident history.</p>	<p>HQ: Submission of data describing the type, severity, and quantity of incidents that directly demonstrate the need for the project. This should be site specific data that describes the crash history and directly demonstrates the safety need.</p> <p>Q: Submission of some data that demonstrate the need for the project. This data could be an area-wide incident history (such as the results of a systemic safety study or regional safety plan) and some supporting data from an alternative safety data source.</p> <p>NQ: No supporting data was provided to demonstrate the need for the activity.</p>
<p>3. Identify evidence that the project is likely to reduce crash frequency and/or severity.</p> <p>When available, reference supporting publications such as the FHWA’s proven safety countermeasures or the Crash Modification Factors Clearinghouse</p>	<p>HQ: The application references evidence that demonstrates the proposed project is likely to reduce crash frequency/severity.</p> <p>Q: Although the project is likely to reduce crash frequency and/or severity, the application does not reference evidence quantifying the expected crash reduction.</p> <p>NQ: N/A for this criterion.</p>
<p>4. What entity owns the facility(s)?</p>	<p>HQ: Project located on a BIA or Tribal facility; The intersection of a Tribal/BIA route with a facility of another ownership will be considered HQ for this criterion.</p> <p>Q: Facility not owned by a Tribe or BIA but road owner provides a letter acknowledging the proposed project.</p> <p>NQ: Not a Tribal or BIA route and no letter from the road owner.</p>
<p>Route number(s) from the National Tribal Transportation Facility Inventory (NTTFI)</p>	<p>Required for infrastructure improvement projects. Routes must be both official and existing (not proposed roads) to be eligible.</p>
<p>5. Prior TTPSF Awards</p>	<p>HQ: The Tribe has not received funding for a TTPSF transportation safety construction project in more than 5 years.</p> <p>Q: Tribe has received funding for a TTPSF transportation safety construction project within the past 5 years.</p>