

VI. Transportation Planning

A. Overview (See 25 CFR §§ 170.400-447).

The Tribe performs “transportation planning” in order to evaluate and assess the transportation facilities serving the Tribe, including both the existing facilities and future facilities. Transportation facilities generally include streets, highways, sidewalks, trails, boardroads, bike lanes, public transit systems, buildings for vehicle storage/repair, and ferry systems.

B. Roles and Responsibilities of Transportation Planning (see 25 CFR § 170.402).

1. **Tribes.** Tribes participating in the Tribal Transportation Program (TTP) are responsible for completing the following transportation planning activities:

- Develop the Tribe’s Long Range Transportation Plans (LRTP), which includes short and long range transportation plans;
- Facilitate public involvement;
- Perform traffic studies;
- Conduct special transportation studies;
- Data collection. Prepare National Tribal Transportation Facility Inventory (NTTFI) data updates as needed. Tribes collect data and provide this information to the BIA who maintains the NTTFI;
- Mapping;
- Perform Pre-Project Planning;
- Participate in transportation planning and other transportation related meetings;
- Develop Program budgets including transportation planning cost estimates;
- Perform transportation planning for operational and maintenance facilities;
- Research rights-of-way documents for project planning;
- Develop the Tribe’s Tribal Transportation Improvement Plan (TTIP). FHWA approves the TTIP developed by the Tribes, and the Tribe implements the activities and projects from the approved TTIP; and
- Coordinate with States, their political subdivisions, appropriate planning authorities, and local governments on regionally and locally significant projects.

2. **FHWA:**

- Review and approve TTIPs developed by the Tribe;
- Ensure the TTIP is on the State TIP (STIP).
- Review LRTPs developed by the Tribe;
- Review TTIPs developed by the Tribe;
- Provide technical assistance to Tribal governments;
- Coordinate with Tribal, state, regional, local governments, as requested by the Tribe; and
- Coordinate with other Federal agencies, as requested by the Tribe.

C. Tribal Long Range Transportation Plan (LRTP)

1. **Overview.** The Tribe develops the LRTP, which is a long-range (20+ year) strategy and capital improvement program developed to guide the effective investment of TTP funds in multimodal transportation facilities. The Tribe reviews and updates its LRTP every 5 years (25 CFR § 170.414). The Tribe may amend its LRTP as a result of changes in projected Federal, State, and Tribal funding, major improvement studies, major changes in Tribal goals, vision and mission for

their transportation facilities, projects or corridor justification studies, and environmental impact studies. The LRTP provides the foundation on which the Tribe develops its TTIP.

LRTP development, updates, amendments, and adoption are described in (25 CFR §§ 170.409-414).

2. **Steps to develop or update an LRTP.** The following Figure 6.1 shows the recommended steps for a Tribe to develop or update an LRTP according to 25 CFR §§ 170.409-414.

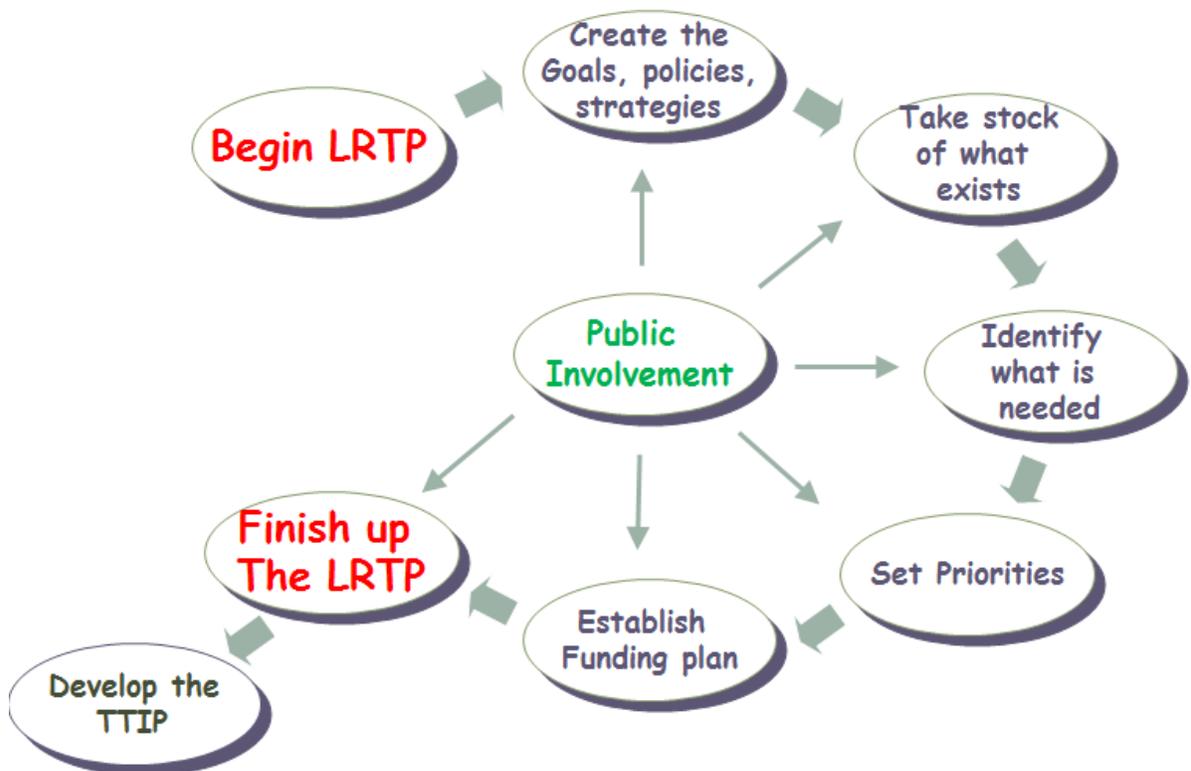


Figure 6.1 - Steps to develop or update an LRTP

The Tribe needs to provide early and continuing public involvement when developing or updating an LRTP. See 25 CFR §§ 170.413 and 170.435-441 for details.

The recommended steps for a Tribe to develop or update an LRTP according to 25 CFR §§ 170.409-414 are listed as follows:

Step 1. Create the goals, policies, and strategies.

- First create a vision for the future of the Tribe's community. Involve the community in this discussion, before any public meeting for the LRTP occurs.
- List transportation related **Goals** based on the vision, using community input. Examples of goals are:
 - Improved access to lands and uses;
 - Housing development (new subdivision);
 - Economic development (barge access, jobs);
 - Access for Law Enforcement;

- Safe routes to school;
- A healthy environment (correcting situations impacting community health, such as dust from dirt or gravel roads);
- Access to healthcare; and
- Environmental improvement.
- **Develop short and long-range transportation improvement strategies** (25 CFR § 170.411). These should:
 - Address current and future transportation needs;
 - Be consistent with applicable Tribal, Federal, and State government policies;
 - Consider the existing and future land uses, economic development, traffic demand, public safety, health, and social needs; and
 - Consider all modes of transportation including vehicle, transit, pedestrian, bicycle, freight, and as appropriate, rail, air, and water.

Step 2. Take stock of what of what exists. Look at the existing transportation system serving the Tribal community. This involves performing the following:

- Examine the condition, location, and adequacy of the existing transportation facilities including roads, boardroads, bridges, trails, barge facilities, etc.;
- Use community input to gain information about the condition and performance issues of the facilities;
- Note the modes of travel on each facility: foot travel, ATV's, snow machines, boats, bicycles, school buses;
- Research and document reservation, Tribal and community history;
 - Assemble the safety and accident data, using both interviews and records (25 CFR §§ 170.101(a)(1) and 170.128);
- Identify existing routes needing to be added or changed on the National Tribal Transportation Facility Inventory (NTTFI) (25 CFR § 170.442-447);
- Access needs for land users; and
- Existing material sources; ownership, types.
- Organize and analyze the information using mapping, graphs, charts and tables.

Step 3. Identify Transportation Needs (what is needed).

- Identify the Gap between your vision/goals and what exists now = **NEEDS**.
 - **Community input** on transportation needs is very important. Discussion with the community should begin before the public meeting.
- When identifying transportation needs:
 - Consider all 4 seasons (Fall/Winter/Spring/Summer). Each season may have different transportation needs;
 - Consider safer routes to school or public facilities; employment opportunities; public health/safety facilities; subsistence or cultural access;
 - Perform trip generation studies, including determination of traffic generators (25 CFR § 170.411(b)); and
 - Consider land uses.
- Identify projects or activities for each transportation need. Examples are:
 - Roads and boardroads: construction or reconstruction;
 - Trail construction or reconstruction;
 - Trail marking projects (for safety);

- Trail wayside shelters;
 - Trail hardening (plastic grid, boardwalks, gravel);
 - Bridge repair/replacement;
 - Transit: vehicles, shelters, storage building;
 - Water, barge access roads;
 - Ice roads;
 - Road and trail maintenance, dust control; and
 - Training for Tribe's people to work on "force account" construction projects or maintenance.
- For each **project or activity**, identify the following:
 - Preliminary cost estimate (25 CFR §§ 170.402(b)(10) and 170.415(a));
 - Funding sources, existing or potential (25 CFR §§ 170.411(j) and 170.415(a));
 - Who will maintain the facility;
 - Environmental, archeological sites affected (25 CFR § 170.415(a)(5));
 - Right-of-way difficulty and other risks; and
 - Agencies (BLM, USFWS, USFS, NPS, State) on or near project. You will need to contact these.
 - Identify existing and future transportation routes to be added or changed on the National Tribal Transportation Facility Inventory (NTTFI) (25 CFR § 170.442-447).

Step 4. Set Priorities. Identify which projects or activities are most important. When prioritizing, use the same criteria to see how projects measure up against each other. Prioritizing is an important step because:

- The cost of all the projects and activities added up may be more than the available funding; and
- Prioritizing projects makes the LRTP a do-able and visionary document, not just a "wish list".

Examples of criteria to use when prioritizing projects/activities include:

- The needs, goals and ideas expressed by members of the community;
- The "Bang" for the buck; that is, how much good does a project do for the cost;
- Availability of funding for a project;
- Degree of community support for a project; and
- Risk items that could stop a project: Right-of-way problems, environmental issues, etc.

Performing this process should result in a prioritized list of do-able and fundable projects and activities for:

- Short range: 3 - 5 years;
- Medium range: 5 – 10 years; and
- Long range: 10 – 20 years.

Step 5. Establish a funding plan. Perform an analysis of funding alternatives to carry out the LRTP recommendations.

Identify the existing and proposed funding sources (local, State, Federal, Tribal, and private), and the funding expected from each source (25 CFR §§ 170.411(j) and 170.415(a)).

Perform a reality check by comparing the project cost to the expected funding. Identify any shortages in funding needed to implement the projects/activities in the LRTP.

Step 6. Finish up the LRTP. The following steps are needed before the LRTP is complete:

- **Public involvement.** Tribe performs public involvement according to 25 CFR § 170.413.
- **Tribe makes Draft LRTP available to the public and agencies.** The Tribe will make the draft LRTP available to the public (stakeholders, private citizens, major public and private entities, etc.) through appropriate methods (public meetings and/or public notice). The Tribe should send an electronic copy of the draft LRTP to FHWA and any other state or local organizations interested in coordinating transportation projects with the Tribal Government. The Tribe should further refine the LRTP to address any issues identified during the public review process. The Tribe then finalizes and approves the LRTP and submits a copy to the TC.
- **LRTP Approval.** The Tribal Government approves the LRTP per 25 CFR § 170.412(c). FHWA does not approve a Tribe's LRTP. The FHWA Planning Specialist will be available for technical assistance during the plan development, update, or amendment prior to adoption by the Tribal Council. Once adopted, FHWA will review each plan and prepare a written record of the plan's adherence to applicable laws and regulations. The TC will provide the review to the Tribal Government for their information.

3. LRTP Resources. The following are resources that can assist a Tribe to develop or update their LRTP:

Web links:

- FHWA Tribal Transportation Planning – <https://www.fhwa.dot.gov/planning/processes/tribal/index.cfm>
- Regional NTTFI Reports - <https://itims.bia.gov/reports.shtml>
- National Tribal Technical Assistance Program (TTAP) - <https://ttap-center.org/>

Books/Manuals:

- *Manual on Uniform Traffic Control Devices* - <http://mutcd.fhwa.dot.gov/>.
- *Trip Generation*, Institute of Transportation Engineers.
- *Parking Generation*, Institute of Transportation Engineers.
- *Developing a Long-Range Transportation Plan*, FHWA Tribal Transportation Planning Modules – https://www.fhwa.dot.gov/planning/processes/tribal/planning_modules/lrtp/
- *Practitioner's Handbook #10: Using the Transportation Planning Process to Support the NEPA Process*, American Association of State Highway and Transportation Officials - http://environment.transportation.org/pdf/programs/practitioners_handbook10.pdf.

D. Pre-Project Planning (25 CFR § 170.415)

Pre-project planning is a necessary part of transportation planning. Pre-project planning needs to be performed by the Tribe before projects can be identified for the Tribe's TIP (TTIP). The pre-project planning process provides the Tribe with the information it needs to identify projects to go onto the TTIP.

Pre-project planning looks at the following items:

- The various alternatives to a project (for example, roundabout vs. intersection);
- The preliminary cost of a project;
- If the project warrants a public hearing;
- The regional significance of the project; and
- The project's need for preliminary environmental and archeological reviews.

The pre-project planning process is not the final determination on which projects end up on the TTIP. That determination is made only after the Tribe thoroughly analyzes all the relevant information, including the project's NEPA review. After the NEPA process is completed, then the Tribe can decide whether or not the project should be funded and built, and the extent (scope) of the project needed to satisfy the "purpose and need" that was stated in the NEPA document.

The Pre-Project Planning Score Worksheet (see [Appendix C - Exhibit 6.4](#)) may be used by the Tribe when performing pre-project planning.

Pre-project planning activities include:

- **Preliminary project cost estimates.** This looks at alternative concepts for the project, and the approximate cost associated with each concept. Examples of alternative concepts would be a roundabout versus a normal intersection, or a two-lane road versus a one lane road with turnouts. When doing a cost estimate for the alternative concepts, it is important to identify and estimate all the known items of work that would occur during construction. Not all projects will have each and every item listed on the worksheet (see [Appendix C - Exhibit 6.4](#)). In many cases, it is not possible to list all of the items at this preliminary stage, so it is recommended that an appropriate contingency factor (from 5% to 25%) be added to the cost estimates to reflect other possible items.
- **Consultation and coordination with States and/or MPOs for a regionally significant projects.** 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 (25 CFR § 170.5). This type of project includes work on principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel. ("Regional transportation needs" includes access to and from the area outside of the region; major planned developments such as new retail malls, sports complexes, etc.; or transportation terminations, as well as most terminals themselves). The State DOT can assist in modeling or providing clarification on regionally significant projects for your area.
- **Preliminary needs assessments.** Two questions should be asked: (1) What is the problem you are trying to solve with this project? (2) What are the consequences of not addressing the problem?
 - The statements should be specific enough to be measurable. The discussion should set the stage to conclude that the project is needed. How many fatalities (supported by data)? How much flooding (supported by data)? How much maintenance effort is needed? How much congestion? The discussion should make a convincing case that a solution to a problem is needed and that the purpose of the proposed project is to provide a solution that best solves the transportation problem.

- For example, "As Maple Street's ADT has increase by 15% in last two years, a need to widen road for left hand turn lane is warranted according to applicable standards. If project is not addressed, safety issues will increase."
- Statements that are not supported by data and facts such as "dangerous", "hazardous", or "this curve caused six accidents" should not be stated. These are opinions and should not be used.
- **Concepts of possible alternative strategies** that could satisfy the identified deficiencies and purpose and need. This should not an all-inclusive list, but a list to be used for programming a project. A complete list of all reasonable alternatives will be identified in the NEPA process.
- **Preliminary environmental and archeological reviews.** Document what and where your environmental and archeological resources are related to your project prior to construction. This can be done by working with your Tribal Natural Resource Department, Tribal Historical Preservation Office or the Federal/State agencies in your area. (See 23 CFR § 450.322(g) for further details)

The process provides a sound basis for commitment of resources necessary to conduct environmental studies and other activities with respect to the proposed project.

See [Chapter VII - Preliminary Engineering - NEPA and Other Environmental Requirements](#) to determine the level of NEPA analysis that will be needed for the proposed project.

E. Tribal Transportation Improvement Program (TTIP)

1. **Overview.** The TTP transportation planning process requires the Tribe to develop a **Tribal Transportation Improvement Program (TTIP)**. The **TTIP** is a list of transportation projects and activities eligible for TTP funding covering a period of 4 years. The approval of the **TTIP** is required before the Tribe can spend any TTP funds. The **TTIP** lists the projects and activities that the Tribe can spend TTP funds on (25 CFR § 170.204). As described in the Tribal Transportation Program Agreement, FHWA approves the **TTIP** developed by the Tribe, and the Tribe implements the activities from the FHWA-approved **TTIP**.
2. **Process for Development and Approval of the TTIP**
 - Step 1.** The Tribe develops the TTIP from the tribal priority list or the Tribe's Long Range Transportation Plan (LRTP) (see 25 CFR §§ 170.421-423). The Tribe may prepare its TTIP using the Microsoft Access FHWA TTIP Template, and the FHWA TTIP Template User Guide, available at <http://flh.fhwa.dot.gov/programs/ttp/planning/ttip.htm>. See Appendix C - [Exhibit 6.1](#) for a printout of the blank FHWA TTIP Template.
 - Step 2.** Tribe submits the Tribally approved **TTIP Package** to FHWA. See section 4 below for what needs to be included in the TTIP package.
 - Step 3.** FHWA reviews the TTIP.
 - Step 4.** FHWA approves the TTIP.
3. **Guidelines/Procedures**
 - **The TTIP must be "financially constrained"** (also called "**fiscally constrained**"). This means that a Tribe cannot show projects and activities in their TTIP that will cost more than the funds available or "reasonably expected to be available" (see 23 CFR §§ 450.104, and 25 CFR §§ 170.5 and 170.421(a)(2)) to cover the cost of design and construction, as well as the cost of future operation and maintenance of the proposed project (see 23 U.S.C. 134 and 135). Financial constraint/fiscal constraint applies to each program year. Please refer to the

“Financial Planning and Fiscal Constraint for Transportation Plans and Programs Questions & Answers” from FHWA Office of Planning, Environment and Realty located at

<http://www.fhwa.dot.gov/planning/fsclcntrntques.cfm>

- **Projects that are not financially constrained in the TTIP** will be considered a part of an “illustrative” list, as long as they are listed in the LRTP. The unconstrained projects will not be considered for approval on the TTIP, nor will they be forwarded to be included into the State DOT STIP. Once funds become available for any project identified on the illustrative list, the Tribe should prepare an amendment to the TTIP showing the project as funded and programmed, and submit it to their FHWA TC, who will then forward it for agency review and approval.
- **The TTIP needs to be consistent with the LRTP and the Inventory.** The projects listed on the TTIP must be consistent with the LRTP (25 CFR § 170.421(a)(1)). For those projects funded under the TTP, the route must be listed in the National Tribal Transportation Facility Inventory (25 CFR § 170.442).
- **Project Funding.** The TTIP needs to document the anticipated or available funding source(s) to be used to implement each transportation project and other activities shown on the TTIP. All of the funded transportation projects must be listed on an FHWA-approved TTIP.
- **Coordination.** The Tribe should coordinate with and inform the State DOT, and as appropriate any Metropolitan Planning Organization (MPO), on all regionally significant projects when developing their TTIP (25 CFR § 170.107(a)(1)). This is needed to ensure that the State DOT’s and MPO’s programs and projects that are near Tribal lands are consistent with Tribal needs and interests.
- **Planning Requirements for Development of the TTIP.** The TTIP must comply with all the relevant provisions in 25 CFR § 170. The FHWA Transportation Planning Specialist will provide technical assistance to the Tribe to ensure that all Federal planning requirements have been met in the development of the TTIP.
- **Public Involvement.** The public must be allowed the opportunity to review and comment on the TTIP, according to 25 CFR § 170.422.

A public hearing must be held if a project:

- (a) Is a new route or facility;
- (b) Would significantly change the layout or function of connecting or related roads;
- (c) Would cause a substantial adverse effect on adjacent property; or
- (d) Is controversial or expected to be controversial in nature (25 CFR § 170.435).

The Tribe should keep in their files the following documents related to public involvement for the TTIP: Announcement of meeting, notice, or hearing; the meeting sign-in sheet; minutes, or recording of hearing; and other documentations that provide records of public involvement.

- **Inherent/Non-inherent Determination:** During development of the TTIP, the Tribe and FHWA should mutually determine what inherent and/or non-inherent functions the Federal Government will be performing (25 CFR §§ 170.2 and 170.610). Typically, “inherent Federal functions” are at no cost to the Tribe (e.g., National Environmental Policy Act (NEPA) Approval); where as non-inherent functions are a cost to Tribes (e.g., NEPA documentation, design, construction, and project management).

- **Categories the Tribe needs to include in the TTIP.** The following table shows the seven categories to include in the TTIP (25 CFR §§ 170.421).

Categories in a TTIP	
Category	Guidance
Administration	Costs associated with Administration may be direct and/or indirect cost related to tribal transportation department operating costs. Indirect costs should match the indirect costs reported by the Tribe in the semi-annual financial report, and follow the indirect cost policy (25 CFR § 170.931, and 25 CFR Part 170 Appendix A to Subpart B). See Indirect Cost in Chapter IV - TTP Reporting Responsibilities.
Planning	Costs associated with Planning are those activities conducted during the Long Range Transportation Planning process (see 25 CFR §§ 170.400-447) i.e. 20 year LRTP, transportation improvement plan development, pre-project planning, etc. Up to 2% of total fiscal year TTP funds as shown on RFA (23 U.S.C. § 202(c)), and up to 100% of TTP funds, if identified as a priority on the FHWA-approved TTIP (25 CFR § 170.403).
Preliminary Engineering	Costs associated with developing a project package (see 25 CDR § 170.460) i.e. surveying, design, NEPA, technical engineering, ROW acquisition, etc. Budgeted costs are usually between 10-25% of the overall project costs. Funds used for preliminary engineering can be up to 100% of Tribes' total fiscal year allocation minus any amounts from other areas.
Construction	Costs associated with construction activities include but not limited to roadway construction, utility relocation, bridge construction, drainage improvements, etc. Budgeted costs are usually between 60-90% of the overall project cost. Funds used for construction can be up to 100% of Tribes' total fiscal year allocation minus any amounts from other areas.
Construction Engineering	Costs associated with construction engineering include but not limited to, managing the project on/off site, inspection, material testing, etc. Budgeted costs are usually between 10-15% of the overall project costs. Funds used for construction engineering can be up to 100% of Tribes' total fiscal year allocation minus any amounts from other areas.
Transit	Costs associated with transit are documented in the LRTP and include but not limited to, administration, operations, personnel, etc. Costs should be coordinated with the Federal Transit Administration (FTA) if used as matching FTA projects. Funds used for transit can be up to 100% of Tribes' total fiscal year allocation minus any amounts from other areas
Maintenance	Activities identified as maintenance are located in 25 CFR § 170.805. Funds used for maintenance can be up to 25% of total fiscal year TTP Tribal allocation or \$500,000, whichever is greater (23 U.S.C. § 202(a)(8); 25 CFR § 170.800), except for road sealing, which is not subject to any limitation.

- **TTIP Timeline.** The following table shows the timeline for the development, delivery, and approval of a TTIP (25 CFR § 170.423).

TTIP Timeline (Fiscal Year)			
Action Item	Authority / Reference	Frequency / Due Date	Responsible Party
Draft TTIP - Public Review – Tribe puts TTIP out for public review	25 CFR § 170.422	FY Annually - 3 rd Quarter (April through June)	Tribe
Review any new transportation planning information, priority lists, and the TTIP. Complete and forward an updated TTIP package consisting of: 1) TTIP forms for each project/activity, 2) Tribal resolution or tribally authorized government action, or a signed and dated TTIP Certification Statement to the TC or Transportation Planning Specialist.	Internal agency process	FY Annually - 2 nd through 4 th Quarter (Jan through July 15)	Tribe

4. Submitting the TTIP Package. The Tribe should submit the following items as a package to the TC so that the agency's Transportation Planning Specialist can review the TTIP for approval:

- A **TTIP Certification**, signed and dated by the Tribe's Chief, Chairperson, or President, or designated acting (see Appendix C - [Exhibit 6.3](#)). This document is an assurance to FHWA that the Tribe developed the TTIP according to 25 CFR §§ 170.415 and 421-422, which require the following: public involvement for the TTIP has been done; the TTIP is financially constrained; consultation and coordination has been done with States and/or MPOs for a regionally significant project; the TTIP is consistent with the LRTP; and, transportation facilities in the TTIP are on the National Tribal Transportation Facility Inventory.
- **The completed TTIP Forms for each project/activity.** The TC provided the Tribe with the optional Microsoft Access Microsoft Access FHWA TTIP Template (see Appendix C - [Exhibit 6.1](#)).
- A supporting **Tribal Resolution or Tribally authorized government action** (see example Tribal resolution template in Appendix C - [Exhibit 6.2](#)). This is optional if the TTIP Certification form (see Appendix C - [Exhibit 6.3](#)) is signed and dated by the Tribe's Chief, Chairperson, or President, or designated acting.

The Tribe may mail, e-mail or fax the TTIP package to the TC, or to the FHWA Transportation Planning Specialist.

5. TTIP Record Keeping. The Tribe should keep in their files the following documents related to public involvement for the TTIP: Announcement of meeting, notice, or hearing; the meeting sign-

in sheet; minutes, or recording of hearing; and other documentations that provide records of public involvement.

6. **Reviewing the TTIP.** The FHWA Transportation Planning Specialist will review the TTIP package.
7. **Approving the TTIP.** FHWA approves the TTIP. Once approved by FHWA the TTIP becomes part of the official TTPTIP. The Tribe will then receive a signed copy of the approved TTIP, along with a TTIP Approval Letter (see Appendix C - [Exhibit 6.5](#)). If some projects on the TTIP are determined by FHWA to not be eligible, the Tribe will receive a “partial” TTIP approval by FHWA.
8. **The Tribal Transportation Program Transportation Improvement Program (TTPTIP)** is put together by FHWA, and contains the information from all of the FHWA-approved TTIPs. The TTPTIP information is provided to each respective State to be included in their State Transportation Improvement Program (STIP) (see 25 CFR § 170.5 for definitions). Note: Having a project listed on the STIP does not guarantee State funding.
9. **TTIP Resources.**
 - The **FHWA Tribal Transportation Program (TTP) Planning** website is located at <http://flh.fhwa.dot.gov/programs/ttp/planning/>. This site provides resources and technical information on long-range transportation planning, which includes pre-project planning, and TTIP development for Tribal Governments administering the Tribal Transportation Program.
 - The **FHWA Tribal Transportation Planning** website is located at <http://www.fhwa.dot.gov/planning/processes/tribal/>. It includes a Tribal Transportation Module Training Series, with topics such as: *Introduction to Planning; Developing a LRTP; Developing a TIP; Funding Resources; Public Involvement; Data Collection and Uses; Safety; and Project Prioritization.*

F. National Tribal Transportation Facility Inventory Update

1. **Overview.** The National Tribal Transportation Facility Inventory (NTTFI) is a comprehensive database of all transportation facilities eligible for TTP funding by Tribe, reservation, BIA agency and region, Congressional district, State, and county (or borough). Other specific information collected and maintained under the TTP Program includes classification, route number, bridge number, current and future traffic volumes, maintenance responsibility, and ownership (see 25 CFR § 170.5).

The National Tribal Transportation Facility Inventory (NTTFI) is developed through the LRTP process, as described in 25 CFR §§ 170.409 - 170.414. The Tribes can use the NTTFI to assist in transportation and project planning, justify expenditures, identify transportation needs, maintain existing TTP transportation facilities, and develop management systems.

BIA Regional offices maintain, certify, and review the data for their Region’s portion of the National Tribal Transportation Facility Inventory database. Tribes can receive training from BIADOT to enter their own data updates.

2. **Statutory/Regulatory Requirements.**

25 CFR §§ 170.410 and 170.442 - 170.447.

- 3. Guidelines / Procedures.** BIA maintains the National Tribal Transportation Facility Inventory (NTTFI). It is important for Tribes to periodically update their inventory information to determine eligibility of facilities for TTP funding of improvements. Tribes should submit their inventory updates through the BIA Regional Office.

The following table shows the dates, roles, and responsibilities for updating or adding a facility to the NTTFI

Updating or Adding a Facility to the NTTFI			
Program Activity / Process	Authority / Reference	Frequency / Due Date	Responsible Party
BIA Regional Offices provide Tribe a copy of the Tribe's own NTTFI data.	25 CFR § 170.444(a)(1)	Annually – By November 1	BIA Regional Office
Review the provided data and enter all changes/updates into the NTTFI database. Submittals that add a facility to the NTTFI must include, at a minimum, all required minimum attachments (see 25 CFR § 170.446) and authorizing resolutions or similar official authorizations.	25 CFR § 170.444(a)(2) and 25 CFR § 170.444(b)(1)	Annually – Prior to March 15 (No due date for updating a facility already in the NTTFI).	Tribe
Review Tribe initial submission; return errors or omissions to Tribe. If no errors or omissions are found, the BIA Regional Office validates the data and forwards it to BIADOT for review and approval.	25 CFR § 170.444(a)(3) and 25 CFR § 170.444(b)(2) and (3)	Annually – Prior to May 15 (No due date for updating a facility already in the NTTFI).	BIA Regional Office
Correct or complete submissions from BIA; submit corrected submission electronically to BIA Regional Office; cc the TC	25 CFR § 170.444(a)(4) and 25 CFR § 170.444(b)(2)	Annually – by June 15 (No due date for updating a facility already in the NTTFI).	Tribe
Certify and submit Tribal NTTFI data electronically to BIADOT	25 CFR § 170.444(a)(5) and 25 CFR § 170.444(b)(2)	Annually – By July 15	BIA Regional Office

A Tribe may appeal the rejection of submitted data on a new or existing facility included in the NTTFI by filing a written notice of appeal to the Director, Bureau of Indian Affairs, with a copy to the BIA Regional Director (see 25 CFR § 170.444(c).

4. Resources

- BIA ITIMS website, including NTTFI and RIFDS information:
<https://itims.bia.gov/index.shtml>
- BIA NTTFI Coding Guide: https://itims.bia.gov/document_library/irr_coding_guide.pdf
- Document providing step-by-step process for updating the NTTFI on a route and section basis:
https://itims.bia.gov/document_library/rifds_quickref_guide.pdf
- BIADOT RIFDS training workshops - by BIADOT

G. Requirements on Tribe's Management of NTTFI Facilities. See 25 CFR §§ 170.114 through 170.117.