Overview Guide for the Tribal Transportation Program Online Reporting Tool (PORT)

The following document is a pdf version of the online reports, intended to help familiarize you with the Tribal Transportation Program Online Reporting Tool (PORT). Should you have any additional questions or seek further clarification, please visit the FAQ page at https://survey.max.gov/162274 or contact your FHWA or BIA point of contact.

APRIL 2018
Welcome to the Overview Guide for the Tribal Transportation Program Online Reporting Tool, more commonly known by its acronym PORT. PORT is used to fulfill the requirements of Section 117a of the FAST Act. The following steps provide an overview instructions for how Tribes interact with PORT:

- **Step 1.** Receive a reporting keychain for the Tribe you represent from your BIA or FHWA TTP point of contact (POC). The reporting keychain is a document containing links to the online reports that can be completed and submitted online. These online reports include a financial report, a non-construction activities report and project reports.

- **Step 2.** Complete the online reports. A financial report and non-construction activities report are mandatory and must be completed for the reporting period. Project reports must be completed for each project that was active (in either project development or construction) during the reporting period.

- **Step 3.** While completing the reports, ensure that you click the “Next”, “Previous”, or “Resume Later” buttons every 20-minutes to ensure your work is saved. Also ensure that a reporting link is only open on a single computer at any given time. If a reporting link is open on two or more computers, information would be overwritten by the last copy saved.

- **Step 4.** Receive a confirmation email for each report you submit. A copy will also be sent to your BIA or FHWA point of contact.

Much effort has been made to make questions within PORT clear and concise. The remainder of this overview guide consists of images from PORT with blue text added to provide clarification where possible.
Click on the blue text below to access the corresponding page in the TTP Online Reporting Tool. It is only necessary to report on projects that were active during the reporting period.

**Required Reports**

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Tribe Project No</th>
<th>Fed Project No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Construction Activity Report (Jobs, Safety, Transit, Administration, Maintenance, Planning, Other)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project Reports (Required for all active projects)**

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Tribe Project No</th>
<th>Fed Project No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dene' Tene' (The People's Trail)</td>
<td></td>
<td>E010810007</td>
</tr>
<tr>
<td>Wolverine Road</td>
<td></td>
<td>E010810008</td>
</tr>
<tr>
<td>Callison Street</td>
<td></td>
<td>E010810009</td>
</tr>
<tr>
<td>Wishbone Road Rehabilitation</td>
<td>E01081-4600</td>
<td>E010810010</td>
</tr>
<tr>
<td>Wishbone Spur</td>
<td>4660</td>
<td>E010810011</td>
</tr>
<tr>
<td>Report on a Project Not Listed Above (Extra No. 1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report on a Project Not Listed Above (Extra No. 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report on a Project Not Listed Above (Extra No. 3)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. The Financial Report and Non-Construction Activities Report are **required** each reporting period and each of these reports must be completed.

2. The Tribe's design and construction projects from their approved Tribal TIP determines the number of Project Report links a Tribe receives, with project information from the TTIP automatically loaded into these Project Reports. Only projects that were active during the reporting period need to be reported on. An active project is one with expenditures on project development or construction within the reporting period.

3. Additional Project Report links are provided for projects that don't have a Project Report link.

As you're completing the online report, at the bottom of each page you'll see buttons titled "resume later", "previous" and "next". One of these buttons need to be hit every twenty minutes or less to ensure the system doesn't time out and lose entered data. If you need to step away from the survey, please use these buttons to ensure your work is saved. "Previous" and "next" allow you to navigate between sections of a report. On the final page of a report, the "submit" button will process the report. If you have changes to make after submitting a report, you can access and edit the report again through the keychain reporting link and then resubmit the report. New confirmation emails will also be distributed.
Attributed Survey : TTP Online Reporting Tool FY18 (PORT)

Basic Info

Please note that you must click the “next” or resume later button every 20 minutes or less to avoid losing your responses. To avoid encountering a timeout issue you may consider previewing the questions by viewing the PORT Overview Guide.

Need assistance? Try reviewing frequently asked questions or ask your own at: https://survey.max.gov/162274

You are reporting for 2018 Mid-Year (October - March) FHWA Only

The Basic Info page shows the current reporting period Only Tribes with FHWA Program Agreements (PA) report under the Mid-Year Reporting Period. Fiscal Year Reporting Period covers the full October to September period for Tribes with either FHWA and BIA Agreement Tribes.

The Federal Fiscal Year begins on October 1 of each year.

A confirmation email will be sent to these addresses:

If an additional email address should receive a copy, please enter it here:

Emails should automatically be distributed to the agency's TTP contact list for the Tribe, as well as a copy to the Agency point of contact for the Tribe. If for some reason a confirmation email wasn't sent to one of the Tribal addresses listed, the email can be forwarded by a Tribal recipient or by the agency POC (alternatively, the link could be accessed, an email can be entered and the report resubmitted (note that all listed emails would receive a confirmation email again)).
1. Amount of Federal Transportation Funds RECEIVED during reporting period
Enter the total amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) routed to the Tribe during the reporting period through a Referenced Funding Agreement (RFA). (Do not include FTA Transit funds or BIA Road Maintenance Program funds.) Note: When entering amounts, do not use commas
This includes all funds transmitted from FHWA through RFAs completed during the reporting period.

$ 0

2.a. Amount of Federal transportation funds EXPENDED during reporting period
Enter the total amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) expended during this reporting period, regardless of the year the funds were received through a Referenced Funding Agreement (RFA). (Do not include FTA Transit funds or BIA Road Maintenance Program funds.)
Note: When entering amounts, do not use commas
This includes all funds spent during the fiscal year of reporting out of all those transmitted from FHWA.

$ 0

2.b. Amount of TTP Funds EXPENDED during reporting period
Enter the total amount of only TTP Funds (TTP includes TTP tribal shares, TTP 2% Planning, TTP Safety Fund, and TTP Bridge Program) expended during this reporting period, regardless of the year TTP funds were received through a Tribal Transportation funding mechanism, such as a Referenced Funding Agreement (RFA). (Do not include FTA Transit funds or BIA Road Maintenance Program funds.)
This amount will equal the amount in 2a if the Tribe only expended TTP funds.
Note: When entering amounts, do not use commas
This includes only the TTP funds spent during the fiscal year of reporting out of all TTP funds transmitted from the administering agency (FHWA, BIA, or OSG).

$ 0

3. Amount of Federal Transportation Funds expended on INDIRECT COSTS during this reporting period
Enter the amount of indirect costs collected from Federal transportation funds (TTP, ERFO, & other Highway Funds) expended this reporting period. Note: When entering amounts, do not use commas
This includes all indirect costs collected from Federal transportation funds that were spent during the reporting period. This amount needs to have been included in the amounts under question 2.a and 2.b.
4. All Federal Transportation Funds received
Enter the total amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) routed to the Tribe since signing your first FHWA Program Agreement. Include all funds that were originally shown on a Referenced Funding Agreement (RFA) with FHWA. Note: When entering amounts, do not use commas

$ 0
This includes all funds the Tribe received from FHWA since signing their initial Agreement.

5. All Federal Transportation Funds spent
Enter the total amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) expended by the Tribe since signing your first FHWA Program Agreement. Include all transportation funds that were originally shown on a Referenced Funding Agreement (RFA) with FHWA. Note: When entering amounts, do not use commas

$ 0
This includes all funds the Tribe spent from those received from FHWA since signing their initial Program Agreement.

6. All Federal Transportation Funds Available
Enter the total unexpended amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) routed to the Tribe by all Referenced Funding Agreements (RFAs) since signing your first FHWA Program Agreement. Note: When entering amounts, do not use commas

$ 0
This includes all remaining funds held by the Tribe of those received from FHWA since signing their initial Program Agreement. The amount should be the result of question 4 minus question 5.

7. Single Audit Qualification
During the 2016 Federal Fiscal Year did the Tribe meet the minimum requirements for a Single Audit to be performed?
Note: A non-Federal entity that expends $750,000 or more from all Federal programs during the non-Federal entity’s fiscal year must have a single or program-specific audit conducted for that year. (2 CFR 200.501 (a))

☐ Yes
☐ No

8. Single Audit Occurrence
List the last year that a single audit was completed.
If no single audit has ever been completed, please skip this question.

Each answer must be between 2000 and 2099
9. Single Audit Attachment
Please submit the most recently conducted Audit.

*Please upload at most one file*

Upload files

10. Single Audit Findings
Enter any outstanding Single Audit Findings the Tribe has yet to address.

11. Single Audit Finding Categories
Select the category or categories that best describe any outstanding findings.

*Check any that apply*

- [ ] Allowable Costs
- [ ] Internal Control Deficiencies
- [ ] Reporting
- [ ] No Single Audit Findings

Other: 

Tribal Transportation Program

Attributed Survey: TTP Online Reporting Tool

This form serves as the financial status report and project/activity progress report for the Tribal Transportation Program.

Basic Info

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Fiscal Year for report</td>
<td>Note: The Federal Fiscal Year starts October 1.</td>
</tr>
<tr>
<td>Tribe Name</td>
<td>Tribal Name</td>
</tr>
<tr>
<td>Tribe ID Code</td>
<td>BIA Six-Code</td>
</tr>
<tr>
<td>TTP Contracting Method</td>
<td>FHWA</td>
</tr>
<tr>
<td>Transportation Program Contact(s)</td>
<td>Name(s)</td>
</tr>
<tr>
<td>Email addresses</td>
<td>Email addresses</td>
</tr>
<tr>
<td>Phone Numbers</td>
<td>Phone Numbers</td>
</tr>
<tr>
<td>Authorized Signatory</td>
<td>Name</td>
</tr>
<tr>
<td>Authorized Signatory Title</td>
<td>Title</td>
</tr>
</tbody>
</table>

As previously noted, only Tribes with FHWA Program Agreements (PA) report under the Mid-Year Reporting Period. Fiscal Year Reporting Period covers the full October to September period for Tribes with either FHWA and BIA Agreement Tribes.

The Federal Fiscal Year begins on October 1 of each year.

Within the non-construction activities report only, a Tribe verifies the existing Tribal data the agency has on record. Changes can be made by checking this box. Note that changes will not be reflected in the reporting system until the next reporting period.

Make the needed changes here:

- Tribe Name: Tribe
- Tribe ID Code: BIA Six-Code
- Transportation Program Contact: Name
- TTP Contact Email: transportationdirector@tribe.org
- TTP Contact Phone: phone number

When the box is checked, changes can be entered into this text box that appears. If no changes are needed, please ensure the box is not checked.
A confirmation email will be sent to these addresses:
transportationdirector@tribe.org;PointofContact@agency.gov

If an additional email address should receive a copy, please enter it here:

Emails should automatically be distributed to the agency's TTP contact list for the Tribe, as well as a copy to the Agency point of contact for the Tribe. If for some reason a confirmation email wasn't sent to one of the Tribal addresses listed, the email can be forwarded by a Tribal recipient or by the agency POC (alternatively, the link could be accessed, an email can be entered and the report resubmitted (note that all listed emails would receive a confirmation email again)).
1. Jobs

1.1 Jobs retained

Enter the estimated number of permanent positions funded by TTP during this Fiscal Year. A permanent position may be full-time or part-time.

Only integer value may be entered in this field.

1.2. Jobs Created

Enter the estimated number of short-term positions used to carry out the listed projects and activities identified on both this report and the design-construction projects report. Short-term positions have a limited duration, such as seasonal or tied to a construction project.

Only integer value may be entered in this field.

A job retained cannot also be counted as a job created.

Count jobs created by each project or activity even if the same contractor or force account crew work on multiple projects.

2. Administrative Expenses

Administrative expenses may include: Rent, Utilities, Salaries, Computer Equipment, etc.

Do not include administrative expenses already paid for through indirect cost accounting (if applicable).

2.1 Funds Programmed for Administrative Activities
A Tribe’s indirect cost pool may include items like rent and utilities. If so, these items are covered under the indirect rate and would not be broken out separately. As indirect cost rate payments are made at the point of expenditure, they should be tracked and included with the activities and projects the expenditures are associated with.

### 2.2 TTP Funds Expended for Administrative Activities
Include only TTP Funds.

$ 0.00

### 2.3 Describe Progress of Administrative Activities

N/A

### 3. Planning Activities
Planning activities may include: TTP Inventory, LRTP, TIP, Studies, etc.

#### 3.1 Funds Programmed for Planning Activities
Enter amount shown on TIP

$ 0.00

#### 3.2 TTP Funds Expended for Planning Activities
Include only TTP Funds.

$ 0.00

#### 3.3 Describe Progress of Planning Activities
Planning activities may include: TTP Inventory, LRTP, TIP, Studies, etc.

N/A
4. Safety Activities

Non-construction Safety Activities may include: Coordinate with Transportation Safety Partners, Developing Transportation Safety Plans, Conducting Road Safety Assessments, or Transportation Safety Related Enforcement/EMS/Education activities.

Note: Safety construction projects are to be reported separately using the unique link for that project.

4.1 Funds Programmed for Safety Activities

Enter amount shown on TIP

$ 0.00

4.2 TTP Funds Expended for Safety Activities

Include only TTP Funds spent on non-construction safety activities.

$ 0.00

4.3 Describe Progress of Safety Activities

N/A

5. Maintenance Activities

5.1 Funds Programmed for Maintenance Activities

Enter Amount shown on TIP

$ 0.00

5.2 TTP Funds Expended for Maintenance Activities

Include only TTP Funds. Do not include BIA Maintenance Program funds.

$ 0.00

5.3 Describe Progress of Maintenance Activities

The list of eligible maintenance activities can be found in 25 CFR 170 Appendix to Subpart G. As noted, this list is not all-inclusive. Contact your agency POC for any questions on whether an activity not listed in the Appendix to Subpart G would be considered maintenance.
Please list the Maintenance Activities (Mowing, Patching, Snow Removal, New Equipment, Employees, etc.) and give a brief status of each activity.

N/A

6. Transit Activities
Transit activities may include: Rent, equipment, employees, fuel, transit planning, etc.

6.1 Funds Programmed for Transit Activities
Enter amount shown on TIP

$ 0.00

6.2 TTP Funds Expended for Transit Activities
Include only TTP Funds spent on non-construction transit activities. Do not include any Federal Transit Administration funds.

$ 0.00

6.3 Describe Progress of Transit Activities

N/A

7. Other Non-construction Activities
Use this section to report any non-construction activities not described above.

7.1 Funds Programmed for Other Non-construction Activities
Enter amount shown on TIP

$ 0.00

Included to cover any non-construction activities that wouldn’t be included under the Safety, Transit, Administrative, Maintenance or Planning categories.
7.2 TTP Funds Expended for Other Non-Construction Activities
Include only TTP Funds.

$ 0.00

7.3 Describe Progress of Other Non-Construction Activities

N/A

8. Please provide any attachments related to any of the activities reported on above. (optional)
For example: safety plan, photos of special events, etc.

Please upload at most 10 files

Upload files Up to 10 attachments, limited at up to 10MB each.
Tribal Transportation Program

Attributed Survey: TTP Online Reporting Tool

Basic Info

You are reporting for 2018 Mid-Year (October - March) FHWA Only

The Federal Fiscal Year begins on October 1 of each year.

A confirmation email will be sent to these addresses:

......

If an additional email address should receive a copy, please enter it here:

Emails should automatically be distributed to the agency's TTP contact list for the Tribe, as well as a copy to the Agency point of contact for the Tribe. If for some reason a confirmation email wasn't sent to one of the Tribal addresses listed, the email can be forwarded by a Tribal recipient or by the agency POC (alternatively, the link could be accessed, an email can be entered and the report resubmitted (note that all listed emails would receive a confirmation email again)).
Tribal Transportation Program

Attributed Survey: TTP Online Reporting Tool

This form serves as the financial status report and project/activity progress report for the Tribal Transportation Program.

Design/Construction Project: Project Name

1. Project Numbers

   Federal Agency Project Number

   Tribe's Project Number (enter "none" if not used)

   Assigned by FHWA/BIA

   Tribe's internal tracking number, if one is used.

   Not required.

2. Project Name

   Enter the name of this project as shown on the TIP.

3. Project Description

   Describe the improvement that this project aims to make. For example: This project will add sidewalks, improve drainage, and pave ABC Street.

4. Funding Source(s)

   Check any that apply or enter funding source not listed under “Other”.

**5. Project Location**

National Tribal Transportation Facility Inventory (NTTFI) Route and Section Numbers

Milepost, place name, or other reference

County / Borough

State(s)

**6. Project Length**

*Only numbers may be entered in this field.*

[ ] miles

For discrete facilities or site specific projects, entering 0.1 is acceptable.

**7.a. Project Status Narrative**

Please describe the progress to date on this project. Include any major highlights or changes related to the project.

**7.b. Project Status: Active Phases**

Please choose all phases that were active during the reporting period.

*Check all phases that were active and/or were completed during the reporting period.*

*Check any that apply*

[ ] Preliminary Design (Pre-project Planning)
8. Project Funding

These amounts should include all project costs (Preliminary Engineering (PE), Construction Need (CN), and Construction Engineering (CE)) and reflect the most current estimate. Enter the total amount of funds expended on this project during this reporting period, regardless of the year the funds were received through a Tribal Transportation funding mechanism.

Note: When entering amounts, do not use commas

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTP Funds Expended this Fiscal Year</td>
<td>$</td>
</tr>
<tr>
<td>Total Funds Expended this FY</td>
<td>$</td>
</tr>
<tr>
<td>Anticipated Total Project Cost (include all funding sources and all years)</td>
<td>$</td>
</tr>
</tbody>
</table>

The anticipated total project cost may reflect the amount shown on the Tribe's approved TTIP. This amount can be updated to reflect the latest estimate.

9. Estimated Percentage of Work Complete

Each answer must be between 0 and 100

Only integer value may be entered in this field.

\[
\text{\%} \]

10. Estimated Project Completion Date

This is only an estimate and not a commitment to any date.
Design/Construction Summary: Project Name

You must choose the "Next" button below to complete your report.
To make changes choose the "Previous" button below.

11. Please provide any attachments related to the reported on Project
For example: Completion report, photos, etc.

*Please upload at most 10 files*

**Upload files**
Up to 10 attachments of up to 10MB each.