

TRIBAL TRANSPORTATION PROGRAM SAFETY FUNDS (TTPSF)
DISCRETIONARY GRANTS FOR FY2014

APPLICATION INFORMATION

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.

The application for each project must be submitted by the deadline and should include the following information. Applications that do not include these items may be considered incomplete and may not be considered in the evaluation and selection process. Contact information is requested as part of the SF-424 online form. FHWA will use this information to contact parties in the event that FHWA needs additional information about an application.

Application: The application consists of both the SF-424 Online Form and Project Narrative.

1. Standard Form 424 (SF-424): Application for Federal Assistance

The [Application for Federal Assistance \(SF-424\)](#) is an online form at: <http://survey.max.gov/index.php/337932/>.

A preview of this form may be downloaded at: <http://flh.fhwa.dot.gov/programs/ttp/safety/documents/424-preview.pdf>

2. Project Narrative: Attachment to SF 424

Note: The project narrative may be uploaded as part of the SF-424 online form.

The project narrative must respond to the application requirements outlined in the NOFA. FHWA recommends that the project narrative be prepared with standard formatting preferences (e.g. a single-spaced document, using a standard 12-point font, such as Times New Roman). An application must include information required for FHWA to assess each of the criteria specified in the Selection Criteria. The Selection Criteria are identified in sections III & IV below.

Documentation supporting the assertions made in the narrative portion may also be provided, but should be limited to relevant information that reinforces the applicant's assertion of a project is recommended in a Tribal Transportation Safety or other Plan completed in the last 5 years. FHWA recommends use of appropriately descriptive file names (e.g., "Project Narrative," "Maps," etc.) for all attachments. Those attachments must be submitted electronically in PDF format along with the attachment to SF-424. This additional information should be identified by the Tribe and Project Title that matches the SF-424.

Project Narrative Recommended Outline: FHWA recommends that the project narrative generally adhere to the following basic outline.

I. Identifier Information:

1) Applicant ID Code: (This should match the SF-424 online form. Look up at: <http://flh.fhwa.dot.gov/programs/ttp/documents/bia-6codes.pdf>)

2) Tribe/State: (This should match the SF-424 online form)

3) Descriptive Title of Applicant's Project: This should match on the description provided in the SF-424 online form and be a very short project description that readily identifies the project, or is commonly used to describe the project.

II. Geographic Location:

1) Provide a brief description of the project location:

a) Length of project: (Miles)

b) Project limits: (Narrative, including the route number and project termini, and include the local jurisdiction/s in which the project is located. If this request is for an activity, indicate that it is tribal wide.)

III. 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. (Maximum: 5 Sentences—please see “[How to Write a Project Abstract](#)”) It is important that your project abstract succinctly describes how this specific request for TTPSF funds will be used to complete your project.

General Information:

1) Provide a brief description of the proposed work:

Describe the scope of work that is to be completed with this funding request, whether this is a complete project or part of a larger phased project, what the intended outcome is. Only include work that is eligible for TTPSF funding. The narrative should also describe the way in which this project addresses the safety needs, strategic goals or priorities of a Tribal Transportation Safety Plan or other strategic safety plan completed in the last 5 years, and how each of those strategic goals or priorities will be addressed by completion of the project. This should include the appropriate supporting documentation from the Tribal government. Project outcomes should also be clearly identified in context of TTPSF eligibility. See the NOFA for TTPSF eligibility criterion.

For funding to develop a Tribal Transportation Safety Plan, a well-written project abstract can also serve as your project description. Please see Sec. III for details on writing a project abstract.

2) Amount of TTPSF Funds Requested:

Provide a cost estimate that is reflective of the total cost of the proposed work by line item. Each line item should be associated with a completed task, deliverable, or outcome that contributes to the completed funding request. In the event that 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. If the applicant is willing to accept partial funding of the request, that should be indicated. A cost estimate for a Safety Plan can be indicated in one line item.

3) Project Schedule:

The anticipated project schedule (assuming the requested TTPSF funding is provided) is required. The schedule should show how the work will be advanced in the fiscal year for which the funds are being requested, and the anticipated completion date of the work. This should directly reference each line item in the cost estimate. Applications should only be submitted for projects that are ready to advance if the minimum partial funding request is met.

4) Previous Federal funds contributed to this project:

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

5) 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.

6) Project Administration:

Indicate whether the project is being administered by the Tribal Government, a division of the Office of Federal Lands Highway, or another entity. This information is needed to determine to whom to allocate the funds if the project is selected for funding.

7) Will the funds be obligated within one year of the date the funds are made available and will the funds be applied to a ready-to-advance project? (This is not a requirement; we would just like to know.)

(Y/N and include the estimated Obligation Date and to whom)

8) Attachments. If the applicant desires to submit additional information, such as maps, pictures, etc., those items must be submitted as an attachment to the SF-424 and Application. This additional information should be identified by the Tribe and Project Title so that it is easily identified as part of your application. These additional items should not be relied upon to meet the application submission requirements above, but serve only to illustrate the information provided in the narrative.

IV. Project Selection Criterion

As described above, a project narrative should describe how the proposal meets the Selection Criteria from the NOFA Section III (Selection Criteria and Policy Considerations) and the statutory eligibility criteria as described in NOFA Section II (Eligibility). Choose only one section from the next page based on the category that best fits the application you are submitting.

For Developing Safety Plans:

What is the age and status of existing tribal safety plans? (Or is this application for funding to develop the tribe’s first Tribal Transportation Safety Plan?)
Describe how funding will be used in the development of a Tribal Transportation Safety Plan.
Is there any funding being leveraged to complete this plan? (Leveraged funding may include resources donated by partners such as time or data analysis)

For Education, EMS, and/or Enforcement Activities, or Planning efforts other than a Tribal transportation safety plan (Examples of “Other Planning Efforts”: RSA, Traffic Study, Data Improvement, etc.)

Is the activity identified in a Tribal Transportation Safety Plan that is no more than 5 years old or a State Strategic Highway Safety Plan (SHSP) http://safety.fhwa.dot.gov/hsip/shsp/state_links.cfm ? (attach page from plan)
Please summarize any supporting data that clearly demonstrates the need for the project and/or reference attachments.
Is other private or other public funding leveraged by this project?
Does this project compliment a comprehensive approach to safety with a multi-disciplinary (4E) approach?

For Engineering Projects:

Is the activity identified in a Tribal Transportation Safety Plan that is no more than 5 years old (attach page from plan) or a State Strategic Highway Safety Plan (SHSP) http://safety.fhwa.dot.gov/hsip/shsp/state_links.cfm
Is the activity identified in a completed road safety audit (RSA), engineering study, impact assessment or other engineering document?
Please summarize any supporting data that clearly demonstrates the need for the project and/or reference attachments.
Who owns the facility?
Is other private or other public funding leveraged by this project?
When did the Tribe last receive funds for an engineering safety improvement project? What was the source of those funds?
Does this project compliment a comprehensive approach to safety with a multi-disciplinary (4E) approach?