

TRIBAL TRANSPORTATION PROGRAM SAFETY FUNDS (TTPSF)

DISCRETIONARY GRANTS FOR FY2019

APPLICATION INFORMATION

The online application form and project narrative 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.

A complete application consists of both
the Online Application Form and a Project Narrative.

1. Online Application Form for Federal Assistance

During the application period, the online application form can be found at:

<https://flh.fhwa.dot.gov/programs/ttp/safety/ttspf.htm>

You may want to complete the application preview prior to accessing the online application form. The application preview is available on the same web page.

FHWA prefers that the project narrative and attachments are uploaded as part of the online application form. Alternatively, the project narrative and attachments may be submitted by email to TTPSF@dot.gov *after* completing the online application form. Please ensure that email communication identifies the application ID number provided by the online application form.

2. Project Narrative: Attachment to the online application form.

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. A recommended outline is provided below which identifies the information that should be included in a project narrative.

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. Those attachments must be submitted electronically in PDF or DOC format. Any additional information should be labeled with the Tribe and Project Title.

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

prepared with standard formatting preferences (e.g. a single-spaced document, using a standard 12-point font).

I. Identifier Information:

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

2) Tribe Name: This should match the online 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.

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

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. (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.

III. Project Description

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.)

2) 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 NOFO for TTPSF eligibility criterion.

For funding to develop a Tribal Transportation Safety Plan, a well-written project abstract (see section II above) can also serve as your project description.

3) Amount of TTPSF Funds Requested and Cost Estimate:

Provide a cost estimate that is reflective of the total cost of the proposed work by line item. Each line item 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 indicated. The applicant should identify the individual components of the project that could be accomplished with partial funding. 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 (assuming the requested TTPSF funding is provided) is required. The schedule should show how the work will be advanced 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 or phases of projects that are ready to advance if the minimum partial funding request is met. The project schedule should identify if the funds 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, including BIA IHSP funds that this project has received, the Federal fiscal year, and 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 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.

V. Evaluation Criteria

The NOFO describes the application review and selection process in Section E. As described in the NOFO, projects will be selected based on the project 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 criteria.

1) Project Selection Criterion

A project narrative should describe how the proposal meets the Selection Criteria from the NOFO Section E subsection 1 (Criteria). The online application will also prompt for a summarized response to the selection criteria as shown in the online application preview at: <https://flh.fhwa.dot.gov/programs/ttp/safety/ttpsf.htm>

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 subsection 2 (Review and Selection Process).

3) Status of Prior TTPSF Awards

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

VI. Attachments.

Include with the Project Narrative an index listing all attachments.

1) Proof of Sam.Gov Registration

Each application must have attached documentation of the applicant's registration status in the System for Award Management, SAM.gov. One method of obtaining this documentation is the "Search Records" function found at <http://www.SAM.gov>.

2) Letter from Facility owner

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

3) Other Attachments

If the applicant desires to submit additional information, such as maps, pictures, supporting data, etc., those items must be submitted as an attachment to the online application form. Alternatively, attachments may be submitted after the online application form by email to TTPSF@dot.gov. Please ensure that email communication identifies the application ID number provided by the online application form. 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.

FY19 TTP SAFETY FUND ONLINE APPLICATION PREVIEW

INSTRUCTIONS

DO NOT submit this document with your application.

This is only a preview of the online application for the TTP Safety Fund. A complete application consists of both the online application form and a project narrative. Additional information can be found in the "Application Information" document at: <http://flh.fhwa.dot.gov/programs/ttp/safety/ttspf.htm>

APPLICANT INFORMATION

Applicant Identifier	For help: http://flh.fhwa.dot.gov/programs/ttp/documents/bia-6codes.pdf	
Official Name of Tribe		
DUNS Number	Must be registered at: https://sam.gov/SAM/pages/public/searchRecords/search.jsf	
Department / Division		
Mailing Address		
Contact Person	Prefix	
	First Name	
	Last Name	
	Suffix	
	Title	
	Organizational Affiliation (Tribal Department)	
	Telephone Number	
	Email Address	
Authorized Representative (Person who authorized the application to be submitted)	Prefix	
	First Name	
	Last Name	
	Suffix	
	Title	
	Telephone Number	
	Email Address	
Applicant Delinquent On Any Federal Debt?	(if yes, attach explanation)	

PROJECT INFORMATION

Descriptive Title of Project		
Areas Affected		
Route number(s) from the National Tribal Transportation Facility Inventory (NTTFI)	Required for infrastructure improvement projects only.	
Congressional Districts For help with this question, please visit: http://www.house.gov/representatives/find/	Applicant	
	Project	
Project Start Date (estimate)		
Project End Date (estimate)		
Estimated Funding	TTP Safety Fund Amount Requested	\$
	Applicant (including TTP Shares)	\$
	State	\$
	Local	\$
	Other Federal or Other	\$
Is any funding being leveraged to complete this project? Please list the amount and source. Leveraged funds may include in-kind resources. Matching funds/resources are NOT a requirement of this grant but can be considered by reviewers.		
Briefly describe the expected outcome of this project. Highlight any expected crash reduction. Use only one or two sentences.		

ATTACHMENTS

Required attachments are:

- A project narrative
- Itemized budget (may be included in project narrative)
- Documentation of SAM.gov registration
- For infrastructure projects, a letter of acknowledgement from the facility owner (except Tribal or BIA routes)

A project narrative is REQUIRED in addition to completing the online application form. Please complete the project narrative prior to completing the online application. There will be an opportunity during the online application to upload your project narrative. For more information on what a project narrative should contain, please view the application information at: <http://flh.fhwa.dot.gov/programs/ttp/safety/>

Along with the project narrative you may upload any supporting documentation that could help reviewers understand responses to the selection criteria such as pictures, maps, and supporting data.

SELECTION CRITERIA

You will need to select the category where your project best fits. The selection criteria vary based on the project category.

Applicants should carefully review the selection criteria descriptions in Section E of the Notice of Funding Opportunity. Below is a table that summarizes the selection criteria questions along with a guide describing how the selection criteria will be evaluated. You need only review the criteria in the relevant category. A project must meet all 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 any project meets the standards for not qualified (NQ) for any of the selection criteria, the project will be ranked not qualified.

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 \$12,500) to develop a new transportation safety plan or requests (up to \$7,500) to update existing Tribal transportation safety plans that are at least 3 years old. Q: N/A NQ: Projects that do not meet the eligibility requirements; request to update a transportation safety plan that is less than 3 years old.
Describe how funding will be used in the development of a Tribal Transportation Safety Plan.	

Category: DATA ASSESSMENT, IMPROVEMENT, AND ANALYSIS ACTIVITIES	
Selection Criteria Description	Rating Guide
What strategic 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: Activity is identified in a supporting strategic planning document that is not more than 5 years old. Q: Activity is identified in a supporting strategic planning document that is 5 or more years old. NQ: Applicant did not demonstrate that the activity is in a supporting strategic planning document.
Summarize any data that clearly demonstrates the need for the project. <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.	
Describe how the project compliments a comprehensive approach to safety with a multi-disciplinary (4E) approach. Are there other efforts that have a similar goal to this project? Was the project identified through input from multiple disciplines? A 4E approach is one that involves multiple disciplines including Emergency Medical Services, Enforcement, Engineering, and Education. Applicant should demonstrate that the activity has been identified by or will be carried out by a multi-disciplinary team.	HQ/ Q: Project is part of a comprehensive approach to safety which includes other safety efforts. NQ: Applicant did not demonstrate that a comprehensive approach was used to identify the activity.

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

Criteria Description	Rating Guide
Summarize any data that clearly demonstrates the need for the project. Summarizing the best available data that demonstrates a history or risk of transportation incidents which are expected to be reduced by the proposed activity. 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 <u>supplement</u> relevant incident history.	HQ: Data included in the application that directly supports the project. This should be site specific data that describes the crash history and directly demonstrates the safety need. Q: Some data included in the application that demonstrates risks and supports the project; This data could be an area-wide incident history (such as the results of a systemic safety study) or an explanation that an incident history is not available along with some supporting data from an alternative safety data. NQ: No data provided in the application to support the request.
What strategic 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 strategic planning document may be a current State Strategic Highway Safety Plan (SHSP), a Tribe's transportation safety plan, Road Safety Audit (RSA), impact assessment, or other safety engineering study.	HQ: Supporting strategic planning document is not more than 5 years old; Supporting Q: Supporting strategic planning document is 5 or more years old; NQ: Applicant did not demonstrate that the activity is in a safety plan.
What entity owns the facility(s)?	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. Q: Facility not owned by a Tribe or BIA NQ: N/A
Describe how the project compliments a comprehensive approach to safety with a multi-disciplinary (4E) approach. Are there other efforts that have a similar goal to this project? Was the project identified through input from multiple disciplines? A 4E approach is one that involves multiple disciplines including Emergency Medical Services, Enforcement, Engineering, and Education. Applicant should demonstrate that the activity has been identified by or will be carried out by a multi-disciplinary team.	HQ / Q: Project is part of a comprehensive approach to safety which includes other safety efforts. NQ: Applicant did not demonstrate that a comprehensive approach was used to identify the activity.
Prior Awards (addressed by a question on page 1 of this document)	HQ: Tribe has not received funding for a TTPSF transportation safety construction project in more than 5 years; Q: Tribe has received funding for a TTPSF transportation safety construction project within the past 5 years. NQ: N/A

DEPARTMENTAL CRITERIA

These criteria will be considered if the total funding request from all applications rated highly qualified and qualified exceeds the available funding. The online application contains one text box where applicants may address all the departmental selection criteria in narrative format.

After considering all other selection criteria, the Federal Highway Administrator will take into account the following key Departmental objectives:

- Using innovative approaches to improve safety and expedite project delivery;
- Supporting economic vitality at the national and regional level;
- Utilizing alternative funding sources and innovative financing models to attract non-Federal sources of infrastructure investment;
- Accounting for the life-cycle costs of the project to promote the state of good repair; and
- Beginning projects in a timely manner after award of Program funding.

Describe how this project will address the key objectives of the US Department of Transportation: