



THE CENTER
FOR TRIBAL TRANSPORTATION

TRAINING CURRICULUM

Tribal Transportation Program — Refresher
Two-Day Comprehensive Training

Instructor: Todd Macalady

Based on FHWA/BIA/Federal TTP Program Guide

25 CFR Part 170 · 2 CFR Part 200 · 25 CFR Part 190 · 23 USC §661
Federal Acquisition Regulations (FAR) · Tribal Transportation Standards & Guidelines

This document contains proprietary training curriculum developed for the Center for Tribal Transportation.

COURSE OVERVIEW

Course Description

This two-day refresher course provides a comprehensive update on the Tribal Transportation Program (TTP) as administered through the Federal Highway Administration (FHWA) and the Bureau of Indian Affairs (BIA). The course is designed for tribal transportation professionals who have prior experience with the TTP and need to refresh their knowledge of current regulatory requirements, program administration, and best practices.

Participants will review the governing regulations under 25 CFR Part 170 (Tribal Transportation Program), 2 CFR Part 200 (Uniform Administrative Requirements), 25 CFR Part 190 (Indian Roads), and 23 USC §661 (Tribal High Priority Projects Program). The training covers the full lifecycle of TTP-funded activities—from planning and programming through design, construction, maintenance, and professional services—with emphasis on compliance with Federal Acquisition Regulations (FAR) and applicable federal-aid highway standards.

Through instructor-led presentations, practical exercises, case studies, and facilitated group discussions, participants will strengthen their ability to manage TTP funds, navigate the regulatory framework, and deliver transportation projects that meet federal requirements while serving tribal community needs.

Course Objectives

Upon completion of this training, participants will be able to:

- ▶ Explain the current TTP regulatory framework including 25 CFR 170, 2 CFR 200, 25 CFR 190, and 23 USC §661.
- ▶ Identify the roles and responsibilities of FHWA, BIA, and tribal governments within the TTP structure.
- ▶ Apply proper procedures for TTP planning, programming, and the National Tribal Transportation Facility Inventory (NTTFI).
- ▶ Navigate design standards, construction oversight, and quality assurance requirements for TTP-funded projects.
- ▶ Manage TTP contracts, agreements, and professional services in compliance with FAR and federal procurement standards.
- ▶ Implement maintenance management strategies and safety programs consistent with federal requirements.
- ▶ Demonstrate proper financial management, reporting, and closeout procedures for TTP-funded activities.

Who Should Attend

This refresher training is designed for individuals who have foundational knowledge of the Tribal Transportation Program and are actively involved in TTP-funded activities. Recommended attendees include:

- ▶ Tribal Transportation Directors and Program Managers
- ▶ Tribal Transportation Planners and Engineers
- ▶ Tribal Road Maintenance Supervisors and Staff
- ▶ Tribal Finance and Grants Management Personnel administering TTP funds
- ▶ Tribal Council Members and Elected Officials overseeing transportation programs

- ▶ BIA Regional and Agency Road Engineers
- ▶ FHWA Federal Lands Highway Division Staff working with tribes
- ▶ Tribal Environmental and Safety Coordinators involved in transportation projects
- ▶ Consultants and Professional Service Providers working under TTP contracts
- ▶ Tribal Self-Determination/Self-Governance Coordinators managing P.L. 93-638 or P.L. 100-472 agreements

Prerequisites

Participants should have basic familiarity with the Tribal Transportation Program and prior involvement in TTP-funded transportation activities. Completion of an introductory TTP training course or a minimum of one year of experience working with the TTP is recommended.

Course Materials Provided

All participants will receive a comprehensive course binder including reference copies of relevant sections of 25 CFR 170, 2 CFR 200, 25 CFR 190, the TTP Program Guide, applicable FAR excerpts, sample forms, templates, and case study materials.

Continuing Education

Participants who complete both days of the training will receive a Certificate of Completion from the Center for Tribal Transportation. This course may qualify for continuing education credits depending on participant professional certifications.

TRAINING SCHEDULE AT A GLANCE

Day 1 — Foundations: Regulatory Framework, Planning & Programming

Time	Topic	Description
8:00 – 8:30 AM	Registration & Welcome	Sign-in, materials distribution, introductions
8:30 – 12:00 PM	SESSION 1: TTP Regulatory Framework & Program Administration	Governing legislation, 25 CFR 170 overview, program structure, roles and responsibilities, funding formulas, self-determination agreements
12:00 – 1:00 PM	Lunch Break	
1:00 – 4:30 PM	SESSION 2: Transportation Planning, Programming & Project Development	Long-range transportation plans, NTTFI, TIP development, project identification, environmental review, NEPA compliance, public involvement
4:30 – 5:00 PM	Day 1 Wrap-Up & Q&A	Review of key concepts, open discussion, preview of Day 2

Day 2 — Implementation: Design, Construction, Maintenance & Compliance

Time	Topic	Description
8:00 – 8:30 AM	Day 2 Check-In & Day 1 Recap	Review of Day 1 material, questions from overnight reflection
8:30 – 12:00 PM	SESSION 3: Design Standards, Construction & Maintenance	Design standards and guidelines, PS&E development, construction management, quality assurance, maintenance planning, safety programs, bridge and road inventory
12:00 – 1:00 PM	Lunch Break	
1:00 – 4:00 PM	SESSION 4: Financial Management, Procurement & Professional Services	2 CFR 200 compliance, FAR requirements, procurement methods, contract types, professional services agreements, financial reporting, audits, program closeout
4:00 – 4:30 PM	Course Wrap-Up, Evaluation & Certificates	Comprehensive review, course evaluation, Certificate of Completion distribution

DETAILED SESSION DESCRIPTIONS

SESSION 1: TTP Regulatory Framework & Program Administration

Day 1 · 8:30 AM – 12:00 PM · Instructor: Todd Macalady

This session provides a thorough review of the legal and regulatory foundation of the Tribal Transportation Program. Participants will revisit the authorizing legislation, key regulatory provisions under 25 CFR Part 170, the roles of FHWA and BIA, and the mechanics of TTP funding allocation. The session also examines self-determination and self-governance agreements as they relate to transportation program administration.

Topics Covered:

TTP Legislative & Regulatory Foundation

- ▶ History and evolution of the TTP under SAFETEA-LU, MAP-21, FAST Act, and BIL/IIJA
- ▶ Overview of 23 USC §201–204 and 23 USC §661 (Tribal High Priority Projects)
- ▶ 25 CFR Part 170 structure: Subparts A through H
- ▶ 25 CFR Part 190: Indian Roads and related provisions
- ▶ Relationship between federal-aid highway program requirements and tribal programs

Program Administration & Organizational Structure

- ▶ FHWA Office of Federal Lands Highway: roles and responsibilities
- ▶ BIA Division of Transportation: regional and agency functions
- ▶ Tribal government roles: resolution authority, designated officials, program staffing
- ▶ Government-to-government consultation requirements
- ▶ TTP Coordinating Committee functions and participation

TTP Funding Formula & Allocation

- ▶ Statutory funding formula components (25 CFR 170.201–170.213)
- ▶ Relative Need Distribution Factor methodology
- ▶ Population, road mileage, and vehicle miles traveled factors
- ▶ Set-asides: planning, bridges, safety, program management
- ▶ Tribal shares calculation and distribution process
- ▶ Carryover provisions and obligation limitations

Self-Determination & Self-Governance Agreements

- ▶ P.L. 93-638 contracts and compacts for TTP
- ▶ P.L. 100-472 self-governance provisions
- ▶ Agreement contents and required elements
- ▶ Annual Funding Agreements (AFAs) for transportation
- ▶ Programmatic agreements and stewardship responsibilities
- ▶ Reporting and accountability requirements under agreements

Learning Activities: Regulatory scavenger hunt exercise using 25 CFR 170; group discussion on funding formula impacts; case study on tribal program administration under P.L. 93-638.

SESSION 2: Transportation Planning, Programming & Project Development

Day 1 · 1:00 PM – 4:30 PM · Instructor: Todd Macalady

Session 2 focuses on the planning, programming, and project development phases of TTP activities. Participants will review requirements for long-range transportation planning, the National Tribal Transportation Facility Inventory (NTTFI), transportation improvement programming, environmental review and NEPA compliance, and public involvement processes. Emphasis is placed on how these elements integrate to create a compliant and effective project pipeline.

Topics Covered:

Long-Range Transportation Planning (LRTP)

- ▶ Tribal LRTP requirements under 25 CFR 170 Subpart D
- ▶ Planning factors and multimodal considerations
- ▶ Data collection and needs assessment methodologies
- ▶ Coordination with state DOTs, MPOs, and regional planning organizations
- ▶ Plan development, adoption, and update cycles
- ▶ Integration with tribal comprehensive plans and land use planning

National Tribal Transportation Facility Inventory (NTTFI)

- ▶ NTTFI purpose and regulatory basis (25 CFR 170.442–170.446)
- ▶ Eligible facility types: roads, bridges, transit, trails, and ancillary facilities
- ▶ Inventory data collection, submission, and update requirements
- ▶ BIA Road System classification and functional classification
- ▶ NTTFI data quality and validation processes
- ▶ Relationship between NTTFI and funding formula calculations

Tribal Transportation Improvement Program (TTIP)

- ▶ TTIP development requirements (25 CFR 170 Subpart E)
- ▶ Project identification, prioritization, and selection criteria
- ▶ TTIP content requirements and format
- ▶ Fiscal constraint and financial planning
- ▶ TTIP approval process: tribal resolution, FHWA/BIA review
- ▶ TTIP amendments and administrative modifications
- ▶ Integration with STIP and TIP processes

Environmental Review & NEPA Compliance

- ▶ NEPA requirements for TTP-funded projects
- ▶ Categorical Exclusions (CEs), Environmental Assessments (EAs), and Environmental Impact Statements (EIS)
- ▶ Section 106 Historic Preservation consultation
- ▶ Section 4(f) and 6(f) protections
- ▶ Tribal cultural resource considerations and consultation
- ▶ Environmental documentation and project file requirements

Public Involvement & Stakeholder Engagement

- ▶ Federal public involvement requirements for TTP projects
- ▶ Tribal government consultation protocols
- ▶ Community engagement strategies for transportation planning
- ▶ Documenting public involvement activities
- ▶ Addressing community concerns and incorporating feedback

Learning Activities: NTTFI data review workshop; TTIP development exercise using sample project data; NEPA classification scenario analysis; group discussion on effective public involvement strategies.

SESSION 3: Design Standards, Construction & Maintenance

Day 2 · 8:30 AM – 12:00 PM · Instructor: Todd Macalady

This session addresses the technical aspects of implementing TTP-funded projects through the design, construction, and maintenance phases. Participants will review applicable design standards and guidelines, Plans, Specifications, and Estimates (PS&E) development, construction administration and quality assurance requirements, maintenance management, and safety programs. The session emphasizes practical compliance with federal-aid highway standards as adapted for tribal transportation facilities.

Topics Covered:

Design Standards & Guidelines

- ▶ Applicable design standards: AASHTO, MUTCD, and tribal-specific standards
- ▶ 25 CFR 170 Subpart F: design requirements for TTP projects
- ▶ Functional classification and design speed considerations
- ▶ Geometric design criteria for tribal roads
- ▶ Roadway safety features: guardrails, signage, pavement markings
- ▶ ADA compliance for pedestrian facilities
- ▶ Design exceptions and variances: process and documentation

Plans, Specifications & Estimates (PS&E)

- ▶ PS&E development requirements for TTP-funded projects
- ▶ Plan preparation standards and review processes
- ▶ Specification writing: standard and special provisions
- ▶ Cost estimation methodologies and engineer's estimates
- ▶ PS&E review and approval workflow: tribal, BIA, and FHWA roles
- ▶ Right-of-way acquisition and utility coordination

Construction Administration & Quality Assurance

- ▶ Construction management requirements under 25 CFR 170
- ▶ Contractor selection and construction contract administration
- ▶ Construction inspection and documentation
- ▶ Materials testing and quality assurance/quality control (QA/QC) programs
- ▶ Change orders, claims, and dispute resolution
- ▶ Construction progress reporting and project documentation
- ▶ Davis-Bacon Act and labor compliance requirements
- ▶ Project closeout, final inspection, and acceptance

Maintenance Management

- ▶ TTP maintenance funding and eligible activities (25 CFR 170 Subpart G)
- ▶ Road maintenance categories: routine, preventive, and emergency
- ▶ Maintenance management systems and inventory
- ▶ Bridge inspection and maintenance requirements
- ▶ Deferred maintenance tracking and reporting
- ▶ Force account vs. contract maintenance operations
- ▶ Maintenance equipment acquisition and management

Safety Programs & Data

- ▶ Tribal Transportation Safety Plans
- ▶ Highway Safety Improvement Program (HSIP) participation
- ▶ Crash data collection, analysis, and reporting
- ▶ Safety project identification and countermeasure selection

- ▶ Strategic Highway Safety Plan coordination
- ▶ Pedestrian and bicycle safety considerations

Learning Activities: Design standard application exercise; PS&E checklist review; construction inspection scenario walkthrough; maintenance management plan development workshop.

SESSION 4: Financial Management, Procurement & Professional Services

Day 2 · 1:00 PM – 4:00 PM · Instructor: Todd Macalady

The final session focuses on the financial management, procurement, and professional services requirements that govern TTP-funded activities. Participants will review 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements), Federal Acquisition Regulations as they apply to tribal transportation, procurement methods and requirements, professional services contracting, financial reporting, and program audit and closeout procedures.

Topics Covered:

2 CFR Part 200: Uniform Administrative Requirements

- ▶ Overview of 2 CFR 200 applicability to TTP-funded activities
- ▶ Administrative requirements: financial management systems, internal controls
- ▶ Cost principles: allowable, allocable, and reasonable costs
- ▶ Indirect cost rates and negotiated indirect cost rate agreements (NICRA)
- ▶ Single Audit requirements under 2 CFR 200 Subpart F
- ▶ Record retention and access requirements
- ▶ Remedies for noncompliance

Federal Acquisition Regulations (FAR) & Procurement

- ▶ FAR applicability to tribal transportation procurement
- ▶ Procurement methods: micro-purchases, small purchases, sealed bids, competitive proposals
- ▶ Full and open competition requirements
- ▶ Indian Preference in contracting (25 USC §450e / P.L. 93-638 §§7(b) and 7(c))
- ▶ Buy Indian Act and tribal employment rights ordinances (TERO)
- ▶ Contract types: fixed-price, cost-reimbursement, time-and-materials
- ▶ Sole source justification and documentation
- ▶ Conflict of interest policies and procedures
- ▶ Contract administration and performance monitoring

Professional Services Agreements

- ▶ Qualifications-based selection (QBS) for engineering and design services
- ▶ Request for Qualifications (RFQ) and Request for Proposals (RFP) processes
- ▶ Scope of work development for professional services
- ▶ Fee negotiation and reasonableness analysis
- ▶ Contract provisions and required federal clauses
- ▶ Managing consultant performance and deliverables
- ▶ Task order agreements and on-call contracts

Financial Reporting & Stewardship

- ▶ Federal Financial Report (SF-425) requirements and submission schedules
- ▶ Progress reporting requirements
- ▶ Obligation and expenditure tracking
- ▶ Program income identification and treatment
- ▶ Equipment and real property management
- ▶ Matching and cost-sharing requirements (if applicable)

Audit Requirements & Program Closeout

- ▶ Single Audit Act requirements for TTP recipients
- ▶ Audit findings, corrective action plans, and resolution
- ▶ Management decisions and appeal processes
- ▶ Program and project closeout procedures

- ▶ Final financial reconciliation and reporting
- ▶ Record retention requirements post-closeout
- ▶ Transitioning between agreements and funding cycles

Learning Activities: Procurement method selection scenarios; professional services RFQ/RFP development exercise; SF-425 financial reporting walkthrough; audit finding response workshop.

KEY REGULATORY REFERENCES

The following federal regulations, statutes, and guidance documents form the primary regulatory basis for this training:

Reference	Description
25 CFR Part 170	Tribal Transportation Program — Primary regulation governing TTP administration, planning, design, construction, and maintenance
2 CFR Part 200	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
25 CFR Part 190	Indian Roads — BIA road system provisions and right-of-way regulations
23 USC §201–204	Federal Lands and Tribal Transportation Programs authorizing statutes
23 USC §661	Tribal High Priority Projects Program
P.L. 93-638	Indian Self-Determination and Education Assistance Act
P.L. 100-472	Indian Self-Governance Act amendments
FAST Act / BIL (IIJA)	Fixing America’s Surface Transportation Act / Bipartisan Infrastructure Law — Current authorization
Federal Acquisition Regulations (FAR)	Federal procurement standards applicable to TTP activities
AASHTO Standards	Design and construction standards for highway and transportation facilities
MUTCD	Manual on Uniform Traffic Control Devices
TTP Program Guide	FHWA/BIA guidance on TTP implementation and administration

INSTRUCTOR

Todd Macalady

Todd Macalady serves as the lead instructor for this training program through the Center for Tribal Transportation. With extensive experience in tribal transportation program administration, federal highway regulations, and infrastructure development in Indian Country, Mr. Macalady brings practical, field-tested knowledge to the classroom. His instruction integrates regulatory expertise with real-world application, helping tribal transportation professionals navigate the complexities of the TTP while maximizing the effectiveness of program resources.

TRAINING REGISTRATION & INFORMATION

For registration, scheduling, and additional information about this training or other courses offered by the Center for Tribal Transportation, please contact:

Center for Tribal Transportation

Training Program Inquiries

Instructor: Todd Macalady