



**U. S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL HIGHWAY ADMINISTRATION**  
**FEDERAL LANDS HIGHWAY MANUAL**

<b>Chapter 6</b>	Technical Services
<b>Section A</b>	Technology
<b>Subsection 1</b>	Coordinated Technology Implementation Program (CTIP)

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The Coordinated Technology Implementation Program (CTIP) is a coordinated and cooperative technology development and sharing program among the Federal Lands Highway and agencies participating in the Federal Lands Highway Program (FLHP).

1. PURPOSE

To improve the Federal Lands Highway programs through mutually funded and developed projects to deploy innovative, unique, or under-used transportation technology.

2. GOALS

A. Develop a strategic plan that identifies common needs and priorities of the Federal Lands Highway Programs.

B. Provide timely technology transfer, engineering assistance, and problem solving services that meet the needs of the Federal Lands Highway Programs.

C. Provide solutions that are sensitive to agency needs, improve agency efficiency, and that improve the quality of transportation projects.

D. Document and share project results.

3. AUTHORITY

A. 23 U.S.C. 204 establishes the Federal Lands Highway (FLH) Program and authorizes funds available for public lands highways to be used to pay for the cost of planning, engineering, construction, administration and research (that augments Research, Development, and Technology programs).

4. BACKGROUND

A. The CTIP program was established in 1987 with the initial members, (when agencies added, documents key processes, important dates).

5. DEFINITIONS

A. CTIP Project Proposal –A succinct document that outlines the proposed activity. It is reviewed and considered by the Council for approval and funding distribution (Attachment 1).

6. COUNCIL

A. The Council is the directing body for the CTIP. The Council consists of representatives from participating agencies. The Council provides:

1. Provides guidance;

2. Evaluates and prioritizes CTIP project proposals;

3. Approves funding allocation;

4. Ensures the effective management of the program;

5. The Federal Lands Highway and each agency contributing funds under the CTIP program are given one vote.

- B. The FLH Technology Programs Engineer shall be responsible for tracking the overall status of the CTIP. This includes:
1. Preparing agendas for meetings;
  2. Screening and distributing eligible project proposals;
  3. Preparing Council meeting minutes;
  4. Authorizing the distribution of funds, and;
  5. Maintaining the CTIP website and the master distribution list.
- C. Each CTIP Council member has the following responsibilities:
1. Manage the CTIP program within their own agency;
  2. Share technologies among the member agencies;
  3. Submit CTIP project proposals to the FLH Technology Programs Engineer;
  4. Monitor funds, deadlines, and milestones for each project;
  5. Council Members will come to the meeting with scored initiatives.

7. FISCAL YEAR MILESTONES

- A. In April, Council member shall submit new CTIP project proposals for the following fiscal year to the FLH Technology Programs Engineer.
- B. Three weeks before the scheduled meeting, the FLH Technology Programs Engineer shall forward the entire package of CTIP project proposals to the CTIP Council for review.
- C. The Council shall meet in May to prioritize and approve CTIP project proposals for the upcoming fiscal year.
- D. In October, funding levels are set for the current fiscal year. When funds become available, they are transferred to each agency.
- E. By October, Council members will submit status updates to the FLH Technology Programs Engineer (Attachment 2).
- F. By November, the CTIP Council shall meet to review the status of current projects, any modified project proposals, and new project proposals.

8. ELIGIBILITY CONSIDERATIONS

- A. CTIP funds are normally used for technology projects related to transportation networks on Federal public lands. Projects related to the transportation

infrastructure, transit, safety, public use, and natural environments will be considered

B. Improving maintenance techniques may be eligible

C. Research projects are not eligible.

9. SELECTION PROCESS:

A. To evaluate and score proposals, majority of Council membership must be present

B. The Council will evaluate and score proposals according to current grading criteria. The Council will also prepare a prioritized list of all proposals.

C. The Council can review and reprioritize the list of proposals based on discussion. In the absence of consensus these voting rules will apply.

1. Majority vote prevails;

2. If there is a tie vote, more discussion & 2<sup>nd</sup> vote;

3. If there is a tie, the FLH Technology Programs Engineer will decide

11. FUNDING

shall A. The CTIP may be funded in an amount up to ½ of 1 percent of the annual sum authorized to each FLH Program.. The FLH Technology Programs Engineer identify and transfer funds from the individual allotments to fund approved CTIP activities.

B. The BIA, NPS, FS, and FLH will each receive 15% of the annual CTIP funding. The remaining 40% will be in a general fund available to all participating CTIP agencies.

C. Final list of approved proposals will be funded with available budget.

D. For an individual project proposal the FLH Technology Programs Engineer may increase funding up to 10% over the previously approved amount without Council approval.

11. DELIVERABLES

A. CTIP projects should result in products such as manuals, installation guides, workshops, procedures, specifications, final reports, websites, cds, new standard drawings, and videotapes.

B. All products should contain the official CTIP logo and/or CTIP funding acknowledgement where appropriate.

C. Projects should be distributed using the CTIP master distribution list.

**Attachment No. 1**

**CTIP PROJECT PROPOSAL**  
**Request for Funding**  
**FY 200X**  
**(Recommended Maximum Length 3 Pages)**

**Submitted by:** (Agency):

Champion Name:

Phone:

**Funding Source:** (Check one.)

- Agency Fund
- General Fund

**Project Title:** Be short and descriptive

**Background and Purpose:** State the problem to be proposed in the project proposal. Describe why the project is innovative.

**Scope:** Describe the plan for accomplishing the project in a concise manner providing sufficient information to evaluate the project.

**Estimated Benefits:** Describes how the anticipated results can be used to improve transportation practices. Describe the project benefits to Federal Lands Highway Program agencies.

**Deliverables:** Describe, as a minimum, the product(s) expected and the audience or "market" for this product.

**Duration:** Describe time to complete project and any major milestones Recommended duration is three years or less.

**Estimated Cost by Fiscal Year**