

VII. Transportation Planning

Overview. Transportation planning is a field involved with the evaluation, assessment, and design of transportation facilities (generally streets, highways, sidewalks (pathways), bike lanes and public transit). The transportation planning process defines goals and objectives, identifies problems, generates alternatives, evaluates alternatives, and develops plans. In addition, transportation planning assesses future funding requirements for the transportation system to meet projected travel demand.

The transportation planning process also includes data collection. Tribes collect data and provide this information to the BIA who maintains the updated inventory of roads and bridges, and calculates apportionment factors for funding.

Key products from the transportation planning process require the Tribe to develop a Long Range Transportation Plan (LRTP) and a Tribal Transportation Improvement Program (TTIP). As referenced in the Program Agreement, FHWA or BIA approves the TTIP developed by the Tribes, and the Tribes implement the activities from the approved TTIP.

The role of the FHWA or BIA Tribal Planner is to provide technical expertise and assistance throughout the transportation planning process.

A. Statutory/Regulatory Requirements (25 CFR 170.400-407)

As defined in 25 CFR 170, the purpose of transportation planning is to fulfill transportation goals by developing strategies to meet transportation needs. Transportation strategies should be developed in consideration of current and future land use, economic development, traffic demand, public safety, health, and social needs. In addition, the transportation strategies should consider all modes of transportation including vehicle, transit, pedestrian, bicycle, freight, and as appropriate, rail, air, and water.

The Tribe should consider coordinating with and must inform (25 CFR 170.108(a)(1)) the State DOT and as appropriate any Metropolitan Planning Organization (MPO) on their transportation planning process to ensure any programs and projects adjacent to Tribal lands are consistent and appropriate with Tribal needs and interests.

The following are the functions, duties, and responsibilities the Tribal government has assumed when implementing the transportation planning process:

1. Preparing IRR inventory data updates as needed;
2. Coordinating with States, their political subdivisions, and appropriate planning authorities on regionally significant projects;
3. Developing Program budgets including transportation planning cost estimates;
4. Facilitating public involvement;
5. Participating in transportation planning and other transportation related meetings;
6. Performing traffic studies;
7. Performing preliminary project planning;
8. Conducting special transportation studies;
9. Developing short and long-range transportation plans;
10. Developing the TTIP;
11. Mapping;
12. Performing transportation planning for operational and maintenance facilities; and
13. Researching rights-of-way documents for project planning.

The following are the functions, duties, and responsibilities the FHWA and BIA have assumed when implementing transportation planning process:

1. Reviewing LRTPs developed by the Tribe or other contractors;
2. Reviewing and approving TTIPs developed by the Tribes or other contractors;
3. Ensuring the TTIP is on the State TIP (STIP);
4. Providing technical assistance to Tribal governments;
5. Coordination with tribal, State, regional, local governments; and
6. Coordinating with other Federal agencies.

B. Tribal Long Range Transportation Plan (LRTP)

Under the guidance of 25 CFR 170, a LRTP provides the vision for meeting transportation needs. The LRTP identifies short and long-range transportation improvement strategies that will address current and future transportation needs consistent with Tribal, Federal, and State government policies. The LRTP addresses various capital investments and inventories current facilities necessary in preserving existing infrastructure and the transportation system as a whole. This process and the plan are prerequisites to the expenditure of Federal funds. The following chart references key items for a LRTP.

Long Range Transportation Plan	
Item	Reference
Plan development, updates, amendments, and adoption (approved and date by Tribal Policy body)	25 CFR 170 Subpart D.
Time horizon for long-range transportation planning should be 20-years to match State transportation planning horizons. The Tribal transportation planner should review and update the LRTP at least every 5 years.	25 CFR 170.410
Includes both long- and short-range <i>strategies</i> that address current and future land use, economic development, traffic demand, public safety, health, and social needs. Lead to an intermodal transportation system that facilitates the efficient movement of people and goods.	25 CFR 170.411
Identifies approach in addressing current and future transportation demand. (Trip generation reports, forecast, etc.)	25 CFR 170.400 25 CFR 170.410 25 CFR 170.411(b)
Identifies existing and future transportation network. (Official IRR Inventory, proposed routes, routes to be included in IRR inventory, transit, water, air, etc.)	Best Practice
Identifies pedestrian walkways and bicycle transportation facilities.	25 CFR 170.101(a)(1) 25 CFR 144
Describes proposed improvements in sufficient detail to develop cost estimates.	25 CFR 170.402(b)(10)
Sensitive environmental and archeological sites identified or noted.	25 CFR 170.450(b) 25 CFR 170.415
Includes an acceptable <i>financial plan</i> that demonstrates consistency of proposed transportation investments with available and projected resources.	25 CFR 170.411(j)
Estimates revenues identify both existing and proposed source (local, State, Federal, Tribal, and private).	
Provides early and continuing opportunity for public official and citizen involvement on the draft LRTP.	25 CFR 170.413, 25 CFR 170.435-411
Provides consultation and coordination with States and/or MPO's for regionally significant projects.	25 CFR 170.415
Includes a prioritized list of short- and long-term transportation needs.	25 CFR 170.411(i)

L RTP Approvals. The FHWA or the BIA does not approve the Tribal LRTP. The FHWA or the BIA Planning Specialist will be available for technical assistance during the plan development, update, or amendment prior to adoption by the Tribal Council. Once adopted, the FHWA or the BIA will review each plan and prepare a written record of the plan's adherence to applicable laws and regulations. Such reviews will be provided to the Tribal government for their information and will become part of the written record for the FHWA's and BIA's use in making a Federal planning finding on their Tribal transportation planning process.

LTRP Publication. A Tribe's LRTP shall be published in electronically accessible formats (to the maximum extent practicable in .doc, .txt, or .pdf files) and an electronic copy given to their respective Federal agency (FHWA; or BIA FPOC, and BIA DOT). A hard copy and/or electronic version must be given to other governmental entities and organizations that hold an interest in coordinating transportation projects with the Tribal government.

L RTP Resources. The following are resources that can assist in developing a short/long range transportation plan:

Web links:

- FHWA Tribal Transportation Planning – <http://www.fhwa.dot.gov/hep/Tribaltrans/index.htm>
- Bureau of Indian Affairs Indian Reservation Roads (IRR) Inventory Report - <https://www.itims.doi.gov/reports.shtml>
- National Tribal Technical Assistance Program (TTAP) - <http://www.ltapt2.org/centers/>
- Code of Federal Regulations – <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>
- Office of Federal Lands Highway – <http://www.fhwa.dot.gov/flh/>

Books/Manuals:

- *Manual on Uniform Traffic Control Devices.*
- *Trip Generation*, Institute of Transportation Engineers.
- *Parking Generation*, Institute of Transportation Engineers.
- *Transportation Decision-making Information Tools for Tribal Governments – Developing A Long Range Transportation Plan*, FHWA Office of Planning.
- *Practitioner's Handbook #10: Using the Transportation Planning Process to Support the NEPA Process*, American Association of State Highway and Transportation Officials.

C. Tribal Transportation Improvement Program (TTIP)

Definitions:

- **TTIP:** Tribal Transportation Improvement Program. A multiyear financially constrained list of proposed transportation projects developed by a Tribe using the Tribal Priority List from the LRTP. Note: The transportation facilities in the TTIP must be in the approved BIA IRR Inventory.
- **IRRTIP:** Indian Reservation Roads Program Transportation Improvement Program is a combination and complete list of all Tribal TIPs together.
- **Financially constrained:** In the broadest sense, financially constrained means a Tribe cannot show more projects/activities in their TTIP than they have funds available (23 CFR 450.104, 23 USC 204(2)).

The projects listed on the TTIP must be consistent with the LRTP (25 CFR 170.421(a)). For those projects funded under the IRR program, the route must be listed in the official IRR Inventory (25 CFR 170.442 (a)).

The TTIP documents anticipated or available funding source(s) used to implement the transportation project. Funded transportation projects must be listed on a FHWA approved TTIP.

The TTIP must adhere to all relevant provisions found in 25 CFR 170. The FHWA or BIA Transportation Planning Specialist will provide technical assistance to the Tribe to ensure that all Federal planning requirements have been met in the development of the proposed TTIP.

The TTIP must be financially constrained and contain all proposed projects and activities for construction programmed for four years. The year the project or activity will be implemented should be indicated in the TTIP.

Projects that are not financially constrained in the TTIP will be considered a part of an illustrative list, as long as they are listed in the LRTP. The unconstrained projects will not be considered for approval on the TTIP, nor will they be forwarded to be included into the State DOT STIP. Once funds become available for any project identified on the illustrative list, an amendment to the TTIP should be made showing the project as funded and programmed and forwarded to the Tribe's respective Federal agency, the FHWA or the BIA for approval.

All stake holders, as required by 25 CFR 170.424, prior to submitting the TTIP for approval, the public must be allowed the opportunity to review and comment on the TTIP. The TTIP is subject to approval by the FHWA and concurred by the BIADOT Regional Road Engineer.

Guidelines/Procedures

The following table shows the timeline for the development, delivery, and approval of the TTIP (25 CFR 170.425).

TTIP Timeline (Fiscal Year)			
Quarter	Month	Action Item	Responsible Party
1 st Quarter	Oct-Nov-Dec	(1) Notifies the Tribe of the annual update of the TTIP; (2) Organize with the Tribe a TTIP Coordinating meeting; (3) Provides the Tribe “Projected Program Amount” letter with funding amounts (see Example 7.1); (4) Sends a copy to the Tribe of the current TTIP; (5) Provide a Pre-Project Planning Scope worksheet to the Tribe; and (6) Provide the Tribe with a FHWA Approved TTIP Form (see Example 7.2); (7) Provide the Tribe a copy of the TIP Certification Statement (see Example 7.3).	FHWA Tribal Coordinator or BIA FPOC
2 nd through 4 th Quarter	Jan – on or before July 15	(1) Reviews any new transportation planning information, priority lists, and TTIP. (2) Completes and forwards an updated TTIP package (Transportation Planning Process and TTIP Development Certification; TTIP Checklist; Approved TTIP Forms) to FHWA Transportation Planning Specialist or BIA FPOC.	Tribe
4 th Quarter	July 16 through September	Reviews all submitted information with the Tribes	FHWA Tribal Coordinator or BIA FPOC
		Upon satisfactory submittal, the TTIP is approved.	FHWA Planning Specialist or FPOC

During the first quarter of the fiscal year, the Tribe will receive a Projected Program Amount letter (**see Example 7.1**). The IRR Program projected amount is used to assist in developing the TTIP. The IRR Program projected amount is not a guaranteed funding amount, nor is it to be used as leverage for other funding. The amount documented in the letter is for planning purposes only and to fulfill the requirements of 25 CFR 170.425.

Also, each Tribal transportation department will receive an electronic “FHWA Approved TTIP Form” or “BIA Approved TTIP Form” (**see Example 7.2**) or the Microsoft Access Data (**see Example 7.4**) base file to develop their TTIP. The Tribe will fill out one of these forms for each activity to be included in their TTIP. Activities will fall into seven categories:

1. Administration
2. Planning
3. Preliminary Engineering
4. Construction
5. Construction Engineering
6. Transit
7. Maintenance

A Pre-Project Planning Scope Worksheet (see **Example 7.5**) can be used to aid the Tribe in determining a rough estimate cost for pre-project activities to be included in the TTIP. During this phase of the TTIP development, the Tribe and FHWA or BIA should mutually determine what inherent and/or non-inherent functions the Federal Government will be perform (see Appendix A to Subpart E – IRR Program Functions that are not Otherwise Contractible).

Typically, “inherent Federal functions” are at no cost to the Tribe (e.g., National Environmental Policy Act (NEPA) Approval); where as non-inherent functions are a cost to Tribes (e.g., NEPA documentation, design, construction, and project management).

TTIP Development. The following defines the seven categories and provided basic guidance to aid Tribes in filling out the FHWA Approved TTIP Form or the BIA Approved TTIP form.

Category	Guidance
Administration	The Tribe’s administrative expenses which can be taken off the top of the IRR allocation for administrating the IRR program. Cost may be direct and/or indirect cost. Indirect cost should match line 11 of the Federal Financial Report, SF 425. (See Section XV - Reporting Requirements on Indirect Cost).
Planning	See Appendix A to Subpart B for a list of allowable uses of IRR Program funds that can be used for planning. Up to 2% of total fiscal year IRR Program funds as shown on the RFA (23 U.S.C. 204(j); Up to \$35,000 or 5% of IRR Program Construction funds, whichever is greater (25 CFR 170.404) and Population Adjustment Factor (PAF) funds may be used.
Preliminary Engineering	Costs associated with surveying, design, NEPA technical engineering, ROW acquisition, etc. Usually the anticipated cost is between 10-25% of the overall project costs. Funds include any amount of total fiscal year Tribes IRR allocation minus any amounts from other areas (25 CFR 170.450 to 460).
Construction	Costs associated with construction activities include but are not limited to roadway construction, utility relocation, bridge construction, culvert placement (not replacement of culverts), etc. Budgeted costs are usually between 60-90% of the overall project cost. Funds used for construction can be up to 100% of total fiscal year Tribes IRR allocation year minus any amounts from other area.
Construction Engineering	Costs associated with project management, inspection, material testing, etc. Budgeted costs are usually between 10-15% of overall the project costs. Funds used for construction engineering can be up to 100% of total fiscal year Tribes IRR allocation year minus any amounts from other area.
Transit	Costs associated for transit are any associated authorized transit projects. Costs should be coordinated with the Federal Transit Administration (FTA) if used as matching FTA projects. Funds used for transit can be up to 100% of total fiscal year Tribes IRR allocation minus any amounts from other area (25 CFR 170.148 to 152).
Maintenance	Activities identified as maintenance are located in 25 CFR 170 Appendix A to Subpart G. Funds used for maintenance can be up to 25% of total fiscal year IRR Tribal allocation (23 U.S.C. 204(b)(c); 25 CFR 179 Subpart G), except for road sealing, which is not subject to any limitation.

Submitting the TTIP Package. The Tribe should submit the following items as a package to the FHWA or BIA Transportation Planning Specialist for review in order for the TTIP to be approved:

1. A signed and dated “Tribal Transportation Planning Process and Transportation Improvement Program Development Certification Statement” (see **Example 7.3**).
2. FHWA or BIA Approved TTIP Forms for each project/activity.
3. Tribal Resolution or Tribally authorized government action.

The TTIP package may be mailed, e-mailed or faxed to the FHWA or BIA Transportation Planning Specialist.

Reviewing the TTIP:

The FHWA or BIA Transportation Planning Specialist will review the TTIP package.

Note: If the FHWA or BIA Transportation Planning Specialist does not receive a signed “Transportation Planning Process and Transportation Improvement Program Development Certification Statement”, as described above, then a manual and more time consuming review process will take place.

Approving the TTIP:

The FHWA and BIA has until September of the current fiscal year to approve the TTIP (BIA will concur). Once the TTIP is approved, the document becomes part of the official IRRTIP. The Tribe will then receive a signed copy of the TTIP and an approval letter (see **Example 7.6**). If some projects are not eligible, the Tribe will receive a “partial” TTIP approval.

A copy of the TTIP will be sent to the FHWA Division Office in the State where the Tribe is located, and to the BIA Region Office. The Division Office will send the TTIP to the State DOT for inclusion in the STIP. (Note: Having a project listed on the STIP does not guarantee State funding.)

Note: Currently the BIA is developing an Integrated Transportation Information Management System (ITIMS) where the TTIPs will be sent. Once implemented, the TTIP processing may change.

TTIP Resources.

The following are resources that can assist in developing a TTIP:

Books/Manual:

- Tribal Transportation Planning – This is a FHWA Tribal Transportation Planning website. This site provides information, training, and technical assistance to the transportation professionals responsible of planning for the capital, operating, and maintenance needs on Tribal lands. On this website, you will find planning news, regulations, policies, training information, technical resources, and contact information. Also on this site is a Tribal Transportation Module Training Series, which topics such as, Introduction to Planning; Developing a LRTP; Developing a TIP; Funding Resources; Public Involvement; Data Collection and Uses; Safety; and Project Prioritization.

<http://www.fhwa.dot.gov/hep/Tribaltrans/topics.htm>

Example 7.1 - Projected Program Amount Letter

The Honorable [insert Tribal chairperson name]
[insert name of Tribal Government]
[insert Tribal address]

[date]

Dear Chairperson [name]

In accordance with 25 CFR 170.425 the Federal Highway Administration (FHWA) Federal Land Highways (FLH) (or the BIA) is providing the [insert Tribe's name] with a *projected* Indian Reservation Roads (IRR) program amount to aid the [insert Tribe's name] in programming the [insert TTIP year] Tribal Transportation Improvement Program (TTIP).

The projected program amount is developed by averaging the last five years of the relative need distribution of the [insert Tribe's name].

The projected program amount is [insert projected \$ amount].

The amount is not to be construed as an official Federal allocation nor is it to be used as leverage for other funding. According to the Program Agreement between the [insert Tribe's name] and the FHWA (or the BIA), the Referenced Funding Agreement (RFA) provides the funding amount to be received for the program. The projected program amount is not the RFA amount. *The projected amount is to be used for planning purposes only for assisting the [insert Tribe's name] in developing the TTIP.*

Please contact me if you have any questions concerning this letter.

Sincerely,

[insert name]
Transportation Planning Specialist

Example 7.3 - TTIP Certification)

Transportation Planning Process and Tribal Transportation Improvement Program (TTIP) Certification Statement

As agreed upon in the Indian Reservation Roads Program Agreement with the United State Department of Transportation for the [insert reservation name, Alaska native village, or service area], the [Tribe] hereby certifies that it has fulfilled the functions and duties of the Secretary of the Interior in accordance with the requirements of 25 CFR 170 in carrying out a planning process and in developing the Tribal Transportation Improvement Program including:


1. Facilitating Public Involvement on the TTIP with all stakeholders,
2. All projects in the TTIP are consistent with the Tribal Long Range Transportation Plan,
3. All projects listed in TTIP are on the Official BIA IRR Inventory,
4. TTIP contain all IRR program funded projects programmed for construction in the next 4 years,
5. TTIP contains uncompleted project(s) from previous TTIP carried-over,
6. Consultation and coordination with State DOT and/or MPO's for regionally significant projects, and
7. TTIP is financially constrained.

[Name and title]

[Entity]

[Date]

Example 7.4 - Microsoft Access Data Base File

 Office of Federal Lands Highway US Department of Transportation - Federal Highway Administration		Indian Reservation Roads Program Transportation Improvement Program				
Consortium: _____ Tribe: _____		Date: _____				
Funding Source: _____ (examples: IRR, IRRBP, 2% Planning, PLH-D)		Current FY: <input type="text" value="0"/>				
PROJECT INFORMATION:		Include In STIP <input type="checkbox"/>				
		STIP Amount: <input type="text" value="\$0"/>				
Project Name: _____ Location: _____ Type of Work: _____ Route Number: _____						
		Project Number: _____				
Length: <input type="text" value="0"/> Miles		County: _____				
State: _____		Construction Year: _____				
Comments: _____						
Activity	CURRENT FY	CURRENT FY+1	CURRENT FY+2	CURRENT FY+3	CURRENT FY+4	TOTAL
Administration	\$0	\$0	\$0	\$0	\$0	
Planning	\$0	\$0	\$0	\$0	\$0	
Preliminary Engineering	\$0	\$0	\$0	\$0	\$0	
Construction	\$0	\$0	\$0	\$0	\$0	
Construction Engineering	\$0	\$0	\$0	\$0	\$0	
Transit	\$0	\$0	\$0	\$0	\$0	
Maintenance	\$0	\$0	\$0	\$0	\$0	
TOTAL						
APPROVED _____		IRR Program Manager, FHWA FLH		DATE _____		
CONCURRED _____		Bureau of Indian Affairs		DATE _____		

Example 7.5 - Pre-Project Planning Score Worksheet

Pre-Project Planning Score Worksheet

I. General Project Information

1. Project name: _____

2. IRR route number: _____

3. Type of work: _____
(Resurfacing, signalization, reconstruction, etc.)

4. Beginning termini: _____

5. Ending termini: _____

6. Length or area: _____

7. Historical cost for type of work: _____

8. Cooperation with other government agencies needed? Yes No

Agency name: _____

9. Is project regionally significant? Yes No

Note: Regionally significant projects are typically projects anywhere in the State that have direct impact on a regional transportation system or those projects that serve regional transportation needs (e.g., major activity centers, major planned developments such as major retail malls, sport complexes, or employment centers, or transportation terminals) and are normally part of the metropolitan or regional transportation network model.

II. Purpose and need of project: (Answer these two questions: (1) What is the condition requiring relief? (2) What are the consequences of not addressing the condition?)

III. Existing Facility: Will these facilities be impacted? If so, what will be the cost?

Type	Yes	No	Estimate Cost (\$)
Culverts			
Guard Rail			
Fence			
Waterline			
Power line - Buried			
Power line - Overhead			
Telephone - Buried			
Telephone - Overhead			
Intersections			
Approaches			
Other Utilities			

IV. Socioeconomic/Environmental: Are any impacted?

Type	Yes	No
Endangered Species		
Historical/Archeological		
Wet Lands		
Cultural		
Public hearing needed		
Other?		

V. Proposed Project Development: (place a check mark next to the proposed entity to perform the work)

Type	Tribe	BIA Region/Agency	FLH	Estimate Cost (\$)
Survey				
NEPA*				
Preparing NEPA Documents				
Archeological/Historical				
Design				
Safety Audit				
Power line – Overhead				
Right-of-Way Relocation				
Type of ROW	Fee _____	Non-Fee _____		

* FLH and BIA are Lead Federal agencies responsible for writing NEPA decision

Example 7.6 - TTIP Approval Letter

The Honorable [insert Tribal chairperson name]
[insert name of Tribal Government]
[insert Tribal address]

[date]

Dear Chairperson [name]

The Federal Highway Administration (FHWA) Federal Land Highways (FLH) received the [date of TTIP] Tribal Transportation Improvement Program (TTIP) and supporting documents from [Tribe] requesting approval.

In accordance with 25 CFR 170.426, the FHWA and the Bureau of Indian Affairs (BIA) have reviewed the [date of TTIP] TTIP, as transmitted by your email dated [date].

Accordingly, the FHWA (or BIA), based on your certification of the transportation planning process, review of self-certification supporting documentation, and our involvement in the your Tribal planning processes, hereby find that the TTIP is based on a transportation planning process that substantially meets the requirements of 25 CFR 170, and is therefore approved.

Approval of the TTIP is not to be construed as an eligibility determination. Each project must satisfy the specific requirements of the program from which Federal funds are solicited as well as other Federal requirements before funds are expended.

If you have any questions concerning our action of the transportation planning finding and the TTIP approval, please contact me at [insert phone number]

Sincerely,

[insert name]
Transportation Planning Specialist

D. IRR Inventory Update

Definition:

- **IRR Inventory.** A comprehensive database of all transportation facilities eligible for IRR Program funding by Tribe, reservation, BIA agency and region, Congressional district, State, and county. Other specific information collected and maintained under the IRR Program includes classification, route number, bridge number, current and future traffic volumes, maintenance responsibility, and ownership.

Overview. The IRR Inventory is developed through the LRTP process, as described in 25 CFR 170.410 through 170.415. The Tribes can use the inventory to assist in transportation and project planning, justify expenditures, identify transportation needs, maintain existing IRR transportation facilities, and develop management systems.

The BIA Regional offices maintain, certify, and review the data for their region's portion of the IRR Inventory database. Tribes now can receive training from BIADOT to enter their own data updates.

An important use of the inventory is funding disbursement. The BIA uses elements of the IRR road inventory in the Relative Need Distribution Factor (RNDF), the formula to determine tribal shares of transportation funds. Therefore, it is imperative that Tribes maintain their IRR road inventory to maximize their share of those funds.

A. Statutory/Regulatory Requirements

- 25 CFR 170.225 - 170.228 and 25 CFR 170.442 - 170.445.

B. Guidelines / Procedures

BIA maintains the official IRR Inventory. Periodic updating of inventory information is important to ensure Tribal shares of IRR funding are properly calculated and to determine eligibility of facilities for IRR funding of improvements. Inventory updates should be submitted through the BIA Regional Office. Following is an annual process for inventory updates:

Tribal actions:

1. Review the LRTP to determine if there will be additions to or deletions from the official IRR Inventory and amend the LRTP accordingly. This includes updating the inventory due to completion of construction activities.
2. Review the TTIP to determine if adjustments to the sectioning of a route are necessary to properly include an upcoming project in the IRRTIP.
3. Review data fields to determine the need for updates, particularly the fields that are used in the Relative Need Distribution Factor (RNDF) such as current and future average daily traffic (ADT), class, terrain, roadbed condition, and surface condition index.
4. Assemble all attachments required by the BIA to justify/verify the updates.

5. Enter the updated information into the Road Inventory Field Data System (RIFDS) and electronically submit the updates to the BIA Region Office by March 15 with courtesy copies to the FHWA Tribal Coordinator.
6. Correct or complete submissions returned by the BIA Regional Office due to errors or omissions, and submit them electronically to the BIA Regional Office by June 15, with courtesy copies to the FHWA Tribal Coordinator.

BIA Regional Office actions:

1. Provide the Tribe with a copy of the IRR Inventory by November 1.
2. Review phase to include:
 - a. Initial submissions and return errors or omissions to the Tribe by May 15.
 - b. Updated submissions.
3. Certify and submit the data electronically to the Bureau of Indian Affairs Department of Transportation (BIADOT) by July 15.
4. Provide the Tribe a copy of its RNDF distribution percentage by August 15.

The Importance of the Inventory. Inventory is an important factor affecting two of the three elements in the Tribal Transportation Allocation Methodology. Because each Tribe's share of IRR Program funds is determined in part by the transportation facilities, the Tribe should update its IRR Inventory annually. To ensure that the Tribe receives its Tribal share as distributed by the formula found in 25 CFR Part 170 the BIA and FHWA need accurate and complete information about the overall state of transportation facilities that serve Tribal communities.

Resources

- BIA Coding Guide and Instructions
https://www.itims.doi.gov/guides/irr_coding_guide.pdf
- Policy on Minimum Attachments for Acceptance of Indian Reservation Roads/Facilities into the National Road Inventory, Director, Bureau of Indian Affairs, June 15, 2006
<http://www.ttap.mtu.edu/IRR/MinimumAttachmentsPolicy6-15-06.pdf>
- RIFDS Public User Manual
<http://www.ttap.mtu.edu/bia/inventory%20files/RIFDS-PUBLIC-USERSMANUAL.pdf>
- Draft Coding Guide,
<http://www.ttap.mtu.edu/bia/inventory%20files/IRR-CodingGuide-DRAFT.doc>
- BIADOT RIFDS training workshops - by BIADOT or the Tribal Technical Assistance Programs (TTAP)