

Overview Guide for the Tribal Transportation Program Online Reporting Tool (PORT)

The following document is a pdf version of the online reports, intended to help familiarize you with the Tribal Transportation Program Online Reporting Tool (PORT). Should you have any additional questions or seek further clarification, please visit the FAQ page at <https://survey.max.gov/162274> or contact your FHWA or BIA point of contact.



Welcome to the Overview Guide for the Tribal Transportation Program Online Reporting Tool, more commonly known by its acronym PORT. PORT is used to fulfil the requirements of Section 117a of the FAST Act. The following steps provide an overview instructions for how Tribes interact with PORT:

- **Step 1.** Receive a reporting keychain for the Tribe you represent from the BIA or FHWA TTP point of contact. The reporting keychain is a document containing links to the online reports that can be completed and submitted online. These online reports include a financial report, a non-construction activities report and project reports.
- **Step 2.** Complete the online reports. A financial report and non-construction activities report are mandatory and must be completed for the reporting period. Project reports must be completed for each project that was active (in either project development or construction) during the reporting period.
- **Step 3.** While completing the reports, ensure that you click the “Next”, “Previous”, or “Resume Later” buttons every 20-minutes to ensure your work is saved. Also ensure that a reporting link is only open on a single computer at any given time. If a reporting link is open on two or more computers, information would be overwritten by the last copy saved.
- **Step 4.** Receive a confirmation email for each report you submit. A copy will also be sent to your BIA or FHWA point of contact.

Much effort has been made to make questions within PORT clear and concise. The remainder of this this overview guide consists of images [blue text](#) has been added to provide clarification where possible.



Tribal Transportation Program Reporting Keychain for Chickaloon Native Village



Click on the blue text below to access the corresponding page in the TTP Online Reporting Tool. It is only necessary to report on projects that were active during the reporting period.

Required Reports

1

[Financial Report](#)

[Non-Construction Activity Report \(Jobs, Safety, Transit, Administration, Maintenance, Planning, Other\)](#)

Project Reports (Required for all active projects)

Project Name	Tribe Project No	Fed Project No
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Dene' Tene' (The People's Trail)		E010810007
--	--	------------

2

Wolverine Road		E010810008
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Callison Street		E010810009
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Wishbone Road Rehabilitation	E01081-4600	E010810010
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Wishbone Spur	4660	E010810011
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[Report on a Project Not Listed Above \(Extra No. 1\)](#)

3

[Report on a Project Not Listed Above \(Extra No. 2\)](#)

[Report on a Project Not Listed Above \(Extra No. 3\)](#)

1. The Financial Report and Non-Construction Activities Report are required each reporting period and completion of these are mandatory.
2. The Tribe's design and construction projects from the latest approved Tribal TIP determines the number of Project Report links a Tribe receives, Project information from the TTIP is automatically loaded into these Project Reports.
3. Additional Project Report links are provided for projects that don't have a Project Report link.

As you're completing the online report, at the bottom of each page you'll see buttons titled "resume later", "previous" and "next". One of these buttons need to be hit every twenty minutes or less to ensure the system doesn't time out and entered data lost. If you need to step away from the survey, please use these buttons to ensure your work is saved. "Previous" and "next" allow you to navigate between sections of a report. On the final page of a report, the "submit" button will process the report. If you have changes to make after submitting a report, you can access and edit the report again through the keychain reporting link and then resubmit the reported. New confirmation emails will also be distributed.



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool

Basic Info

***Federal Fiscal Year for report**

Note: The Federal Fiscal Year starts October 1.

Format: YYYY (Example: 2015 not 15)

Each answer must be between 2014 and 2099

Only integer value may be entered in this field.

***Reporting Period**

Choose one of the following answers

- Mid-Year (October - March) FHWA Only
- Mid-Year (October - March) FHWA Only
- Fiscal Year (October - September) BIA & FHWA

Only Tribes with FHWA Program Agreements (PA) would report under the Mid-Year Reporting Period. FY report covers the full Oct-Sep period for both FHWA and BIA Agreement Tribes.

A confirmation email will be sent to these addresses:

transportationdirector@tribe.org; PointofContact@agency.gov

If an additional email address should receive a copy, please enter it here:

Emails should automatically be distributed to the agency's TTP contact list for the Tribe, as well as a copy to the Agency point of contact for the Tribe. If for some reason a confirmation email wasn't sent to one of the Tribal addresses listed, the link could be accessed, an email entered and the report resubmitted (all listed emails would receive a confirmation email again).



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool

Financial Report

NOTE: ONLY TRIBES WITH FHWA PROGRAM AGREEMENTS WILL SEE ALL QUESTIONS SHOWN BELOW. TRIBES WORKING WITH BIA OR OSG WILL SEE ONLY QUESTION 2.b WHEN COMPLETING A FINANCIAL REPORT.

***1. Amount of Federal Transportation Funds RECEIVED during reporting period**

Enter the total amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) routed to the Tribe during the reporting period through a Tribal Transportation funding mechanism. (Do not include FTA Transit funds.)

This includes all funds transmitted from FHWA through RFAs completed during the reporting period.

0

***2.a. Amount of Federal transportation funds EXPENDED during reporting period**

Enter the total amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) expended during this reporting period, regardless of the year the funds were received through a Tribal Transportation funding mechanism. (Do not include FTA Transit funds.)

This includes all funds spent during the fiscal year of reporting out of all those transmitted from FHWA.

\$ 0

***2.b. Amount of TTP Funds EXPENDED during reporting period**

Enter the total amount of only TTP Funds (TTP includes TTP tribal shares, TTP 2% Planning, TTP Safety Fund, and TTP Bridge Program) expended during this reporting period, regardless of the year TTP funds were received through a Tribal Transportation funding mechanism. (Do not include FTA Transit funds.)

This amount will equal the amount in 2a if the Tribe only expended TTP funds.

This includes only the TTP funds spent during the fiscal year of reporting out of all TTP funds transmitted from FHWA/BIA/OSG .

\$ 0

***3. Amount of Federal Transportation Funds expended on INDIRECT COSTS during this reporting period (if any)**

Enter the amount of indirect costs collected from Federal transportation funds (TTP, ERFO, & other Highway Funds) expended this reporting period. *This includes all indirect costs collected from expended funds transmitted from FHWA during the reporting period.*

\$

***4. All Federal Transportation Funds received**

Enter the total amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) routed to the Tribe since signing your first FHWA Program Agreement or BIA Government-to-Government Agreement.

This includes all funds the Tribe received from FHWA since signing their initial Agreement.

***5. All Federal Transportation Funds spent**

Enter the total amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) spent by the Tribe since signing your first FHWA Program Agreement or BIA Government-to-Government Agreement. Include all transportation funds that were originally shown on a Federal funding agreement with FHWA or BIA.

This includes all funds the Tribe spent from those received from FHWA since signing their initial Program Agreement.

6. All Federal Transportation Funds Available

Enter the total unexpended amount of Federal transportation funds (TTP, ERFO, & other Highway Funds) routed to the Tribe by all Federal funding agreements since signing your first FHWA Program Agreement or BIA Government-to-Government Agreement.

This includes all remaining funds held by the Tribe of those received from FHWA since signing their initial Program Agreement. The amount should be the result of the above question 4 minus question 5.

\$

***7. Single Audit Qualification**

During the 2015 Federal Fiscal Year did the Tribe meet the minimum requirements for a Single Audit to be performed?

Note: A non-Federal entity that expends \$750,000 or more from all Federal programs during the non-Federal entity's fiscal year must have a single or program-specific audit conducted for that year. (2 CFR 200.501 (a))

Yes

No

8. Single Audit Occurrence

List the last year that a single audit was completed.

If no single audit has ever been completed, please skip this question.

Each answer must be between 2000 and 2099

Only integer value may be entered in this field.

9. Single Audit Attachment

Please submit the most recently conducted Audit.

Please upload at most one file

Upload files

***10. Single Audit Findings** Enter any outstanding Single Audit Findings the Tribe has yet to address.

***11. Single Audit Finding Categories**

Select the category or categories that best describe any outstanding findings.

Check any that apply

Allowable Costs

Internal Control Deficiencies

Reporting

No Single Audit Findings

Other:



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool

This form serves as the financial status report and project/activity progress report for the Tribal Transportation Program.

Basic Info

***Federal Fiscal Year for report**

Note: The Federal Fiscal Year starts October 1.

Format: YYYY (Example: 2015 not 15)

Each answer must be between 2014 and 2099

Only integer value may be entered in this field.

***Reporting Period**

Choose one of the following answers

Mid-Year (October - March) FHWA Only	▼
Mid-Year (October - March) FHWA Only	
Fiscal Year (October - September) BIA & FHWA	

Only Tribes with FHWA Program Agreements would report under the Mid-Year Reporting Period. FY report covers the full Oct-Sep period for both FHWA and BIA Agreement Tribes.

Please check this information:

Tribal Name	Tribal Name
Tribal ID Code	BIA Six-Code
TTP Contracting Method	FHWA
Transportation Program Contact(s) Name(s)	
TTP Contact Email	Email addresses
TTP Contact Phone	Phone Numbers
Authorized Signatory	Name
Authorized Signatory Title	Title

Within non-construction activities report only, Tribe verifies existing Tribal data BIA/FHWA has on record. Changes can be made by checking this box. Note that changes will not be reflected in the reporting system until the next reporting period.

Check Here if Changes are needed



Make the needed changes here:

Tribe Name: Tribe
Tribe ID Code: BIA Six-Code
Transportation Program Contact: Name
TTP Contact Email: transportationdirector@tribe.org
TTP Contact Phone: phone number

A confirmation email will be sent to these addresses:

transportationdirector@tribe.org;PointofContact@agency.gov

If an additional email address should receive a copy, please enter it here:

Emails should automatically be distributed to the agency's TTP contact list for the Tribe, as well as a copy to the Agency point of contact for the Tribe. If for some reason a confirmation email wasn't sent to one of the Tribal addresses listed, the link could be accessed, an email entered and the report resubmitted (all listed emails would receive a confirmation email again).



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool

Non-Construction Activities Report

*

1. Jobs

Tribes with FHWA Program Agreements reporting at Mid-Year will notice that this Jobs section does not appear. 1.Jobs will only be presented during the Annual Reporting Period.

1.1 Jobs retained

Enter the estimated number of permanent positions funded by TTP during this Fiscal Year.

A permanent position may be full-time or part-time.

Only integer value may be entered in this field.

*1.2. Jobs Created

Enter the estimated number of short-term positions used to carry out the listed projects and activities identified on both this report and the design-construction projects report.

Short-term positions have a limited duration, such as seasonal or tied to a construction project.

Only integer value may be entered in this field.

- ? A job retained cannot also be counted as a job created.
 - Count jobs created by each project or activity even if the same contractor or force account crew works on multiple projects.

*

2. Administrative Expenses

Administrative expenses may include: Rent, Utilities, Salaries, Computer Equipment, etc.

Do not include administrative expenses paid for through indirect cost accounting (if applicable).

2.1 Funds Programmed for Administrative Activities

Enter amount shown on TIP

A Tribe's indirect cost pool may include items like rent and utilities. If so, these items are covered under the indirect rate and not included here unless a Tribe chose to include payment of the indirect rate on expenditures as an administrative cost on their TTIP.

\$ 0.00

***2.2 Funds Expended for Administrative Activities**

\$ 0.00

***2.3 Describe Progress of Administrative Activities**

N/A

*

3. Planning Activities

Planning activities may include: TTP Inventory, LRTP, TIP, Studies, etc.

3.1 Funds Programmed for Planning Activities

Enter amount shown on TIP

\$ 0.00

***3.2 Funds Expended for Planning Activities**

\$ 0.00

***3.3 Describe Progress of Planning Activities**

Planning activities may include: TTP Inventory, LRTP, TIP, Studies, etc.

N/A

*

4. Safety Activities

Non-construction Safety Activities may include: Coordinate with Transportation Safety Partners, Developing Transportation Safety Plans, Conducting Road Safety Assessments, or Transportation Safety Related Enforcement/EMS/Education activities.

Note: Safety construction projects are to be reported separately using the unique link for that project.

4.1 Funds Programmed for Safety Activities

Enter amount shown on TIP

Safety related construction projects should be included as a separate project on a TTIP and wouldn't fall within the non-construction activities report.

\$

*4.2 Funds Expended for Safety Activities

\$

*4.3 Describe Progress of Safety Activities

N/A

*

5. Maintenance Activities

5.1 Funds Programmed for Maintenance Activities

Enter Amount shown on TIP

\$

* 5.2 Funds Expended for Maintenance Activities

\$

*5.3 Describe Progress of Maintenance Activities

Please list the Maintenance Activities (Mowing, Patching, Snow Removal, New Equipment, Employees, etc.) and give a brief status of each activity.

N/A

*

6. Transit Activities

Transit activities may include: Rent, equipment, employees, fuel, transit planning, etc.

6.1 Funds Programmed for Transit Activities

Transit construction projects should be included as a separate project on a TTIP and wouldn't fall within the non-construction activities report.

Enter amount shown on TIP

\$ 0.00

*6.2 Funds Expended for Transit Activities

\$ 0.00

*6.3 Describe Progress of Transit Activities

N/A

*

7. Other Non-construction Activities

Use this section to report any non-construction activities not described above.

7.1 Funds Programmed for Other Non-construction Activities

Included to cover any non-construction activities that wouldn't be included under the Safety, Transit, Administrative, Maintenance or Planning categories.

Enter amount shown on TIP

\$ 0.00

***7.2 Funds Expended for Other Non-Construction Activities**

\$

***7.3 Describe Progress of Other Non-Construction Activities**

N/A

8. Please provide any attachments related to any of the activities reported on above. (optional)

For example: safety plan, photos of special events, etc.

Please upload at most 10 files

Upload files

[Up to 10 attachments limited at up to 10MB each.](#)



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool

Basic Info

***Federal Fiscal Year for report**

Note: The Federal Fiscal Year starts October 1.

Format: YYYY (Example: 2015 not 15)

Each answer must be between 2014 and 2099

Only integer value may be entered in this field.

***Reporting Period**

Choose one of the following answers

Mid-Year (October - March) FHWA Only



Mid-Year (October - March) FHWA Only

Fiscal Year (October - September) BIA & FHWA

Only Tribes with FHWA Program Agreements (PA) would report under the Mid-Year Reporting Period. FY report covers the full Oct-Sep period for both FHWA and BIA Agreement Tribes.

A confirmation email will be sent to these addresses:

transportationdirector@tribe.org;PointofContact@agency.gov

If an additional email address should receive a copy, please enter it here:

Emails should automatically be distributed to the agency's TTP contact list for the Tribe, as well as a copy to the Agency point of contact for the Tribe. If for some reason a confirmation email wasn't sent to one of the Tribal addresses listed, the link could be accessed, an email entered and the report resubmitted (all listed emails would receive a confirmation email again).



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool

This form serves as the financial status report and project/activity progress report for the Tribal Transportation Program.

Design/Construction Project: Project Name

*1. Project Numbers

Federal Agency Project Number

Assigned by FHWA/BIA.


Tribe's Project Number (enter "none" if not used)

Tribe's internal tracking number, if one is used.
Not required.

*2. Project Name

 Enter the name of this project as shown on the TIP.

*3. Project Description

 Describe the improvement that this project aims to make. For example: This project will add sidewalks, improve drainage, and pave ABC Street.

*

4. Funding Source(s)

Check any that apply or enter funding source not listed under "Other".

Check any that apply

TTP Formula Funds

TTP Bridge Program

TTP Safety Fund

Other:

Enter name of non-TTP funds designated for project.

***5. Project Location**

National Tribal Transportation Facility Inventory (NTTFI) Route and Section Numbers

Milepost, place name, or other reference

County / Borough

State(s)

***6. Project Length**

Only numbers may be entered in this field.

miles

***7.a. Project Status Narrative**

Please describe the progress to date on this project. Include any major highlights or changes related to the project.

***7.b. Project Status: Active Phases**

Please choose all phases that were active during the reporting period.

Check all phases that were active and/or were completed during the reporting period.

Check any that apply

Preliminary Design (Pre-project Planning)

Environmental Compliance (NEPA & Permits)

Right of Way Acquisition

PS&E Development

PS&E is the abbreviation for project plans, specifications and estimates.

Construction

PROJECT COMPLETE

Other:

***8. Project Funding**

These amounts should include all project costs (Preliminary Engineering (PE), Construction Need (CN), and Construction Engineering (CE)) and reflect the most current estimate. Enter the total amount of funds expended on this project during this reporting period, regardless of the year the funds were received through a Tribal Transportation funding mechanism.

TTP Funds Expended this Fiscal Year \$

Total Funds Expended this FY \$

Anticipated Total Project Cost (include all funding sources and all years) \$

The anticipated total project cost is filled from the amount shown on the Tribe's approved TTIP .

***9. Estimated Percentage of Work Complete**

Each answer must be between 0 and 100

Only integer value may be entered in this field.

%

***10. Estimated Project Completion Date**

Only an estimate and not a commitment to any date.



Tribal Transportation Program

Attributed Survey : TTP Online Reporting Tool

Design/Construction Summary: Project Name

You must choose the "Next" button below to complete your report.

To make changes choose the "Previous" button below.

11. Please provide any attachments related to the reported on Project

For example: Completion report, photos, etc.

Please upload at most 10 files

[Upload files](#)

[Up to 10 attachments of up to 10MB each.](#)