

SOUTHWESTERN REGION TRIBAL TECHNICAL ASSISTANCE PROGRAM (SWTTAP)

ANNUAL WORKPLAN

October 1, 2022 – September 30, 2023

Prepared by:

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TRIBAL TECHNICAL ASSISTANCE PROGRAM
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**Prepared for the
SWTTAP REGION STAKEHOLDERS**

**in cooperation with the
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
CENTER FOR LOCAL AID SUPPORT**

December 2022

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TRIBAL TECHNICAL ASSISTANCE PROGRAM BACKGROUND

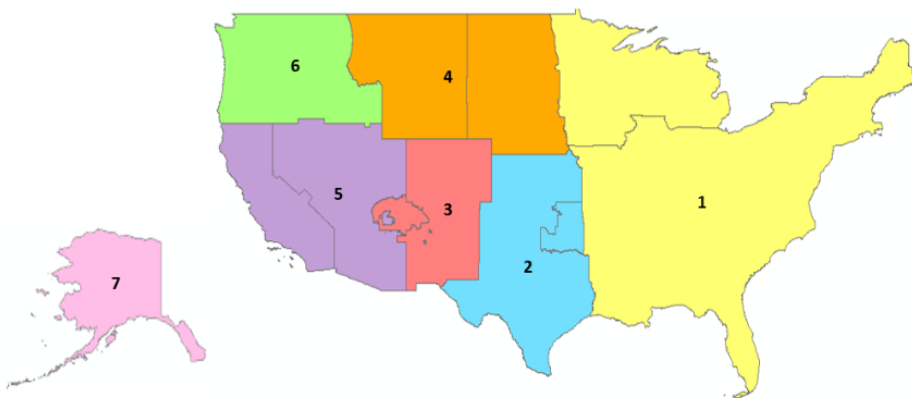
In 1982, Congress recognized that providing access to surface transportation technology, technical assistance, and training to local public agencies (LPA) was necessary and created the Rural Technical Assistance Program (RTAP). The Intermodal Surface Transportation Efficiency Act (ISTEA) legislation in 1991 renamed this program the Local Technical Assistance Program (LTAP) and created the Tribal Transportation Assistance Program (TTAP). The TTAP was designated to build the capability of the 573 federally recognized tribes to manage their highway assets by providing training and technical assistance. TTAP is funded under FHWA’s Training and Education programs. The legislative authority to deliver the TTAP is contained in 23 U.S.C. 504(b).

The Tribal Technical Assistance Program (TTAP) provides comprehensive transportation training and technical assistance to tribal communities, building skills and expertise to ensure the safety and maintenance of tribal roads. The TTAP is a discretionary program that is 100 percent federally funded.

TTAP CENTER SERVICES BY REGION

Regional TTAP Centers	BIA Regions	State(s) Included in TTAP Center Service Area	TTAP Center Recommended Selections
1. Eastern TTAP Center	Eastern	30 States: AL, AR, CT, DE, FL, GA, IL, IN, IA, KY, LA, ME, MD, MA, MI, MN, MS, MO, NH, NJ, NY, NC, OH, RI, SC, TN, VT, VA, WV, WI	To Be Determined (TBD)*
	Midwest		
2. Southern TTAP Center	Eastern Oklahoma	3 States: KS, OK, TX	Oklahoma State University (OSU)
	Southern Plains		
3. Southwestern TTAP Center	Navajo	2 States: CO, NM, AZ – including Navajo	Lenea Corporation (LC)
	Southwest		
4. Northern TTAP Center	Rocky Mountain	5 States: MT, NE, ND, SD, WY	North Dakota State University (NDSU)
	Great Plains		
5. Western TTAP Center	Pacific	5 States: AZ – excluding Navajo, CA, HI, NV, UT	National Indian Justice Center (NIJC)
	Western		
6. Northwestern TTAP Center	Northwest	3 States: ID, OR, WA	University of Washington (UW)
7. Alaska TTAP Center	Alaska	1 State: AK	University of Alaska Fairbanks (UAF)

*No Eastern TTAP Center award will be made under the current NOFO solicitation. Reissuance for an Eastern TTAP Center Regional NOFO is anticipated to be published in the First Quarter (October 1 – December 31) of Federal Fiscal Year 2023.



SOUTHWEST TRIBAL TECHNICAL ASSISTANCE PROGRAM SUMMARY

In cooperation with FHWA and BIA, SWTTAP and its stakeholders have developed the FY 2022 – FY 2023 Annual Workplan. This workplan is aligned with the TTAP Center Vision, TTAP Center Mission, TTAP Center Program Description, and TTAP Center Program Objectives.

SWTTAP PROGRAM VISION

Through mutual respect and understanding, enhance the quality of life in Tribal communities in the Southwestern Region by building capacity for Tribes to administer and manage their transportation programs and systems.

SWTTAP CENTER MISSION

Serve as a go-to local resource for Tribal transportation training, technical assistance, and technology transfer needs and opportunities to effectively carry out the TTAP Vision for Southwestern Region Tribes.

SWTTAP CENTER PROGRAM DESCRIPTION

TTAP was designated to build the capability of the 573 federally recognized tribes to manage their highway assets by providing training and technical assistance. TTAP is funded under FHWA’s Training and Education programs. The legislative authority to deliver the TTAP is contained in 23 U.S.C. 504(b).

SWTTAP CENTER PROGRAM OBJECTIVES

The Southwestern Region Tribal Technical Assistance Program (SWTTAP) will provide comprehensive transportation training and technical assistance to Southwestern Region tribal communities, building skills and expertise to ensure the safety and maintenance of tribal roads. The primary objectives of the SWTTAP Center are as follows:

1. Build Tribal Capacity in Program Management
2. Grow the Tribal Workforce
3. Cultivate Diverse Stakeholder Partnerships and/or other coordination
4. Transfer Technologies and Implement Innovations
5. Share Results

SWTTAP ANNUAL WORKPLAN SUMMARY

The SWTTAP Annual Work Plan encapsulates feedback from the Needs Assessment Survey as well as anecdotal feedback from Tribes in the SWTTAP Region to highlight the Tribal transportation challenges and priorities of training and technical assistance needs, as they relate to the Tribal Technical Assistance Program.

The SWTTAP Annual Work Plan aligns with the Federal Fiscal Year (FFY) of October 1 – September 30, and was submitted to the AOR on November 29, 2022, two (2) weeks prior to the December 13, 2022, SWTTAP Kickoff Meeting.

TASK 1: PROGRAM ADMINISTRATION AND MANAGEMENT ACTIVITIES

SOUTHWESTERN TTAP REGION ANNUAL WORK PLAN TASKS

Task #	Tasks	Subtask	Q1			Q2			Q3			Q4		
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1.1	Host Monthly TTAP Center Steering Committee Meetings	Meeting						X	X	X	X	X	X	X
1.2	Attend Quarterly TTAP Center Program meetings	Meeting			X			X			X			X
1.3.a	Kickoff Report	Deliverable		X										
1.3.b	Submit Quarterly Center Annual Reports (CAR)	Deliverable						X			X			X
1.4.a	Submit Annual Performance Assessment Report (PAR)	Deliverable												X
1.4.1	Host Follow-up PAR Informational Webinar	Meeting							X	X	X			
1.5.a	Develop Biennial Needs Assessment (BNA) Plan	Draft	X	X	X									
1.5.b	Deploy BNA Plan	Execute				X	X	X						
1.5.c	Report on BNA Findings	Report							X	X	X			
1.5.d	Prioritize Year Two Annual Work Plan	Report										X	X	X
1.5.1	Conduct Initial Tribal Community Interest Survey	Survey			X	X	X							
1.6	Form Steering Committee	Action		X	X	X								
1.6.1	Host Steering Committee Kickoff Meeting	Meeting				X								
1.8.a	Annual Work Plan Year One Draft	Draft	X	X	X									
1.8.b	Annual Work Plan Year One Submittal	Deliverable				X								
1.8.c	Annual Work Plan Year Two Draft	Draft							X	X	X			
1.8.d	Annual Work Plan Year Two Submittal	Deliverable										X		
2.1	Conduct On-Going Communications with Tribes	Meeting				-	-	-	-	-	-	-	-	-
2.1.1	Visit Tribal Communities In-Person	Meeting				X	X	X						
2.1.1.i	Optimize In-Person Visitation Route(s)	Meeting			X									
2.1.2	Continuously Host and Offer Remote Visitations	Meeting				-	-	-	-	-	-	-	-	-
2.2	Maintain Centralized Contact Database	Execute				-	-	-	-	-	-	-	-	-
2.3	Develop SWTTAP Center Website	Execute				X								
2.3.1	Maintain Transportation Library	Continuous					-	-	-	-	-	-	-	-
2.3.2	Dedicate Open Channel to Technical Assistance	Continuous					-	-	-	-	-	-	-	-
2.4	Sponsor Annual Conference Attendance	Execute												X
2.5	Develop Social Media Accounts	Execute				X								

2.5.1	Facilitate Online Collaboration Platform	Continuous				-	-	-	-	-	-	-	-	-
2.6	Establish Partner Network and Collaboration Mechanisms	Continuous				-	-	-	-	-	-	-	-	-
2.7	Distribute Periodic Newsletters	Deliverable							X		X		X	X
2.8	Relay TTAP Center services to Tribes	Continuous				-	-	-	-	-	-	-	-	-
3.1a	Plan Relevant Training Sessions	Draft												
3.1b	Deliver Relevant Training Sessions	Meeting												
3.2	Develop Tribal Transportation and Highway Workforce	Continuous				-	-	-	-	-	-	-	-	-
3.3	Ensure Training is Relevant to Tribes	Continuous				-	-	-	-	-	-	-	-	-
3.4	Submit Annual Training Summary (ATS)	Deliverable												X
3.5	Follow Training Emphasis Areas (TEAs)	Continuous				-	-	-	-	-	-	-	-	-
3.6	Create Custom Webinars	Meeting												
3.6.1	Enhance Tribal Proposal Writing Capabilities	Meeting												
4.1	Cater Technical Assistance to Tribal Transportation Challenges	Continuous				-	-	-	-	-	-	-	-	-
4.2	Provide Remote and In-Person Transportation Technical Assistance	Meeting								X		X		X
4.3	Submit Annual Technical Assistance Summary	Deliverable												X
4.4	Create Technical Assistance Request Pipeline	Execute							X					
4.5	Disseminate Grant Information to Tribes	Continuous				-	-	-	-	-	-	-	-	-
4.6	Build Upon Existing Tribal Expertise	Continuous				-	-	-	-	-	-	-	-	-
5.1	Provide Active Technology Transfer Communication	Continuous				-	-	-	-	-	-	-	-	-
5.2	Participate in FHWA Technology Transfer Programs	Continuous				-	-	-	-	-	-	-	-	-
5.3	Enhance Efforts and Identify Opportunities for Tribal Technology Transfer	Continuous				-	-	-	-	-	-	-	-	-
5.4	Distribute Technology Transfer Materials	Continuous				-	-	-	-	-	-	-	-	-
5.5	Submit Annual Technology Transfer Summary	Deliverable												X
5.7	Identify New Transportation Solutions	Continuous				-	-	-	-	-	-	-	-	-
6.1	Coordinate with Transportation Agencies	Continuous				-	-	-	-	-	-	-	-	-
6.2	Coordinate on Peer Exchanges	Continuous				-	-	-	-	-	-	-	-	-
6.3	Leverage NLTAPA Members and Key Federal Partners	Continuous				-	-	-	-	-	-	-	-	-
6.4	Participate in NLTAPA Activities	TBD												
6.5	Submit Annual Stakeholder Coordination and Partnering Summary (ASCPS)	Deliverable												X
6.6.1	Host Events	TBD												
6.7	Connect Subject Matter Experts with Tribes	Continuous				-	-	-	-	-	-	-	-	-

SWTTAP YEAR 1 DELIVERY SCHEDULE

DATE	TASK/DELIVERABLE
Monday, November 7, 2022	SWTTAP/Region 3 Informal Introductory Meeting I
Tuesday, November 8, 2022	Bi-Annual Needs Assessment distributed to all Tribes in the SWTTAP Region
Thursday, November 10, 2022	SWTTAP/Region 3 Informal Introductory Meeting II
Friday, November 11, 2022	Bi-Annual Needs Assessment completion deadline
Friday, November 18, 2022	Draft SWTTAP Year 1 Workplan sent to tribes for their review
Friday, November 18, 2022 – Wednesday, November 23, 2022	Comment Period for the draft SWTTAP Year 1 Workplan
Wednesday, November 23, 2022 – Tuesday, November 29, 2022	SWTTAP to finalize Workplan
Tuesday, November 29, 2022	Program Year 1 Draft Annual Work Plan shall be submitted to the AOR (submitted two weeks prior to kickoff meeting, per Cooperative Agreement)
Tuesday, December 13, 2022	Kickoff Meeting (in person)
Tuesday, December 27, 2022	Final Program Year 1 Draft Annual Work Plan will be submitted to the AOR (submitted within two weeks of kickoff meeting, per Cooperative Agreement)
Friday, December 30, 2022	Quarter 1 Newsletter Publication Date
Date TBD	Quarter 1 TTAP Center Program Quarterly Meeting – SWTTAP to provide an agenda no later than three (3) business days prior to the meeting, SWTTAP shall provide meeting notes including takeaways and action items within ten (10) business days after the meeting.
Friday, March 31, 2023	Quarter 2 Newsletter Publication Date
January 2023	Quarter 2 TTAP Center Program Quarterly Meeting – SWTTAP to provide an agenda no later than three (3) business days prior to the meeting, SWTTAP shall provide meeting notes including takeaways and action items within ten (10) business days after the meeting.
Spring 2023 (Date TBD)	SWTTAP to conduct the Bi-Annual Needs Assessment (shall utilize the template developed by the TTAP Leadership Committee) <i>May 1, 2023</i> - Draft shall be submitted to the TTAP Leadership Committee and AOR for review and comment within 30 days of delivery of the NA template <i>May 15, 2023</i> - Revised template will be provided to SWTTAP, comments from AOR and Leadership Committee will be provided back to SWTTAP within two weeks of receipt of the draft <i>July 14, 2023</i> – Bi-Annual Needs Assessment FINAL, updated version that incorporates TTAP Leadership Committee and FHWA comments shall be conducted within 60 days of receipts of Leadership & FHWA comments <i>September 1, 2023</i> – Findings from the Biannual Needs Assessment and updates to the Annual Work Plan reflecting findings, as needed, shall be presented FFY Q4 to inform subsequent program years.
April 2023	Quarter 3 TTAP Center Program Quarterly Meeting – SWTTAP to provide an agenda no later than three (3) business days prior to the meeting, SWTTAP shall provide meeting notes including takeaways and action items within ten (10) business days after the meeting.
Monday, May 1, 2023 (TBD)	Bi-Annual Needs Assessment (BANA) – shall utilize the template developed by the TTAP Leadership Committee,
Friday, June 30, 2023	Quarter 3 Newsletter Publication Date
July 2023	Quarter 4 TTAP Center Program Quarterly Meeting – SWTTAP to provide an agenda no later than three (3) business days prior to the meeting, SWTTAP shall provide meeting notes including takeaways and action items within ten (10) business days after the meeting.
Friday, August 4, 2023	Program Year 2 Draft Work Plan shall be submitted to the AOR
Friday, August 18, 2023	FHWA comments on Program Year 2 Draft Work Plan submitted to SWTTAP
Friday, September 1, 2023	Final Year 2 Annual Work Plan shall be submitted to AOR for approval
Friday, September 29, 2023	Quarter 4 Newsletter Publication Date
Friday, December 1, 2023	SWTTAP shall submit the annual PAR/CAR reports to FHWA for the TTAP Center's FFY 2022 - 2023 performance (October 1 – September 30).

SWTTAP OPTION PERIOD ANNUAL WORK PLAN DELIVERY SCHEDULE

DATE	TASK/DELIVERABLE
Friday, August 2, 2024	Program Year 3 Draft Work Plan shall be submitted to the AOR
Friday, August 16, 2024	FHWA comments on Program Year 3 Draft Work Plan submitted to SWTTAP
Friday, August 30, 2024	Final Year 3 Annual Work Plan shall be submitted to AOR for approval
Friday, August 1, 2025	Program Year 4 Draft Work Plan shall be submitted to the AOR
Friday, August 15, 2025	FHWA comments on Program Year 4 Draft Work Plan submitted to SWTTAP
Friday, August 29, 2025	Final Year 4 Annual Work Plan shall be submitted to AOR for approval
Friday, August 7, 2026	Program Year 5 Draft Work Plan shall be submitted to the AOR
Friday, August 21, 2026	FHWA comments on Program Year 5 Draft Work Plan submitted to SWTTAP
Friday, September 4, 2026	Final Year 5 Annual Work Plan shall be submitted to AOR for approval

SWTTAP YEAR 1 BUDGET

SWTTAP SUMMARY BUDGET			
		Description	
1	Personnel	Senior and other personnel	\$79,688.00
2	Fringe	Health care and other benefits for employees	\$26,562.00
3	Travel	Attend training events, meetings & conferences	\$23,500.00
4	Equipment	Computers/equipment rental	\$35,000.00
5	Supplies		\$29,000.00
6	Contractual	SMEs and other training personnel	\$100,000.00
7	Indirect Costs		\$31,250.00
	Total		\$325,000.00

BUDGET JUSTIFICATION

PERSONNEL

Support is requested for Co-Director Todd Macalady, who will be responsible for reporting, instruction, training events, and other associated activities. Support is requested for Co-Director Becky Tremonte, TTAP Co-Director, will be responsible for managing program administrative responsibilities, project and personnel oversight, stakeholder communication, reporting, instruction, training events, travel, and other associated activities.

OTHER PERSONNEL

Support is requested for TTAP Center Coordinator will assist with stakeholder communication, project administration/clerical activities, data collection, marketing, and website updates. The coordinator is also expected to help lead TTAP Center efforts to Develop, Organize and Coordinate the TTAP National Conferences. Support is requested for TTAP Assistant Director and Staff Assistants, who will assist lead staff with travel, trainings/conference logistics, and website design.

FRINGE BENEFITS

Fringe benefits are for health care and other benefits for personnel. The proposed FY23 benefit rate for personnel is 33.33%. Actual rates will be used at the time of disbursement.

CONTRACTURAL SERVICES AND SUBJECT MATTER EXPERTS (SMEs)

Support is requested for individuals that will provide contractual services to support the Southwestern TTAP Center and the SOW. SMEs will provide training, technical assistance, and delivery of curriculum as identified in the SOW. SMEs are included in the budget under our line item titled "CONTRACTUAL SERVICES." Specific tasks and assignments will be aligned to specific individual SMEs so that the Directors can ensure that our work force matches the goals and purposes indicated in the SOW.

Our budget for SME's is based on a contract rate of \$50/hour. Directors will also provide program content. Individual SME's may receive a differentiate than the \$50.00 per hour, based on education and experience.

TRAVEL/CONFERENCES

Funds are requested for travel associated with the described program activities including travel expenses for contractors or instructors to provide delivery of training classes. Travel funds will also be used for TTAP personnel to attend FHWA requested and or required national TTAP meetings. Travel is also requested for an annual TTAP Instructor meeting that will be designed as an interactive and engaging learning experience that will align with USDOT in the development and delivery of functional skills training in the areas of safe, sustainable, accessible, and efficient transportation systems. Suggested conferences are the National Transportation in Indian Country Conference, and National RTAP Conferences and Events and any other conferences necessary to strengthen relationships with tribes. Travel expenses will be reimbursed at rates consistent with Lenea Corporation's approved policies and will not exceed the greater of approved State or Federal rates.

MATERIALS AND SUPPLIES

Funds are requested to purchase materials and supplies to support TTAP program activities. These purchases include but are not limited to supplies associated with printing of training materials for the Southwestern TTAP Center courses and other general-purpose office supplies that are needed to successfully accomplish the Work Plan.

Marketing materials and supplies for instructors will include metal name tags, business cards and any other items to effectively provide representation for the Southwestern TTAP Center program.

PUBLISHING/PUBLICATIONS

Funds are requested for publishing costs associated with Southern TTAP Center program activities. Primarily, these funds will be used to publish books and manuals used in TTAP classes.

EQUIPMENT & LOCATION USAGE FEES

Funds are requested for equipment usage fees associated with TTAP program activities. On occasion the Southwestern TTAP Center training and technical assistance will require renting or contracting for the use of equipment and facilities used in these activities. This can include but is not limited to facility rental, public address, audio-visual, surveying, construction equipment and related expenses.

Funds are also requested for equipment items valued under \$5,000, in anticipation that the Southwestern TTAP Center's dedicated computers and peripherals may potentially need to be replaced. This line item contains funding sufficient to cover the cost of desktop computers, laptop computers and associated ancillary computer equipment plus additional non-computer support equipment such as, but not limited to equipment that would support performing online classes.

COMMUNICATIONS

Funds for communications are requested to pay for a limited amount of postage and the TTAP program's telephone usage.

SOFTWARE

Funds are requested to purchase computer software necessary for development training materials and communicate with TTAP trainees and stakeholders. This would also include ACEWARE/Student Manager, and other software applications including, but not limited to online classes support software used to support the TTAP.

PROFESSIONAL SERVICES

Funds are requested for course instructors and consultant instructors who will provide topic specific training and technical assistance.

PROFESSIONAL MEMBERSHIPS

Funds are requested for membership fees associated with the National Local Technical Assistance Program Association which provides continuing education, best practices, peer exchange opportunities and meetings with FHWA personnel and other professionals in the field. Funds are also requested for National Safety Council membership dues to continue use of National Safety Council training products.

Funds are also requested any other memberships that may be needed to continue to build working relationships with partners in the industry.

NEEDS ASSESSMENT

An initial needs assessment was conducted in Winter 2022, to gather baseline data for SWTTAP region Tribes. The needs assessment was developed utilizing knowledge of previous needs assessment research efforts and designed with the intention of determining Tribal transportation program needs. Results of the needs assessment are available in Appendix 1 of this document.

SWTTAP identifies the need to expand on initial needs assessment data, to reestablish the credibility of the TTAP program at large, and to establish Lenea Corporation as the SWTTAP regional center resource. To further these efforts, SWTTAP will conduct on-site Program/Needs Assessment meetings with **all regional tribes** in the first fiscal year of the program agreement.

OTHER PROGRAM ADMINISTRATION AND MANAGEMENT ACTIVITIES

SWTTAP will serve on national level TTAP related leadership committees such as the TTAP Leadership Committee Quarterly meetings. SWTTAP will attend monthly TTAP Center Steering Committee meetings.

The SWTTAP Center Steering Committee is comprised of all SW region member Tribes. The committee roster is available in the Southwestern TTAP Member Tribe Contact List and is subject to frequent change and inclusion of new and updated Tribal Transportation personnel. By its nature of full inclusion, the committee composition exceeds the minimum Tribal Representation threshold of 50%. SWTTAP will host TTAP Center Quarterly Program Meetings, and will complete all necessary reporting requirements, as noted in the cooperative agreement, workplan task outline, and delivery schedule outline.

TASK 2: COMMUNICATION & MARKETING ACTIVITIES

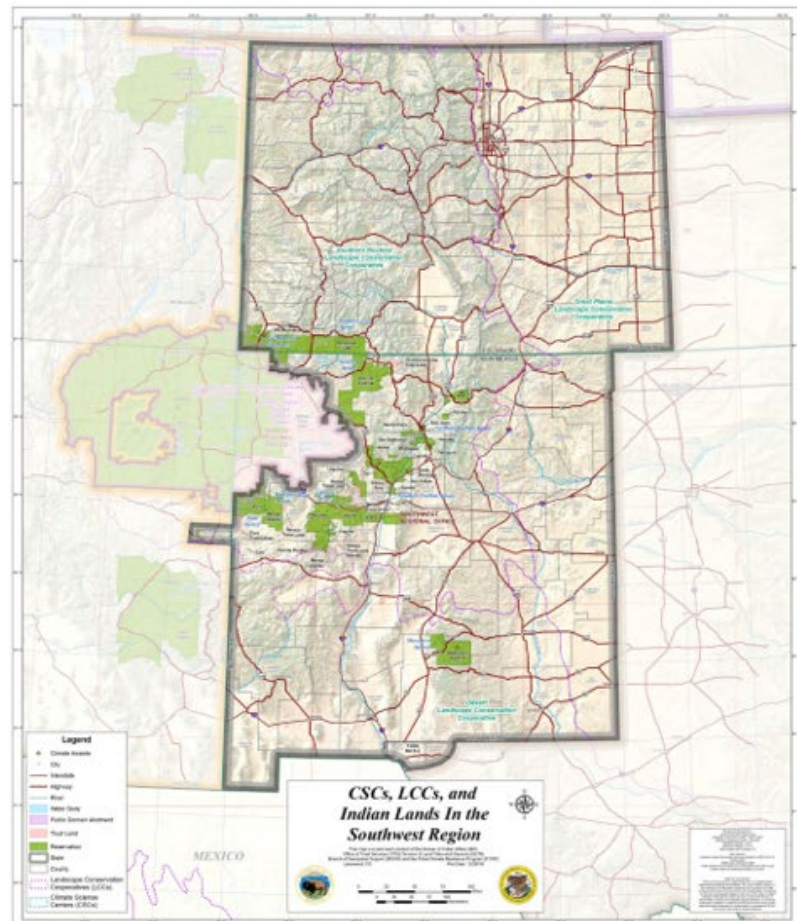
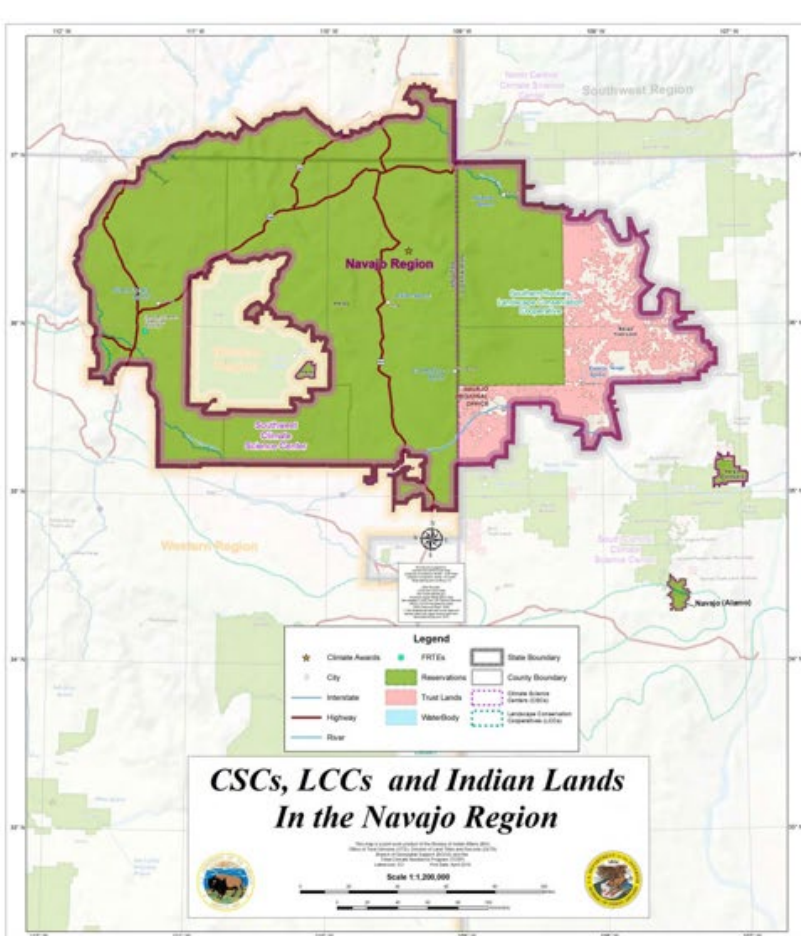
SWTTAP will develop a Marketing and Communication Plan for all the training, education, research, and other projects that the TTAP Center shall conduct. The Marketing and Communication Plan shall include audience contacts, formats, frequency, key messages, timeline, events, and responsibilities.

The primary form of communication with each SWTTAP member tribe will be via email communication. This will be achieved through both group emails, for general communication, and through individual/one-on-one email communication. Additionally, SWTTAP will employ these additional activities under this task:

1. Conduct on-going communication with the Tribes - Develop, publish, and distribute a SWTTAP Center newsletter on a quarterly basis highlighting TTAP Center activities, including Training (planned/provided), Technical Assistance, Technology Transfer Lessons Learned/Success Story (consistent with PAR data reporting) transportation innovation, transportation safety and national Tribal transportation.
2. Develop and maintain an updated mailing list (see page 11)
3. Develop and maintain a TTAP Center website
4. Maintain a transportation library and distribute transportation technology transfer materials, available on the SWTTAP center website
5. Sponsor annual conference attendance

SWTTAP REGION MEMBER TRIBES

Southwest Region Tribes are located in Colorado, New Mexico, and the entirety of the Navajo Nation. Developing and updating a comprehensive SWTTAP member list will be an ongoing SWTTAP activity. SWTTAP contacts (as of March 2023) are detailed on the following page.



SOUTHWESTERN TTAP TRIBE MEMBER CONTACT LIST (MARCH 2023)

NAVAJO		
CHAPTER	STAFF NAME	STAFF EMAIL
NNDOT	Garret Silversmith	gsilversmith@navajodot.org
NNDOT	Jonah Begay	jbegay@navajodot.org
NNDOT	Virgil Henderson	vhenderson@navajodot.org
Eastern Agency Representative (Crown Point)	Marco Sells	msells@navajodot.org
Northern Agency Representative (Shiprock)	Margie Begaye	mbegay@navajodot.org
ALAMO NAVAJO CHAPTER	Earl Apachito	alamo@navajochapters.org
TOHAJIILEE NAVAJO CHAPTER	Jacqueline Platero	tohajiilee@navajochapters.org
SHIPROCK NAVAJO CHAPTER	Michele Peterson	mpeterson@navajochapters.org
COLORADO		
TRIBE	STAFF NAME	STAFF EMAIL
Southern Ute Indian Tribe	Mary Evening Star Eagle	meseagle@southernute-nsn.gov
Southern Ute Indian Tribe	Mikki Naranjo	minaranjo@southernute-nsn.gov
Ute Mountain Ute Tribe	Bernadette Cut Hair	bcuthair@utemountain.org
Ute Mountain Ute Tribe	Edwina Silas	esilas@utemountain.org
NEW MEXICO		
TRIBE	STAFF NAME	STAFF EMAIL
Pueblo of Acoma	Wendell Chino	wchino@poamail.org
Pueblo of Acoma	David Deutsawe	ddeutsawe@poamail.org
Pueblo of Acoma	Charles Riley	criley@poamail.org
Cochiti Pueblo	Merrill Yazzie	merrill.yazzie@cochiti.org
Jicarilla Apache	Steven Waupekenay	swaupekenay@jan-nsn.com
Jicarilla Apache	Galvin Phone	glphone@gmail.com
Mescalero Apache	Christopher Little	clittle@mescaleroapachetribe.com
Isleta	Megan Crawford	megan.crawford@isletapueblo.com
Isleta	James Weldon	James.Weldon@isletapueblo.com
Isleta	Dale Kleinsmith	Dale.Kleinsmith@isletapueblo.com
Jemez	Sheri Bozic	Sheri.Bozic@jemezpueblo.org
Laguna	Nathan Lucero	nlucero@pol-nsn.gov
Laguna	Leonard Ludi	lludi@pol-nsn.gov
Nambe	Marcus Lopez	mlopez@nambepueblo.org
Ohkay Owingeh	Sybil Cota	sybil.cota@ohkay.org
Picuris	Sylvia Armijo	sarmijo@picurispueblo.org
Pojoaque	Janay Chavarria	jchavarria@pojoaque.org
Pojoaque	Randy Vigil	rvigil@pojoaque.org
Sandia	Shannon Montoya	snmontoya@sandiapueblo.nsn.us
San Felipe	Dennis Peralta	dperalta@sfpueblo.com
San Ildefonso	Lillian Garcia	lgarcia@sanipueblo.org
Santa Ana	David Griego	David.Griego@santaana-nsn.gov
Santa Ana	Keith Pike	keith.pike@santaana-nsn.gov
Santa Ana	Denise Kee	Denise.Kee@santaana-nsn.gov
Santa Clara	Suzette Shije	sshije@santaclarapueblo.org
Santo Domingo	Kathy Ashley	Kathy.Ashley@kewa-nsn.us
Taos	Vernon Lujan	vlujan@taospueblo.com
Tesuque	Charlene Quintana	cquintana@pueblooftesuque.org
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Zuni	Roxann Hughte	Roxann.Hughte@ashiwi.org
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Ramah Navajo	Dorothy Claw	DorothyClaw@ramahnavajo.org
FORT SILL APACHE TRIBE	Lori Gooday-Ware	lori.g.ware@fortsillapachetribe.com

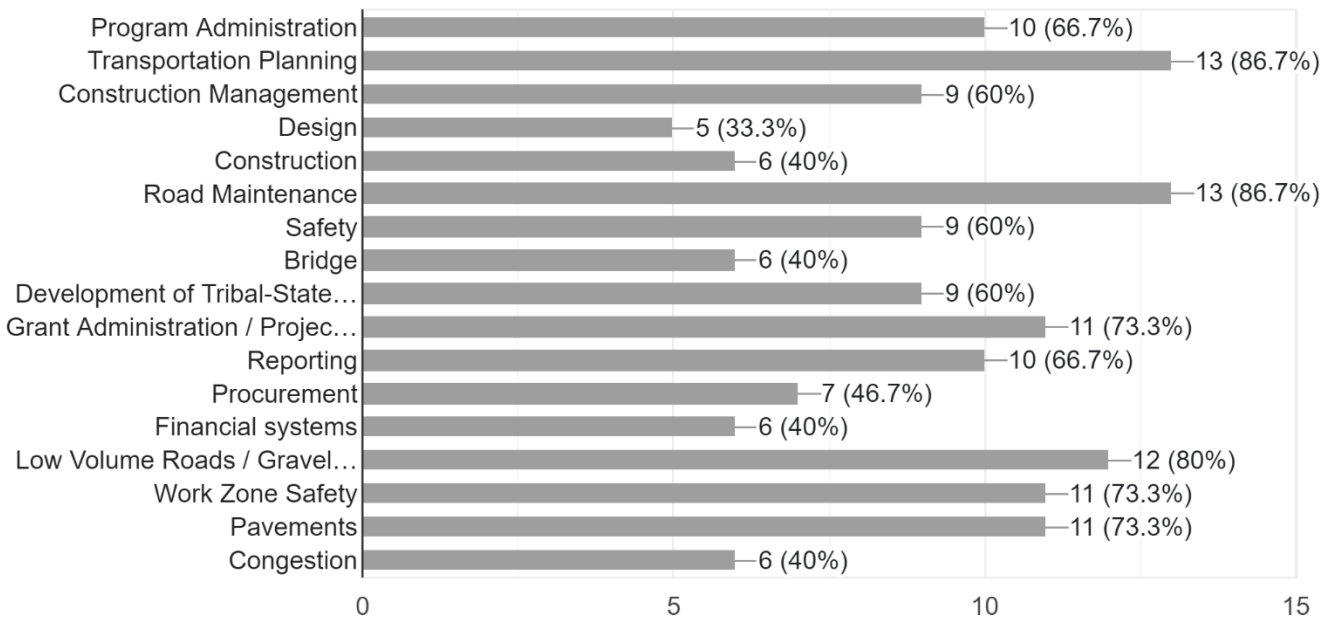
TASK 3: TRAINING ACTIVITIES

SWTTAP will develop and conduct relevant transportation training sessions and seminars. This includes the development of standardized course curriculum and material that meets the needs of the Tribal community by delivering context sensitive, in-person and remote training that is offered via instructor and self-paced/on-demand.

SWTTAP shall:

1. Plan and deliver transportation training curriculum and sessions that meet the learning objectives listed and prioritized, as determined from the Needs Assessment.
2. Deliver training to contribute to, and result in, the development of a Tribal transportation/highway workforce.
3. Ensure accessible training locations by utilizing user feedback through Needs Assessment.
4. Prepare an Annual Training Summary to be included in program evaluation and TTAP Course Catalog.

Based on the responses received, the need for training, under the Training Emphasis Areas priorities, were identified in the initial needs assessment:



These following topics were identified by SWTTAP Member Tribes, as topics for which they would like to request training or technical assistance:

- Benefit Cost Analysis – in depth BCA Training
- Creating an RFP/RFQ
- RIFDS GIS
- Grant Writing/Grant Applications
- Safety Program Development
- ArcGIS Pro
- BIA Processes
- NEPA/ROW Processes for TTP Projects (25 CFR Part 169 - Rights of Way Over Indian Land, 40 CFR Part 1501 - NEPA & Agency Planning)

- Heavy Equipment Training
- Surface Condition Identification
- Natural Surface Road Maintenance
- Airports Management
- CDL Prep Training
- Financial Budgets, etc.
- Delivery method options for transportation construction projects

Year 1 will primarily consist of working with SWTTAP Member Tribes to determine their training needs and priorities, with the bulk of training implementation to occur in Year 2 and Year 3. Year 1 training will provide generalized program instruction that is more likely applicable to all member Tribes. The SWTTAP course list is included below, but is subject to evolving Tribal training needs.

SOUTHWESTERN TTAP COURSE LIST

I. SAFETY

ATSSA CERTIFIED FLAGGER TRAINING

Course Description: The course will address the theories of scheduling and how to develop a construction schedule in accordance with the requirements of the contract. The course will engage participants in contributing their knowledge of planning, organizing and developing project plans from conception through implementation. Case examples will be utilized to formulate proper methods and techniques in developing the construction schedule.

Course Goals: This course will give students a chance to learn, ask questions and discuss the principles and common procedures with a knowledgeable instructor. The goal is to provide students with a basic safety knowledge of Flagging Operations per ATSSA Standards.

WORKZONE SAFETY

Course Description: Creating a safe work zone for workers and drivers starts with those in charge of planning and implementing work zone logistics. The 2-day NSC Work Zone Supervisor program prepares supervisors to interpret, adapt and implement a traffic control plan (TCP). It focuses on specific job responsibilities and covers information in parts I, V and VI of the Federal Highway Administration MUTCD.

This course is essential for anyone with experience working in a temporary traffic control work zone, and project engineers who want to understand requirements imposed on worksite supervisors. Participants will learn to interpret, verify the accuracy of and implement a safe traffic control plan.

Course Goals: Participants will learn to interpret, implement MUTCD guidelines; to ensure work zones are safe and accurate; and to design safe work zones for all road users

II. INFRASTRUCTURE MANAGEMENT

ROAD MAINTENANCE

Course Description: This training is designed to provide staff who maintain Tribal roads with appropriate guidelines and the basic principles for maintenance management of rural road networks. Includes planning and execution of common maintenance strategies (road surface, roadside, drainage and signage) to ensure reliable services and user safety.

PAVEMENT PRESERVATION

Course Description: This training discusses how preventative maintenance impacts pavement preservation, good candidates for preservation, and the benefits to pavement preservation. This training also describes the common procedures associated with conducting thorough pavement evaluations.

This training also presents current guidelines and recommendations for the design, construction, and selection of cost-effective concrete pavement preservation strategies.

PIPE AND CULVERT INSTALLATION

Course Description: This training will detail the purpose of well-designed, well-built, and well-maintained culverts and will highlight the important role culverts play in the drainage system and why proper design, installation, and maintenance are essential for well-performing culverts. The course will define the principles of culvert theory, design, location, planning, scheduling, permitting, and typical installations. It also outlines culvert inventory, inspection, repair, and rehabilitation methods.

WINTER ROAD MAINTENANCE

Course Description: This training details the tools and strategies for addressing road weather problems. The training begins with an overview of the types of road weather problems and their associated costs, as well as basic meteorology for non-meteorologists. Through this course, participants are exposed to various strategies for addressing road weather problems, including Road Weather Information Systems (RWIS) and the development of crosscutting decision support systems to respond effectively to weather situations. In addition, road weather solutions unique to maintenance management, traffic management, traveler information, and emergency management are discussed.

III. WORKFORCE DEVELOPMENT

CONSTRUCTION PROJECT MANAGEMENT

Course Description: This training will provide an overview of construction project management, including the life of the construction project, estimating and scheduling, planning, cost estimating and budgeting, materials, methods of construction, accounting and cost control, contracting, safety and risk management, site operations, and surveying.

HEAVY EQUIPMENT TRAINING

Course Description: The course will address the skills required for heavy equipment operators for light construction, landscaping and highway construction. Instruction provided is connected to heavy equipment operations, as well as grades, safety and supervision. Students learn to safely operate, and basic maintenance for construction-related equipment.

Course Goals: This course will give students a chance to learn, ask questions and discuss the principles and common procedures with a knowledgeable instructor. The goal is to provide students with a basic knowledge of construction heavy equipment operation and safety.

CONTRACTS / BIDDING / ESTIMATING

Course Description: The course will address the theories and key components of quantity take-off and cost estimating of construction resources including materials, labor, and equipment. Skills and knowledge of cost estimating as it relates contracting and evaluating RFP's/RFQ's for Tribal projects and contract sources.

Course Goals: This course will give students a chance to learn, ask questions and discuss the principles and common procedures with a knowledgeable instructor. The goal is to provide students with a basic knowledge of construction contracting, estimating and project proposals.

CRITICAL PATH METHOD (CPM) SCHEDULING

Course Description: The course will address the theories of scheduling and how to develop a construction schedule in accordance with the requirements of the contract. The course will engage participants in contributing their knowledge of planning, organizing and developing project plans from conception through implementation. Case examples will be utilized to formulate proper methods and techniques in developing the construction schedule.

Course Goals: This course will give students a chance to learn, ask questions and discuss the principles and common procedures with a knowledgeable instructor. The goal is to provide students with a basic knowledge of critical path method scheduling.

TASK 4: TECHNICAL ASSISTANCE ACTIVITIES

SWTTAP will provide transportation related technical assistance and transportation technology transfer services that best meet the needs of the Tribal community, including on-demand, virtual and hands-on services that strengthen Tribal capacity for self-governance of transportation programs.

SWTTAP shall:

1. Accommodate flexibility with technical assistance that reflects familiarity with Tribal transportation challenges.
2. Provide remote and in-person transportation technical assistance.
3. Prepare an Annual Technical Assistance Summary to be included in program evaluation.

TASK 5: TECHNOLOGY TRANSFER ACTIVITIES

SWTTAP shall:

1. Provide ongoing contact and communication network – SWTTAP will serve as a conduit of information for Tribes. SWTTAP will share information on all Tribal transportation related notice of funding opportunities (NOFOs), including, but not limited to FHWA and BIA initiatives, all announcements under the Bipartisan Infrastructure Legislation - SS4A, RAISE, Reconnecting Communities. SWTTAP will share information on all Tribal transportation related training opportunities, Tribal transportation best practices, and any other pertinent information relating to Tribal transportation.
2. SWTTAP will participate in FHWA Technology Transfer programs, including but not limited to HIT Innovation Exchange Webinars (IEW); Build a Better Mouse Trap (BABMT); FHWA Everyday Counts Initiative (EDC). SWTTAP will also encourage Tribal participation in these programs by sharing marketing information and increasing program visibility in the Tribal arena.
3. Where applicable and appropriate, SWTTAP will coordinate with Federal, State, local, and Tribal transportation agencies, and the private sector to enhance new technology implementation.
4. When and where applicable, SWTTAP will distribute technology transfer materials and information to Tribes. SWTTAP will serve as a conduit of technology transfer by employing these four key tasks
 - a. Understand Tribal transportation program personnel Technology Transfer needs, know the problem and technology constraints
 - b. Understand the technology, how it performs and applies to the Tribes' problems, and how it may affect the Tribe, and whether or not it is culturally appropriate/acceptable/relevant
 - c. Address potential barriers to adoption
 - d. Communicate the value of the technology
5. Prepare an Annual Technology Transfer Summary to be included in program evaluation.

TASK 6: STAKEHOLDER COORDINATION & PARTNERING ACTIVITIES

SWTTAP will coordinate with Federal, State, local, and Tribal transportation agencies, and the private sector to implement the TTAP to build on the successful initiatives that are currently underway while identifying new partnering opportunities to enhance the program. SWTTAP will coordinate with FHWA and BIA to provide selected technical information and training course materials for dissemination to the SWTTAP region Tribal transportation programs.

SWTTAP shall:

1. Coordinate with transportation Agencies including Federal, State, and local on the implementation and enhancement of other programs (e.g., LTAP Centers and Every Day Counts (EDC))
2. Coordinate on Peer Exchanges
3. Coordinate with other NLTAPA members and key Federal partners
4. Actively engage and participate in Local and National LTAP/TTAP Association(s) (NLTAPA)
5. Prepare a Collaboration and Partnership and Summary to be included in program evaluation

SWTTAP PROFESSIONAL STAFF

TODD MACALADY, CO-DIRECTOR: Todd has a Master of Science Degree in Construction Management with an emphasis in Construction Management and Sustainable Construction from Colorado State University (CSU) in Fort Collins, Colorado. Todd holds a Certificate of Completion in Construction Management and a Bachelor of Arts in Liberal Arts with a Certificate in Native American Studies from CSU. Todd provided training and technical services to the Alaska TTAP and the Four Corners Region TTAP for twelve years and managed and operated the Mountain West Region TTAP for three years.

BECKY TREMONTE, CO-DIRECTOR: Becky has a Master of Business Administration Degree from the University of Phoenix and holds a Bachelor of Arts Degree in Journalism and Mass Communications with an emphasis on Public Relations from Arizona State University in Tempe, Arizona. Becky has over twelve years' experience serving Tribes in both education and transportation.

TARA CHIEF, ASSISTANT DIRECTOR: Tara has a Bachelor of Science in Environmental Engineering Degree from Northern Arizona University in Flagstaff, Arizona. Tara has eleven years of experience working directly with Tribal governments, as a Water Quality Officer, Transportation Civil Engineer, and Transportation for the White Mountain Apache Tribe in Whiteriver, Arizona. Additionally, Tara was recognized by the Arizona Department of Transportation and was twice awarded their Partnering Spirit Award in 2017 and 2018.

ANDY KORCHMAROS, STAFF ASSISTANT: Andy has a Bachelor of Science Degree in Civil Engineering from Southern Illinois University. Andy has over nine years of experience working with Tribes, as the Roads Program Manager for the Tohono O'odham Nation, and has previous experience as a Civil Designer, Land Surveyor, and extensive experience with tribal design concept reports for bridges, drainage features and roadways, and developing Tribal Long Range Transportation Plans and Tribal Transportation Safety Plans.

STAFFING APPROACH

SWTTAP staff have experience with the Tribal Technical Assistance Program dating back to 2002. SWTTAP staff have committed much of their life's work to the vision and mission of the TTAP Program. This is evident in the perpetuation of the services provided, following the 2017 TTAP restructuring, and continues to be evident in the commitment to furthering transportation progress in Indian Country.

SWTTAP CONTACT

Todd Macalady	Co-Director	todd@leneacorporation.com	(480)738-8989
Becky Tremonte	Co-Director	becky@leneacorporation.com	(602)910-8367
Tara Chief	Assistant Director	tara@leneacorporation.com	(928) 358-1084
Andy Korchmaros	Staff Assistant	andy@leneacorporation.com	(928) 358-1084
Owen Laluk	Staff Assistant	owen@leneacorporation.com	(928) 358-1084

SWTTAP ADDRESS

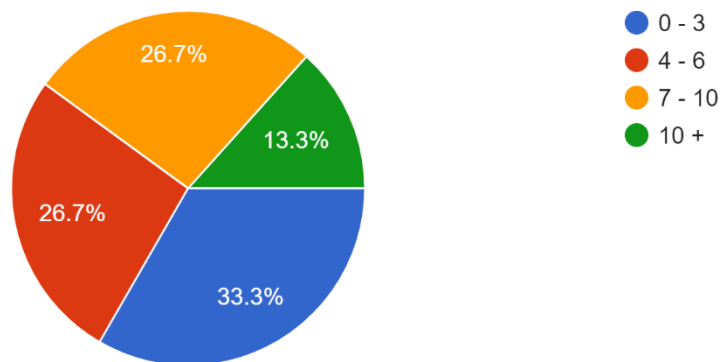
100 Sun Ave NE Suite 650
Albuquerque, NM 87109-4670

APPENDIX 1: NEEDS ASSESSMENT RESULTS

SWTTAP recognizes that Year 1 will primarily be focused on reestablishing trust in Tribal Technical Assistance Program and establishing one on one connections with SWTTAP region Tribal transportation personnel and Tribal leadership. In November 2022, SWTTAP conducted a baseline Needs Assessment Survey. SWTTAP distributed the NAS to representatives from each Tribal transportation program in the SWTTAP Region. The purpose of the baseline NAS was to establish the training and technical assistance needs of SWTTAP Region Tribes at the forefront of the reintroduction of the Tribal Technical Assistance Program. SWTTAP requested responses from its current contact list database, consisting of forty-six Tribal transportation program personnel in the SWTTAP region. Fifteen responses were submitted. The results from those responses are summarized herein.

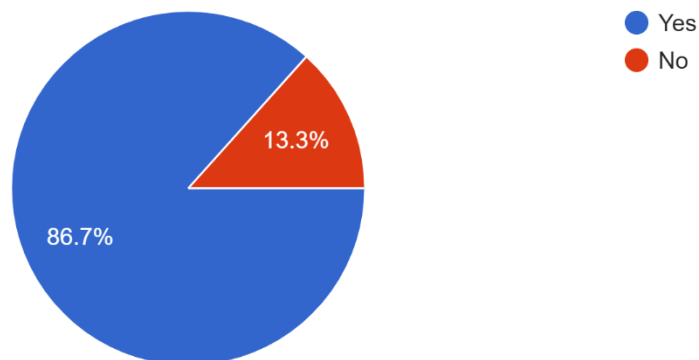
How many employees in your Tribe are responsible for managing, maintaining, or working on the roadways?

15 responses



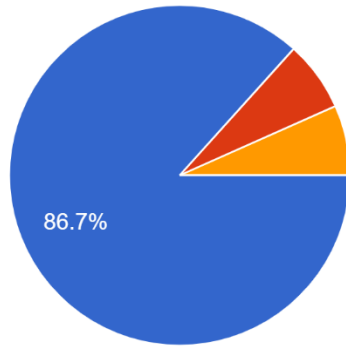
Are you familiar with the Tribal Technical Assistance Program (TTAP), and/or the Southwestern TTAP?

15 responses



What type of training do you prefer to attend?

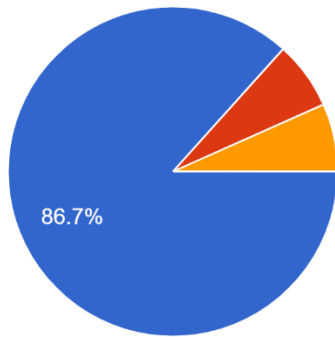
15 responses



- Traditional - Instructor and participants are at the same location.
- Webinar - Presented live on the internet, and the instructor is available to answer questions during the session.
- Self-paced - Access training on your schedule. An instructor may be able to answer questions by email.

Which training style do you find best for learning?

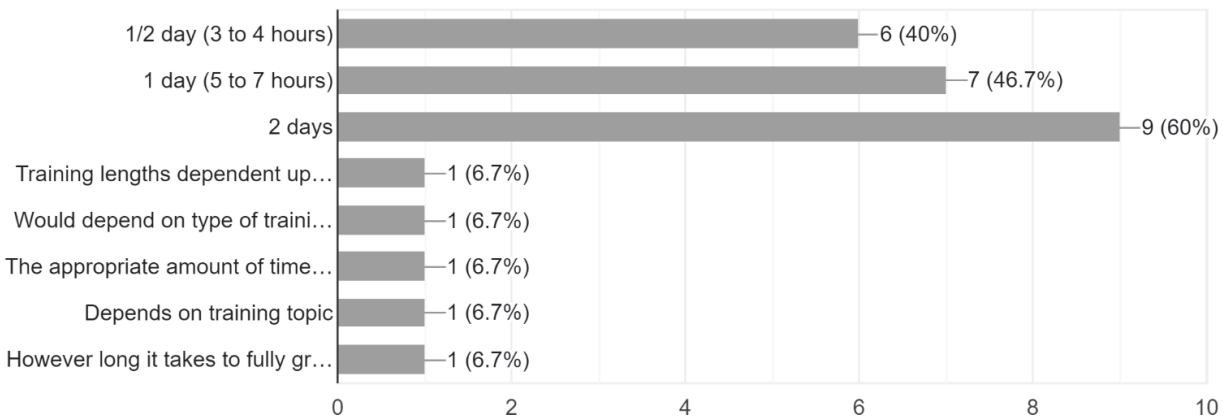
15 responses



- Traditional - Instructor and participants are at the same location.
- Webinar - Presented live on the internet, and the instructor is available to answer questions during the session.
- Self-paced - Access training on your schedule. An instructor may be able to answer questions by email.

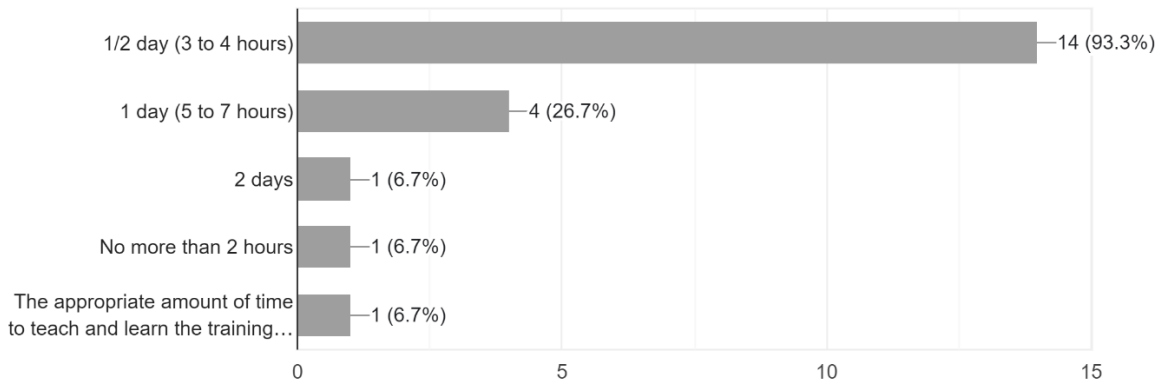
What training lengths do you prefer for traditional/in-person training? (Please select all that apply.)

15 responses



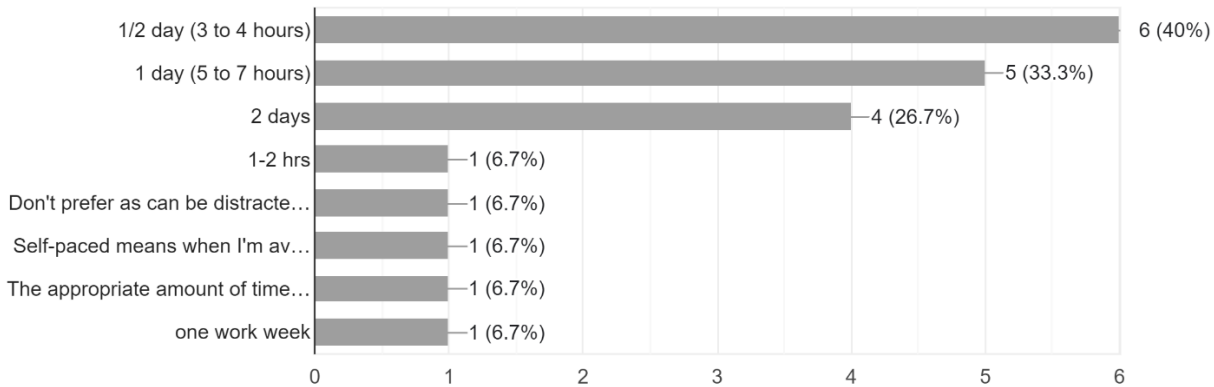
What training lengths do you prefer for webinar training? (Please select all that apply.)

15 responses



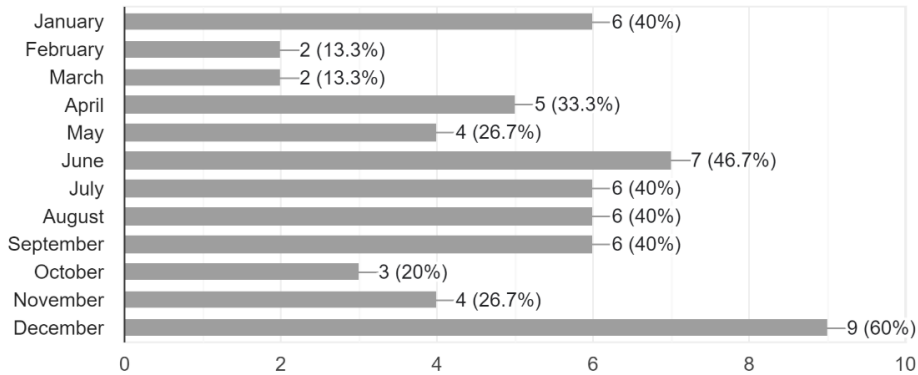
What training lengths do you prefer for self-paced training? (Please select all that apply.)

15 responses



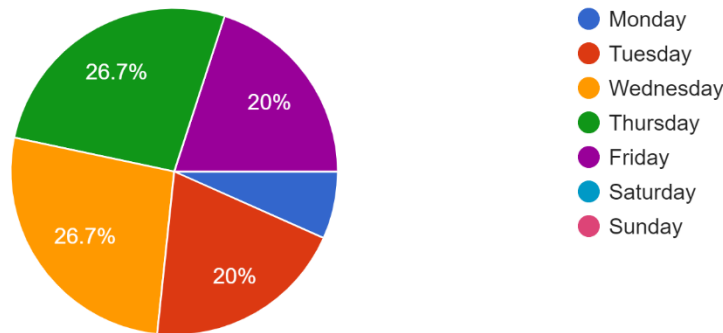
What months, if any, are difficult for you to attend, or send people to, training? (Please select all that apply.)

15 responses



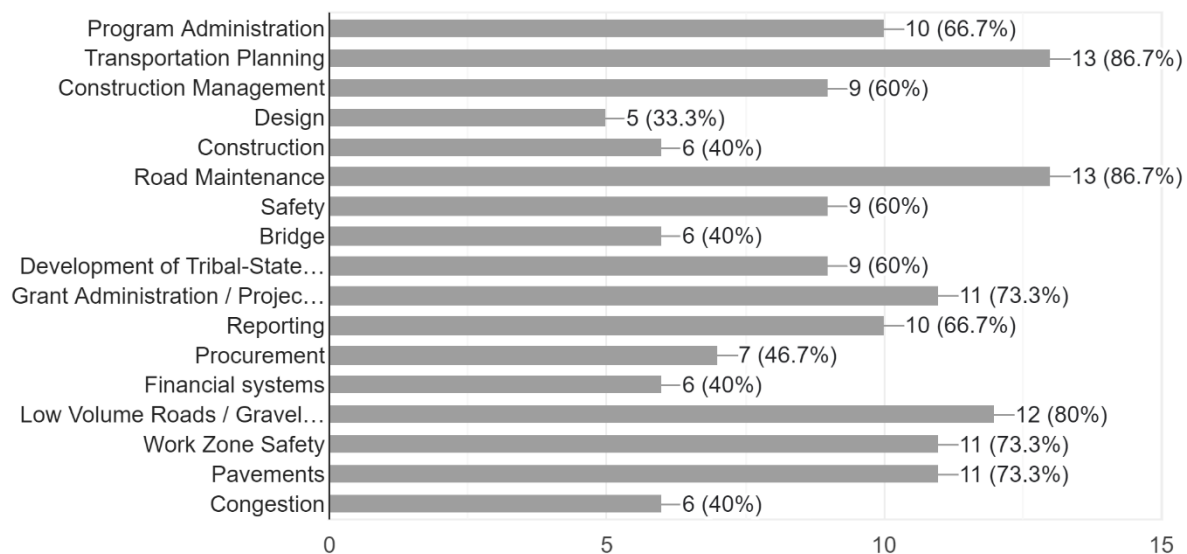
What day(s) of the week do you prefer to attend training?

15 responses



Which Training Emphasis Areas are you most interested in receiving training or technical assistance?

15 responses



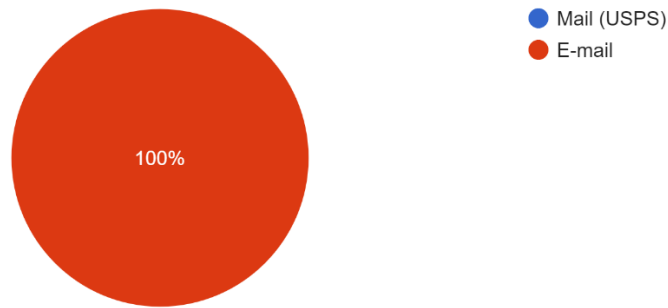
Please list any other topics for which you would like to request training or technical assistance (CDL Prep Training, Heavy Equipment Training, Cost Benefit Analysis Training, etc).

1. Benefit Cost Analysis
2. Heavy Equipment training
3. Everything you have listed above, creating an RFP/RFQ, BIA Right of Way.
4. RIFDS GIS, Grant Applications, Safety Program Development
5. ArcGIS Pro
6. Grant writing, BIA Processes and understanding,
7. in depth cost-benefit analysis training

- 8. NEPA/ROW Processes for TTP Projects (25 CFR Part 169 - Rights of Way Over Indian Land, 40 CFR Part 1501 - NEPA & Agency Planning)
- 9. Heavy Equipment Training, Cost Benefit Analysis Training, Surface Condition Identification, Natural Surface Road Maintenance
- 10. CDL
- 11. CDL, Grant Writing, Cost Benefit Analysis, Heavy Equipment Training, Airports Management
- 12. CDL Prep Training, Heavy Equipment Training, Grant Writing, Financial Budgets, etc.
- 13. heavy equipment training; delivery method options for transportation construction projects

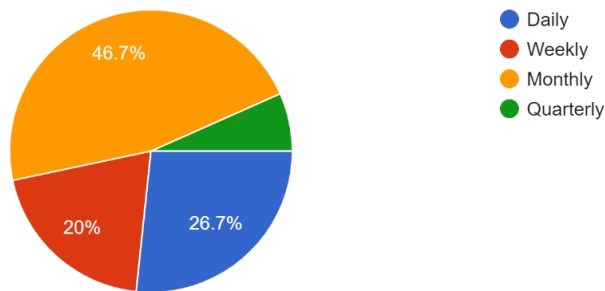
How do you prefer to receive newsletters?

15 responses



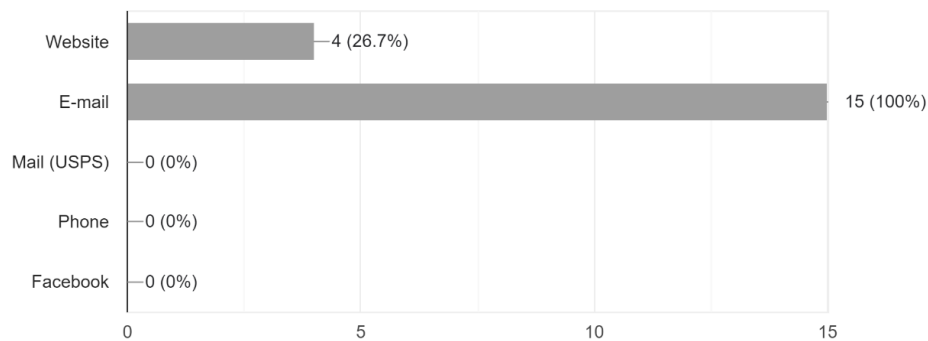
How often do you like to receive notifications of upcoming training, new information, etc.?

15 responses



How do you prefer to learn about upcoming SWTTAP training? (Please select all that apply.)

15 responses



Please list any other suggestions or comments you have.

1. Establish an Advisory Committee
2. In person training valuable to ensure full attention to the information, but as well to meeting with peers and developing professional relationships and discussions relative to TTP
3. No Suggestion or comment right now, but glad your back.
4. GIS training is needed for me, due to BIADOT NTTFI RIFDS changing format to ArcGIS format.
5. Pueblo of Isleta would like to show interest in providing a space for all types of training. Will need to speak with leadership as the training program develops for additional permissions if needed.
6. Excited to have SWTTAP back!! :-)
7. Availability of on-call contracts for major services that the program might utilize instead of competitive bid.
8. CDL trainings
9. On-site training
10. Need help getting funding for new heavy equipment. Can't do road projects with old equipment. Mowers, Graders, Backhoes, Dump trucks, etc.

Please check any items from the list below that you would like an SWTTAP staff member to contact you about and provide your contact information.

15 responses

