

**SOUTHERN TTAP CENTER**  
**FFY 2024 WORK PLAN**

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**SOUTHERN TRIBAL TECHNICAL ASSISTANCE PROGRAM  
1201 SOUTH INNOVATION WAY  
STILLWATER, OKLAHOMA 74078**

**Annual Work Plan**

**October 1, 2023 – September 30, 2024**

This narrative and proposal for the Federal FY24 outlines the proposed work plan and budget requested from the Federal Highway Administration (FHWA). For FFY24, the Southern Tribal Technical Assistance Program (TTAP) is requesting \$300,000 to complete the proposed work, accomplish our mission and provide training and services to our clients.

The goal of this FFY24 work plan is to manage the growth and direction of the Southern TTAP Center in a manner that adds value to the activities of the tribal agencies and units of governments that use our services. The focus areas of this work plan will entail respecting the sovereignty of the tribal nations by helping them build capacity within their organizations; promoting equity and enhancing opportunities by delivering training resources to tribal transportation professionals; strengthening tribal relationships; and accentuating equity and inclusion in the federal transportation discussion.

Other FFY24 initiatives will include Building Tribal Capacity in Program Management; Workforce Development; Creating Diverse Partnerships; and Transfer of Technologies and Implementing Innovations. These initiatives align with the priorities of FHWA in streamlining processes to accelerate completion of highway infrastructure projects, which will increase opportunities to leverage federal investment in projects that improve the safety and mobility of all roadway users.

**0 SOUTHERN TTAP CENTER OVERVIEW**

**TABLE 1 TRIBES SERVED**

<b>State</b>	<b>Tribes</b>
<b>Kansas</b>	<b>4</b>
<b>Oklahoma</b>	<b>39</b>
<b>Texas</b>	<b>3</b>
<b>Total</b>	<b>46</b>

**Kansas Tribes**

1. Kickapoo Tribe of Indians of the Kickapoo Reservation in Kansas
2. Sac & Fox Nation of Missouri in Kansas and Nebraska
3. Prairie Band Potawatomi Nation
4. Iowa Tribe of Kansas and Nebraska

## **Oklahoma Tribes**

1. Alabama-Coushatta Tribe of Texas
2. Absentee-Shawnee Tribe of Indians
3. Alabama-Quassarte Tribal Town
4. Apache Tribe of Oklahoma
5. Caddo Nation of Oklahoma
6. Cherokee Nation
7. Cheyenne and Arapaho Tribes
8. Citizen Potawatomi Nation
9. Comanche Nation
10. Delaware Nation
11. Delaware Tribe of Indians
12. Eastern Shawnee Tribe of Oklahoma
13. Fort Sill Apache Tribe of Oklahoma
14. Iowa Tribe of Oklahoma
15. Kaw Nation
16. Kialegee Tribal Town
17. Kickapoo Tribe of Oklahoma
18. Kiowa Indian Tribe of Oklahoma
19. Miami Tribe of Oklahoma
20. Modoc Tribe of Oklahoma
21. Muscogee (Creek) Nation
22. Ottawa Tribe of Oklahoma
23. Otoe-Missouria Tribe of Indians
24. Pawnee Nation of Oklahoma
25. Peoria Tribe of Indians of Oklahoma
26. Ponca Tribe of Indians of Oklahoma
27. Quapaw Tribe of Indians
28. Sac & Fox Nation
29. Seminole Nation of Oklahoma
30. Seneca Cayuga Nation
31. Shawnee Tribe
32. The Chickasaw Nation
33. The Choctaw Nation of Oklahoma
34. The Osage Nation
35. Thlopthlocco Tribal Town
36. Tonkawa Tribe of Indians of Oklahoma
37. United Keetoowah Band of Cherokee Indians in Oklahoma
38. Wichita and Affiliated Tribes (Wichita, Keechi, Waco, and Tawakonie)
39. Wyandotte Nation

## **Texas Tribes**

1. Alabama-Coushatta Tribe of Texas
2. Kickapoo Traditional Tribe of Texas
3. Ysleta Del Sur Pueblo

## **0.1 NATIONWIDE TTAP MISSION**

### **Vision:**

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

Source (<https://www.fhwa.dot.gov/clas/ttap/background.aspx>)

### **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.

Source (<https://www.fhwa.dot.gov/clas/ttap/background.aspx>)

## **0.2 SOUTHERN TTAP CENTER MISSION and VISION**

### **Vision:**

Demonstrate a nationally recognized reputation of excellence for meeting the varied training and technical assistance needs of the large and diverse populations of tribal communities in Kansas, Oklahoma, and Texas; through mutual respect and understanding to enhance the quality of life by building capacity for tribes to administer and manage their transportation programs and systems; and being widely known as the “go to” training and technical resource for tribal road agencies in the Southern TTAP Center.

### **Mission:**

Serve as the go-to resource for tribal transportation training, technical assistance, and technology transfer needs and opportunities to effectively carry out the TTAP vision. The focus will be on preserving and enhancing tribal road systems, delivering quality training and technical assistance, and assisting in the performance of tribal transportation agency duties. We will operate in a safe, efficient, environmentally sound, and cost-effective manner while also allowing tribes to maximize benefits.

## **0.3 CENTER STAFF AND ADMINISTRATION STRUCTURE**

The Southern TTAP Center management structure includes the following:

- 1.) Southern TTAP Steering Committee: will serve a major strategic role by developing and revising the strategic plan, reviewing the implementation and performance of the center, and guiding center activities through communication and regular input.
- 2.) PI and Director: will act as the decision makers for contract deliverables and operational processes and procedures for the center.
- 3.) Management Team: of support staff will deliver and execute the work plan and decisions made by the Director and handle all daily operations of the center.

### **0.3.1 SOUTHERN TTAP STEERING COMMITTEE**

The Steering Committee consists of many different partners, including tribal leaders, representatives from FHWA, BIA representation, and state DOTs from the various regions. The highest percentage of the board will be tribal transportation leaders and personnel who can provide the center with knowledge about issues from many various aspects of transportation, from boots on the ground concerns to problems or issues that supervisors and directors face daily.

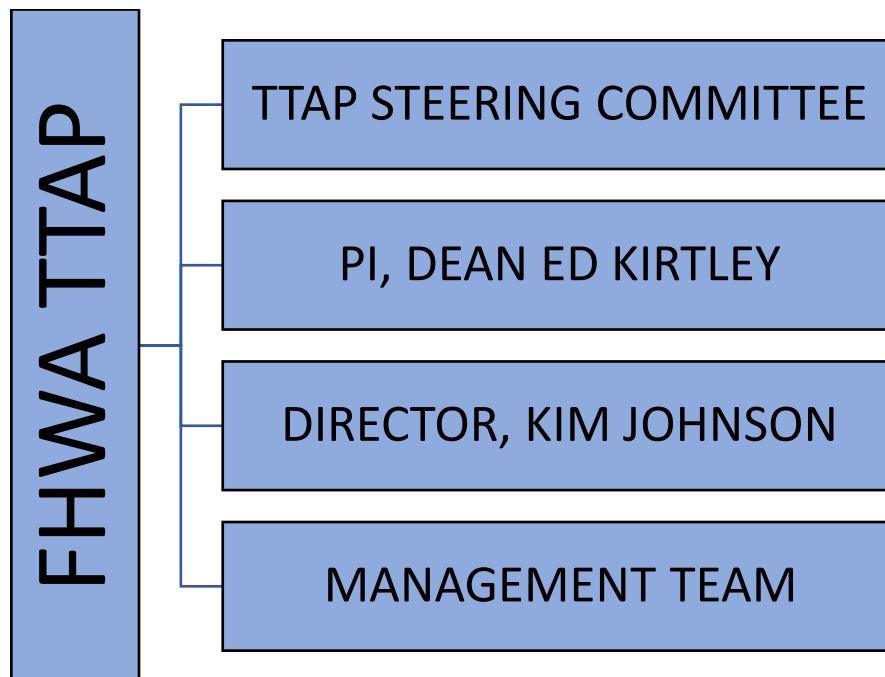
**0.3.2 PI AND DIRECTOR**

The PI, Dean Ed Kirtley, will supervise contractual obligations and deliverables and oversee the direction. and operational strategies along with the TTAP Center Director Kim Johnson.

**0.3.3 MANAGEMENT TEAM**

The management team of the Southern TTAP Center will manage and execute daily activities and operations of the center. The management team will consist of three staff members that will work on the execution of both the LTAP and TTAP grants. Director, Kim Johnson, is seeking to immediately hire the third person and if the center is awarded optional tasks for year two, we will add staff accordingly.

**0.3.4. ORGANIZATIONAL CHART**



**0.3.5 TITLES AND DUTIES OF STAFF**

**TABLE 2**

TITLE	NAME	SCOPE OF WORK
Principle Investigator	Dean Ed Kirtley	Review and approve budget. Review and approve work plan. Oversee the Director Ensure grant deliverables are met
Director	Kim Johnson	Attend all FHWA meetings. Complete quarterly reports. Oversee daily operations and decision making for the center. Attend conferences and workshops for direction and growth of the center and its partnerships.

		Oversee TTAP management team and assist with execution of programming activities.
Education Coordinator	Samantha Shepherd	Execute and attend conferences, events, and trainings. Oversee the design of new curriculum and contractors. Complete on demand daily tasks and operations for the center. Network and build relationships with tribes. Other duties as assigned.
Coordinator	TBA	Execute and attend conferences, events, and trainings. Oversee the marketing of courses. Frequent traveling to visit tribes so we can learn how to assist with transportation needs. Complete on demand daily tasks and operations for the center. Network and build relationships with tribes. Other duties as assigned.
Administrative Assistant	Nicole Lyons	Answer phone calls. Assist with marketing and scheduling of courses. Complete reports and enter students into student manager. Close classes and all other administrative tasks for the center. Other duties as assigned.
Accounting Specialist	Jess Mutschelknaus	Complete all financial reporting for the center.

## **1.0 PROGRAM MANAGEMENT**

**TABLE 3 MAJOR TASKS FOR YEAR TWO WORK PLAN**

<b>TASK #</b>	<b>TASKS</b>	<b>TO BE DELIVERED</b>
1.1	Steering Committee Meetings	Monthly
1.2	Attend FHWA TTAP Meetings	Quarterly
1.3	Submit Activity Reports to FHWA Leadership	Quarterly
1.4	Needs Assessment – Survey for tribes	Bi-Annual
1.5	Submit Needs Assessment Report - FHWA	Bi-Annual
1.6	Attend FHWA TTAP Directors Meeting	As requested from FHWA
1.7	Complete Work Plan Draft for Year 3	Fourth Quarter
1.8	Hire staff for TTAP Center – Complete contract mods	Immediately
1.9	Submit PAR Report	Fourth Quarter
1.10	Conduct CAR Report	Fourth Quarter
1.11	Host 1-2 Day Events/Workshops	Quarterly



1.12	Training Requests	On-Demand
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**1.1 TASK: STEERING COMMITTEE MEETINGS**

The Southern TTAP Center will work closely with the TTAP Steering Committee. The meetings will be a forum for suggestions and approval of upcoming trainings and events provided by the center. Each month we will meet and discuss all aspects of the Southern TTAP Center including performance, trainings, contractors, partnerships, and any other topics that need to be addressed. The Steering Committee will also approve all work plans, events, and assessments prior to submission of these items.

**1.2 TASK: ATTEND FHWA TTAP MEETINGS**

The Southern TTAP Director will attend all FHWA required meetings with the national TTAP leadership committee to report center activities, progress, or concerns.

**1.3 TASK: SUBMIT ACTIVITY REPORTS TO FHWA TTAP LEADERSHIP**

The Director, Kim Johnson, will submit all required quarterly activity reports to FHWA TTAP leadership in advance of the quarterly meetings, in the format provided in the NOFO.

**1.4 TASK: NEEDS ASSESSMENT – SURVEY FOR TRIBES**

The Southern TTAP Center Management team will revise the current needs assessment and prepare a draft assessment for the steering committee to approve. Once approved by leadership the assessment will be launched to all tribes allowing them to submit their tribal training needs and requests.

**1.5 TASK: SUBMIT NEEDS ASSESSMENT REPORT - FHWA**

The Director will submit the results of the needs assessment report to FHWA and the Southern TTAP Center in effort to help guide future programming activities and trainings.

**1.6 TASK: ATTEND FHWA TTAP DIRECTORS MEETINGS**

The Director will attend all required TTAP Directors Meetings to collaborate with other TTAP centers and strengthen partnerships.

**1.7 TASK: COMPLETE WORK PLAN DRAFT FOR YEAR 3**

The Southern TTAP Management Team will revise and create a new work plan if given the Year 3 contract option. We will highlight Year 2 successes in detail to ensure that we aligned with tribal needs, as well as present new plans and goals for the upcoming year.

**1.8 TASK: HIRE STAFF FOR THE TTAP CENTER AND COMPLETE CONTRACT MODIFICATIONS**

The Southern TTAP Center is seeking to hire a coordinator to assist with daily operations of the TTAP Center. This position will focus on programming activities, marketing, and establishing and strengthening relationships with tribes. We will also complete contract modifications from year 1 work plan immediately and submit information to FHWA for approval so we can move forward quickly to execute the year 2 TTAP Center workplan.

**1.9 TASK: SUBMIT PERFORMANCE REPORT (PAR)**

Per contract agreement, the Southern TTAP Center will analyze the data from year 1 and provide a report to FHWA. The PAR report is a quantitative report on the center’s operations, communications, events, conferences, technical assistance requests, and trainings used to assess the center’s overall progress and ensure its reaching identified goals as stated in the work plan. This data helps guide the

center from year to year and allows FHWA TTAP leaders to track performance and identify possible areas where the center may need additional support.

### **1.10 TASK: CONDUCT QUARTERLY CENTER ANNUAL REPORT (CAR)**

Per contract agreement, the Southern TTAP Center will analyze data from year 1 and provide a report to FHWA. The CAR is a qualitative report that highlights success stories, concerns, and challenges. The CAR information is used to show center highlights and ensure programming events are meeting tribal needs within the region.

### **1.11 TASK: HOST 1-2 DAY EVENTS/WORKSHOPS**

The Southern TTAP Center proposes to deliver 1–2-day workshop/events in each quarter. These workshops will be vetted by the FHWA leadership and the steering committee. The workshops will be designed around tribal need focus areas within the Eastern Oklahoma and Southern Plains BIA regions. The goal will be to provide training and education to help continue to build capacity within tribal nations. Some workshop titles already suggested by the steering committee include Grant Writing and Funding, Unmanned Aerial Systems (UAS) and Safety.

### **1.12 TASK: TRAINING REQUESTS – ON DEMAND**

The Southern TTAP management team will continue to create and execute on demand training requests from tribal nations in the Southern Plains and Eastern Oklahoma BIA region. We will schedule SMEs and contractors to deliver training in locations as requested by tribes. The needs assessment will help guide what trainings to highlight and promote, along with a list of courses that we can deliver at any time.

## **2.0 MARKETING AND COMMUNICATIONS**

The Southern TTAP Center will be heavily focused on strengthening relationships with all tribes within our region. We believe that through establishing relationships and developing connections we will be able to become more successful in delivering quality training and technical assistance. We hope to be able to target individual organizational needs and assist in building capacity within their departments.

### **2.1 CONDUCT REGULAR COMMUNICATION WITH TRIBES**

Once the Southern TTAP Center is staffed appropriately we will conduct regular communications with tribes through in person visits, telephone calls, and emails or zoom meetings. The management team will dedicate time each week to reach out to tribes and visit with them in person to learn more about how we can assist them with their training needs and maintain strong relationships.

### **2.2 ATTEND TRIBAL TRAININGS AND MEETINGS**

The management team will schedule events and attend tribal training events in person. The director will strategically schedule staff to attend training workshops, events and in person visits to learn more about the tribe and their needs. The in-person visits will be a priority for year 2 once the center has enough staff to balance the workload.

### **2.3 OFFER REMOTE VISITS AND MEETINGS**

When an in-person meeting is not feasible, TTAP staff will provide alternatives to remain connected with the tribe. We believe it is important to maintain connections and communications with all tribes we serve. We will offer meetings via video conferencing, emails, and phone calls and try and set up regular communication times for speaking with the tribe regularly.

### **2.4 MAINTAIN CONTACT DATABASE**

The Southern TTAP Center will continue efforts from year 1 in developing an up-to-date contact list for all tribal nations and partners within our region. Expanding this database will allow us to ensure that we

are able to properly market and communicate all opportunities available for tribal transportation departments. We will also continue to deliver a copy of the up-to-date database to FHWA TTAP Leaders as required in the contract.

### **2.5 DEVELOP A TTAP EMAIL ADDRESS FOR TECHNICAL ASSISTANCE**

A dedicated email address will be established for the Southern TTAP Center to allow for tribal nations to communicate technical requests, ask questions and state concerns.

### **2.6 DEVELOP AND MAINTAIN TTAP WEB-SITE**

The Southern TTAP Center will continue to create and develop a website that provides tribes with useful information, including registration links to training, activity announcements and news from our FHWA resources and partners. We will also work on highlighting success stories from our tribes.

### **2.7 ESTABLISH PARTNERSHIPS AND RESOURCES**

We will leverage partnerships with many existing local, regional, and federal organizations. We will tap into new and existing resources to ensure we are delivering high quality education and information to tribes.

## **3.0 TECHNICAL ASSISTANCE**

The Southern TTAP Center will create a channel for tribes to easily submit technical assistance issues and provide a timely response and reliable assistance to all who may need it.

### **3.1 PROVIDE ON DEMAND TECHNICAL ASSISTANCE**

The Southern TTAP Center will provide on demand technical assistance in both individual and group settings. Once a request is submitted, the TTAP director will determine how to respond to the request, whether it needs to be answered broadly or if its only relevant to specific tribal organizations. Any topic can be submitted for technical assistance, from how to repair a pothole, grant and proposal writing, to effective operations and maintenance.

### **3.2 PROVIDE REMOTE AND IN-PERSON TECHNICAL ASSISTANCE**

We will deliver technical assistance through a variety of channels according to what best serves the tribal need. The Southern TTAP Center serves a vast region, so if traveling does not permit, we will provide other means to deliver the assistance, including video conferencing, phone calls, in-person visits or email communications. We will also follow up on technical assistance requests to report outcomes, determine if further assistance is required, or to report and highlight success stories.

## **4.0 TECHNOLOGY TRANSFER**

Technology transfer is the process of transferring technology and knowledge from various partners and organizations. This allows tribal nations to receive assistance and apply cutting edge technology from peers or outside resources.

### **4.1 PLATFORM FOR TECHNOLOGY TRANSFER COMMUNICATION**

The Southern TTAP center will become the platform for bridging communications for technology transfer. We will do this by leveraging relationships and connections to ensure a wealth of information and resources can be readily available. We will also prioritize regular communication and coordination with other TTAP centers around the nation to share knowledge and experiences, learn from others successes and failures, and provide feedback through opportunities, success stories, and resources.

## **4.2 PROMOTE AND PARTICPATE IN FHWA TECHNOLOGY TRANSFER PROGRAMS**

We will attend and promote existing technology transfer resources from FHWA. We will promote technology transfer via marketing and emails and post them on the Southern TTAP Center website.

## **4.3 DISTRUBITE TECHNOLOGY TRANSFER MATERIALS**

Southern TTAP Center will distribute technology transfer materials to relevant stakeholders via mail, emails, and marketing. We will also maintain a library of resources onsite at the Southern TTAP Center location for tribes to check-out, review, or study as necessary.

## **4.4 REPORT ANNUAL TECHNOLOGY TRANSFER SUMMARY**

The Southern TTAP Center will provide a report summary of technology transfer to include tribal attendees, event name, type of activity, success stories, resources and partners involved.

## **5.0 STAKEHOLDER COORDINATION AND PARTNERING**

As we continue to strengthen relationships with tribal nations, we hope to build trust. It is important all tribal partners and outside entities also be accepted and trusted by tribes, and we look forward to continuing to promote these relationships.

### **5.1 COORDINATION WITH TRANSPORTATION AGENCIES**

The Southern TTAP Center desires to adhere to the expectations of the FHWA TTAP Strategic Plan Vision statement: ***“Improve the quality and safety of the surface transportation system through collaborative partnerships, training, and information exchange. Source FHWA”*** The following partnerships will provide a wider range of expertise and strategic connections that may help with new perspectives to improve the programs:

- Texas LTAP
- Kansas LTAP
- BIA Regional Leaders
- FHWA State Division Office
- DOT Tribal Liaisons
- American Indian Chamber of Commerce
- OU Tribal Transportation Center
- National and Local Transportation Associations
- Rural Safety Center
- Tribal Transportation Program Coordination Committee
- OTT
- FHWA TTAP Leadership office and Resource Center

### **5.2 PARTICPATE IN NLTAPA ACTIVITIES**

The Southern TTAP Center will continue to participate, attend, serve, and coordinate with other NLTAPA members. These connections will assist in overall management and execution of the annual work plan. The NLTAPA community, along with other federal partners, will be a valuable resource to exchange ideas and best practices.

### **5.3 CONNECT SUBJECT MATTER EXPERTS WITH TRIBES**

We will promote and encourage a variety of subject matter experts to work with tribes to exchange knowledge and education on cutting edge procedures, materials, and information that will benefit in building tribal capacity.

## **5.4 HOST EVENTS AND WORKSHOPS**

The Southern TTAP Center will host events, trainings, conferences, and workshops in collaboration with other transportation partners. Providing information from a variety of resources with varied industry expertise will increase the knowledge basis for tribal entities.

## **6.0 TRAINING**

Fiscal Year 2024 Work Plan is proposing an innovative way to provide training to our partners and key stakeholders. This year we are providing a list of available classes to our partners, allowing them to prioritize their greatest needs in training. We will continue to develop the course lists and create new curriculum based on data from the needs assessment and tribal requests. On demand trainings will be scheduled throughout the Southern Plains and Eastern Oklahoma BIA regions. Virtual classes and instructor led hybrid online training will also be offered as an alternative for stakeholders with advanced needs or those who have smaller budgets and cannot afford to travel for classes.

### **6.1 CORE COURSES**

The Southern TTAP Center will adjust the offering of courses due to the changing demand of our clients. Course offerings are divided into 5 various focus areas, specifically: Safety, Infrastructure Management, Workforce Development, Organizational Excellence and Heavy Equipment.

### **6.2 SAFETY**

Traffic safety is well recognized as a critical issue in the Southern TTAP region, and traffic safety initiatives are heavily embedded in State and Federal Long-Range Transportation Improvement Plans. This region has a long history of working closely with the tribes in shouldering the critical costs for building new roads and bridges. Common objectives include addressing tribal development of a comprehensive tribal transportation plan that will address both tribal needs and tribal safety.

Some of the Southern TTAP Center's course objectives includes worker safety, road user safety, as well as reducing the number and severity of incidents for motorists. Tribal motor vehicle crashes are the leading cause of unintentional injury-related death among Native Americans 19 years and younger. According to the CDC, this is higher than any other racial/ethnic group. Work Zone safety classes and Traffic Incident Management (TIM) training both focus on reducing the number and severity of work zone incidents and secondary crashes. These activities will continue into FFY 2024.

Classes which are strictly safety include:

- Chain-Saw Safety and Mower Safety
- Excavation Safety
- MUTCD – Work Zone Safety
- Road Safety Audits
- Safe Drainage Design and Maintenance
- Traffic Incident Management (TIM)
- ADA Pedestrian and Bicycle Training
- Online Hybrid Instructor Lead Classes from the National Center of Rural Road Safety

Additional classes that are being reviewed for possible presentations include:

- Fall Safety
- HazMat
- Electrical Safety
- Crash Analysis

### **6.3 INFRASTRUCTURE MANAGEMENT**

Infrastructure management will include training and technical assistance that focuses on transportation programs and Tribal Transportation Program (TTP) Eligible Activities. Local and tribal road agencies face many challenges including rapid population growth, various energy production sectors, and tight infrastructure budgets. The Southern TTAP Center objectives focus on infrastructure development and sustainability with trainings that can include:

- Aggregate Road Maintenance
- Bridge Preservation fundamentals
- Chip and Scrub Seal
- Concrete Basics
- Pavement Preservation
- Pipe and Culvert Installation
- Stormwater – Erosion and Sediment Control
- Testing Soil Properties
- Winter Road Maintenance
- Heavy Equipment Operations

Other classes under review are:

- Surveying
- Striping Techniques 101
- Asset Management
- Proper use of Rebar
- Gravel Roads 101

### **6.4 WORKFORCE DEVELOPMENT**

In addition to imparting safety training and sharing infrastructure management best practices, it is imperative to also develop the skills of the emerging tribal road agency staff. Through successful workforce development, tribal agencies are likely to benefit from the application of the other forms of training. The Southern TTAP Center will offer the following workforce development training to meet the goal of improving the workforce at the tribal government level:

- Bridge Welding Certification
- Construction Project Management
- Early Learner Driver Training (ELDT) Train-the-Trainer (for CDL's)
- Plan Reading
- Heavy Equipment for Wildland Fire Training
- Emergency Preparedness
- Conflict Management

### **6.5 ORGANIZATIONAL EXCELLENCE**

To reach the Southern TTAP Center's vision for building tribal capacity, the center must strive for organizational excellence. This goal will be met through various efforts like partnerships with associations and professional organizations, professional development, and participation in continuing education programs. Courses that can be requested include:

- Grant Writing
- Grant Administration/You Were Awarded...now What?

- Leadership Skills
- Stress Management in the Workplace

## **6.6 HEAVY EQUIPMENT TRAINING**

The Southern TTAP center will deliver regional Heavy Equipment Workshops or custom training courses in an effort to build tribal capacity and ensure workers are trained to run machinery safely and effectively. The most requested type of delivery for these courses is in person live training on a project that the organization is working on. This allows workers to be trained while they are still completing projects, saving time and money for tribes. Training topics include how to efficiently operate:

- Motor graders
- Dozers
- Backhoes
- Mini excavators
- Skid steers and more

## **6.7 ROADS SCHOLAR CERTIFICATION LEVEL 1 (see addendum B for course descriptions)**

In addition to recreating the Tribal Road Star Program, the Southern TTAP center will still offer tribal participation in the Roads Scholar Program. This is an educational certification series offered to state, county, municipal, and tribal transportation personnel. It presents courses related to the technical aspects of planning, maintaining, and constructing roads and bridges at the local government level. The series consists of eight core courses of instruction and laboratory experience. Students are required to take 6 out of 8 core courses and 2 full day electives. Electives can be any full day courses from the master list or any combination equivalent to 2 full days of training. This approach will provide strategies to improve the individual's potential in their workplace and their career trajectory, which leads to benefits for all our partners and stakeholders. A certificate will be awarded to an individual who participates and passes all required courses for this level.

- 1.) Aggregate Road Maintenance
- 2.) Excavation Safety
- 3.) Testing for Soil Properties
- 4.) MUTCD, Part 6
- 5.) Pavement Preservation
- 6.) Traffic Incident Management Basic
- 7.) Construction Project Management
- 8.) Plan Reading

## **6.8 ROADS SCHOLAR LEVEL 2 (see addendum B for course descriptions)**

We are introducing the Roads Scholar Level 2 Certification Program. The level 2 certification will provide additional opportunities for tribal transportation supervisors, roadway maintenance crews, and public works transportation departments to document their continuing education and professional development. The level 2 program offers a variety of intermediate level courses that will continue to increase the knowledge of all transportation personnel at any level. A certificate will be awarded to any individual who participates and passes all required courses for this level. We will be working on designing curriculum for Road Scholars Level 2 throughout FY24.

1. OSHA 10

2. Leadership Traits and Principles
3. Combatting Roadway Departures
4. Local Road Safety Plans
5. Roadways Safety Essentials

## 6.9 ROAD SAFETY CHAMPION CERTIFICATION from The National Center for Rural Road Safety

The Southern TTAP Center in partnership with OKLTAP has worked with the National Center for Rural Road Safety to become a host center for their Road Safety Champion Program (RSCP). The RSCP is a nationally recognized certification program emphasizing roadway safety while focusing on improving the training for those who design, maintain, and operate local roads. Participants from all levels of expertise are encouraged to participate. The RSCP curriculum includes seven required core module courses providing a foundation of roadway related safety knowledge (see Chart 6 green box). We will also be offering courses from two of the four career focused curriculum tracks, which are Planning and Engineering (see Chart 6 blue box) and Maintenance and Construction (see Chart 6 orange box). To be awarded a Road Safety Champion Certificate, students must complete all the Level I Core Modules in addition to the courses from one of the Focused Pathways, Maintenance and Construction or Planning and Engineering. Participants are also allowed to enroll in both Focused Pathways should they choose. Many of the RSCP courses will be offered online for ease of access so participants can engage in continuing education.



## 6.10 Every Day Counts (EDC) (FHWA Initiative) INNOVATIONS

FHWA continues efforts to ensure that the public and private sectors are collaborating on planning and investment while encouraging solutions that are more relative. The Southern TTAP Center is proposing an innovative solution to the delivery of FHWA's Every-Day-Counts Innovations, including the Safe Transportation for Every Pedestrian (STEP) courses.

Attendance during previous years has shown that participants are usually from federal or state agencies, or LTAP representatives. Tribal, local county, and city participation has been relatively low. The Southern TTAP Center proposes to partner with the State Transportation Innovation Council EDC webinars to provide increased marketing through email blasts and website notices to tribal road agencies. We can



track attendees, provide annual statistics with ODOT, and assist with the agenda, relevant speakers, and topics. We believe ODOT and the Southern TTAP Center will see an increase in participation in Every-Day-Counts Innovation workshops as the Center uses readily available resources to engage with agencies and entities already familiar with TTAP.

### 6.11 Workshops/Event Conferences

The Southern TTAP Center proposes to host or work in partnerships and present a workshop each quarter. Safe Systems Approach in Action will be the first quarter workshop. Other workshop titles and partner are TBD. We plan to strategically create these events from steering committee input and working with our federal, state, and local resources. The following graph will show how we will strategize in planning the multi day events.

Organization	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Southern TTAP Center	Safe Systems Approach In Action	TBA	Grants	TBA
FHWA	FHWA Leadership	FHWA Leadership	FHWA Leadership	TBA
Partnerships	OTT Safety Team Rural Road Safety Center NHTSA MADD FCMSA ODOT	FHWA partners OTT partners ODOT TBA	TBA	TBA

# Southern TTAP Course List

## Addendum B

### Safety

- **Equipment/Chainsaw/Mower Safety**

- This class is centered around the safe operation of equipment that is often used in the day-to-day operations of the county and city workers. The class will include discussion and demonstration of safety gear and how to select the right size of chainsaw for a job. The instructor will demonstrate safe starting procedures as well as tree and limb sawing practices. There will be discussion on storage, gas and oil mix, oil usage, and chain selection and sharpening. Additionally, there will be a demonstration of brush-chipper equipment to demonstrate safe elimination of brush and limbs that are being cut. The class also includes roadside mowing safety procedures including traffic control. There will be discussion on slope mowing to include both directional mowing and limitations. The class will also discuss tractor safety including hookup and all tractor/brush hog safety equipment that is available with standard equipment.
- Who should attend? – Maintenance personnel, crew leaders, crew members, supervisors, street superintendents, and emergency management.

- **Excavation Safety**

- In this course the student will identify basic hazards associated with excavations and trenching, recognize the need for strict adherence to benching and shoring requirements, recognize the responsibilities of the competent person, recognize the elements of soil stability and basic classifications, recognize types of systems used to protect workers, and determine basic emergency response procedures.
- Who should attend? –Tribal Staff, and Field Personnel (maintenance, construction, consultants, and contractors).

- **MUTCD – Workzone Safety**

- This course covers what is required to comply with Part VI of the Manual on Uniform Traffic Control Devices (MUTCD), Temporary Traffic Control. This class familiarizes students with the theory of how traffic control devices and signs are properly used for safety in work zone situations including flagging procedures. It will also address how to make use of the MUTCD Typical Application and the development of Traffic Control Plans.
- Who should attend? - Tribal Communities, and Oklahoma Department of Transportation Crews.

- **Road Safety Audits**

- Road Safety Audits (RSA) provide an additional tool for roadway safety analysis. These are a formal safety performance examination of an existing or future road or intersection by an independent, multidisciplinary team. The team may include safety, operations, maintenance, and law enforcement officials. RSAs help answer what elements of the road may present a safety concern and, to what extent, to which road users, and under what circumstances. RSAs are a very low-cost countermeasure. The use of RSAs is increasing across the United States, in part due to crash reductions of up to sixty percent in locations where they have been applied.

- Who should attend? - This class was developed to provide road safety audit training for transportation professionals. Engineers, road supervisors, crew leaders, transportation professionals, first responders, law enforcement and local agency officials interested in learning how to perform a road safety audit should attend this workshop.
- **Safe Drainage Design and Maintenance**
  - Safety on roadways, trails and sidewalks is critical to pedestrians, bicyclists, and motorists. Designing and maintaining drainage systems that remove runoff from the traveled ways is key to a safe system. The drainage system is a combination of many features; curbs; gutters, pipes, inlets, and ditches. These storm drainage features can produce serious effects when not designed or maintained properly. Erosion and sediment buildup within the traveled way and clear zone can also contribute to the severity of crashes. Even end treatments and pipe openings must be designed and maintained to produce a safe component should an errant vehicle impact them. Your awareness about the potential risks associated with unsafe drainage features will be increased. Students will learn the necessity for maintaining drainage features, so they do not become hazards within the traveled way. We will also discuss administrative controls, personal protective equipment, and engineering controls that improve worker safety. By the end of the training, students will possess the knowledge to identify and mitigate the risks associated with stormwater drainage components on roadway systems.
  - Who should attend? - This class was developed for personnel who work around stormwater drainage components on roadways, trails, or walkways, either as a construction worker, an inspector, design engineer or visitor within the roadway traveled way. Previous experience with recognizing unsafe stormwater drainage conditions or maintaining stormwater drainage components is not required.
- **Traffic Incident Management (TIM)**
  - This class covers building teams who can work together in a coordinated manner, from the moment the first emergency call is made. You will learn the correct deployment of response vehicles and equipment, how to create a safe work area using traffic control devices, and techniques to speed up accident clearance with an emphasis on reducing the number of struck-by and deaths of roadway workers and responders, reducing secondary crashes, reducing on-scene times of responders of roadway incidents, and continuing public education regarding Oklahoma traffic laws pertaining to this issue.
  - Who should attend? -- Tribal Communities, Emergency Responders, Wrecker Services, and Oklahoma Department of Transportation Crews.

## **Infrastructure Management**

- **Aggregate Road Maintenance**
  - This course covers the fundamentals of maintaining low-volume, rural roads. Road cross sections, culverts, soils, soils amendments, geo-synthetic fabrics, and chip sealing are all discussed.
  - Who should attend? –Tribal Communities, and Oklahoma Department of Transportation crews.
- **Bridge Preservation Fundamentals**

- This presentation defines bridge preservation terms and identifies commonly practiced bridge preservation activities. The instructor will also provide guidance on strategies for establishing or improving existing bridge preservation programs as part of an asset management program.
  - Who should attend? - This course is intended for federal, state, and local bridge engineers; bridge owners; and bridge preservation practitioners.
- **Chip and Scrub Seal**
    - This class is designed to provide participants with best practices for application when repairing roads. This class will discuss items such as drainage, road preparation, rate of emulsion to use, and amount of chips needed. This is a tool for transportation agencies to have a great training session before Chip Seal season begins.
    - Who should attend? - Tribal Communities, and Oklahoma Department of Transportation Crews.
- **Concrete Basics**
    - In this class, students will learn about concrete materials, best practices in construction, concrete issues, and repair basics. At the conclusion of this class students will be familiar with the best practices for concrete construction, including materials, quality testing, constructions, and repair basics.
    - Who should attend? - Maintenance personnel, crew leaders, crew members, supervisors, road foremen, and street superintendents.
- **Pavement Preservation**
    - This class includes topics related to pavement preservation concepts, process introduction, agency perspective, application techniques, site selection, combination treatments, and an opportunity for discussion with recognized industry leaders. Attendees will gain an understanding of the fundamentals of pavement preservation with an emphasis on micro surfacing, chip seal, and overlays.
    - Who should attend? –Tribal Communities, and Oklahoma Department of Transportation crews.
- **Pipe and Culvert Installation**
    - A properly installed pipe should remain in service for 50 to 100 years with little or no repair. The focus of this class remains on promoting a solid understanding of installation, specifications, design requirements and material differences for pipe systems. Students will learn more about trench safety, pipe fundamentals, soil gradation and compaction, excavation, bedding, joining pipe, backfilling, and testing of storm drainage pipe. Students will also learn common crew tasks implemented during the installation and inspection of a properly installed storm drainage pipe. The training will help students identify the risks associated with pipe installation and ways to mitigate those risks. Students will be able to properly inspect, design, install, and accept both flexible and rigid pipe systems.
    - Who should attend? - This class was developed for inspectors, installers, and design engineers alike. Previous experience with storm drainage pipe installation is not required.
- **Stormwater - Erosion and Sediment Control**
    - This hybrid workshop combines both classroom and field training. The classroom portion of the training highlights both erosion and sediment control best management practices. It provides students an opportunity

to demonstrate their knowledge about the requirements for erosion and sediment control for road construction sites. Students will demonstrate their knowledge about the causes of erosion and the proper techniques for installing best management practices to prevent erosion and control sediment on job sites. The class will also cover Storm Water Pollution Prevention Plans (SW3P) including the requirements needed to obtain a permit, routine inspection checklists, and proper maintenance necessary to ensure your control methods remain effective.

- Who should attend? – This class is ideal for anyone responsible for designing, installing, and maintaining erosion and sediment controls on roadway projects or responsible for managing Storm Water Pollution Prevention Plans.

- **Testing for Soil Properties**

- This course covers the tests used to determine the engineering characteristics of soils used to construct roadways and embankments. Sieve analysis, Atterburg limits, Proctors and Nuclear density tests are discussed and demonstrated. Emphasis is placed on explaining how these tests can be used to improve the characteristics of soils with soil amendments.
- Who should attend? – Tribal Communities and Oklahoma Department of Transportation crews.

- **Winter Road Maintenance**

- Oklahoma public agencies handle winter weather to keep the roads open. This training examines current methods of winter maintenance of the local transportation system and some newer technologies as well. The goals of this course are to provide an overview of current winter maintenance practices and identify tools for winter maintenance. This course will address the important winter maintenance issues related to driving in snow, snow plowing, sand and salting, and de-icing with chemicals.
- Who should attend? – Tribal Communities, and Oklahoma Department of Transportation Crews.

## Workforce Development

- **Bridge Welding Certification**

- Students will review the welds they will be required to perform on the AASHTO/AWS D 1.5M/D 1.5 welding code certification test. They will also be evaluated to determine if they have the skills necessary to become certified. On day one and two an independent welding certification firm will test students on AASHTO/AWS D1.5M/D 1.5. Those passing will be certified.
- Who should attend? - This course is for experienced welders capable of passing the AASHTO/AWS D 1.5M/D 1.5 welding code certification test.

- **Construction Project Management**

- This two-day is a course that goes into detail on the various management tools available to efficiently run county and city road operations. The Critical Path Method (CPM), Program Evaluation Review Technique (PERT) and Gantt Charts are discussed in detail. Students work on several case studies using these methods in simulations of "real world" type projects.
- Who should attend? – Transportation managers and professionals, engineers, road supervisors, crew leaders, and street superintendents.

- **Entry Level Driver Trainer - Train-the-Trainer**

- ELDT - Train the Trainer instruction is for State, County, Local and Tribal transportation entities desiring to provide ELDT theory and behind-the wheel (BTW) training materials, compliant with Federal Motor Carrier Safety Administration new ELDT regulations. Instruction will entail: A 2-day commitment: We recommend that each entity have a minimum of 2 eligible instructors. Encouraged to bring one administrative assistant for "record keeping and data collection" training.
- Instructor Eligibility requirements: Holds CDL class B or higher, 2 years of CMV driving experience and/or meets state requirements for a CMV instructor. Holds CDL class B or higher, 2 years of experience as a CMV instructor and/or meets state requirements for a CMV instructor.
- Preparations for training: A copy of each proposed instructor's CDL, an empty flash drive for curriculum, and a designated email and phone number for TPR.
  
- Who should attend? –Tribal transportation entities desiring to provide ELDT theory and behind-the-wheel training materials.

- **Plan Reading**

- This course covers how to read and interpret plans used for county and city road and bridge projects.
  
- Who should attend? –Tribal Communities, and Oklahoma Department of Transportation crews.

- **Wildland Fire Training**

- This course addresses information that heavy-equipment operators should know when called out to assist fire fighters in wildland fire situations. Half of the class is spent learning the theory behind the use of heavy equipment in fighting fires, while the other half is devoted to field training exercises and practices employing the techniques taught.
  
- Who should attend? - Maintenance personnel, crew leaders, crew members, supervisors, road foremen, street superintendents, and emergency management.

## **Organizational Excellence**

- **Grant Writing and Administration**

- The Grant Writing workshop is designed to teach the basics of grant writing, while providing an opportunity to acquire the knowledge and practice the skills necessary to succeed in today's competitive grant writing environment. Hands-on activities and real-life scenarios will assist in providing an understanding of how to customize approaches to various entities and guidance on how to write clearly and concisely while organizing application content thereby increasing rates of success.
  
- The Grant Administration workshop will provide guidance through the procurement process including a case study of the largest political corruption case in FBI history and the requirements of following 2 CFR Cost Principles for State, local and tribal governments to include procurement standards, competition, general procurement, and contract award as well as evaluation and selection of consultants and contractors.
  
- Who should attend? - Tribal Communities

- **Leadership Skills**

- The most effective employees, and teams, are those who are both a good leader and follower. This course will discuss the concepts of leadership and followership, the difference between influence and power, the importance of social networks and building social capital, and leading effective teams.
- Who should attend? - Tribal Communities

## **Specialized Training**

- **Heavy Equipment Training**

- This class teaches basic operating skills for different pieces of heavy equipment. The equipment can range from excavators, back-end loaders, compact skid steers, graders, etc. Maintenance procedures will be covered as well as operation safety.
- Who should attend? - Tribal Communities, Wrecker Services

## **Additional Courses**

- **FHWA Every Day Counts**

- This course examines why pedestrians are involved in accidents and what can be done to prevent them. Safety methods discussed include crosswalk visibility enhancements, raised crosswalks, pedestrian crossing/refuge islands, rectangular rapid flashing beacons (RRFBs), pedestrian hybrid beacons (PHBs), road diets, and leading pedestrian intervals (LPIs).
- Who should attend? – Transportation professionals and engineers.