

SOUTHERN TTAP CENTER

FY 2026 WORK PLAN

TABLE OF CONTENTS

0 Southern TTAP Center Overview	p. 4
0.1 Nationwide TTAP Mission	p. 6
0.2 Southern TTAP Center Mission and Vision	p. 6
0.3 Center Staff and Administration Structure	p. 6
0.3.1 Southern TTAP Steering Committee	p. 7
0.3.2 PI and Director	p. 7
0.3.3 Management Team	p. 7
0.3.4 Organizational Chart	p. 7
0.3.5 Titles and Duties of Staff	p. 8
1.0 Program Management	p. 9
1.1 Steering Committee Meetings	p. 9
1.2 Attend FHWA TTAP Meetings	p. 9
1.3 Submit Activity Reports to FHWA	p. 9
1.4 Needs Assessment – Survey for tribes	p. 10
1.5 Submit Needs Assessment Report – FHWA	p. 10
1.6 Attend FHWA TTAP Directors Meeting	p. 10
1.7 Complete Work Plan Draft for Year 3	p. 10
1.8 Hire staff for TTAP Center – Complete contract mods	p. 10
1.9 Submit PAR Report	p. 10
1.10 Conduct CAR Report	p. 10
1.11 Host 1-2 Day Events/Workshops	p. 11
1.12 Training Requests	p. 11
2.0 Communication and Marketing	p. 11
2.1 Conduct Regular Communication with Tribes	p. 11
2.2 Attend Tribal Trainings and Meetings	p. 11
2.3 Offer Remote Visits and Meetings	p. 11
2.4 Maintain Contact Database	p. 11
2.5 Develop a TTAP Email Address for Technical Assistance	p. 12
2.6 Develop and Maintain TTAP Website	p. 12
2.7 Establish Partnerships and Resources	p. 12
3.0 Technical Assistance	p. 12
3.1 Provide Technical Assistance on Demand	p. 12
3.2 Provide Remote and In-person Technical Assistance	p. 12
4.0 Technology Transfer	p. 12
4.1 Platform for Technology Transfer Communications	p. 12
4.2 Promote and Participate in FHWA Technology Transfer Programs	p. 12
4.3 Distribute Technology Transfer Materials	p. 13
4.4 Report Annual Technology Transfer Summary	p. 13
5.0 Stakeholders Coordination and Partnering	p. 13
5.1 Coordination with Transportation Agencies	p. 13
5.2 Participate in NLTAPA Activities	p. 13
5.3 Connect Subject Matter Experts with Tribes	p. 13
5.4 Host Events and Workshops	p. 13
6.0 Training	p. 14
6.1 Core Courses	p. 14
6.2 Safety	p. 14
6.3 Infrastructure Management	p. 14
6.4 Workforce Development	p. 15
6.5 Organizational Excellence	p. 15
6.6 Heavy Equipment Training	p. 16
6.7 Road Scholars Certification Level 1	p. 16

6.8 Road Scholars Certification Level 2	p. 16
6.9 Road Safety Champion Certification	p. 17
6.10 EDC Innovations	p. 17
6.11 Proposed Training Plan for FY 2026	p. 18
7.0 Budget Justification	p. 19
7.1 TTAP Summary Project Budget	p. 19
7.2 Senior Personnel	p. 19
7.3 Other Personnel	p. 19
7.4 Fringe Benefits	p. 20
7.5 Travel – Domestic	p. 20
7.6 Materials and Supplies	p. 21
7.7 Authorized Refreshments	p. 21
7.8 Communications	p. 21
7.9 Publishing/Publications	p. 21
7.10 Contractual Services and Subject Matter Experts (SMEs)	p. 21
7.11 Professional Memberships	p. 21
7.12 Marketing	p. 22
7.13 Indirect Costs	p. 22
7.14 CAS Exceptions	p. 22
7.15 Conferences Hosted by TTAP Center	p. 22
8.0 Carry Forward Summary	p. 23
8.1 Senior Personnel	p. 23
8.2 Fringe Benefits	p. 23
8.3 Travel – Domestic	p. 23
8.4 Materials and Supplies	p. 24
8.5 Authorized Refreshments	p. 24
8.6 Equipment	p. 24
8.7 Software	p. 24
8.8 Communications	p. 24
8.9 Publishing/Publications	p. 24
8.10 Contractual Services and Subject Matter Experts (SMEs)	p. 25
8.11 Professional Memberships	p. 25
8.12 Marketing	p. 25
8.13 Professional Services	p. 25
8.14 Space Rental	p. 25
8.15 Indirect Costs (F&A)	p. 25
8.16 CAS Exceptions	p. 26
Addendum B Southern TTAP Course List	p. 27-32

SOUTHERN TRIBAL TECHNICAL ASSISTANCE PROGRAM
5202 N. Richmond Hills Road
Stillwater, OK 74075

Annual Work Plan

October 1, 2025-September 30, 2026

This narrative and proposal for the Federal FY26 outlines the proposed work plan and budget requested from the Federal Highway Administration (FHWA). For FFY26, the Southern Tribal Technical Assistance Program (TTAP) is requesting \$299,999.33 to complete the proposed work, accomplish our mission and provide training and services to our clients.

The goal of this FFY26 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; by delivering training resources to Tribal transportation professionals; strengthening Tribal relationships; and by promoting involvement in the Federal transportation discussion.

Other FFY26 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

State	Tribes
Kansas	4
Oklahoma	39
Texas	3
Total	46

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. Thlophlocco 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 from their often limited fiscal and staffing resources.

0.3 CENTER STAFF AND ADMINISTRATION STRUCTURE

The Southern TTAP Center will be housed within OSU’s Center for Transportation and Construction Workforce and 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 CTCW Co-Director: Review and approve budget, review and approve work plan and ensure contract deliverables are met in a timely manner.
- 3.) CTCW Co-Director: Provide leadership and management to the TTAP Director and administrative staff; ensure compliance with TTAP budget; work with the PI and TTAP Director to accomplish the training and technical assistance objectives of the TTAP Center.
- 3.) TTAP Director: Will attend all FHWA meetings, complete quarterly reports, oversee daily operations and decision making for the TTAP center. The director will also attend conferences and workshops for direction and growth of the center and its partnerships. The Director will oversee TTAP management team and assist with execution of programming activities.
- 4.) Administrative Support: Two employees will provide administrative and fiscal support for the TTAP Center to include all financial and human resources oversight, time and effort reporting, serving as the point of contact for inquiries, and assist with operational and logistical tasks related to the TTAP Center.

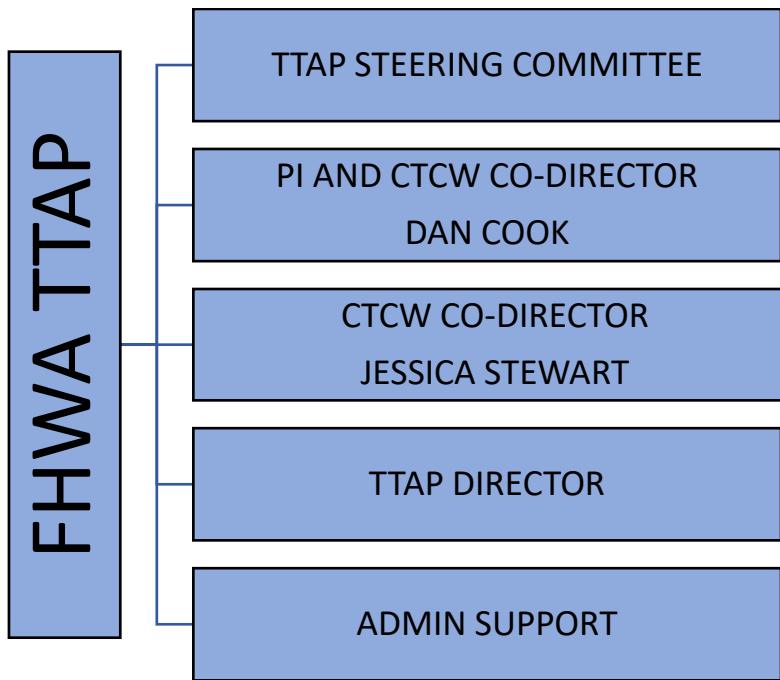
0.3.1 SOUTHERN TTAP STEERING COMMITTEE

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. Guidelines for steering committee service terms and attendance and voting policies will be added to this work plan.

0.3.2 PI AND DIRECTOR

The PI will supervise contractual obligations and deliverables and oversee the direction and operational strategies along with the Center for Transportation Director Jessica Stewart and the TTAP Center Director.

0.3.4. ORGANIZATIONAL CHART



0.3.5 TITLES AND DUTIES OF STAFF

TABLE 2

TITLE	NAME	SCOPE OF WORK
Principal Investigator	Dr. Dan Cook	Review and approve budget. Review and approve work plan. Ensure grant deliverables are met Provide technical guidance on curriculum, technical assistance and training
Operations Director	Jessica Stewart	Supervise the TTAP director and staff and assist in overseeing direction and operational strategies. Review and approve budget. Review and approve work plan. Ensure grant deliverables are met.
Director	To be determined	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 administrative team and assist with execution of programming activities.
Program Specialist	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.
Fiscal Ops Coordinator	Jodie Young	Financial reporting for the center Balance and oversee purchasing cards. Report employee time and effort.
Undergraduate Student	TBD	Market courses and events Close classes Update contact lists

1.0 PROGRAM MANAGEMENT

TABLE 3 MAJOR TASKS FOR YEAR THREE WORK PLAN

TASK #	TASKS	TO BE DELIVERED
1.1	Steering Committee Meetings	Quarterly
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 4	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

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 quarter 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 Principal and Co-Principal Investigators, in conjunction with the TTAP Director will submit all required quarterly activity reports to FHWA TTAP leadership in advance of the quarterly meetings, in the format provided in the NOFO. Reports will be delivered to FHWA using the following timeline:

Quarter No.	Reporting Period	Report Due to FHWA
1	October 1st - December 31st	January 30th
2	January 1st- March 31st	April 30th
3	April 1st- June 30th	July 30th
4	July 1st- September 30th	October 30th

1.4 TASK: NEEDS ASSESSMENT – SURVEY FOR TRIBES

The Southern TTAP Center Director, Principal and Co-Principal Investigators 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 Principal and Co-Principal Investigators and Director will revise and create a new work plan for year 4 as directed by FHWA.

1.8 TASK: SUBMIT PERFORMANCE REPORT (PAR)

Per contract agreement the Southern TTAP Center will analyze the data from prior years and report to FHWA when the links and deadlines are sent from 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.

1.9 TASK: CONDUCT QUARTERLY CENTER ANNUAL REPORT (CAR)

Per contract agreement the Southern TTAP Center will analyze data from previous years and provide the information in the CAR report as directed by 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.

1.10 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 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.

1.11 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 BIA region. We will schedule SME's 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, emails or virtual 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 again strengthen relationships.

2.2 ATTEND TRIBAL TRAININGS AND MEETINGS

The Principal Investigator, Co-Principal Investigator and Director will attend and host tribal trainings and meetings in person to strengthen relationships with the Tribal Nations we serve. The in-person visits will be a priority for year 3 to reestablish connections with our Tribal members after the pause in TTAP Center operations.

2.3 OFFER REMOTE VISITS AND MEETINGS

When an in-person meeting is not feasible, the TTAP director 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 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 Principal and Co-Principal Investigators and 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, and email communications. We will also follow up on technical assistance requests to report outcomes, see 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 other 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, as well as announce them on the Southern TTAP Center website.

4.3 DISTRIBUTE 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 and 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 educate 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 2026 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 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 2026.

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)
- Online Hybrid Instructor Lead Classes from the National Center of Rural Road Safety

6.3 INFRASTRUCTURE MANAGEMENT

Infrastructure management will entail 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
- Surveying

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
- Wildland Fire Training
- Emergency Preparedness
- Conflict Management
- ELDT Training

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 generally 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 are 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 tribes to participate 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 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) Low-Cost Safety Roadway Improvements
- 2) American Traffic Safety Services Association (ATSSA) Flagger Certification
- 3) Leadership Development Series (I, II, III)
- 4) Electrical Safety for Road Crew
- 5) Advanced Snow & Ice Removal Strategies

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 certificate 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, 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 plus 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 EDC 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 have 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 Proposed Training Plan for FY2026

Title	Description	Dates & Location	Partnerships
Grants Conference	This conference will offer participants opportunities to learn about many aspects of grant availability, grant writing, and grant management. Basic, intermediate and advanced tracks will be offered to offer all tribes to learn at their appropriate skill level.	TBA	Host: Southern TTAP Centers Partners: TBD
UAV/Drone Technology Transfer Workshop	Topics may include federal regulations, BVLOS, UAV business models, technology development and transfer opportunities with local universities	TBA	Hosts: Southern TTAP Partners: TBA – Oklahoma Aerospace Institute for Research and Education; Oklahoma Center for the Advancement of Science and Technology
Tribal Transportation Training	This workshop will provide tribes with training and updates on various topics based on needs assessment.	TBA	Host: Southern TTAP Center Partners: FHWA mobile concrete trailer, FHWA mobile asphalt trailer

Southern TTAP FY26 Proposed Workshop/ Conference Training

7.0 BUDGET JUSTIFICATION

7.1 TTAP SUMMARY PROJECT BUDGET YEAR 3

Principal Investigator:	Dr. Dan Cook, PI	
Senior Personnel:	Jessica Stewart, Director Education Outreach	
	TTAP Director	
Institution:	Oklahoma State University	
	Professional Development	
Table 3: Project Budget Summary		Description
1	Salaries	Detailed at Table II
2	Employee Benefits* & FICA	Detailed at Table II
3	Travel - Domestic	Attend meetings, conferences, training
4	Materials & Supplies	Expendable Office Supplies (CAS Exception)
5	Authorized Refreshments	Light Refreshments for TTAP Activities
6	Equipment <\$5,000	Computers/Ancillary Equipment
7	Communications	Long distance, Fed-Ex, Fax, etc.
8	Publications	Duplication, copies, reproductions, etc.
9	Contractual Services	SMEs
10	Professional Memberships	OTTC Membership Fees
MODIFIED TOTAL DIRECT COSTS (MTDC)		\$ 217,704.99
	Indirect Costs	37.80%
	Total Project Costs	\$ 299,999.33

7.2 SENIOR PERSONNEL

Support is requested for Marlon Dan Cook, Assistant Professor (PI) for 12 months at 10% effort in year 3. Dr. Cook will supervise contractual obligations and deliverables and operational strategies including review and approval of the budget and workplan and ensure grant deliverables are met.

Support is requested for Jessica Stewart, Director of the Professional Development Department for 12 months at 10% effort in year 3. Jessica will supervise the TTAP director and staff and assist in overseeing direction and operational strategies.

Support is requested for a TTAP Director for 12 months at 75% effort in year 3. The Director will be responsible for managing program administrative responsibilities, project and personnel oversight, stakeholder communication, reporting, instruction, training events, travel, and other associated activities.

7.3 OTHER PERSONNEL

Support is requested for TTAP Administrative Support Specialist for 12 months at 20% effort in year 3. They will assist staff with purchasing supplies, building student materials, phone calls, office coordination, travel, trainings/conference logistics, and data entry.

Support is requested for TTAP Accounting Specialist for 12 months at 10% effort for year 3. They will provide up-to-date financial information regarding the budget, encumbrances, and available balances.

Support is requested for an undergraduate student for 12 months at 25%-time effort. The student will assist with administrative tasks that will include marketing courses and events, building student materials, updating contact lists, deliver books and materials to classes, data entry and other duties as assigned.

7.4 FRINGE BENEFITS

Fringe benefits are for health care and other benefits for the employees, faculty, and students.

Fringe benefit rates are negotiated annually with the Office of Naval Research and will be adjusted accordingly. The proposed FY26 benefit rate for faculty members is 30.55%, the staff benefit rate is 35.08%. Actual rates will be used at the time of disbursement, the undergraduate student benefit rate is 1.26%.

As per Oklahoma State University practice, there is an annual increase of 3-percent included for estimation of subsequent years for each employee's salary, benefits, and tuition. The University will document employees' time based on percent of time effort. The salaries shown are the same as would be paid for performing University functions.

7.5 TRAVEL- Domestic

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. The National TTAP motto is "7 centers, one program" and many times we are asked to support events of the other TTAP centers, so we will request funds to cover this travel. 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 Gathering in OK, NLTAPA Annual Conference and NLTAPA Executive Committee Meetings and Retreats, the National Transportation in Indian Country Conference, and National RTAP Conferences and Events, National Road Maintenance Symposium in South Dakota, National Transit events and workshops and any other conferences necessary to strengthen relationships with tribes. Travel funds are also requested for Director or designated TTAP staff to fulfill the duties of the National TTAP Training Chair. Travel expenses will be reimbursed at rates consistent with Oklahoma State University's approved policies and will not exceed the greater of approved State or Federal rates.

7.6 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 Southern 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 Southern TTAP Center program.

7.7 AUTHORIZED REFRESHMENTS

Funds are requested to provide refreshments, lunches, and dinners as appropriate for TTAP activities such as committee meetings, training activities, and conferences. Funds are requested to purchase coffee and water supplies for all TTAP events. Funds are requested to purchase supplies such as napkins, silverware, plates and

needed to deliver refreshments. Funds will also be used to provide breakfast, lunches, and dinners at Southern TTAP Center's conferences and multiple day workshops.

7.8 COMMUNICATIONS

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

7.9 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. Additionally, funds are requested to create and distribute a Southern TTAP newsletter or similar publication.

7.10 CONTRACTUAL SERVICES AND SUBJECT MATTER EXPERTS (SMEs)

Support is requested for individuals that will provide contractual services to support the Southern TTAP Center and the Statement of Work (SOW). Our budget indicates nine (9) Subject Matter Experts for the purpose of providing 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 Director can ensure that our work force matches the goals and purposes indicated in the SOW.

Our Subject Matter Experts pay rates vary according to education and experience. We note that our budget retains sufficient flexibility to offer courses in Engineering, Engineering Technology, and Materials Technology where instructors are likely to merit compensation at a higher rate. Additional funds are requested to contract assistance for marketing, planning, advising, scheduling, and executing TTAP trainings, workshops, conferences, or events as needed.

7.11 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. An example of a possible memberships could be the American Indian Chamber of Commerce (AICCO) and the Oklahoma Tribal Transportation Advisory Council.

7.12 INDIRECT COSTS (F&A)

The allowable Facility & Administrative Cost rate for on-campus research is 49.6-percent of Modified Total Direct Costs (MTDC) until further amended. For Outreach programs the rate is 37.8%. These are predetermined rates negotiated with Oklahoma State University by the Department of the Navy, Office of Naval Research, 800 North Quincy Street, Arlington, VA, 22217-5660, for the Federal Government. Facility & Administrative Costs (37.8%) are calculated on total direct costs less items of equipment, capital expenditures, charges for patient care and tuition remission, rental costs, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000. Fringe benefits applicable to direct salaries and wages are treated as direct costs.

7.13 CAS EXCEPTIONS

This is a State-sponsored agreement that has limitations on the types of costs that are direct or indirect. Regarding Cost Accounting Standards (CAS), this project qualifies under the special purpose or circumstance provision. This CAS exception applies to the following expenses in the budgets: general-purpose office supplies, food and beverages for any event deemed appropriate by the Director, general-purpose computer supplies, equipment, or software; telephone equipment and line connection fees (as applicable), and clerical/administrative support costs.

8.0 CARRY FORWARD SUMMARY

The following budget summary is a detail of the funding that is being requested to carry forward into year 3 from the years 1 & 2 budget.

Principal Investigator:		Dr. Dan Cook, PI	
Senior Personnel:		Jessica Stewart, Director Education Outreach	
		TTAP Director	
Institution:		Oklahoma State University	
		Professional Development	
Table 3: Project Budget Summary		Description	
1	Salaries	Detailed at Table II	\$ 28,736.83
2	Employee Benefits* & FICA	Detailed at Table II	\$ 10,259.05
3	Travel - Domestic	Attend meetings, conferences, training	\$ 40,000
4	Materials & Supplies	Expendable Office Supplies (CAS Exception)	\$ 1,500
5	Authorized Refreshments	Light Refreshments for TTAP Activities	\$ 10,000
6	Equipment <\$5,000	Computers/Ancillary Equipment	\$ 15,000
7	Software between \$500 and \$5000	Subscriptions	\$5,000
8	Communications	Long distance, Fed-Ex, Fax, etc.	\$2,000
9	Publications	Duplication, copies, reproductions, etc.	\$ 7,500
10	Contractual Services	SMEs	\$ 5,000
11	Professional Memberships	OTTC Membership Fees	\$ 5,000
12	Marketing	Signage, Giveaways, Promo Items, etc.	\$ 15,000
13	Professional Services	Course Certification Programs	\$ 14,000
MODIFIED TOTAL DIRECT COSTS (MTDC)			\$ 158,995.88
	Indirect Costs	37.80%	\$ 60,100.44
14	Space Rental	Meeting Space Rental	\$15,198.89
	Total Project Costs		\$ 234,295.21

8.1 Senior Personnel

Support is requested for a TTAP Director for 12 months at 50% effort. The Director will be responsible for directing program administrative responsibilities, project and personnel oversight, stakeholder communication, reporting, instruction, training events, travel, and other associated activities.

8.2 FRINGE BENEFITS

Fringe benefits are for health care and other benefits for the employees, faculty, and students.

Fringe benefit rates are negotiated annually with the Office of Naval Research and will be adjusted accordingly. The proposed FY26 benefit rate for faculty members is 30.55%, the staff benefit rate is 35.08%. Actual rates will be used at the time of disbursement, the undergraduate student benefit rate is 1.26%.

8.3 TRAVEL- Domestic

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. The National TTAP motto is “7 centers, one program” and many times we are asked to support events of the other TTAP centers, so we will request funds to cover this travel. 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 Gathering in OK, NLTAPA Annual Conference and NLTAPA Executive Committee Meetings and Retreats, the National Transportation in Indian Country Conference, and National RTAP Conferences and Events, National Road Maintenance Symposium in South Dakota, National Transit events and workshops and any other conferences necessary to strengthen relationships with tribes. Travel funds are also requested for Director or designated TTAP staff to fulfill the duties of the National TTAP Training Chair. Travel expenses will be reimbursed at rates consistent with Oklahoma State University’s approved policies and will not exceed the greater of approved State or Federal rates. Any roll over funds will be used to support the above described events.

8.4 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 Southern 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 Southern TTAP Center program.

8.5 AUTHORIZED REFRESHMENTS

Funds are requested to provide refreshments, lunches, and dinners as appropriate for TTAP activities such as committee meetings, training activities, and conferences. Funds are requested for the purchase of coffee and water supplies for all TTAP events. Funds are requested to purchase supplies such as napkins, silverware, plates as needed to deliver refreshments. Roll over funds will also be used to provide breakfast, lunches, and dinners at Southern TTAP Center’s conferences and multiple day workshops.

8.6 EQUIPMENT

Funds are also requested for equipment items valued under \$5,000, in anticipation that the Southern TTTAP 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.

8.7 SOFTWARE

Funds are requested to purchase computer software necessary for development of training materials and to communicate with TTAP trainees and stakeholders. This includes ACEWARE/Student Manager, and other software applications including, but not limited to online classes support software used to support the TTAP. Also, funds are requested to purchase other software subscriptions needed to achieve organizational excellence.

8.8 COMMUNICATIONS

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

8.9 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. Additionally, funds are requested to create and distribute a Southern TTAP newsletter or similar publication.

8.10 CONTRACTUAL SERVICES AND SUBJECT MATTER EXPERTS (SMEs)

Support is requested for individuals that will provide contractual services to support the Southern TTAP Center and the SOW. Our budget indicates nine (9) Subject Matter Experts for the purpose of providing 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 the Director can ensure that our work force matches the goals and purposes indicated in the SOW.

Our Subject Matter Experts pay rates vary according to education and experience. We note that our budget retains sufficient flexibility to offer courses in Engineering, Engineering Technology, and Materials Technology where instructors are likely to merit compensation at a higher rate. Additional funds are requested to contract assistance for marketing, planning, advising, scheduling, and executing TTAP trainings, workshops, conferences, or events as needed.

8.11 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. Examples of possible memberships could be the American Indian Chamber of Commerce (AICCO) and the Oklahoma Tribal Transportation Advisory Council.

8.12 MARKETING

Funds are requested for providing signage, giveaway items, promotional materials, and other marketing resources necessary to fulfill Southern TTAP objectives

8.13 PROFESSIONAL SERVICES

Funds are requested to sponsor or provide additional services for tribes to attend requested trainings, workshops, or events. These various services and sponsorship are requested at steering committee meetings and are voted on by the board, with the majority vote determining final decisions. For example, these funds could be used for a tribe to attend a National Highway Institute training or attend various workshops events that will increase knowledge that can be shared within the region.

8.14 SPACE RENTAL

On occasion the Southern TTAP Center will require renting or contracting space for the use of storing equipment, training, conferences, workshops, and events. Funds requested can include but is not limited to facility rental, public address, audio-visual, surveying, construction equipment and related expenses.

8.15 INDIRECT COSTS (F&A)

The allowable Facility & Administrative Cost rate for on-campus research is 49.6-percent of Modified Total Direct Costs (MTDC) until further amended. For Outreach programs the rate is

37.8%. These are predetermined rates negotiated with Oklahoma State University by the Department of the Navy, Office of Naval Research, 800 North Quincy Street, Arlington, VA, 22217-5660, for the Federal Government. Facility & Administrative Costs (37.8%) are calculated on total direct costs less items of equipment, capital expenditures, charges for patient care and tuition remission, rental costs, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000. Fringe benefits applicable to direct salaries and wages are treated as direct costs.

8.16 CAS EXCEPTIONS

This is a State-sponsored agreement that has limitations on the types of costs that are direct or indirect. Regarding Cost Accounting Standards (CAS) this project qualifies under the special purpose or circumstance provision. This CAS exception applies to the following expenses in the budgets: general-purpose office supplies, food and beverages for any event deemed appropriate by the Director, general-purpose computer supplies, equipment, or software; telephone equipment and line connection fees (as applicable), and clerical/administrative support costs.

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, Atterberg 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.

- **ELDT 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 EDC**
 - 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.