

**WESTERN TRIBAL TECHNICAL ASSISTANCE PROGRAM  
WORK PLAN FFY24-25**

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# Introduction

The Annual Work Plan is a core deliverable provided by Applied Pavement Technology, Inc. (APTech) to the Federal Highway Administration (FHWA) for the Western Region Tribal Technical Assistance Program Center (WTTAP), as documented in Award No.693JJ32450023, Section A “Agreement Description”. The work plan establishes the WTTAP’s goals and approach to training, technical assistance, technology transfer, and communications. Additionally, the work plan outlines a schedule for various task milestones and tentative completion dates. Moreover, it provides a list of conferences APTech plans to attend in furthering the development of the WTTAP.

The narrative for the Federal FY24-25 outlines a work plan and budget requested from the Federal Highway Administration (FHWA). For Federal Fiscal Year 2024 (FFY24), the WTTAP is requesting \$325,000 to complete the proposed work in-line with TAP’s vision and mission.

APTech’s primary goal for the WTTAP is to increase training, technical assistance, and technology transfer participation for tribes throughout the western region. Through doing so, the WTTAP will broaden Tribal agency knowledge about new technology, promote best practices, and build agency capacity.

The following objectives support the entirety of this goal:

- Build Tribal Capacity in Program Management.
- Grow the Tribal Workforce.
- Cultivate Diverse Stakeholder Partnerships and/or Other Coordination.
- Transfer Technologies and Implement Innovations.
- Share Results with Funders, Stakeholders, and Other Interested Tribal Entities.

In partnership with FHWA, APTech will accomplish the WTTAP’s objectives through the required program tasks:

1. Program Administration and Management.
2. Communication and Marketing.
3. Training.
4. Technical Assistance.
5. Technology Transfer.
6. Stakeholder Coordination and Partnering.

# Western Tribal Technical Assistance Program Overview

## TRIBES SERVED

State	Tribes
California	109
Nevada	28
Utah	8
Arizona ( <i>excluding Navajo Nation</i> )	21
Hawaii	0
Total	166

## TTAP MISSION AND VISION – “One Program, Seven Centers”

### **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>)

## CENTER STAFF AND ADMINISTRATION STRUCTURE

The Western TTAP Center staffing structure includes the following:

1. Western TTAP Steering Committee: Committee members serve as an advisory body for the Western TTAP, providing guidance and oversight of program priorities and general course of operations.
2. Principal-in-Charge (PIC): The PIC is responsible for ethical design and conduct of program activities. The PIC has final approval authority for all contractual agreements under this Cooperative Agreement.
3. Director: The director serves as the main contact for the Western TTAP Center and strategically plans daily operations. The director provides oversight of program staff, budget, and contract deliverables.
4. Key Staff: The key staff contributes to the fulfillment of work plan objectives through guidance provided by the director and PIC. This group handles daily operations, communications, technical support, and overall coordination of the WTTAP tasks.

## WESTERN TTAP STEERING COMMITTEE

Members of the Steering Committee are TBA. The WTTAP, which covers a large tribal area, aims to ensure comprehensive regional representation on its committee. While the process of filling committee seats is ongoing, director Carrie Brown continues to engage tribal leaders across the entire region.

## PIC AND DIRECTOR

**David Peshkin (Principal In Charge)** serves as the Vice President, and Chief Engineer of Applied Pavement Technology, Inc. Mr. Peshkin is an accomplished pavement engineer with over 35 years of experience in airfield and roadway pavement design, and pavement evaluation and design. Mr. Peshkin specializes in technology transfer for pavement design, maintenance, and rehabilitation; forensic engineering and expert witness; and pavement research. Additionally, Mr. Peshkin is a recognized instructor for the National Highway Institute (NHI) and has taught a variety of workshops nationally and abroad.

**Carrie Brown (Director)** is a member of federally recognized Tribe, the Reno-Sparks Indian Colony. Ms. Brown has spent the last 17 years empowering Tribes and agencies through transportation, healthcare, and human services. Ms. Brown currently serves as trainer, public health and transportation subject matter expert (SME), and the director of the Nevada Local Technical Assistance Program. She has previously served Indian Country as a TTAP Safety Circuit Rider (SCR), Tribal Traffic Safety Specialist, training consultant, Human Services Director, and Procurement Specialist.



## KEY STAFF

Key staff as identified below:

**Afsaneh Yavari (Technical Coordinator)** is a Research and Development Engineer for the University of California Berkeley Institute of Transportation Studies (ITS) Tech Transfer Program and for the ITS Safe Transportation Research and Education Center (SafeTREC). Ms. Yavari responsibilities include management of Tribal Road Safety Programs, including Tribal Transportation Safety Assessment. She is registered as a traffic engineer in the state of California with over 25 years of professional experience in traffic engineering and transportation planning. Ms. Yavari will provide technical assistance, conduct Tribal road safety audits, and assist with training efforts.

**Tyler Reeb (Technical Coordinator)** serves as the Director of Research and Workforce Development at the Center for International Trade and Transportation (CITT), he leads research and workforce development teams that address transportation challenges related to transformational technology and institutional change. He produces research-driven publications and programs that promote innovation and civic partnerships. Dr. Reeb was the lead author for a successful \$1.5 million FHWA grant application to fund deployment of the National Transportation Career Pathway Initiative. He is a member of two National Academies of Sciences, Engineering, and Medicine standing committees focused on Transportation Education & Training and Native American Transportation Issues. Dr. Reeb will assist with workforce development initiatives and related training efforts.

**Monte Yazzie (SME)** serves as the Salt River Pima-Indian Community as an Injury Prevention Coordinator and is an enrolled member of the San Carlos Apache Tribe. He has worked in Indian Country for over 20 years and has served as the Phoenix Film Festival Director since 2013. Mr. Yazzie holds a Master of Public Health Administration from Northern Arizona University and was awarded the Indian Health Service Rick Smith Injury Prevention Award in 2022 along with the National Child passenger Safety Team of the Year Lead. He has been instrumental in lowering the rate of injury and death due to motor vehicle crashes in Tribal communities in the southwest. Mr. Yazzie's expertise lies in Tribal communications, creating culturally sensitive media content, and implementation of evidence-based safety measures in Tribal communities. Monte's role is to provide public health-based training and conduct strategic outreach to Tribal communities and stakeholders.

**Walita Querta (Graphic Artist)** currently serves as the Events Coordinator for the Reno-Sparks Tribal Health Center is an enrolled member of the Pyramid Lake Paiute Tribe. Ms. Querta graduated from Haskell Indian Nations University with a degree in Pre-Physical Education and is a decorated athlete in Nevada and Kansas. She has provided graphic design services to Tribal nations and agencies for 15 years. Her designs have been featured by Reno-Sparks Indian Colony, Pyramid Lake Paiute Tribe, the Earl Dunn Basketball Tournament, the Nevada Indian Commission, and Stewart Indian Boarding School. Ms. Querta's graphic design will be used to ensure training and printed marketing materials are culturally relevant to our target audience.

**Laura Melendy (Technical Advisor)** currently serves as the Assistant Director of the ITS, a large and diverse community focused on studying all aspects of transportation, from technological advances to social and environmental consequences. She concurrently serves as Director of TechTransfer, California's preeminent transportation training program with specialized courses in transportation and urban planning, traffic engineering, roadway pavement, and multimodal and active transportation courses. Ms. Melendy holds a Bachelor's of Science in Civil Engineering from the Georgia Institute of Technology and a Masters in Transportation Engineering from the University of California, Berkeley. Ms. Melendy will serve alongside Ms. Yavari delivering technical assistance, Tribal road safety audits, and training efforts.

**Nicole Slaboch (Instructional System Designer)** is the Training Manager at APTech with 8 years of experience in the areas of training, curriculum development, and LMS administration. She has designed, developed, delivered, and evaluated high-quality, learner-focused, interactive training programs to drive performance and achieve business goals. Skilled in partnering with subject matter experts to obtain vital information for approachable and effective training materials regarding specialized content, Ms. Slaboch will assist with instructional training design and administration.

**Greg Duncan (Training Faculty)** is a proposed instructor for the TTAP and is also expected to provide technical assistance as needed. Mr. Duncan is a Senior Engineer at APTech with 30 years of transportation engineering experience in the areas of pavement materials, construction, and roadway maintenance. Mr. Duncan is an NHI-certified instructor and has taught workshops on many pavement-related topics. He currently teaches for several LTAPs, including Nevada, and the NHI. He also recently provided pavement management technical assistance to the Washoe Tribe and to several counties in Tennessee.

**Luis Sibaja (Technical Assistance Support)** is a proposed instructor and technical advisor for the TTAP. Mr. Sibaja is indigenous to Costa Rica and serves as an Engineering Associate at APTech. His work is based in APTech's Reno office. Mr. Sibaja has extensive pavement data collection, analysis, treatment, and maintenance and rehabilitation plan experience. Additionally, Mr. Sibaja has worked with many local agencies to support their roadway technical assistance needs, particularly in pavement management. He is a Nevada LTAP instructor and supports technical assistance and training as needed.

**Jeremy Birkey (Technical Transfer Coordinator/Instructional Technologist)** serves as APTech's Senior Instructional Technologist. He also has served as a Program Coordinator for the Nevada Local Technical Assistance Program for over 4 years. In this role, he assists in administering the program, which includes managing the website and learning management system, facilitating virtual deliveries, managing course registration, moderating web conference training, and managing social media and email campaigns. Mr. Birkey has also developed asynchronous, web-based training for both the Nevada LTAP and NHI.

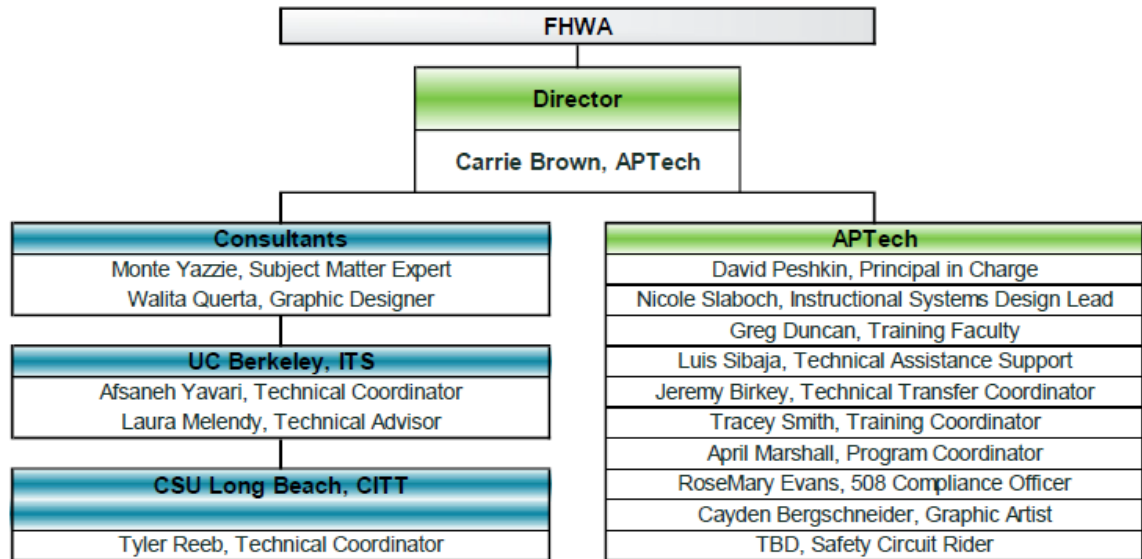
**April Marshall (Program Coordinator)** is a Training Coordinator with APTech. She assists in the development, delivery, and evaluation of online training and outreach activities for the National Highway Institute (NHI) and the Nevada Local Technical Assistance Program (NVLTA). Ms. Marshall will serve the Western TTAP in online and in-person training coordination in addition to data collection and instructional editing.

**Tracey Smith (Training Coordinator)** is an Administrative Assistant who has been with APTech for over 20 years. Ms. Smith is an enrolled member of the Yavapai-Apache Nation. She will assist with meeting facilitation, training coordination, and other WTTAP management and administration activities.

**Rose Mary Evans (508 Compliance Officer)** is the Technical Support Services Manager at APTech. Ms. Evans has completed multiple courses involving 508 compliance and copyright law. She has worked extensively on projects requiring compliance with Section 508 of the US Rehabilitation Act and copyright laws as well as technical editing. Her responsibilities include formatting and technical editing of print and electronic documents to comply with agency guidelines, Section 508, and copyright laws.

**Cayden Bergschneider (Graphic Designer)** is a Graphic Designer with more than 5 years of experience in the creative sector. He uses his skills to develop and design deliverables that are engaging, informative, and concise. Mr. Bergschneider has worked in a variety of mediums, including print products and social media platforms. He has a B.A. in Graphic Design from Illinois State University and a high degree of proficiency in Adobe Creative Suites software programs, including Illustrator, InDesign, and Photoshop. Mr. Bergschneider will work collaboratively with Walita to create informative, engaging, culturally sensitive program materials.

## ORGANIZATIONAL CHART



## 1.0 PROGRAM MANAGEMENT

### MAJOR TASKS FOR YEAR ONE – ADMINISTRATION AND MANAGEMENT

TASK #	TASKS	TO BE DELIVERED
1.1	Steering Committee meetings	Quarterly
1.2	Attend required 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	Complete work plan draft for year 2	Fourth Quarter
1.7	Hire staff for TTAP Center – complete contract modifications	Immediately
1.8	Submit PAR/CAR reports	Fourth Quarter
1.9	Host 1-2 Day events/workshops	Quarterly

1.10	Training and technical assistance requests	On-Demand
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The Western Tribal Technical Assistance Center serves approximately thirty percent of the 574 federally recognized Tribes in the United States. All Tribes face a broad spectrum of transportation issues. The land mass, diversity, and scope of the Western TTAP region creates immediate budgetary and planning challenges for the WTTAP Center. The WTTAP team plans to carry out the following activities related to administration and management, while bridging into other tasks to address the distinct budgetary and planning challenges for this project.

## **1.1 STEERING COMMITTEE MEETINGS**

The WTTAP will be guided by its Steering Committee. Membership of this committee will be comprised of the following:

- WTTAP Director
- WTTAP staff and SME's
- Regional Tribal representatives (must comprise 50% off Steering Committee membership)
- FHWA Office of Tribal Transportation Field Representatives
- Bureau of Indian Affairs (BIA) Program Field Representative
- FHWA Authorized Organization Representative

The Steering Committee will meet no less than once a quarter with the primary focus of guiding the support, delivery, and direction of the WTTAP activities. Duties of the Steering committee include providing input on the WTTAP Annual Work Plan, deploying the Biennial Needs Assessment, providing feedback for the Annual Report (PAR/CAR), and assisting with general data collection. Steering Committee meetings will be held in a virtual forum, unless an opportunity to convene in person arises.

## **1.2 ATTEND REQUIRED TTAP MEETINGS**

The Western TTAP Director will attend all recommended Federal Highway Administration (FWHA) meetings, including but not limited to:

- WTTAP Steering Committee
- National TTAP Leadership Committee
- WTTAP Center Quarterly Program Meeting
- TTAP Monthly Directors Meeting

- Monthly NLTAPA Regional Meetings
- TRB Standing Committee on Native American Issues
- NLTAPA Winter Business Meeting
- Native American Advisory Committee
- NLTAPA Western Region Annual Meeting

Attendance at additional meetings may also occur if the budget allows and if the context has a direct impact on the western region's Tribal transportation. When applicable, the director will prepare agendas and distribute meetings minutes as stipulated in the Cooperative Agreement.

### **1.3 SUBMIT ACTIVITY REPORTS TO FHWA TTAP LEADERSHIP**

The director will submit the required quarterly and annual reports to the FHWA TTAP leadership prior to the deadline as stipulated in the cooperative agreement. Documentation will follow formats and templates outlined in the NOFO by FHWA.

### **1.4 NEEDS ASSESSMENT – SURVEY FOR TRIBES**

The WTTAP will devise a Biennial Needs Assessment in collaboration with the Steering Committee. Once finalized by the WTTAP Steering Committee and TTAP leadership, the needs assessment will be distributed to Tribes and Tribal agencies by means recommended by the Steering Committee and TTPCC representatives. The results from the needs assessment will drive the second year's planning efforts.

### **1.5 SUBMIT NEEDS ASSESSMENT REPORT – FHWA**

The director will share the results of the Biennial Needs Assessment with the FHWA Authorized Organizational Representative (AOR), the WTTAP Steering Committee, and members of the WTTAP team to drive the focus of future programming and ensure Tribal transportation needs are met.

### **1.6 COMPLETE WORK PLAN DRAFT FOR YEAR 2**

The director will draft a work plan driven by the annual assessment responses, feedback from the WTTAP Steering Committee, and guidance from the FHWA partners and leadership. The WTTAP work plan will address focus areas, lessons learned, and successes identified during the first year in combination with insights gained through the needs assessment. The Year 2 work plan will present new goals and objectives as well as position the WTTAP to continue its work into the Year 3 contract option.

### **1.7 HIRE STAFF FOR TTAP CENTER – COMPLETE CONTRACT MODS**

The WTTAP will make every effort to keep the center staffed appropriately to meet program expectations, goals, and needs. Additionally, if vacancies occur for key staff,

the WTTAP will notify the FHWA and make concerted efforts to ensure services remain available while a new staff member is sought. Any modifications to the budget and or contracts will be made in cooperation with the FHWA.

## **1.8 SUBMIT PAR/CAR REPORTS**

All reportable activities will be tracked using intake forms. Quantitative data drawn from intake forms will be reported in the PAR; qualitative data will be reported in the CAR.

## **1.9 HOST 1-2 DAY EVENTS/WORKSHOPS**

In partnership with federal agencies, Tribes, additional TTAP Centers, and state departments, the WTTAP will host either a quarterly event, workshop, and or peer exchange in response to the needs assessment. Events and workshops will be designed around Tribal Training Emphasis Areas (TEA) identified by the needs assessment and vetted by the WTTAP Steering Committee in partnership with the FHWA. The goal of such activities is to build Tribal capacity through skill acquisition and education. Ideally, workshops will become an annual event to assist Tribes with planning throughout the WTTAP service area. The WTTAP will assist other TTAP Centers in their program delivery efforts when possible.

## **1.10 TRAINING AND TECHNICAL ASSISTANCE REQUESTS**

The WTTAP Center will provide an avenue for Tribes to submit training, technical assistance, and technical transfer requests that is both user friendly and concise. Utilizing existing resources and the results of the needs assessment, the WTTAP will design a Technical Assistance Intake Form that will be used as the primary documentation of technical assistance requests and their expected outcomes. Training and technical assistance requests can be made submitted by email, phone, standard mail, and online through the WTTAP website.

## **2.0 MARKETING AND COMMUNICATIONS**

### **MAJOR TASKS FOR YEAR ONE WORK PLAN – COMMUNICATIONS AND MARKETING**

<b>TASK #</b>	<b>TASKS</b>	<b>TO BE DELIVERED</b>
2.1	Conduct regular communication with Tribes	Ongoing
2.2	Develop and maintain an updated mailing list	Ongoing
2.3	Develop and maintain a TTAP center website	December 30 <sup>th</sup> , 2024 - Ongoing

2.4	Maintain a transportation library and distribute transportation technology transfer materials	Ongoing
2.5	Sponsor annual conference attendance	Ongoing

We believe that partnerships are the cornerstone of successful programs. The Western TTAP Center will focus heavily on establishing and strengthening relationships between Tribal, local, state, and federal agencies within our service area. Strong partnerships foster collaboration and prevent the duplication of services, therein maximizing funds and general program initiatives.

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

The WTTAP will regularly engage with Tribal communities through a variety of methods, including in-person visits, telephone calls, and virtual meetings via platforms like Zoom, Webex and Microsoft Teams. The goal of such engagements is to learn more about the transportation needs of the WTTAP Tribal communities and maintain strong collaborative relationships.

## **2.2 DEVELOP AND MAINTAIN AN UPDATED MAILING LIST**

The WTTAP will maintain an up-to-date contact database of Tribal nations and regional partners through an email marketing platform like MailChimp. Through the use and expansion of this comprehensive resource, we can effectively market and communicate transportation opportunities to Tribal organizations. Additionally, the WTTAP Center will continue providing the FHWA TTAP Leaders with the latest version of the database, as stipulated in the contract.

## **2.3 DEVELOP AND MAINTAIN A TTAP CENTER WEBSITE**

The WTTAP will create and maintain a website that provides Tribes with valuable resources, including registration links for training, announcements of upcoming activities, and news from our FHWA partners. The website will also highlight success stories from our Tribal communities.

To ensure WTTAP's online presence is culturally relatable and responsive to our audience, the WTTAP will contract a web developer familiar with Tribal nations and their needs. This web developer will work in conjunction with Walita Querta, our Indigenous graphic designer.

The website will showcase information such as newsletters, meeting minutes, Steering Committee members, and other key resources. Importantly, the WTTAP will keep the website current and accessible through various means, such as phone and iPad.

## **2.4 MAINTAIN A TRANSPORTATION LIBRARY AND DISTRIBUTE TRANSPORTATION TECHNOLOGY TRANSFER MATERIALS**



The WTTAP will prioritize conducting technology transfers to Tribes upon request. Additionally, the WTTAP Center will provide Tribes with 24/7 access to an online library of relevant resources. When possible, the WTTAP Center will also promote the FHWA's existing technology transfer offerings by attending events, distributing marketing materials, sending emails, and updating the center's website to raise awareness of these opportunities.

## **2.5 SPONSOR ANNUAL CONFERENCE ATTENDANCE**

When feasible and financially viable, the WTTAP will sponsor Tribal leaders to attend annual transportation conferences and events. The goal is to promote equity by providing Tribes the chance to expand their knowledge and skills through educational opportunities they may otherwise lack access to.

## **3.0 TRAINING**

### **MAJOR TASKS FOR YEAR ONE WORK PLAN – TRAINING**

<b>TASK #</b>	<b>TASKS</b>	<b>TO BE DELIVERED</b>
3.1	Analyze needs assessment responses	Q3
3.2	Identify which Training Emphasis Areas (TEA) will be addressed	Q3
3.3	Determine where there is existing training that address TEA topics and what training needs to be developed	Q3
3.4	Devise a preliminary training schedule and develop a training catalogue for available courses	Q4
3.5	Describe how the planned training will contribute to the transportation workforce	Q4
3.6	Attend trainings and meetings	On-going
3.7	Track training and report activities in the PAR/CAR	Q4

Training will begin in the third quarter and be delivered through both the pre-planned training calendar, as well as upon request. The training calendar will be developed based on data from the Biennial Needs Assessment, Steering Committee feedback, and with consideration of Tribal ceremonies and events in mind. As mentioned, training will also be provided on a case-by-case basis in response to requests from Tribal agencies,

subject to budget feasibility. The WTTAP is committed to delivering quality training that builds skills and incorporates appropriate and necessary technological advancements. Training topics will cover a range of Training Emphasis Areas (TEA) areas and include ED-7 initiatives, public health approaches, and other identified best practices.

### **3.1 ANALYZE NEEDS ASSESSMENT RESPONSES**

The WTTAP will conduct a biennial online survey to collect data. This survey can also be conducted in-person using hard copies or over the phone. The results will be analyzed and displayed in graphs and tables, which will then be presented to the Steering Committee, FHWA, and other interested stakeholders. Additionally, the WTTAP values written and verbal feedback from tribes and stakeholders. Using all of this information, the WTTAP will collaborate with the Steering Committee to develop a comprehensive yet flexible training strategy.

### **3.2 IDENTIFY WHICH TRAINING EMPHASIS AREAS (TEA) WILL BE ADDRESSED**

The Biennial Needs Assessment, steering committee input, and federal partner recommendations will all be used to identify the TEAs for the western region. In building on this information, a comprehensive training strategy will be developed in collaboration with the above-mentioned partners.

### **3.3 DETERMINE WHERE THERE IS EXISTING TRAINING THAT ADDRESS TEA TOPICS AND WHAT TRAINING NEEDS TO BE DEVELOPED**

To address the training needs of the TEAs, the WTTAP will:

1. Conduct research and communicate with Local Aid Support, the NLTAPA's network, and others to identify existing relevant training curriculum and additional resources.
2. Collaborate with subject matter experts and use internal resources to develop newly customized training to fill the service gap.
3. Tailor all training curriculum to be culturally appropriate for Tribal communities. This will be achieved by partnering with an indigenous graphic artist, beta testing the materials, and incorporating feedback from the steering committee and Tribal subject matter experts.

### **3.4 DEVISE A PRELIMINARY TRAINING SCHEDULE AND DEVELOP A TRAINING CATALOGUE FOR AVAILABLE COURSES**

Drawing on the Biennial Needs Assessment, identified TEAs, and steering committee recommendations, the WTTAP will develop a tentative training schedule. The Steering Committee's deep understanding of Tribal communities and ceremonial schedules will

guide the event schedule, while the identified TEAs will determine the training topics to be covered. The WTTAP's goal is to consistently offer a focused set of training throughout the year; enabling Tribes to effectively plan travel and attendance. After identifying the TEAs, the WTTAP will create a comprehensive course catalogue. This catalogue will be accessible through the WTTAP Center website. The website will provide detailed information such as course descriptions, duration, potential certifications, and instructor details (when available). Additionally, a printable PDF version of the catalogue will be made available upon request.

### **3.5 DESCRIBE HOW THE PLANNED TRAINING WILL CONTRIBUTE TO THE TRANSPORTATION WORKFORCE**

Investing in the professional development of Tribal road agency staff is crucial to building their skills and expertise. Beyond just providing training and sharing best practices, successful workforce development enables Tribal agencies to apply knowledge gained and contribute to their community through infrastructure improvements. To support this, the WTTAP will offer the following workforce development programs:

- Construction Project Management
- Plan Reading
- Heavy Equipment for Training
- Flagging
- Basic Work Zone Safety

### **3.6 ATTEND TRIBAL TRAININGS AND MEETINGS**

To deliver exceptional training, the WTTAP will maintain and expand staff certifications and skills. Specifically, the WTTAP staff members will become certified and maintain certification as instructors in areas such as ATSSA Flagger, CPR/First Aid, Child Passenger Safety, and Traffic Control Technician. This will allow internal staff to train and certify Tribal employees on common applications, as well as the areas identified through the Biennial Needs Assessment.

The WTTAP team will prioritize in-person engagements with the Tribes. WTTAP team members will schedule and attend Tribal Training events. To better understand Tribal needs, the director will strategically assign staff to participate in training workshops, events, and site visits in addition to the Biennial Needs Assessment. Staff participation will depend on schedule availability, budget constraints, and individual interest. Additionally, the WTTAP staff will make an effort to participate with in following meetings and conferences:

- Native American Advisory Committee
- TRB Standing Committee on Native American Issues

- BIA Highway Safety Program Annual Training Workshop
- Regional Tribal Transportation Safety Summits
- National NLTAPA Annual Conference
- National Transportation in Indian Country Conference
- Lifesavers
- Kids in Motion

### **3.7 TRACK TRAINING AND REPORT ACTIVITIES IN THE PAR/CAR**

All training activities will be tracked and reported in the PAR and CAR. Quantitative data will be outlined in the PAR; qualitative data will be outlined in the CAR.

## **4.0 TECHNICAL ASSISTANCE**

### **MAJOR TASKS FOR YEAR ONE WORK PLAN – TECHNICAL ASSISTANCE**

<b>TASK #</b>	<b>TASKS</b>	<b>TO BE DELIVERED</b>
4.1	Design a technical assistance request form and process	Q2
4.2	Provide on-demand technical assistance	On-going
4.3	Provide remote and in-person technical assistance	On-going
4.4	Develop a TTAP email address for technical assistance requests	Q2
4.5	Track technical assistance and report activities in the PAR/CAR	Q4

The Western TTAP will incorporate specific questions pertaining to technical assistance topics and delivery methods in its annual needs assessment. The WTTAP will provide on-demand technical assistance through the development of a submittal process that can be tracked and documented for quality assurance and standard data collection.

### **4.1 DESIGN A TECHNICAL ASSISTANCE REQUEST FORM AND PROCESS**

The Western TTAP Center will provide an avenue for Tribes to submit technical assistance requests that is both user friendly and concise. Using existing resources and the needs assessment results, the WTTAP will design a Technical Assistance Intake form that will be used to document technical assistance requests and expected outcomes. Technical assistance requests can be made via email, phone, online form available through the WTTAP website, and mail. Once a request is submitted, the director will assign an SME to address the Tribe's request.

## **4.2 PROVIDE ON-DEMAND TECHNICAL ASSISTANCE**

The WTTAP Center will provide on-demand technical assistance to Tribes by practicing a just-in-time strategy. Similar to an inventory system, the WTTAP will provide Technical Assistance on a as needed basis to decrease the duplication of efforts and overall costs. This effort will require Technical Assistance providers to forecast demands, provide high-quality assistance, and practice reliable delivery. The use of technology and networking allows the WTTAP to overcome unanticipated disruptions due to weather, epidemics, scheduling conflicts, among other impacts.

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

Technical assistance will be provided in-person and virtually. Factors such as Tribal needs, the nature of the request, potential technology transfers, current Tribal skill level, and the WTTAP budget to determine the appropriate means of delivery. Additionally, technical assistance can be provided in a group setting or on a one-on-one basis. The technical assistance available to Tribes has a wide range of topics including, but not limited to, program development, pavement, occupant protection, engineering, grant writing, leadership, and safety.

## **4.4 DEVELOP A TTAP EMAIL ADDRESS FOR TECHNICAL ASSISTANCE REQUESTS**

In addition to the intake form, the WTTAP will develop an email dedicated to technical assistance inquiries to be monitored by the director and technical assistance provider, Luis Sibaja.

## **4.5 TRACK TECHNICAL ASSISTANCE AND REPORT ACTIVITIES IN THE PAR/CAR**

All technical assistance requests will be tracked through completed intake forms. Quantitative data drawn from intake forms will be reported in the PAR; qualitative data will be reported in the CAR.

## 5.0 TECHNOLOGY TRANSFER

### MAJOR TASKS FOR YEAR ONE WORK PLAN – TECHNOLOGY TRANSFER

TASK #	TASKS	TO BE DELIVERED
5.1	Platform for technology transfer communication	Q2
5.2	Promote and participate in FHWA technology transfer initiatives	Ongoing
5.3	Distribute and house technology transfer materials	Q2
5.4	Report annual technology transfer summary in PAR/CAR	Q4

Technology transfer is a collaborative process of transferring technology, knowledge, and innovations from various resources. This can be in the form of a tangible good, like a spreadsheet or data, to intellectual property with the goal of providing products or services that benefit Tribes.

### 5.1 PLATFORM FOR TECHNOLOGY TRANSFER COMMUNICATION

The WTTAP will become the premiere technology transfer partner for Tribal transportation agencies in the west. This will be accomplished through leveraging our existing partnerships with the University of California Long Beach, University of California Berkley, our key staff, and fellow TTAP and LTAP groups.

### 5.2 PROMOTE AND PARTICPATE IN FHWA TECHNOLOGY TRANSFER INITIATIVES

The WTTAP key staff will attend peer exchanges, webinars, and trainings hosted or promoted by FHWA that pertain to technology transfers. The FHWA initiatives will be a focal point, specifically those that align with Everyday Counts-7, Bi-partisan Infrastructure Legislation, and Coordinated Technology Implementation Program.

### 5.3 DISTRUBITE AND HOUSE TECHNOLOGY TRANSFER MATERIALS

Technology transfer will be promoted through e-blasts from Mailchimp, the dispersion of the quarterly newsletter, and housed in the resource library on the WTTAP website.

### 5.4 REPORT ANNUAL TECHNOLOGY TRANSFER SUMMARY

All technology transfers will be tracked and reported in the PAR as part of Technical Assistance; qualitative data will be reported in the CAR.

## 6.0 STAKEHOLDER COORDINATION AND PARTNERING

### MAJOR TASKS FOR YEAR ONE WORK PLAN – STAKEHOLDER COORDINATION & PARTNERING ACTIVITIES

TASK #	TASKS	TO BE DELIVERED
6.1	Contact Tribal Transportation Program Coordinating Committee (TTPCC) Representatives	Within first 4 weeks
6.2	Solicit Steering Committee members	Q1
6.3	Coordinate with federal, state, and local agencies on program enhancements	On-going
6.4	Coordinate on peer exchanges	Q4
6.5	Actively engage and participate in Local and National LTAP/TTAP Association(s) (NLTAPA)	On-going
6.6	Coordinate with other NLTAPA Members and key federal partners	On-going
6.7	Track partnership and report activities in the PAR/CAR	Q4

To align with the FHWA TTAP Strategic Plan's Vision of *"improving the quality and safety of the surface transportation system through collaborative partnerships, training, and information exchange"*, the Western TTAP Center will forge strategic partnerships that offer a broad range of expertise and new perspectives to advance its programs.

### 6.1 CONTACT TRIBAL TRANSPORTATION PROGRAM COORDINATING COMMITTEE (TTPCC) REPRESENTATIVES

The Director will obtain contact information for the Western Region TTPCC Representatives from FHWA and initiate communication with each representative. Once this connection is made, the WTTAP Director will seek feedback from the TTPCC representatives on a drafted invitation for western regional Tribes to join the WTTAP Steering Committee. The WTTAP values the support of their TTPCC partners.

## **6.2 SOLICIT STEERING COMMITTEE MEMBERS**

Once feedback on the Steering Committee invitation has been collected from the Western Region TTPCC representatives, the director will utilize the Bureau of Indian Affairs website to obtain a list of Tribal leaders in the western region to initiate contact with. To expand our reach, the director will seek additional contact recommendations from each TTPCC representative for suggested members. The final version of the invitational letter will be sent to Tribal leaders and TTPCC recommendations. Outreach will continue until the WTTAP Steering Committee has no less than 50% Tribal representation in its membership.

## **6.3 COORDINATE WITH FEDERAL, STATE AND LOCAL AGENCIES ON PROGRAM ENHANCEMENTS**

Federal, state, and local agencies will play a pivotal role in program delivery. The WTTAP will utilize these partnerships to identify quality instructors, venues, funding opportunities, and more. Additionally, WTTAP will work with partnering agencies to identify service gaps through participant feedback and Tribal consultation. For example, providing car checkup clinics at large community events such as pow wows or coupling workshops as pre-conference sessions. We strive to seamlessly collaborate with partners and Tribal nations, integrating transportation and cultural practices to maximize effectiveness.

## **6.4 COORDINATE ON PEER EXCHANGES**

The WTTAP will leverage existing partnerships with federal agencies, Tribes, Tribal agencies, state agencies and fellow TTAP Centers to deliver peer exchanges to promote collaboration among and between Tribes and Tribal regions. Furthermore, the WTTAP will use different platforms, such as Zoom, MS Teams, or Webex to encourage participation and engage with various Tribes and stakeholders. In-person and virtual peer exchanges may be delivered according to Tribal needs identified by the needs assessment and stakeholder feedback.

## **6.5 ACTIVELY ENGAGE AND PARTICIPATE IN NATIONAL LTAP/TTAP ASSOCIATION(S) (NLTAPA)**

The WTTAP's participation with the American Public Works Association (APWA); National Association of County Engineers (NACE); NLTAPA workgroups, regional meetings, and annual business meetings will keep the director abreast of training and technical assistance innovations. Consistent participation in work groups and events will strengthen TTAP's presence with peers at the state and federal level.

## **6.6 COORDINATE WITH OTHER NLTATPA MEMBERS AND KEY FEDERAL PARTNERS**



The Western TTAP Center will collaborate with a diverse group of subject matter experts by leveraging in-house SME's and our partners at UC Berkley and CSU Long Beach to share cutting-edge knowledge, procedures, and materials with Tribal partners, strengthening their capacity. The WTTAP Center will actively engage with the NLTAPA network and federal partners. Such connections will aid in managing and executing the annual work plan through training coordination, technical assistance, and evidence-based initiatives. The NLTAPA community and other federal partners are valuable resources for exchanging ideas and best practices.

## **6.7 TRACK PARTNERSHIP AND REPORT ACTIVITIES IN THE PAR/CAR**

All partnership quantitative activity will be tracked and reported in the PAR; qualitative partnership activity data will be reported in the CAR.