

2014

Wisconsin Department
of Transportation

WisDOT Inter-Tribal Task
Force

February 2014

WISDOT TRIBAL TASK FORCE ANNUAL WORK PLAN

Fulfills the WisDOT Tribal Partnership Agreement Condition 4(A)



VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	<i>Tribal Affairs</i>	<i>02-14-2014</i>	<i>ITTF</i>	<i>2-14-14</i>	<i>1st Version Adopted</i>

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1.0 | INTRODUCTION

In May of 2005, WisDOT entered into a Partnership Agreement with 11 federally recognized Tribal Governments in Wisconsin and the Wisconsin Division of the Federal Highway Administration (FHWA) to promote communication and cooperation between the agencies and tribes on transportation issues. The agreement was updated and re-signed in October of 2010 to reaffirm the partnership and include core emphasis areas of partnership, transportation safety, economic development, building capacity of tribally run businesses, Native American labor development, training and cultural resources. The agreement also established the WisDOT Inter-Tribal Task Force (ITTF).

The ITTF was established after the original 2005 Partnership Agreement was signed. The group consists of representatives designated by tribal leaders and WisDOT. The ITTF is a forum for partners to address long-standing transportation issues faced by tribal communities.

The ITTF prepares this annual work plan to satisfy the requirement outlined under 4(A) of the 2010 WisDOT FHWA Partnership Agreement. 4(A) requires the development and distribution to each partner, an annual work plan that lays out the goals under the Partnership Agreement. The annual work plan includes objectives and means to measure achievement of these goals. This work plan also serves as the ITTF annual strategic plan that addresses transportation systems as required in the ITTF by-laws [reference section] and consistent with the purpose and mission of the ITTF.

2.0 | ITTF PURPOSE AND MISSION

The purpose of the ITTF shall be to:

1. Review and provide advice and guidance to the Secretary of the Wisconsin Department of Transportation (WisDOT) and tribal leaders on long term and short term transportation policies and priorities that have the potential to impact tribal transportation systems and communities.
2. Evaluate the results and efficacy of transportation policies and priorities upon tribal transportation systems and communities.
3. Review and make recommendations on the programs, policies and initiatives of the agency impacting tribal transportation to Federal Highways Administration (FHWA), Bureau of Indian Affairs (BIA), WisDOT and tribal governments.

The mission of the ITTF is to articulate and facilitate a clear direction in joint transportation systems between the individual tribal governments and FHWA, BIA, and the WisDOT.

The objectives of the ITTF are:

1. To study and consult together on the strategies and tactics that will best advance the development of safe and effective transportation systems for tribal and state stakeholders and all citizens in Wisconsin.
2. Tribal representatives and agency staff will develop annual strategic goals and objectives that address transportation systems in relation to:
 - a. Economic development

- b. Partnerships between Tribal, Federal, State and Local/municipal governments
- c. Transportation safety
- d. Task Force structure
- e. Cultural resource

The ITTF established standing subcommittees to aid in the development of specific goals and objectives which will be carried out under each emphasis area. The subcommittees and WisDOT ITTF Coordinator also assist with the implementation of the annual work plan.

The annual work plan is divided into subcommittee categories and budget. The plan also includes outstanding issues which will need to be considered throughout the annual implementation and during future planning activities.

3.0 | Subcommittees

The ITTF established four standing subcommittees charged with addressing specific transportation issues. The following outlines each subcommittee function.

Shared Resources	<ul style="list-style-type: none">• Training• Events• Conference/Summit• Information Sharing
Infrastructure/Mobility	<ul style="list-style-type: none">• Safety• Project Agreements• Project Funding• Enhancements• CSD• Program sharing
Economic Development	<ul style="list-style-type: none">• DBE• Tribal business• Capacity building• TERO• Native American Hiring Provision• Labor
Partnership/Policy	<ul style="list-style-type: none">• Partnership Agreement• ITTF Governance• Section 106 Issues• Consultation Agenda• Annual Outreach Agenda

4.0 | Subcommittees Implementation Plans

The action plans created by each subcommittee were designed to gather guidance and advisement from the ITTF on how to implement the partnership agreement and emphasis areas and measurable

achievements. Specifically, the subcommittees identified the deliverables, goals, resources and timeframes necessary to achieve each goal and objective set forth in the agreement.

4.1 | Infrastructure and Mobility Subcommittee Action Plan

The Infrastructure and Mobility Subcommittee is a standing committee of the ITTF with a primary focus on safety, enforcement, communication, program sharing and project development. The sub-committee was charged with addressing all issues relating to the tribes and the infrastructure of intermodal transportation and highway project development in tribal communities. The following are the subcommittee recommendations.

Deliverable	Goal	Timeline for Delivery	Resource	Responsible Party/Lead	Status
SAFETY Distribute tribal transportation safety materials through media and other venues	Support, expand and promote safety campaign	Ongoing	BOTS, FHWA, BIA and WisDOT TA	Tribes, BIA, FHWA, WisDOT	Pending resources
	Cooperate with BIA on the new Tribal Transportation safety initiative and fully implement update all tribal transportation safety plans	Ongoing	WisDOT Tribal Affairs Safety Initiative funding	WisDOT, Tribes, BIA, FHWA	
Survey Tribal Communities: Identify safety recommendations/common safety challenges	Improve communication between WisDOT and Tribes regarding tribal transportation safety issues	Ongoing	ITTF, BIA	ITTF Coordinator, BIA	
Increase Tribal Law Enforcement use of Tracs10 by providing training and equipment needed	Improve crash reporting on tribal lands and access to equipment, training and utilization of crash data programs	Deliver Training program in spring of 2014 Access to funding in 2014	BOTS	State Patrol, BOTS, Tribal Law Enforcement	
Add tribal roads to the WISLR mapping system	Increase utilization of Tracs10 and transportation planning tools	Ongoing	WisDOT	WISLR- WISDOT Work Team pursuing options	Ongoing

Ensure Tribal Representatives are participating in local TSC meetings	Increase tribal participation in local programs impacting transportation safety initiatives	Annually	Tribes	Regional Liaisons, Tribal Representatives	
MOU/MOA Create clear and concise guidance that addresses key areas that need to be included and considered when developing state/tribal agreements (State/municipal agreements)	Address deficiencies in the current state/tribal/municipal agreement process	By July 2014	WisDOT/Policy Procedural implementation	Tribal Liaisons, tribes, BIA, FHWA, regional project managers	
CSS Provide a list of applicable projects	Create awareness of what highway projects can bring to a tribal community	Ongoing		Tribal Liaisons	
ENHANCEMENTS Provide a list of applicable projects	Create awareness of what highway projects can bring to a tribal community	Ongoing		Tribal Liaisons	See Project forecasting
PROGRAM SHARING Create partnered projects with mutual benefits to both local and tribal communities Create local projects that align with state projects (lower costs)	Educate county and municipal leadership about advantages to working with tribes Ensure stakeholders are cognoscente of the 6-year plan				
PROJECT FUNDING Identify monetary sources for projects needed within tribal communities	Create projects funded by multiple sources and support efforts to secure other sources of funding				
TRANSIT Provide training and information on transit programming available	Work with tribes to develop transit programs and enhance existing transit services	Ongoing	FTA, BIA and WisDOT	ITTF, Tribal Transit Programs, WisDOT	Provided at the WTTC
CULTURAL RESOURCES Maintain the IGA with		Ongoing	WisDOT	All THPOs, LDF,	Pending

THPO program to ensure tribal cultural and environmental concerns are addressed				WisDOT	SOW/Budget
SIGNAGE					
Create Signage Program utilizing MinDOT model to clarify tribal issues surrounding signage on tribal lands. Create brochure, website reference and communication systems.	Work with tribes, WisDOT signage staff and liaisons to create a comprehensive tribal signage program which includes educational materials and policy clarification.	2014	ITTF, WisDOT	ITTF, WisDOT	

4.2 | Economic Development

The Economic Development Sub-Committee is a standing committee of the ITTF with a primary focus on providing Disadvantaged Business Enterprises (DBE’s) with appropriate support and information, assisting in the development and evaluation of the Native Hiring preference and supporting capacity building for tribes, tribal enterprises and businesses owned by tribal members.

This sub-committee has an established goal of increasing the support, awareness, utilization and capacity of emerging, newly certified and existing Native American Disadvantaged Business Enterprises (NADBE’s) for participation in the construction industry. Specifically this group works to identify, support and monitor NADBE’s through the certification process and the number of contracts earned.

The following are the subcommittee recommendations:

Deliverable	Goal	Timeline for Delivery	Resources	Responsible Party/Lead	Status
I-TTF BUSINESS AND ECONOMIC DEVELOPMENT SERVICES					
I-TTF DBE Outreach & Awareness	Increase traffic to the I-TTF website and make information readily available – update site to contain pertinent DBE information for the construction business community	Ongoing -	I-TTF Estimated Budget:	ITTF Coordinator with current training, networking, and business development information provided by WisDOT, BIA, I- TTF, et. al	Ongoing

<p>I-TTF Trainings for Members</p> <ul style="list-style-type: none"> >Understanding Trans-AC/CAC - March >Navigating the WisDOT HCCI Website/DBE Orientation - May >US 41 NADBE/Native American Labor Utilization Reports - July >NADBE Support Services - Sept >TLAC/TRANS/Hiring Provision - Nov 	<p>Conduct at least 5 training sessions designed to build awareness of WisDOT/BIA/Tribal business development resources and opportunities</p>	<p>See Training Schedule</p>	<p>I-TTF WisDOT AICCW Estimated Budget:</p>	<p>I-TTF, ITTF Coordinator AICCW WisDOT Others:</p>	<p>Ongoing</p>
<p>Economic Development Summit/ Economic Development track at TTC</p> <p>Summit – ‘Doing Business with WI Indian Country: Vertical, Horizontal, Professional Services, Supplies’ - October</p>	<p>Annual Delivery of WisDOT/BIA Project status and plans; pathway to awareness of lettings/RFPs, best practices to capacity building to be R/W/A to quote, win, perform transportation projects, and prime/DBE networking</p>	<p>Conference – December or January (Follow-up with conference attendees – March & October)</p> <p>Summit – - October</p>	<p>I-TTF Estimated Budget:</p>	<p>I-TTF ITTF Coordinator WisDOT</p>	<p>Ongoing</p>
<p>I-TTF BUSINESS AND ECONOMIC DEVELOPMENT SERVICES</p>					
<p>NADBE Directory</p>	<p>Create a directory of ready, willing and able NADBE’s that is available and searchable on-line</p>	<p>Create and post on-line by June 1</p> <p>Update quarterly (every 3 months):</p> <ul style="list-style-type: none"> - Sept 1 - Dec 1 - March 1 	<p>I-TTF WisDOT AICCW TerraNova Mapping Estimated Budget:</p>	<p>AICCW I-TTF</p>	<p>Ongoing</p>
<p>Documentation of NADBE Utilization Reports</p>	<p>Statewide report of NADBE/ NAWDBE utilization on WisDOT projects – to establish bench marks of NADBE/ Labor utilization, and</p>	<p>Monthly</p>	<p>WisDOT</p>	<p>WisDOT/ Tribal Affairs</p>	<p>Ongoing</p>

	track for impacts of support services				
NADBE – DIRECT SUPPORT SERVICES					
EIP’s for NADBE’s	Complete 20 EIP’s Include survey of training topics and use to inform priority trainings	Complete 10 by June 30 Complete 10 by December 30	WisDOT W.O. ITTF Estimated Budget:	AICCW	Ongoing
Coordinate 1-2-1 mentoring with seasoned DBE’s	Engage four (4) candidate firms per year	“Curriculum’ for 1-2-1 mentoring agreement will be determined from EIP/Assessments	WisDOT W.O. Budget:	AICCW/AICTA	Ongoing
WisDOT Statewide Project Business Development Notifications	Send out project opportunities/lettings to native business list servs with bid-matching services by ‘certified’ work types	Monthly	WisDOT I-TTF AICCW	I-TTF	Ongoing
NADBE – DIRECT SUPPORT SERVICES					
BIA/Roads Project Announcements	Make available BIA/Tribal roads projects to NADBE’s	Annually or bi-annually? When is the prime let/bidding season?	BIA	Emerson Coy ITTF Coordinator Tribes BIA	Ongoing
WisDOT Mega Project Business Development Notifications	Broadly distribute project opportunities, mega project stakeholder committee and subcommittee opportunities, assess opportunities	Monthly Quarterly Annually	WisDOT: Project Teams & DBE Support Services	WisDOT	Ongoing
Business Loans	Provide Access to Native CDFIs/Loan Funds/TA	Ongoing	NiCaP, FACC, Tribal RLFs	I-TTF	Ongoing
NADBE Training	Offer trainings that will increase the	(See Training	WisDOT & DBE	I-TTF,ITTF Coordinator,	Planning

<p>Construction Safety - March Access to Financing Workshop – April Trans-AC/CAC - May DBE Certification Workshops – June & August Estimating/Quoting Workshops – December & January DBE Orientation Workshops – January & February Navigating the WisDOT HCCI Website- March Deliverable</p>	<p>competitive quoting by NADBE’s as well as for tribal enterprises</p>	<p>Schedule)</p>	<p>Support Services Consultants, AICCW</p>	<p>WisDOT, Others</p>	
	Goal	Timeline	Resources	Responsible Party/Lead	Status
NADBE – DIRECT SUPPORT SERVICES					
<p>Networking with Primes Explore partnering with tribal ‘Doing Business’ programs and other WisDOT training events to include Speed Networking events</p>	<p>Speed networking and effective communication , build awareness and working relationships of NADBE’s and primes</p>	<p>Conference – December or January</p>	<p>I-TTF WisDOT AICCW Tribes</p>	<p>I-TTF</p>	<p>Ongoing</p>
<p>Facilitate Mentor-Protégé agreements with interested primes and NADBE firms</p>					
TRIBAL LABOR					
<p>Documentation of labor utilization statewide, mega/major and by region</p>	<p>Increase awareness and provide accurate reporting of Native American labor participation</p>	<p>How often do we want this information reported on a regular basis?</p> <p>Annual summary?</p>			
<p>Tribal Labor Advisory Committee (TLAC)</p>	<p>Keep the task force aware of TLAC updates and implementation efforts.</p>	<p>Bi-monthly meeting updates</p>		<p>WisDOT – Tribal Affairs</p>	
<p>Increase TRANS Program and the effectiveness of their delivery</p>	<p>Monitor progress and effectiveness of program’s delivery in tribal communities</p>	<p>Pending- Inclusion in TLAC IGA</p>	<p>TLAC</p>	<p>TLAC Coordinator/WisDOT, TLAC</p>	<p>Pending</p>

Native American Hiring Provision/TERO	Monitor progress and implementation of the revised provision	TLAC final review- February Implementation 2014	WisDOT	WisDOT, ITTF	Pending
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4.3 | Shared Resources

The Shared Resources Sub-Committee is a standing committee of the ITTF with a primary focus of identifying and facilitating special events, training opportunities, annual conference planning and information sharing.

This sub-committee has an established goal of providing comprehensive training programs specific to tribal communities and their individual concerns and to promote ITTF involvement in programming and promote achievements within reservation communities from previous years. Specifically this group works to identify and coordinate opportunities for tribal members to receive training within reservation communities. Targeted training opportunities must be accessible to a wide range of participants and broad enough to impact services in and around reservations.

The following are the subcommittee recommendations:

Deliverable	Goal	Timeline for Delivery	Resource	Responsible Party/Lead	Status
TRAINING Deliver FDM Training, Tribal Monitoring Training, Local Program Training, BIA Funding Ideas, Cultural Sensitivity Training, PSA Training, Trans Programs, Safety Presentation, Economic Development Training, Technology Training and other applicable training programs.	Develop a training calendar and increase tribal participation in all training programs, enhance information distribution on training programs available, increase participation of other applicable stakeholders in training programs. Increase the knowledge of all those who work within tribal communities. Educate all	Ongoing	WisDOT, ITTF, THPO IGA, FHWA, BIA, TLAC	Tribal governments, tribal communities, tribal agencies, federal officials, WisDOT staff, State and local officials, schools/colleges, businesses and unions.	Pending resources

<p>WTTTC Set WTTTC date early and distribute conference agenda early, provide on website, email distribution and social media. Establish WTTTC planning committee earlier in the year and convene regular planning calls. Develop well rounded current topics and book proper speakers for the conference early and provide ITTF updates during the WTTTC. Utilize previous conference surveys to aid in the identification of topics and enhancements to the WTTTC. Evaluate the success of the WTTTC by monitoring: Attendance Agendas Comment forms Tribal Representation Accessibility How Successful we were learning from last years' conference Questions and concerns that come out of the conference ITTF INFORMATION SHARING Provide ITTF agendas, minutes and meeting information and materials in a timely manner, set</p>	<p>stakeholders in the unique practices, policies and programs that exist within tribal communities.</p>			
<p>Make all WTTTC information available early and utilize various forms of distribution.</p>	<p>Establish 3 dates- Feb Final Dates March</p>	<p>ITTF</p>	<p>ITTF Coordinator</p>	<p>ongoing</p>
<p>Increase participation in the WTTTC, enhance the overall delivery of the WTTTC and showcase what the ITTF has done throughout the year.</p>	<p>2014 Conference</p>	<p>ITTF, WisDOT, FHWA, BIA</p>	<p>ITTF Coordinator, WisDOT</p>	<p>ITTF WTTTC planning committee, WisDOT, FHWA, BIA and Tribes</p>
<p>Fully evaluate the value of the WTTTC and share with all stakeholders.</p>	<p>Ongoing</p>	<p>ITTF</p>	<p>WisDOT, ITTF</p>	<p>Ongoing</p>
<p>Increase participation in ITTF activities and meetings and</p>	<p>Ongoing</p>	<p>ITTF</p>	<p>ITTF Coordinator</p>	<p>Ongoing</p>

meeting dates in advance, and follow up on all action items in between business meetings	showcase work performed under the ITTF. Ensure oversight on follow up items between business meetings.				
Provide regular reports to ITTF membership on meeting attendance, annual reports, and weekly/monthly updates.	Foster greater awareness of existing resources and transportation trends and issues on a local, statewide and national level.	Ongoing	ITTF	ITTF Coordinator, Tribal Liaisons	Ongoing

4.4 | Partnership and Policy

The Partnership and Policy Sub-Committee is a standing committee of the ITTF with a primary focus on ITTF governance, partnership agreements, development of an annual outreach agenda, inter-agency agreements and government relations.

The goals of this sub-committee include improving ITTF governance, improving governmental relations between the tribes and local, State and federal governments, promoting the use of inter-agency agreements for the benefit of all parties, promoting the ITTF and accomplishments and objectives and updating and improving the partnership agreement.

The following are the subcommittee recommendations:

Deliverable	Goal	Timeline for Delivery	Resource	Responsible Party/Lead	Status
ITTF GOVERNANCE					
Finalize ITTF By-Laws	Ensure that ITTF has clear and concise operating procedures that are agreeable to all stakeholders	Ongoing	ITTF	ITTF Membership	Pending adoption/ Adopted interim Bylaws.
Improve inclusion of local governments and other state and federal agencies (HOW?)	Improve overall government relations				
IGAs					
Create a working model of IGAs	Identify best practices and successful examples of interagency			WisDOT, DOA, BIA, Tribal Governments	

Finalize IGA's for TLAC and ITTF	agreements				
	Deliver tribal programs offered through WisDOT by tribal governments or tribal colleges	Ongoing by March 31, 2014	WisDOT	ITTF, WisDOT, TLAC and other stakeholders	Ongoing
ANNUAL REGIONAL OUTREACH MEETINGS					
	Regional Liaisons and Statewide tribal affairs will meet with all tribal communities every other year and establish a uniform agenda for each session. Agendas: Primary topics Regional project and program opportunities Audience Training opportunities	Host regular meetings between WisDOT regional leadership, Liaisons and project managers	June-July of 2014	WisDOT, ITTF	Regional and Statewide liaisons, tribal governments
PARTNERSHIP AGREEMENT					
	Provide an annual report of PA accomplishments and evaluate agreement annually.	Review the WisDOT FHWA Tribal Partnership Annually and report to Tribal Leadership regularly	Ongoing	ITTF	ITTF Coordinator, Tribal Liaisons, Tribal Governments, GLITC

5.0 | Timeline

[To Be Completed following ITTF priority assignments]

6.0 | Budget

WisDOT Tribal Affairs has allocated \$250,000 for the administration, coordination and implementation of the ITTF and work plan. [Insert SOW and Budget]

7.0 | Outstanding Issues

[To be discussed at ITTF meeting]