

**FY 2012/2013**

**UNIFIED PLANNING WORK PROGRAM**

**SAMPLE URBAN TRANSPORTATION STUDY**

Adopted by Waco MPO Policy Board on June 28, 2011  
**Amendment One Adopted July 24, 2012**

**FY 2012 & FY 2013 Unified Planning Work Program  
Waco Metropolitan Planning Organization**

**Table of Contents**

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
<b><u>Introduction</u></b>		
I. Introduction	History & Purpose Statement	1
<b><u>Tasks</u></b>		
II. Task 1.0	Administration / Management	4
III. Task 2.0	Data Development & Maintenance	8
IV. Task 3.0	Short Range Planning	10
V. Task 4.0	Long Range Transportation Planning	15
VI. Task 5.0	Special Studies	17
<b><u>Budget Summary</u></b>		19
<b><u>Appendices</u></b>		
Appendix A	MPO Policy Board / Technical Committee / Staff	21
Appendix B	Metropolitan Area Map	24
Appendix C	Debarment Certification	25
Appendix D	Lobbying Certification	26
Appendix E	Certification of Compliance	27
Appendix F	MPO Self Certification	28
Appendix G	MPO Self Certification Summary	29
Appendix H	FTA / TxDOT Section 5303 Worksheet	31
Appendix I	Certification of Internal Ethics and Compliance	33

**FY 12/13 UPWP**

**INTRODUCTION**

## **I. INTRODUCTION**

The formalized urban transportation planning process was initiated in the Waco area in the early 1960s in response to Title 23, US Code, Section 134. That law required a cooperative, comprehensive, continuing (3C) transportation planning process as a condition for federal participation in urban transportation programs. The end product of the process was a recommended multi-modal transportation plan accepted by all local governments and participating agencies as a guide for future transportation improvements. The continuing process provides for systematically monitoring the elements affecting transportation and for updating the plan as conditions and requirements change.

The planning activities included in the 2012 / 2013 Unified Planning Work Program (UPWP) are coordinated with participating agencies to ensure that the short-range and long-range transportation needs of the Waco Metropolitan Area are met. This ongoing planning activity is required by the Federal Highway Act of 1962, the Urban Mass Transportation Act of 1964, as amended, the Airport and Airways Development Act of 1970, the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, the Transportation Equity Act for the 21st Century (TEA 21) of 1998 and the Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU identifies eight planning factors for the metropolitan transportation planning process which are listed below. The principles of these factors are incorporated throughout this document.

1. Support the economic vitality of the metropolitan planning area;
2. Increase the safety of the transportation system;
3. Increase the security of the transportation system;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, and improve quality of life;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the efficient preservation of the existing transportation system.

### **DISCLAIMER**

The contents of this document reflect the views of the authors who are responsible for the opinions, findings and conclusions presented herein. The contents do not necessarily reflect the views or policies of the Federal Highway Administration, Federal Transit Administration or the Texas Department of Transportation.

In addition, the funding of tasks identified within this document are contingent upon necessary funds being authorized and appropriated by the United States Congress and does not commit either the Federal Highway Administration, Federal Transit Administration or the Texas Department of Transportation to provide funds to accomplish the tasks contained herein in the absence of such authorization.

## **PURPOSE**

Each section of the UPWP describes the tasks and planning activities to be performed in fiscal years 2012 and 2013. The UPWP serves as a base document for carrying on the continuing, cooperative, and comprehensive (3C) transportation planning process in the urbanized area, as well as documenting consideration of all applicable transportation modes. This document is proposed in accordance with guidelines furnished by modal agencies of the U.S. Department of Transportation, and with guidance from appropriate state and local agencies. Public involvement has been obtained from all the jurisdictions comprising the Metropolitan Planning Organization (MPO).

## **A. DEFINITION OF AREA**

The metropolitan study area (see map in Appendix B) is coextensive with McLennan County and encompasses the Waco Metropolitan Statistical Area (MSA) as defined by the US Census Bureau. The study area includes the cities of Bellmead, Beverly Hills, Bruceville-Eddy, Crawford, Gholson, Hallsburg, Hewitt, Lacy-Lakeview, Leroy, Lorena, Mart, McGregor, Moody, Riesel, Robinson, Ross, Waco, West, Woodway and portions of Golinda, as well as the adjacent unincorporated areas of McLennan County. The metropolitan area encompasses 1,060 square miles and supports an estimated population of 234,906\*. This results in an average density of 222 persons per square mile.

\*US Dept of Commerce: Bureau of the Census - 2010.

## **B. ORGANIZATION**

The MPO's organizational structure and planning objectives are included in the Prospectus and Bylaws.

1. MPO Policy Board – The Board is responsible for providing policy guidance to the planning process, to review and recommend current integrated transportation plans, including the Unified Planning Work Program, the Transportation Improvement Program and the Metropolitan Transportation Plan, to the local governments and to promote the implementation of such plans. A listing of the Policy Board members can be found in Appendix A on page 21.

The MPO Policy Board is composed of elected officials, or their designated representatives from the local governments involved in the MPO along with representation from the Texas Department of Transportation. There are also a number of ex-officio members representing federal, state and regional agencies, as well as members of Congress, State Senators and State Representatives. These ex-officio members serve in an advisory capacity and do not have voting privileges.

2. MPO Technical Committee – The Technical Committee is a working committee comprised of a cross section of individuals with knowledge and some degree of expertise in the field of transportation planning. This committee is made up of staff members from the MPO, TxDOT, McLennan County, business leaders, and representatives of the other local governments in the area. The Technical Committee is responsible for providing recommendations to the Policy Board on the various plans and programs implemented by the MPO. This committee coordinates with the various agencies involved in the MPO and is responsible for the development of the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). A listing of the Technical Committee membership can be found in Appendix A on page 22.
3. Management - Staff direction of the planning process rests with the MPO Director. The MPO staff is supported by the City of Waco that functions as the fiscal agent for the MPO. The day-to-day administration of the MPO is accomplished by the MPO Director and staff and is responsible for all MPO activities. The MPO Director is also responsible for scheduling and recording committee meetings, maintaining and disseminating data collected by the MPO and coordinating efforts to encourage citizen participation in the planning process. The Waco District Office of TxDOT will continue fulfilling the State's role of joint responsibility with the MPO for carrying on the planning process.

#### **C. PRIVATE SECTOR INVOLVEMENT**

Private sector involvement will be utilized in section 4.2 – Thoroughfare Plan, 5.1 - Corridor Study: Valley Mills Dr and Hewitt Dr and 5.2 - Downtown Trolley Feasibility Study.

#### **D. PLANNING ISSUES AND EMPHASIS**

Emphasis for Fiscal Years 2012 and 2013 will be completing an update to the Waco Metropolitan Thoroughfare Plan, a review and update to the MPO Public Participation Plan, completing corridor studies for Valley Mills Drive and Hewitt Drive, on-going development of the 2013 – 2016 Transportation Improvement Program, and continuing air quality coordination with Heart of Texas Council of Governments (HOTCOG), Texas Commission on Environmental Quality (TCEQ) and Texas Department of Transportation (TxDOT).

For both fiscal years the MPO staff will continue to maintain and improve data with its Geographic Information System and NEPAassist Software as well as improving project visualization techniques.

**FY 12/13 UPWP**

**TASKS**

**TASK 1.0 - ADMINISTRATION / MANAGEMENT**

**TASK 2.0 - DATA DEVELOPMENT AND MAINTENANCE**

**TASK 3.0 – SHORT RANGE PLANNING**

**TASK 4.0 – LONG RANGE TRANSPORTATION PLANNING**

**TASK 5.0 - SPECIAL STUDIES**

## **TASKS**

### **II. TASK 1.0 - ADMINISTRATION / MANAGEMENT**

#### **A. OBJECTIVE**

The objective for this task is to ensure continuing, cooperative, and comprehensive transportation planning for the Waco Urban Transportation Study. This objective is accomplished by providing for the management and administration of work tasks and funding sources, and by providing for and soliciting public participation. In addition, this task requires that all federal, state, and local guidelines and regulations are followed and met.

#### **B. EXPECTED PRODUCTS**

1. Sustainment of the transportation planning process and enhancement of transportation planning services within the Metropolitan Area.
2. Preparation and adoption of the FY 2012-2013 Unified Planning Work Program.

#### **C. PREVIOUS WORK**

1. Adoption and subsequent amendments of the FY 2010-2011 UPWP.
2. FY 2010 and FY 2011 Annual Performance & Expenditure Reports preparation and submission.
3. Public Notification and Participation.
4. Annual Listing of Projects – Federal Obligations for FY 2010 and FY 2011.
5. Conducted Policy Board, Technical Committee and Policy Board Subcommittee meetings.
6. Attended local and statewide MPO meetings, various training courses, and annual conferences.
7. Maintained data on minority and disadvantaged population for Environmental Justice purposes.
8. Translated several key documents into Spanish and advertised all public hearings in Spanish.

#### **D. SUBTASKS**

##### **1.1 Unified Planning Work Program - FHWA, FTA, TxDOT and MPO**

The MPO staff will maintain and revise the current UPWP to meet the changing dynamics of the MPO and its study area. The staff will prepare a new UPWP for Fiscal Years 2014 & 2015, and ensure it is developed with sufficient input from all appropriate and interested parties. Prior to any revision or new UPWP's adoption, it will be submitted to TxDOT for review. Once adopted or revised by the MPO Policy Board, USDOT is responsible for approval. All UPWP documents produced will be duplicated and distributed to appropriate agencies. Extra copies will be made available to all interested parties. A public hearing will also be conducted prior to adoption or any revisions.

##### **1.2 Public Involvement - TxDOT and MPO**

The MPO will continue to evaluate its Public Participation Plan for effectiveness in soliciting public comment and will make appropriate changes when necessary. The MPO will conduct public meetings and hearings in accordance with its



established policies and governing regulations. The purpose for this will be to inform the general public and receive their input on multi-modal transportation planning efforts in the Waco Metropolitan Area. When appropriate the MPO staff will prepare and present briefings and presentations on transportation issues. The MPO will post and advertise public notices of meetings as required. The MPO will maintain a website to further capabilities of disseminating information to the public. As requested the MPO will provide information to the public. As needed, the MPO will revise the public involvement procedures as necessary.

### 1.3 Administrative and Management Duties - TxDOT and MPO

The MPO Director will administer all aspects of the day-to-day operation of the MPO. Administrative functions will include: preparation and submittal of reports, document management, recording of meetings, update and review of procedures, preparation of contract proposals and solicitation of services, supervision of contract performance, and the purchase of supplies, equipment, furniture, computer hardware and software. The MPO Director will obtain all necessary prior approvals before all purchases totaling over \$5,000. The MPO Director will also prepare budgets, maintain financial records, and ensure funds are expended properly.

MPO staff members will maintain and enhance their knowledge of all governing regulations and procedures. The MPO staff will coordinate activities with participating agencies and other public and private interests and assist them, as needed.

### 1.4 Policy Board and Technical Committee Support, TxDOT and MPO

The MPO staff will coordinate and/or provide all aspects of support for both the Policy Board and the Technical Committee. In addition, the MPO will provide the same support for any other committee or sub-committee appointed by the Policy Board on a provisional basis.

### 1.5 Training and Travel - FHWA, FTA, TxDOT and MPO

To ensure professional development and appropriate representation, the MPO staff will attend relevant training, meetings, and conferences. Emphasis for staff training will be on developing skills to provide better visualization techniques for transportation projects. Sustaining knowledge on pertinent rules, required procedures, and regulations will also continue to be an area of emphasis.

### 1.6 Title VI Civil Rights Evaluation - FHWA, FTA, TxDOT and MPO

The MPO staff will maintain public involvement procedures with the goal of ensuring that citizens from minority ethnic or racial backgrounds or citizens with low incomes in the Waco Metropolitan Area have an opportunity to participate in the planning process and to meet the requirements of U.S. Title VI compliance. The MPO staff will periodically review the Public Participation Plan to monitor its effectiveness in obtaining input from citizens with minority, ethnic, racial or low income backgrounds. The MPO will revise the Public Participation Plan as necessary based on these reviews. The MPO will review and utilize various

analysis tools as related to Title VI and will base those strategies on selected performance measures and indicators as selected by the MPO. Potential analysis tool(s) will be integrated into project selection for the development of the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP), and any subsequent revisions.

The MPO will also adopt and update as necessary a Limited English Proficiency (LEP) Plan to identify the potential need for translation services or the translation of MPO documents to provide the opportunity for participation in the transportation planning process by those within the Metropolitan Area who have limited ability to speak English. The MPO will translate appropriate documents in Spanish or other languages as determined by the LEP Plan and provide interpretative services for Spanish, sign language or other languages as necessary.

## E. FUNDING SUMMARY

### Task 1 - FY 12

Subtask	Responsible Agency	Transportation Planning Funds (TPF)1	FTA Sect. 5307	Local	Total
1.1	MPO	\$6,000	\$0	\$0	\$6,000
1.2	MPO	\$24,000	\$0	\$0	\$24,000
1.3	MPO	\$20,000	\$0	\$0	\$20,000
1.4	MPO	\$13,000	\$0	\$0	\$13,000
1.5	MPO	\$10,500	\$0	\$0	\$10,500
1.6	MPO	\$20,000	\$0	\$0	\$20,000
<b>FY 12 TOTAL</b>		<b>\$93,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$93,500</b>

### Task 1 - FY 13

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
1.1	MPO	\$8,500	\$0	\$0	\$8,500
1.2	MPO	\$24,000	\$0	\$0	\$24,000
1.3	MPO	\$20,000	\$0	\$0	\$20,000
1.4	MPO	\$13,000	\$0	\$0	\$13,000
1.5	MPO	\$7,500	\$0	\$0	\$7,500
1.6	MPO	\$30,000	\$0	\$0	\$30,000
<b>FY 13 TOTAL</b>		<b>\$103,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$103,000</b>

### Task 1 – TOTAL FY 12/13

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
1.1	MPO	\$14,500	\$0	\$0	\$14,500
1.2	MPO	\$48,000	\$0	\$0	\$48,000
1.3	MPO	\$40,000	\$0	\$0	\$40,000
1.4	MPO	\$26,000	\$0	\$0	\$26,000
1.5	MPO	\$18,000	\$0	\$0	\$18,000
1.6	MPO	\$50,000	\$0	\$0	\$50,000
<b>FY 12/13 TOTAL</b>		<b>\$196,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$196,500</b>

TxDOT will apply transportation development credits sufficient to provide the match for FHWA PL-112 and FTA Section 5303 programs. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

### **III. TASK 2.0 – DATA DEVELOPMENT AND MAINTENANCE**

#### **A. OBJECTIVE**

To provide and analyze current and projected demographic, employment and socioeconomic data for the Study Area which will assist in production and modification of the Metropolitan Transportation Plan, Transportation Improvement Program, and will assist public transportation planning.

#### **B. EXPECTED PRODUCTS**

The MPO staff will collect and analyze socio-economic data necessary to the development of a travel demand forecast model with a base year of 2010 and forecast year of 2040. Existing databases will be updated and maintained to incorporate Census 2010, the Census American Community Survey, and the Census Transportation Planning Package.

In 2010, the Environmental Protection Agency (EPA) proposed to strengthen the national ambient air quality standards (NAAQS) for ground-level ozone. Depending on the new ozone standard when established by the EPA, the MPO may perform additional socio-economic analysis for interim years.

#### **C. PREVIOUS WORK**

1. MPO staff utilized TransCad software for travel demand modeling.
2. Updated geodatabases for the travel demand forecast model and GIS.
3. Reviewed, analyzed, and incorporated Census 2010, Census American Community Survey & Census Transportation Planning Package data.
4. Updated GIS databases as necessary.

#### **D. SUBTASKS**

##### 2.1 Demographic Data Activities – MPO

The MPO will collect and analyze necessary demographic data in support of the revisions to the Metropolitan Transportation Plan, the Regional Public Transportation Coordination Plan, and the Regional Thoroughfare Plan. Analysis will include the study of updated population and migration trends from the 2010 Census and 2005-2009 American Community Survey.

Analysis will also include further review of how identified demographic changes impact how projects comply with Title VI of the Civil Rights Act. Data regarding the various modes of transportation will also be updated. The MPO will estimate 2040 socio-economic data forecasts by traffic analysis zone for use in the MPO's travel demand forecast model. Depending on the new ozone standard when established by the EPA, the MPO may also perform additional socio-economic forecasts for use in the demand forecast model for interim years.

##### 2.2 Geographic Information System – MPO

In conjunction with the City of Waco, the MPO staff will continue to operate, maintain, evaluate, and improve the Geographic Information System as maintained by the City of Waco. Specific geodatabases that will receive focus are: Low Income and Minority Neighborhoods, Streets, Railways, Rail Crossings, Aviation Facilities, Census Geography, Transit, Vehicle Crashes, Signals, Land Uses (existing and forecasted), Municipal Boundaries, Highway Functional Classification, Bridge Ratings, Environmentally Sensitive

Areas, Potential Locations for Environmental Mitigation, and Traffic Counts (current and forecasted). The MPO will continue to develop geodatabases for environmental aspects which affect transportation planning.

## E. FUNDING SUMMARY

### Task 2 – FY 12

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
2.1	MPO	\$30,000	\$0	\$0	\$30,000
2.2	MPO	\$20,000	\$0	\$0	\$20,000
<b>FY 12 TOTAL</b>		<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

### Task 2 – FY 13

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
2.1	MPO	\$18,500	\$0	\$0	\$18,500
2.2	MPO	\$27,000	\$0	\$0	\$27,000
<b>FY 13 TOTAL</b>		<b>\$45,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,500</b>

### Task 2 – TOTAL FY 12/13

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
2.1	MPO	\$48,500	\$0	\$0	\$48,500
2.2	MPO	\$47,000	\$0	\$0	\$47,000
<b>FY 12/13 TOTAL</b>		<b>\$95,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$95,500</b>

TxDOT will apply transportation development credits sufficient to provide the match for FHWA PL-112 and FTA Section 5303 programs. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

#### **IV. TASK 3.0 – SHORT RANGE PLANNING**

##### **A. OBJECTIVE**

To provide innovative and integrated planning for the current transportation needs of the Waco Metropolitan Area. Additionally, the MPO staff will provide a systematic approach to planning for the provision of transit services to improve the overall transit system.

##### **B. EXPECTED PRODUCTS**

1. Program highway, transit, bicycle and pedestrian projects that are ready to be implemented or constructed.
2. Provide more efficient transportation services and transit operations and furnish better service to public transportation consumers.
3. Provide safe, clean, reliable, and affordable public transportation within the Waco Metropolitan Area.
4. Continued analysis of the annual ridership survey of Waco Transit.
5. Provide analysis of air quality impacts of transportation projects.
6. Expand Transit Education Program to Grade School Classes.
7. Continued Life Skills Classes and Transit Education Program with local ISDs.

##### **C. PREVIOUS WORK**

1. Revisions to 2011 – 2014 TIP.
2. Adoption of the 2011 – 2014 TIP.
3. Transit Education Program to Third Grade Classes.
4. Transit Education Program with WISD.
5. Adoption of revisions to Highway Functional Classification System.
6. Adoption of revisions to the Coordinated Regional Public Transportation Plan for the Heart of Texas Region.
7. Completed analysis of Waco Transit fixed route system.
8. Assisted Heart of Texas Air Quality Advisory Committee in development of conceptual model for ozone.
9. Assisted Heart of Texas Air Quality Advisory Committee in development of regional inventory for Nox and VOC emissions.

##### **D. SUBTASKS**

###### **3.1 Transportation Improvement Program – FTA, FHWA, TxDOT, MPO, Waco Transit**

The MPO staff, in conjunction with the Waco District of TxDOT and Waco Transit (WTS), will develop the TIP for fiscal years 2013 through 2016. The MPO will revise the existing TIP for fiscal years 2011 through 2014 as required. The TIP adoption and revision processes will follow approved public participation procedures and review by the Technical Committee prior to adoption by the Policy Board.

###### **3.2 Grant Preparation – FTA, Waco Transit**

Waco Transit will develop in coordination with the FTA an application for a Section 5307 Grant for fiscal years 2012 and 2013. Waco Transit will manage the FY 2012 and FY 2013 grants to ensure funds are expended effectively and in accordance with federal requirements. Documents, certifications, and quarterly reports will be prepared and submitted to the FTA and TxDOT. Waco Transit will prepare updates to Title VI, National Transit Database, Disadvantaged Business Enterprise listings and Public Participation documents, and analyze effectiveness of current policies related to meeting these requirements.

### 3.3 Performance and Quality Evaluation – FTA, MPO, Waco Transit

Waco Transit will continue to put into practice activities that assure transit services are efficiently and effectively provided to the community through:

- In-depth research on demographic, geographic, and changing needs of the communities served.
- Analysis of route viability including passenger trips, vehicle miles, vehicle hours, passengers per mile, passengers per hour, cost per mile/hour, and operating ratio.
- Service analysis indicators including on-time performance, miles between road calls, and miles between preventable accidents.
- Marketing research through cooperation with Baylor University and the Texas State Technical College (TSTC) administrators. Public hearings will also be conducted to gather further insight.
- Analysis of security for the Waco Transit facilities and rolling stock. Recommendations on addressing weaknesses will be developed.

### 3.4 Education and Training – FTA, Waco Transit

Waco Transit personnel will attend workshops and seminars related to transit planning in the State and Southwest Region. Staff will continue to maintain their knowledge on all pertinent regulations and changes.

### 3.5 Americans with Disabilities Act Planning – FTA, Waco Transit

Waco Transit will continue to evaluate conformance with ADA requirements and local service provisions relating to those requirements. Corrections to identified problem areas will be addressed as required. Staff will evaluate overall accessibility issues including transit facilities and employment opportunities. In addition, staff will attend training to ensure they are current on all ADA requirements.

### 3.6 Public Transit Education Programs – Waco Transit, Various School Districts

Waco Transit will continue to develop and distribute audio-visual materials for broadcast on the City of Waco Cable Channel and for public service announcements. Waco Transit will develop educational items that promote public transportation and will distribute these items at special events. Waco Transit will continue involvement with student / parent organizations to help develop knowledge of the transit system and how it functions. These organizations will also be given opportunities to give input on how they would like Waco Transit to better serve area youths.

### 3.7 Welfare to Work Efforts – FTA, MPO, Waco Transit, TxDOT, Waco Housing Authority

Waco Transit will review its routes and schedules for appropriate changes, if necessary. The goal is to provide the best possible public transportation to area employers and increase the ability for persons to access employment opportunities using public transportation. Continued evaluation of expanding demand response and fixed route service will also be considered by the MPO and Waco Transit. Waco Transit will also continue the LINK program which provides transportation from Falls County to Waco that allows riders to work in Waco and continue their education. MPO Participation with the LINK program is limited to the portion providing service to communities within McLennan County.

### 3.8 Road and Highway Functional Classification – FHWA, TxDOT, MPO

The MPO will review and revise the existing Road and Highway Functional Classification System as necessary.

### 3.9 Coordination of Public Transportation Services – MPO, Waco Transit, Heart of Texas Council of Governments, FTA, TxDOT

The MPO and Waco Transit will assist the Heart of Texas Council of Governments (HOTCOG) in maintaining the Coordinated Regional Public Transportation Plan. The MPO will assist HOTCOG and other transit providers in McLennan County in grant applications to fund projects identified within the plan. In addition, the MPO will be an active participant in the Regional Transportation Coordination Council for the Heart of Texas Region. MPO Participation is limited to planning for those services within McLennan County or which impact services within McLennan County.

### 3.10 Air Quality Planning – MPO, Waco Transit, Heart of Texas Council of Governments, Texas Commission on Environmental Quality, FHWA, FTA, TxDOT, Heart of Texas Air Quality Advisory Committee

The MPO will assist the Heart of Texas Council of Governments (HOTCOG) and the Heart of Texas Air Quality Advisory Committee (HOTAQAC) in identifying voluntary strategies to reduce the emission of ozone precursor chemicals by the transportation sector on air quality alert days. The MPO staff will also provide technical assistance to HOTCOG and the HOTAQAC in identifying long-term strategies to improve regional air quality. The MPO Staff will also initiate tasks necessary for a possible future transportation conformity determination.



## E. FUNDING SUMMARY

### Task 3 – FY 12

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
3.1	FTA, FHWA, TxDOT, MPO, Waco Transit	\$36,500	\$0	\$0	\$ 36,500
3.2	FTA, Waco Transit	\$0	\$ 4,000	\$ 1,000	\$ 5,000
3.3	FTA, MPO, Waco Transit	\$0	\$98,400	\$24,600	\$123,000
3.4	FTA, Waco Transit	\$0	\$ 4,000	\$ 1,000	\$ 5,000
3.5	FTA, Waco Transit	\$0	\$ 4,000	\$ 1,000	\$ 5,000
3.6	Waco Transit, ISDs	\$0	\$ 4,000	\$ 1,000	\$ 5,000
3.7	FTA, MPO, Waco Transit, Waco Housing	\$ 6,000	\$ 4,000	\$ 1,000	\$ 11,000
3.8	FHWA, MPO, TxDOT	\$ 3,500	\$0	\$0	\$ 3,500
3.9	MPO, HOTCOG, Waco Transit, TxDOT, FTA	\$18,000	\$0	\$0	\$ 18,000
3.10	MPO, HOTCOG, Waco Transit, TxDOT, TCEQ, FWHA, FTA, HOTAQAC	\$22,000	\$0	\$0	\$22,000
<b>FY 12 TOTAL</b>		<b>\$86,000</b>	<b>\$118,400</b>	<b>\$29,600</b>	<b>\$234,000</b>

### Task 3 – FY 13

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
3.1	FTA, FHWA, TxDOT, MPO, Waco Transit	\$22,500	\$0	\$0	\$ 22,500
3.2	FTA, Waco Transit	\$0	\$ 4,000	\$ 1,000	\$ 5,000
3.3	FTA, MPO, Waco Transit	\$0	\$101,952	\$25,488	\$127,440
3.4	FTA, Waco Transit	\$0	\$ 4,000	\$ 1,000	\$ 5,000
3.5	FTA, Waco Transit	\$0	\$ 4,000	\$ 1,000	\$ 5,000
3.6	Waco Transit, ISDs	\$0	\$ 4,000	\$ 1,000	\$ 5,000
3.7	FTA, MPO, Waco Transit, Waco Housing	\$ 6,000	\$ 4,000	\$ 1,000	\$ 11,000
3.8	FHWA, MPO, TxDOT	\$10,000	\$0	\$0	\$ 10,000
3.9	MPO, HOTCOG, Waco Transit, TxDOT, FTA	\$18,000	\$0	\$0	\$ 18,000
3.10	MPO, HOTCOG, Waco Transit, TxDOT, TCEQ, FWHA, FTA, HOTAQAC	\$22,000	\$0	\$0	\$ 22,000
<b>FY 13 TOTAL</b>		<b>\$78,500</b>	<b>\$121,952</b>	<b>\$30,488</b>	<b>\$230,940</b>

### Task 3 – TOTAL FY 12/13

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
3.1	FTA, FHWA, TxDOT, MPO, Waco Transit	\$ 59,000	\$0	\$0	\$ 59,000
3.2	FTA, Waco Transit	\$0	\$ 8,000	\$ 2,000	\$ 10,000
3.3	FTA, MPO, Waco Transit	\$0	\$200,352	\$50,088	\$250,440
3.4	FTA, Waco Transit	\$0	\$ 8,000	\$ 2,000	\$ 10,000
3.5	FTA, Waco Transit	\$0	\$ 8,000	\$ 2,000	\$ 10,000
3.6	Waco Transit, ISDs	\$0	\$ 8,000	\$ 2,000	\$ 10,000
3.7	FTA, MPO, Waco Transit, Waco Housing	\$ 12,000	\$ 8,000	\$ 2,000	\$ 22,000
3.8	FHWA, MPO, TxDOT	\$ 13,500	\$0	\$0	\$ 13,500
3.9	MPO, HOTCOG, Waco Transit, TxDOT, FTA	\$ 36,000	\$0	\$0	\$ 36,000
3.10	MPO, HOTCOG, Waco Transit, TxDOT, TCEQ, FHWA, FTA, HOTAQAC	\$ 44,000	\$0	\$0	\$ 44,000
<b>FY 12/13 TOTAL</b>		<b>\$164,500</b>	<b>\$240,352</b>	<b>\$60,088</b>	<b>\$464,940</b>

TxDOT will apply transportation development credits sufficient to provide the match for FHWA PL-112 and FTA Section 5303 programs. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

## **V. TASK 4.0 – LONG RANGE TRANSPORTATION PLANNING**

### **A. OBJECTIVE**

To prepare an updated long-range transportation plan for the Waco Metropolitan Area, in cooperation with participating agencies, which will meet the current and future transportation needs for the Metropolitan Area and the requirements of federal, state, and local agencies.

### **B. EXPECTED PRODUCTS**

1. Long-range transportation plans which are feasible, viable, and meet the objectives and needs of federal, state, and local agencies.
2. Provide transportation planning resources to all participating and affected agencies to assist in the implementation of the long-range plan and by which to measure accomplishment of local needs and planned goals.
3. Continue to foster the cooperative comprehensive planning process.
4. Revise the 2035 Waco Metropolitan Transportation Plan.

### **C. PREVIOUS WORK**

1. Adopted the 2035 Waco Metropolitan Transportation Plan.
2. Amended the 2035 Waco Metropolitan Transportation Plan.
3. Reviewed and maintained the MPO Thoroughfare Plan.
4. Reviewed and maintained the Bicycle and Pedestrian Plan and incorporated recommendations into the MTP.

### **D. SUBTASKS**

#### **4.1 Metropolitan Transportation Plan- FHWA, MPO, TxDOT, Waco Transit**

The MPO staff will review and update the 2035 MTP as necessary. Revisions to the plan will follow approved public participation procedures and review by the Technical Committee prior to approval by the Policy Board.

#### **4.2 Thoroughfare Plan – MPO, TxDOT, Consultant**

The MPO staff will continue updating the MPO Thoroughfare Plan to reflect changing development trends, shifts in traffic patterns, real population numbers and estimates, land use forecasts, and other relevant factors that would impact future thoroughfare planning. The update to the plan will also develop context sensitive design standards for thoroughfares throughout the region. Projects within the Metropolitan Transportation Plan must conform to these standards. The plan revisions will follow approved public participation procedures and review by the Technical Committee prior to adoption by the Policy Board.

## E. FUNDING SUMMARY

### Task 4 – FY 12

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
4.1	MPO, Waco Transit, TxDOT, FWHA	\$45,000	\$0	\$0	\$45,000
4.2	MPO, TxDOT, Consultant	\$65,000	\$0	\$0	\$65,000
<b>FY 12 TOTAL</b>		<b>\$110,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,000</b>

### Task 4 –FY 13

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
4.1	MPO, Waco Transit, TxDOT, FWHA	\$55,000	\$0	\$0	\$55,000
4.2	MPO, TxDOT, Consultant	\$15,000	\$0	\$0	\$15,000
<b>FY 13 TOTAL</b>		<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>

### Task 4 – TOTAL FY 12/13

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
4.1	MPO, Waco Transit, TxDOT, FWHA	\$100,000	\$0	\$0	\$100,000
4.2	MPO, TxDOT, Consultant	\$80,000	\$0	\$0	\$80,000
<b>FY 12/13 TOTAL</b>		<b>\$180,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$180,000</b>

TxDOT will apply transportation development credits sufficient to provide the match for FHWA PL-112 and FTA Section 5303 programs. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds

## VI. TASK 5.0 – SPECIAL STUDIES

### A. OBJECTIVE

To provide objective, thorough, and innovative solutions for meeting current and future transportation needs in the Metropolitan Study Area and to provide current analysis and data which assists in updating the Transportation Plan.

### B. EXPECTED PRODUCTS

1. Complete Corridor Studies of Valley Mills Drive and Hewitt Drive.
2. Complete Downtown Trolley Feasibility Study

### C. PREVIOUS WORK

1. Completed 2010 Waco MPO Community Transit Survey.

### D. SUBTASKS

#### 5.1 Corridor Study: Valley Mills Dr and Hewitt Dr – MPO, Consultant, TxDOT

The MPO staff, with the assistance of consultants, will continue two corridor studies – Valley Mills Drive and Hewitt Drive. The intent is to identify design treatments that improve the overall safety and aesthetic appearance of these corridors while enhancing economic opportunities along these corridors. The study will engage residents living in close proximity to these corridors as well as business and property owners adjacent to these corridors. The study will use visualization techniques including artist concepts to present design options under consideration. The study will propose recommended design treatments for consideration by the MPO Policy Board to be included as projects within the Metropolitan Transportation Plan.

#### 5.2 Downtown Waco Transit Expansion Feasibility Study – Waco Transit, City of

#### Waco, TxDOT, FTA, Greater Waco Chamber of Commerce, Baylor University, Consultant

Waco Transit, with the assistance of consultants, will continue a study to determine the feasibility of various public transportation services connecting Downtown Waco with Baylor University and adjacent neighborhoods.

### E. FUNDING SUMMARY

#### Task 5 – FY 12

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
5.1	MPO, TxDOT, Consultant	\$10,000	\$0	\$0	\$10,000
5.2	City of Waco, Waco Transit, TxDOT, FTA, Chamber, Baylor, Consultant	\$0	\$50,000	\$10,000	\$60,000
<b>FY 12 TOTAL</b>		<b>\$10,000</b>	<b>\$50,000</b>	<b>\$10,000</b>	<b>\$70,000</b>

### Task 5 – FY 13

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
5.1	MPO, TxDOT, Consultant	\$110,000	\$0	\$0	\$110,000
5.2	City of Waco, Waco Transit, TxDOT, Consultant	\$0	\$206,000	\$54,000	\$260,000
<b>FY 13 TOTAL</b>		<b>\$110,000</b>	<b>\$206,000</b>	<b>\$54,000</b>	<b>\$370,000</b>

### Task 5 – TOTAL FY 12/13

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
5.1	MPO, TxDOT, Consultant	\$120,000	\$0	\$0	\$120,000
5.2	City of Waco, Waco Transit, TxDOT, Consultant	\$0	\$256,000	\$64,000	\$320,000
<b>FY 12/13 TOTAL</b>		<b>\$120,000</b>	<b>\$256,000</b>	<b>\$64,000</b>	<b>\$440,000</b>

TxDOT will apply transportation development credits sufficient to provide the match for FHWA PL-112 and FTA Section 5303 programs. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds

**FY 12/13 UPWP**

**BUDGET SUMMARY**

## **BUDGET SUMMARY**

### **FY 12 URBAN TRANSPORTATION STUDY**

UPWP Task	FTA Task	Description	TPF1 Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$93,500	\$0	\$0	\$93,500
2.0	44.22.00	Data Development and Maintenance	\$50,000	\$0	\$0	\$50,000
3.0	44.24.00 44.25.00	Short Range Planning	\$86,000	\$118,400	\$29,600	\$234,000
4.0	44.23.01	Metropolitan Transportation Plan	\$110,000	\$0	\$0	\$110,000
5.0	44.22.00	Special Studies	\$10,000	\$50,000	\$10,000	\$70,000
<b>FY 12 Total</b>			<b>\$349,500</b>	<b>\$168,400</b>	<b>\$39,600</b>	<b>\$557,500</b>

### **FY 13 URBAN TRANSPORTATION STUDY**

UPWP Task	FTA Task	Description	TPF1 Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$103,000	\$0	\$0	\$103,000
2.0	44.22.00	Data Development and Maintenance	\$45,500	\$0	\$0	\$45,500
3.0	44.24.00 44.25.00	Short Range Planning	\$78,500	\$121,952	\$30,488	\$230,940
4.0	44.23.01	Metropolitan Transportation Plan	\$70,000	\$0	\$0	\$70,000
5.0	44.22.00	Special Studies	\$110,000	\$206,000	\$54,000	\$370,000
<b>FY 13 Total</b>			<b>\$407,000</b>	<b>\$327,952</b>	<b>\$84,488</b>	<b>\$819,440</b>



**TABLE 1 – FY 12/13 URBAN TRANSPORTATION STUDY**

UPWP Task	FTA Task	Description	TPF1 Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$196,500	\$0	\$0	\$196,500
2.0	44.22.00	Data Development and Maintenance	\$95,500	\$0	\$0	\$95,500
3.0	44.24.00 44.25.00	Short Range Planning	\$164,500	\$240,352	\$60,088	\$464,940
4.0	44.23.01	Metropolitan Transportation Plan	\$180,000	\$0	\$0	\$180,000
5.0	44.22.00	Special Studies	\$120,000	\$256,000	\$64,000	\$440,000
<b>FY 12/13 Total</b>			<b>\$756,500</b>	<b>\$496,352</b>	<b>\$124,088</b>	<b>\$1,376,940</b>

<sup>1</sup>TRANSPORTATION PLANNING FUNDS

FHWA (PL-112)2	\$614,740	
FTA Section 5303 (Sect. 8)	\$141,760	
Estimated Unexpended Carryover		\$200,000
<b>TOTAL TPF</b>		<b>\$756,500</b>

<sup>2</sup>Estimate based on prior years authorizations

By minute order, the Texas Transportation Commission authorizes the use of transportation development credits as TxDOT's non-Federal share for FHWA (PL-112) and FTA 5303 funds.

**FY 12/13 UPWP**

**APPENDICES**

## **APPENDIX A:**

### **WACO MPO POLICY BOARD**

#### **Chair**

The Honorable Randy Riggs

Council Member – City of Waco

#### **Vice-Chair**

Mr. Jed Walker, P.E.

Chair – City of Waco Transportation  
Committee

#### **Members**

Mr. Keith Bond

Hon. Jim Bush

Mr. Robert Cervenka

Mr. David B. Davis

Hon. Malcolm Duncan, Jr.

Dr. William R. Falco

Mr. Larry D. Groth, P.E.

Hon. Jim Jaska

Hon. Francisco Leos

Hon. Jim Lewis

Hon. Joe Mashek

Mr. Adam Miles

Hon. Alice Rodriguez

Mr. Richard J. Skopik, P.E.

Hon. Kevin Wilson

Mr. Yousry Zakhary

City Manager – City of Lacy-Lakeview

Mayor – City of Waco

City Manager – City of Robinson

Plan Commission Chair – City of Waco

Council Member City of Waco

Director, Planning Services – City of Waco

City Manager – City of Waco

Mayor – City of Ross

Mayor Protem – City of McGregor

County Judge – McLennan County

County Commissioner, Pct. 3 – McLennan  
County

City Manager – City of Hewitt

Council Member – City of Waco

District Engineer – Texas Dept of  
Transportation

Mayor – City of Bellmead

City Manager – City of Woodway

#### **Ex-Officio Members**

Hon. Charles "Doc" Anderson

Hon. Marva Beck

Hon. Brian Birdwell

Hon. John Cornyn

Hon. Bill Flores

Hon. Kay B. Hutchison

Ms. Barbara Maley, AICP

State of Texas House of Representatives

State of Texas House of Representatives,  
District 57

State of Texas Senator

United States Senator

United States Congressman, District 17

United States Senator

Environmental & Transportation Planning  
Coordinator – Federal Highway

Administration, Texas Division

Office of Planning & Program Development –  
Federal Transit Administration

Mr. Tony Ogboli

## **WACO MPO TECHNICAL COMMITTEE**

Mr. Keith Bond  
Mr. Billy Clemons  
Mr. Larry J. Colclasure, P.E.

Mr. Greg Davis

Ms. Natalie Edwards  
Mr. Steve Hendrick, P.E.  
Mr. John L. Hendrickson  
Mr. Mark Hines, P.E.  
Mr. Norman Hogue, P.E.  
Mr. John R. Jasek, P.E.

Hon. Jim Jaska  
Mr. Tim Juarez, Jr.

Mr. Edward A. Kabobel, Jr.

Ms. Lydia Lopez City  
Mr. Joel Martinez  
Mr. Michael T. Olson

Ms. Paula Owen

Mr. Dale Patillo  
Mr. Victor Pena  
Mr. Andy Petter, P.E.

Ms. Alisa Polansky

Mr. Gary Rushing

Mr. James G. Vaughan, Jr.

Ms. Sandra Webb

Hon. Douglas E. Woodward

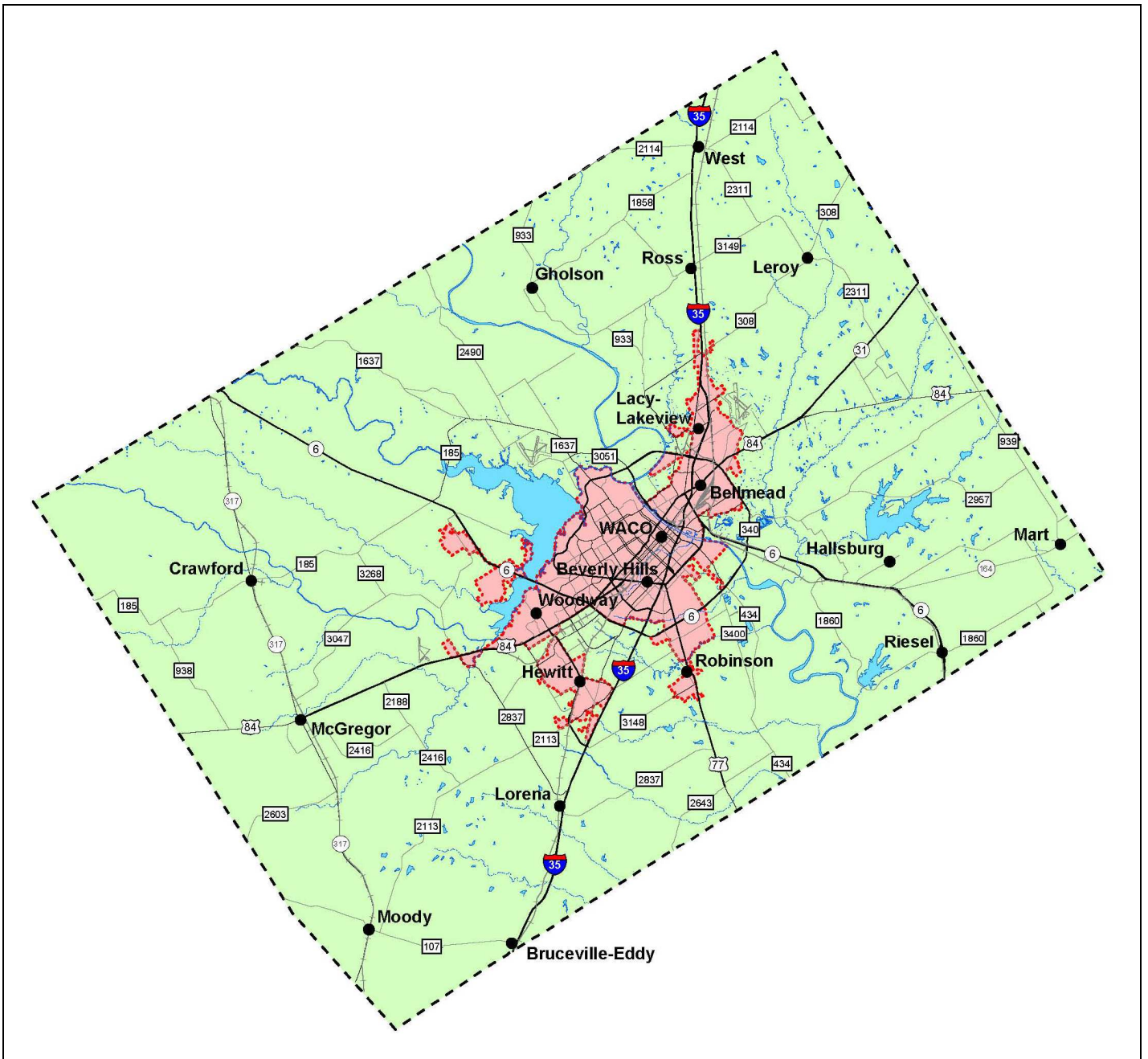
City Manager – City of Lacy-Lakeview  
City Manager – City of Lorena  
Transportation Operations Director – Waco  
District Texas Dept of Transportation  
Public Transportation Coordinator – Texas  
Dept of Transportation  
Assistant to City Manager – City of Woodway  
Engineer – McLennan County  
General Manager – Waco Transit City of Waco  
Public Works – Director City of Waco  
Traffic – Engineer City of Waco  
McLennan County – Area Engineer Texas  
Dept of Transportation  
Mayor – City of Ross  
North Region – MPO Coordinator Texas Dept  
of Transportation  
Transportation Planning Administrator – Texas  
Dept of Transportation  
Secretary – City of Hewitt  
Airport Manager – City of Waco  
Director of Community Development – City of  
McGregor  
Transportations Director – Central Texas  
Senior Ministry  
Director, Public Works – City of Robinson  
City Manager – City of Bellmead  
Director - Transportation Planning &  
Development – Texas Dept of  
Transportation  
IH-35 Project Coordinator – Texas Dept of  
Transportation  
Transportation Manager – Heart of Texas  
Council of Govt.  
President – Greater Waco Chamber of  
Commerce  
Mobility Management Coordinator – Heart of  
Texas Council of Govt.  
Mayor – City of Beverly Hills

### **WACO MPO STAFF**

Mr. Christopher Evilia, AICP  
Jenifer Reiner, ACIP, CNU-A  
Doris Sandberg

MPO Director  
Sr. Transportation Planner  
Staff Assistant

## APPENDIX B: METROPOLITAN AREA MAP



## **APPENDIX C: DEBARMENT CERTIFICATION**

### **DEBARMENT CERTIFICATION (Negotiated Contracts)**

- (1) The **WACO MPO** as **CONTRACTOR** certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public\* transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity\* with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions\* terminated for cause or default.
- (2) Where the **CONTRACTOR** is unable to certify to any of the statements in this certification, such **CONTRACTOR** shall attach an explanation to this certification.

\*federal, state or local

\_\_\_\_\_  
Signature – Chairman, MPO Policy Board

\_\_\_\_\_  
Councilmember – City of Waco  
Title

\_\_\_\_\_  
June 28, 2011  
Date

## **APPENDIX D: LOBBYING CERTIFICATION**

### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Signature – Chairman, MPO Policy Board

\_\_\_\_\_  
Councilmember  
Title

\_\_\_\_\_  
City of Waco  
Agency

\_\_\_\_\_  
June 28, 2011  
Date



## **APPENDIX E: CERTIFICATION OF COMPLIANCE**

### **Certification of Compliance**

I, Randy Riggs, Councilmember for the City of Waco, a duly authorized officer/representative of the Waco MPO, do hereby certify that the contract and procurement procedures that are in effect and used by the forenamed MPO are in compliance with 49 CFR 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments," as it may be revised or superseded.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Chairman, MPO Policy Board

Attest:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

## **APPENDIX F: MPO SELF CERTIFICATION FOR ATTAINMENT AREAS**

In accordance with 23 CFR Part 450.334 and 450.220 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), the Texas Department of Transportation, and the Waco Metropolitan Planning Organization for the Waco urbanized area hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (3) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (4) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (5) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (6) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (7) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (8) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (9) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

TEXAS DEPARTMENT  
OF TRANSPORTATION  
WACO DISTRICT

WACO METROPOLITAN  
PLANNING ORGANIZATION  
POLICY BOARD CHAIRPERSON

---

Richard J. Skopik, P.E.  
District Engineer

---

Hon. Randy Riggs  
Chair, MPO Policy Board

---

Date

---

Date

## **APPENDIX G: MPO SELF CERTIFICATION SUMMARY**

Each year Metropolitan Planning Organizations must certify their compliance with federal, state, environmental and civil rights regulations. The purpose of this document is to summarize the Waco Metropolitan Planning Organization's compliance with these regulations. Connections 2035 - The Waco Metropolitan Transportation Plan (MTP), the 2011 -2014 Transportation Improvement Program (TIP), and the 2012/ 2013 Unified Planning Work Program (UPWP) were developed in accordance with requirements governing Metropolitan Transportation Planning.

### **METROPOLITAN AND STATEWIDE PLANNING:**

Each year when signing the self-certification, the MPO Director explains each provision of the Self-Certification document to the Policy Board Members. The MPO maintains the continuing, coordinated and cooperative planning process with the Texas Department of Transportation, Federal Highway Administration, Federal Transit Administration, Waco Transit, Inc., Cities of Bellmead, Beverly Hills, Bruceville-Eddy, Crawford, Hewitt, Lacy-Lakeview, Leroy, Lorena, Mart, McGregor, Moody, Riesel, Robinson, Ross, Waco, West, Woodway, McLennan County, the Heart of Texas Council of Governments, rural and elderly and disabled transportation providers, local bicycle club, transit riders and freight haulers. The MPO also complies with the eight (8) factors listed in SAFETEA-LU in the UPWP, TIP and MTP. Additionally, the MPO complies with the public involvement requirements of SAFETEA-LU.

### **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND ENVIRONMENTAL JUSTICE:**

The Waco Metropolitan Planning Organization in coordination with the Waco District of the Texas Department of Transportation actively addresses environmental justice issues. Foremost is the publication of information concerning transportation projects and meetings in multiple media outlets that maximize the potential of reaching low-income and minority populations. Meetings for MTP and TIP revisions, updates, and adoptions, are held at transit-accessible locations and at times that allow transit-dependent citizens to attend the meetings. Drafts of the MTP, TIP, UPWP, Bicycle and Pedestrian Plan and proposed revisions are made available for viewing at several locations throughout the Metropolitan Area during regular business hours. At least two of these locations are also transit-accessible. Additionally all meetings at which decisions are made impacting transit services are held in transit accessible locations. The MPO staff has also translated key documents into Spanish and advertises all meeting and public hearings in Spanish language media.

The MPO has developed and will maintain current data and maps to show minority, low-income, and non-English speaking sectors of the Waco urban area.

### **DISADVANTAGED BUSINESS ENTERPRISES:**

The Disadvantaged Business Enterprise (DBE) program ensures equal opportunity in transportation contracting markets, addresses the effects of discrimination in transportation contracting, and promotes increased participation in Federally funded contracts by small, socially and economically disadvantaged businesses, including minority and women-owned enterprises. The statute provides that at least 10% of the amounts made available for any Federal-aid highways, mass transit, and transportation research and technology program be expended with certified DBEs. As Requests of Proposals, Request for Quotations are mailed out to prospective vendors and consultants, the Waco MPO researches prospective vendors and consultant DBEs, which, in turn, are added to the mailing list.

As of July, 2011 the MPO has one active contract with Renaissance Planning Group, Inc. for the update to the Thoroughfare Plan encompassing the metropolitan area. The subcontractor RS&H is a certified DBE.

**AMERICANS WITH DISABILITIES ACT OF 1990:**

All meetings of the Waco Metropolitan Planning Organization are held in locations that are in compliance with ADA regulations. In addition, the offices of the MPO are in compliance with ADA regulations. All meetings are posted and advertised with information regarding how to arrange for special needs when required.

**RESTRICTIONS ON INFLUENCING CERTAIN FEDERAL ACTIVITIES:**

No MPO funds are used to influence or lobby federal employees or elected officials with regard to the award of federal contracts, grants, loans or cooperative agreements.

## **APPENDIX H: FTA / TXDOT SECTION 5303 WORKSHEET**

<b>FTA/TxDOT Section 5303 Budget Worksheet for FY 2012 &amp; 2013</b>
---

**MPO:** WACO MPO

### **PART A. TECHNICAL ACTIVITIES**

Show estimated cost (Section 5303 only) by appropriate activity line item.

		<b>Section</b>
<b>5303</b>		
<b>Metropolitan Planning Share</b>		<b>Federal</b>
44.21.00	Program Support and Administration	<u>\$34,160</u>
44.22.00	General Development and Comprehensive Planning	<u>\$33,100</u>
44.23.01	Long Range System Level Planning	<u>\$28,300</u>
44.23.02	Long Range Project Level Planning	<u>\$0.00</u>
44.24.00	Short Range Transportation Planning	<u>\$24,400</u>
44.25.00	Transportation Improvement Program	<u>\$21,800</u>
<u>Other</u>		
44.27.00	Other Activities	<u>\$0.00</u>
<b>TOTAL (Section 5303 Funding)</b>		<b><u>\$141,760</u></b>

**PART B.      FUND ALLOCATIONS**

How will the MPO's FTA Section 5303 funds be allocated:

A) Metropolitan Planning Organization	<u>\$141,760</u>
B) Transit Agencies (Pass-through Funds)	<u>\$0.00</u>
C) State/Local Agencies (Pass-through Funds)	<u>\$0.00</u>

Please identify individual agency(s)/amount(s) for pass-through funds

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL (Sec 5303)**

**\$141,760**

Person to contact regarding this worksheet:

Name:        Christopher Evilia, AICP

Phone:       (254) 750-5666

E-Mail        cevilia@ci.waco.tx.us

TxDOT PTN Contact:    Karen Dunlap  
                                 Phone:        512-374-5239  
                                 FAX:        512-374-5244  
                                 E-mail:      Karen.dunlap@txdot.gov

## **APPENDIX I: CERTIFICATION OF INTERNAL ETHICS AND COMPLIANCE PROGRAM**

I, Randy Riggs, Councilmember for the City of Waco, a duly authorized officer/representative of the Waco MPO, do hereby certify that the forenamed MPO has adopted and does enforce an internal ethics and compliance program that is designed to detect and prevent violations of law, including regulations and ethical standards applicable to this entity or its officers or employees and that the internal ethics and compliance program satisfies the requirements of by 43 TAC § 31.39. "Required Internal Ethics and Compliance Program" and 43 TAC § 10.51 "Internal Ethics and Compliance Program" as may be revised or superseded.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Chairman, MPO Policy Committee

Attest:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title