

TYLER AREA

**METROPOLITAN
PLANNING
ORGANIZATION**

UNIFIED PLANNING WORK PROGRAM

October 1, 2004 to September 30, 2005

Adopted by the Tyler Area MPO Policy Committee on July 23, 2004

UNIFIED PLANNING WORK PROGRAM

I. INTRODUCTION

The Unified Planning Work Program (UPWP) is developed to coordinate transportation and related planning activities for a cooperative, continuing and comprehensive planning process. The primary objective of the UPWP is the development of an integrated planning program, which considers the planning activities of each modal group and coordinates these activities to produce a total transportation plan serving all segments of the population. The UPWP presents the budget and work tasks necessary to accomplish and maintain the transportation planning process within the Tyler MPO Study Area. In developing the UPWP the MPO was required to consider the current surface transportation authorizing legislation, the Transportation Equity Act for the 21st Century (TEA-21).

A. PURPOSE

The UPWP is prepared annually and is intended to describe the transportation-related planning activities scheduled to be performed in FY 2005. These are the tasks to be undertaken using Federal Planning Assistance Funds. The administrative projects included in this work program are mandated in TEA-21. These projects comprise the primary mission of the MPO to provide local government with access to the transportation planning process. Under TEA-21 the MPO must consider projects and strategies that will meet the following factors: (1) Support economic vitality of area – global competitiveness, productivity, and efficiency; (2) Increase safety/security of transportation system for motorized and non-motorized users; (3) Increase the accessibility and mobility options available for freight and people; (4) Protect and enhance the environment, promote energy conservation, and improve the quality of life; (5) Enhance the integration and connectivity of the transportation system across and between modes for people and freight; (6) Promote efficient system management and operation; (7) Emphasize the preservation of the existing transportation system. The MPO prepares the UPWP based on these factors.

The MPO is responsible for developing the Transportation Improvement Program (TIP) and the Metropolitan Transportation Plan (MTP). For new documents or major changes to the Transportation Improvement Program (TIP) or Metropolitan Transportation Plan (MTP) a public meeting is held and written comments are accepted for 10 days following the meeting. The Policy Committee will adopt a new or revised UPWP in an open public meeting. Before a public meeting is held on TIP or MTP adoptions/revisions, notices are mailed to special interest groups and to individuals interested in transportation planning. Meeting notices and agendas as well as press releases for all public meetings are distributed to the news media in the Tyler area. Certified notices and agendas are

posted at the Tyler City Hall, Tyler Development Center and at the Smith County Court House. In order to comply with Environmental Justice (EJ) public involvement polices, public-meeting notices are mailed out to minority and low-income media and community leaders.

B. DEFINITION OF AREA

Currently, the Tyler Metropolitan Planning Area, see **Appendix A**, encompasses the entire urbanized area defined in the 2000 census. It includes the immediate and contiguous urban area surrounding the City of Tyler most likely to experience urban development in the near future. This area includes the City of Tyler, the incorporated cities of Lindale, New Chapel Hill, Noonday, Whitehouse, Hideaway and other non-incorporated communities. All of the study area is located within Smith County. In FY 2004, the study area was modified to ensure consistency with the 2000 census. These modifications were made with the guidance and approval of the MPO Policy Committee, and has been approved by the governor.

C. ORGANIZATION

The City of Tyler serves as the fiscal agent to the Metropolitan Planning Organization (MPO). The Governor designates the MPO for all urban areas, which have a population over 50,000. The City of Tyler is the designated MPO for the Tyler urban area and uses the committee structure established pursuant to Section 134 of Chapter 1 of Title 23 U.S.C. as the group responsible for giving the Metropolitan Planning Organization overall transportation policy guidance. The MPO, in cooperation with the Texas Department of Transportation (TxDOT), is responsible for carrying out the urban transportation process. The MPO is intended to provide a forum for cooperative decision-making concerning transportation issues among many of the jurisdictions within the study area. The MPO provides continuity of various transportation planning and improvement efforts throughout the Tyler urban area. The Tyler Area MPO consists principally of two (2) standing committees, the Policy Committee and the Technical Committee.

The MPO Policy Committee: The Policy Committee is composed of the principal elected and appointed officials in the Tyler/Smith County area. The Policy Committee annually approves the UPWP and biennially develops the Transportation Improvement Program (TIP). This committee provides overall policy guidance and decision making for the transportation planning process in the Tyler urban area. The Policy Committee **consists of nine (9) voting members** and various non-voting members, which represent the participating agencies throughout the Tyler urban area. Representation of the Policy Committee is shown in **Appendix B.**

The MPO Technical Committee: The second standing committee is the Technical Committee, which is comprised of a cross section of individuals with knowledge and expertise in various transportation fields. The Technical Committee formulates the procedural details of the work program. It reviews and monitors the output of the various MPO activities identified in the work program. The Technical Committee is also responsible for assisting in developing the short and long-range transportation plans and informing the Policy Committee of various aspects of transportation planning in the Tyler urban area.

D. PRIVATE SECTOR INVOLVEMENT

The MPO hired a consultant in FY 2004, who will continue in FY 2005 to develop the 2030 MTP and to update the 1999-approved City of Tyler Master Street Plan. A consultant will continue to provide traffic counts in FY 2005, which is the final year of a four-year contract. The MPO also plans to hire a consultant to perform a Traffic Signal Optimization Study. Tyler Transit may also hire a consultant to develop a transfer station feasibility study.

E. PLANNING ISSUES AND EMPHASIS

The MPO will continue work on updating, maintaining, and expanding the existing GIS databases to assist the Tyler urban area in developing transportation planning that supports effective transportation decision-making. All documents and maps created by the MPO will be available to participating jurisdictions within the metropolitan area as well as be available for public distribution. Additionally, the MPO will monitor air-quality/transportation conformity as needed. Both improvements to the existing transportation facilities and building new facilities to improve traffic movement will be emphasized in planning. All functionally classified roadways throughout the MPO planning area will be considered for improvements

Planning Emphasis Areas will be addressed through the following processes: Development of the 2030 MTP and continued maintenance and development of appropriate GIS layers. **Safety and security** in the transportation and transit planning is one of the specific objectives outlined in the 2030 MTP. The public transit system will be addressing safety and security issues by investigating the applicability of a video surveillance system on fixed-route transit buses.

The consultants developing the 2030 MTP will **use all available environmental data** in developing the project list for the MPO. The consultants were provided with historically significant structures, floodway and floodplain data, in addition to the data they will collect in regards to NEPA. The data used to develop the recommended project lists will be provided to the MPO. Those files will be maintained in the MPO's GIS data files.

The consultant will develop the financially constrained recommended transportation plan as part of the 2030 MTP. As part of this effort, the Tyler Area MPO will address the **consideration of management and operations** of the transportation system. The supporting documentation for the recommended transportation plan (financially constrained project list from the approved MTP) will be provided to the MPO at the completion of the project.

The MPO staff will continue to attend available TxDOT, NHI/NTI, FHWA/FTA-sponsored training and educational opportunities related to all areas of the transportation planning process. Attendance at these events works toward **enhancing the technical capacity** of the MPO staff as defined in the final Planning Emphasis Area. Additionally, the Tyler Area MPO will develop and maintain an active web-based transportation planning resources program.

II. TASK 1.0 - ADMINISTRATION/MANAGEMENT

A. OBJECTIVE

To ensure the cooperative, comprehensive and continuing planning for the Tyler Metropolitan Area; to see that the necessary arrangements and contractual agreements have been secured; to monitor the ongoing planning activities in order that schedules are met and financial commitments are adhered to; and to provide for the management and administration of work tasks and funding sources; to provide for public participation; and to ensure that all federal, state and local guidelines and regulations are followed and met.

B. EXPECTED PRODUCTS

The UPWP is currently prepared on an annual basis. The 2006-2008 TIP will be developed in FY 2005; the 2004-2006 TIP was developed in FY 2003. The 2030 MTP and the Master Street Plan are scheduled to be completed this fiscal year with the assistance of a consultant. The MPO will also work to enhance opportunities for public participation. Audit reports and similar documentation will be prepared as requested. Attendance at various TxDOT training classes, roundtable meetings, public hearings, as well as some transportation related conferences will be required in FY 2005. Involvement in air quality planning activities in the region in an effort to stay current on policies, regulations, and requirements. Acquisition of computer hardware and software and accessories may be necessary to assist in the transportation planning process. Equipment/computer purchases of \$5,000 or greater will be sent to the TxDOT Study Office for their submittal to TxDOT TPP.

C. PREVIOUS WORK

This is an ongoing planning activity as required by the Federal Highway Act of 1962, Title 23, U.S. Code as amended. Products for the previous year include the amended FY 2004 UPWP, FY 2005 UPWP, FY 2003 APER, as well as the preparation of agreements, documents, etc., necessary for the transportation planning process in the Tyler area. The Tyler MPO hired a consultant to develop the 2030 MTP and to update the 1999-approved City of Tyler Master Street Plan.

D. SUBTASKS

1.1 Program Support and Administration

Prepare and submit required reports, certification and administrative documentation to maintain continuity and credibility of the planning process. Prepare budgets, maintain financial records, and ensure monies are spent appropriately. Coordinate activities among participating agencies and other public and private interests. Assist participating agencies as needed. Prepare request for proposals for the Traffic Signal Optimization Study.

Purchase/lease supplies, computer equipment and other equipment necessary to carry out planning efforts. Maintain current licenses for all GIS software and purchase most current versions of software when beneficial to the MPO.

Revise the FY 2005 UPWP as needed. Prepare the annual FY 2006 Unified Planning Work Program. Submit documents for review and approval by appropriate committees and agencies. Distribute as required.

Host training by means of TXDOT/TTI for Policy Committee and Technical Committee to keep them current on new legislation and other requirements as well as developments in transportation as a whole. Provide information as requested or required to keep members current on MPO activities. Coordinate Technical Committee and Policy Committee meetings.

1.2 Title VI Civil Rights Evaluation

The MPO will continue to implement procedures compliant with federal law, which will analyze the areas of minority and low income that have been historically underserved communities. The MPO will look at 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) include integrating project selection in the development of the MTP.

The MPO will continue to develop the appropriate Title VI Analysis Tools and Performance Measures and Indicators. This data will be retained in a series of GIS layers during FY 2005. Additionally, the MPO will educate and inform the Technical and Policy Committees concerning Title VI topics.

1.3 Public Involvement

Continue public involvement process. Conduct annual public meetings and community meetings as appropriate to keep the public informed and to gather citizen input concerning all aspects of multi-modal transportation planning. Provide information to the public as requested. Make presentations to groups and boards as requested. The MPO will review and amend the Public Involvement Policy as necessary to ensure Title VI issues are addressed properly, including minority and low-income communities, air quality conformity, and federal and state requirements for public involvement are maintained.

1.4 Training And Travel

Attend, as necessary, training courses that relate to transportation planning as provided by the Federal Transit Administration, Federal Highway Administration, Environmental Protection Agency, Texas Commission on Environmental Quality, TxDOT and other agencies. Attend, as necessary, any meetings concerning transportation or air quality hosted by TxDOT, EPA, TCEQ, NETAC, TEMPO or other agencies. Participate in the urban functional classification update process and training.

E. FUNDING SUMMARY

Subtask	Responsible Agency	TPF(1)	FTA Sect. 5307 (Sect. 9)	GTPF(2)	Local	Total
1.1	MPO and TxDOT	35,100				35,100
1.2	MPO and TxDOT	7,630				7,630
1.3	MPO and TxDOT	5,700				5,700
1.4	MPO and TxDOT	12,663				12,663
TOTAL		61,093				61,093

TxDOT State Funds	42,500
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(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

(2) GTPF – General Transportation Planning Funds

III. **TASK 2.0 - DATA DEVELOPMENT AND MAINTENANCE**

A. **OBJECTIVE**

To create, update, and maintain basic demographic data, land use layers, and transportation system characteristics. To monitor and identify development trends in the study area in an effort to determine their impact on the area's transportation system.

B. **EXPECTED PRODUCTS**

Continue to update and maintain the subdivision layer in GIS in conjunction with the Planning and Zoning Department to monitor growth within the Tyler Area MPO Boundary. An updated layer of existing city limits and ETJ boundaries. Update the existing land use GIS layer and maintain the zoning layer as necessary. Applications to streamline land development services for eventual use in the transportation planning process. A complete database of consistent addresses throughout the Study Area. Integrate TXDOT traffic counts into the appropriate GIS database. Review and modify existing (1998 Base Year) Traffic Analysis Zone (TAZ) structure as part of the development of the new (2003 Base Year) travel demand model update for the Tyler Urban Area. Assemble socioeconomic data for the 2003 base year travel demand model consistent with the modified TAZ structure.

C. **PREVIOUS WORK**

GIS layers within the Tyler City Limits were conflated to correspond with the new aerial photography. 6-inch Aerial Photography Project was completed in FY 2004. Continued development, maintenance, and operation of a Geographic Information System that provides the City of Tyler with spatial information to assist in the decision-making process. Inter-local agreements were established between East Texas 911, Smith County Appraisal District and the City of Tyler to create a joint web site, which will allow government employees and the public easy access to maps and GIS data. Revisions to the Metropolitan Area Boundary map. Acceptance and delivery of the 1998 base and forecast years TransCAD Travel Demand Model.

D. **SUBTASKS**

2.1 Demographic and Transportation Data Collection Activities

Prepare updates and maintain data and maps related to demographics, building permits, and land use. Collect and analyze data on minority and low-income population groups within the MPO boundary TAZ geographic level. Prepare documents as may be necessary for air-quality non-attainment purposes. Review the data compiled by the consultant during the MTP update on multi-modal transportation. Build on possible expansions and coordination of alternative transportation systems within the Study Area by mapping feasible routes into the GIS system. Review

and reconfigure the 1998 Traffic Analysis Zone structure.

2.2 Geographic Information System

Continue to develop the GIS database. Compile all available data into a series of maps for use in the transportation planning process.

The established inter-local agreements and combined GIS database will allow for easier exchange of data between government entities and will reduce redundant work. Begin coordinating with other incorporated cities to verify existing city limits and ETJ boundaries and observe growth trends. The exchange and sharing of data will assist the MPO with future analysis of various data layers. Reproduce maps created in GIS as necessary.

Develop applications to streamline land development services for eventual use in the transportation planning process. Continue to monitor consistency of physical addresses of structures within the Study Area. Integrate TXDOT traffic counts into the appropriate GIS database.

2.3 Traffic Data Collection Program

Have a consultant continue traffic counts on major thoroughfares. This is the final year of a four-year contract.

E. FUNDING

Subtask	Responsible Agency	TPF(1)	FTA Sect. 5307 (Sect. 9)	GTPF(2)	Local In-Kind	Total
2.1	MPO and TxDOT	22,768				22,768
2.2	MPO and TxDOT	22,768				22,768
2.3	MPO and TxDOT	15,000			4,000	19,000
TOTAL		60,536			4,000	64,536

TxDOT State Funds	00.00
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(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

(2) GTPF – General Transportation Planning Funds

IV. **TASK 3.0 - SHORT RANGE PLANNING**

A. **OBJECTIVE**

To provide innovative and integrated planning for the current transportation needs of the Study Area within a five-year period. Promote air quality and maintenance of ozone attainment status through voluntary community actions. Provide an integrated planning approach for the provision of transit service to improve the overall transit system.

B. **EXPECTED PRODUCTS**

Continue to gather information and data as needed to update the 2004-2006 Transportation Improvement Program (TIP) and begin to assemble data for the 2006-2008 TIP. Participate in Northeast Texas Air Care and ad hoc committees as needed. Provide assistance on public transportation issues as needed.

C. **PREVIOUS WORK**

Reviewed 2004-2006 Transportation Improvement Program to determine if revisions were necessary. Implemented computer-assisted scheduling to optimize route planning for the public paratransit system incorporating automatic vehicle locating (AVL) technology.

D. **SUBTASKS**

3.1 Transportation Improvement Program

Begin development of the 2006-2008 TIP. Ensure public involvement as part of the development of the 2006-2008 TIP. Review project selection procedures to determine effect on low-income, minorities, the disabled and senior citizens.

3.2 Air Quality Activities and Planning

Coordinate with North East Texas Air Care to develop promotions and education programs that promote ozone awareness. Coordination with TxDOT, TTI, ETCOG, and the TCEQ on air quality conformity -- preparation of plans, documents, strategies and other necessary work activities.

3.3 Public Transportation Planning

To be performed by Tyler Transit with assistance by the MPO as needed: Prepare FTA grant for City of Tyler. Manage current grant to ensure monies are spent according to federal requirements. Prepare updates to the Title VI, Section 15 and Public Participation documents and analyze effectiveness of current policies related to meeting those requirements.

Gather and analyze ridership indicators including passenger trips, vehicle miles, vehicle hours, and passengers by hour. Gather and analyze performance indicators such as on-time performance, miles between road calls and miles between preventable accidents. Analyze cost per mile, cost per hour and operating ratio.

Have a consultant develop a feasibility study for the establishment of a transfer station for Tyler Transit bus system. Tyler Transit has been utilizing for several years a bus shelter along a right of way area in Tyler as the main transfer point. The current transfer point has buses stopped in the right of way, restroom facilities are not available, and more space is needed for the expected growth.

Evaluation of ADA requirements and local service provision relating to those requirements. Investigate the applicability of video surveillance systems on fixed-route buses. Attendance of workshops and seminars related to transit planning.

E. FUNDING SUMMARY

Subtask	Responsible Agency	TPF(1)	FTA Sect. 5307 (Sect. 9)	GTPF(2)	Local In-Kind	Total
3.1	MPO and TxDOT	3,098			1,656	4,754
3.2	MPO and TxDOT	4,000			1,656	5,656
3.3	MPO, TxDOT and Tyler Transit	5,000	25,000		1,657	31,657
TOTAL		12,098	25,000		4,969	42,067

TxDOT State Funds	00.00
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- (1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.
(2) GTPF – General Transportation Planning Funds

V. **TASK 4.0 - METROPOLITAN TRANSPORTATION PLAN**

A. **OBJECTIVE**

To develop, document, adopt and publish the MTP in accordance with local needs and federal and state regulations; to continue study and analysis of projects and data for long-range planning elements and long-range project level studies as needed.

B. **EXPECTED PRODUCTS**

The completed 2030 MTP is scheduled to be delivered by December 2004. The updating process will be in accordance with the Tyler Area MPO Public Involvement Policy. Reports and maps developed in conjunction with the MTP will be used in the transportation planning process.

C. **PREVIOUS WORK**

Data for the 2030 MTP were collected from various sources. Negotiated contract with consultant to develop 2030 MTP. Established MTP Review Committee and held work-group and public meetings related to the development of the MTP.

D. **SUBTASKS**

4.1 Metropolitan Transportation Plan Development

The project consists of contracting with a consultant to assist with the development of the MTP through 2030 for the Tyler Urbanized Area. Public hearings will be held, in accordance with the MPO Public Involvement Policy, throughout the process. Staff will oversee the entire process. Public hearings will be conducted to update citizens in accordance with the approved Public Involvement Policy. Public input will be requested before completion of the project via the internet, mail, phone, fax, and in person. The draft 2030 MTP will be reviewed by the Tyler Area MPO Policy Committee and revised accordingly. The final version of the 2030 MTP will be presented to the Tyler Area MPO Policy Committee for final approval.

E. FUNDING SUMMARY

Subtask	Responsible Agency	TPF(1)	FTA Sect. 5307 (Sect. 9)	GTPF(2)	Local	Total
4.1	MPO and TxDOT	15,000				15,000
TOTAL		15,000				15,000
TxDOT State Funds						

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

(2) GTPF – General Transportation Planning Funds

VI. **TASK 5.0 - SPECIAL STUDIES**

A. **OBJECTIVE**

To further the goals and objectives of the transportation planning process through special studies undertaken by MPO staff or consultants in support of existing or projected local needs.

B. **EXPECTED PRODUCTS**

Updated Master Street Plan used to assist with future transportation planning. Hold public hearings with regard to the updates. This update will be performed in conjunction with the development of the 2030 MTP.

A Traffic Signal Optimization Study will be performed as a plan to reduce traffic congestion and enhance cross-town traffic flow on the studied corridors.

C. **PREVIOUS WORK**

Hired a consultant to update the 1999-approved Master Street Plan (MSP) in conjunction with 2030 MTP. Turned over all available data to consultant for use in developing the MSP.

D. **SUBTASKS**

5.1 Update Master Street Plan

The project consists of contracting with a consultant to update the Master Street Plan. The MPO uses the Master Street Plan to assist with transportation planning to ensure efficient movement of traffic within and through the community. The Plan allows the City of Tyler to acquire additional right-of-way, at no expense, for expansion of roadways that are proposed to be major arterials. The consultant will review and update the existing Master Street Plan in order to establish the current and future transportation needs of the City. They will also evaluate the existing functional classification system and suggest appropriate changes.

5.2 Traffic Signal Optimization Study

The Gladewater Highway (US 271/SH155), East Gentry Parkway (US 271/SH155), Beckham (US 271/SH155), Troup Highway (SH 110) corridor has twenty signalized intersections. The majority of this corridor's signals have never been coordinated. This study will analyze this corridor for potential synchronization of the signal timing. A consultant will be contracted to perform the Traffic Signal Optimization Study.

E. FUNDING SUMMARY

Subtask	Responsible Agency	TPF(1)	FTA Sect. 5307 (Sect. 9)	GTPF(2)	Local	Total
5.1	MPO and TxDOT	15,000				15,000
5.2	MPO and TxDOT	45,000				45,000
TOTAL		60,000				60,000
TxDOT State Funds						

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

(2) GTPF – General Transportation Planning Funds

BUDGET SUMMARY:

TABLE 1 – TYLER AREA METROPOLITAN PLANNING ORGANIZATION

UPWP Task	FTA Task	Description	TPF ¹ Funds	FTA Sect. 5307 (Sect. 9)	GTPF	Local In-Kind Funds	TxDOT State Funds ³	Total Funds
1.0	44.21.00 44.22.00	Administration- Management	61,093				42,500	103,593
2.0	44.22.00	Data Development and Maintenance	60,536			4,000		64,536
3.0	41.24.00 44.25.00	Short Range Planning	12,098	25,000		4,969		42,067
4.0	44.23.01	Metropolitan Transportation Plan	15,000					15,000
5.0	44.23.02	Special Studies	60,000					60,000
Total			208,727	25,000		8,969	42,500	285,196

¹ TRANSPORTATION PLANNING FUNDS

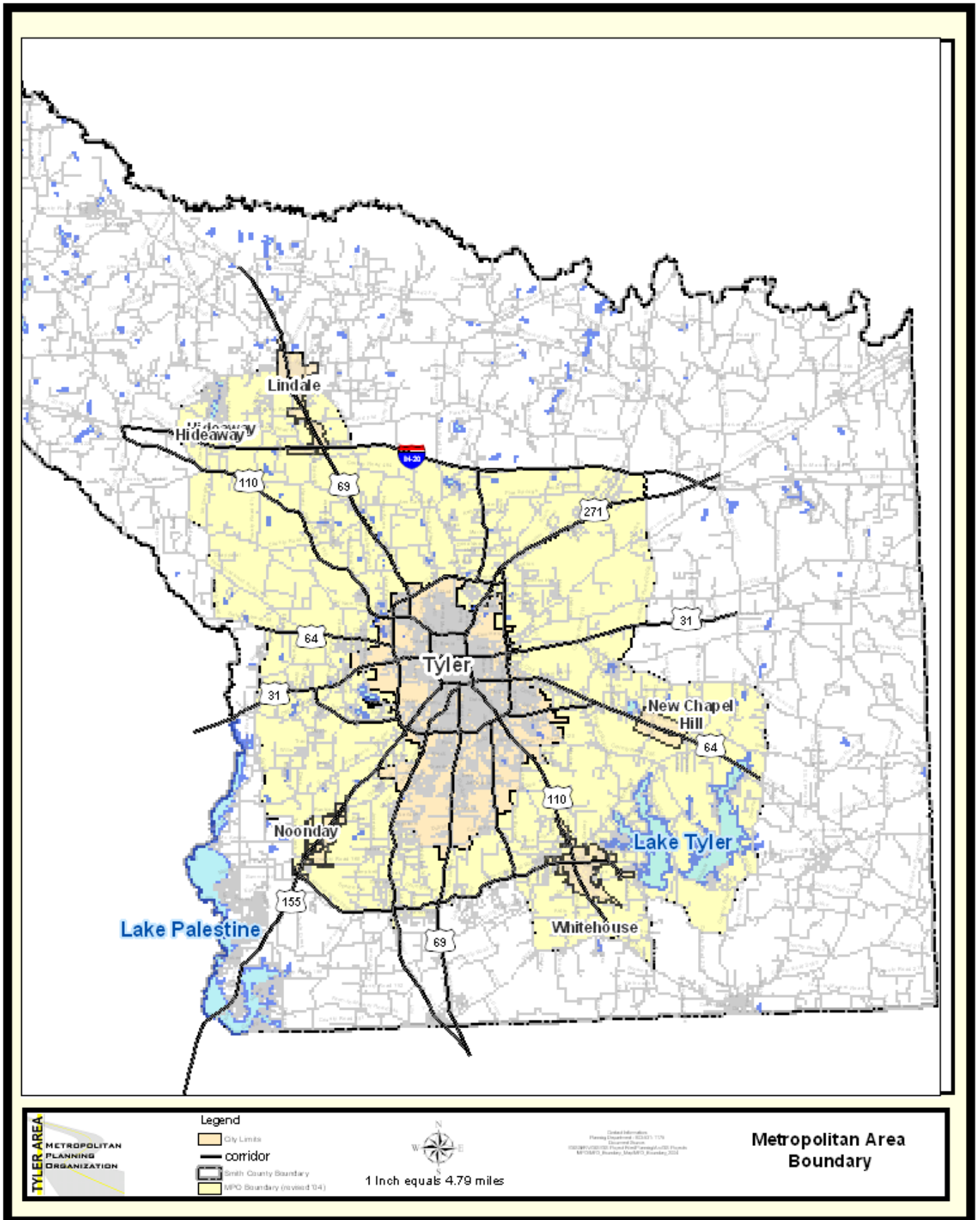
FHWA (PL-112) ²	\$177,850
FTA Section 5303 (Sect. 8)	\$30,877
TOTAL TPF	\$208,727

² Includes \$ 52,383.36 estimated carryover funds from FY 2004 UPWP. These are federal funds only.

³ Identifies TxDOT's in-kind match for FHWA (PL-112) funds. The match is applied on a statewide basis and not for each MPO. This is why the TxDOT State Funds column in the UPWP budget does not equal the required 20% in-kind match.

** Please note that TxDOT-TPP's 20% in-kind match for FTA Section 5303 funds are applied in full to each MPO in the state. TxDOT-TPP will provide the Tyler MPO with its Section 5303 in-kind match of \$37,839.00 for FY 2005

APPENDIX A



Tyler Area MPO

POLICY COMMITTEE MEMBERSHIP

VOTING MEMBERS		
The Honorable Becky Dempsey	County Judge	Smith County
The Honorable Sharon Emmert	County Commissioner	Smith County
The Honorable Joey Seeber	Mayor	City of Tyler
Bob Turner	City Manager	City of Tyler
Ray Kendall	City Manager	City of Lindale
Ronny Fite	City Manager	City of Whitehouse
Mary M. Owen, P.E.	District Engineer	TXDOT
Bill Ward	Capital Projects	City of Tyler
Kenneth Cline, Interim	County Engineer	Smith County

NON-VOTING MEMBERS		
Dale Spitz	Transportation Administrator	TxDOT
Dale Booth, P.E.	Advance Project Development Engineer	TxDOT
Randy Redmond, P.E.	Director, Transportation Planning and Development	TxDOT
Greg Morgan, P.E.	Infrastructure Services Coordinator	City of Tyler
Becky Dennison, P.E.	Air Quality Specialist	FHWA
Charles Murray	Air Quality Specialist	TCEQ
Mary Ann Elekes	Transportation Planner, TPP Austin	TxDOT
Davis Dickson	Airport Manager	City of Tyler
Dan Peden, P.E.	City Engineer	City of Tyler
Kirk Houser	Traffic Engineer	City of Tyler
Norman Schenck	Manager, Tyler Transit	City of Tyler
Steven Hall, P.E.	Area Engineer-Tyler AO	TxDOT

APPENDIX C

DEBARMENT CERTIFICATION

(Negotiated Contracts)

- (1) The Tyler Area Metropolitan Planning Organization 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

Joey Seeber
Mayor City of Tyler
Chairperson, Tyler Area MPO Policy Committee

Date

APPENDIX D

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.

Joey Seeber
Mayor City of Tyler
Chairperson, Tyler Area MPO Policy Committee

Date

APPENDIX E

Certification of Compliance

I, Joey Seeber, Mayor, City of Tyler, Chairperson, a duly authorized officer/representative of City of Tyler, MPO Policy Committee 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.

Joey Seeber
Mayor, City of Tyler
Chairperson, Tyler Area MPO Policy Committee

Date

Attest:

Signature

Print

Title

APPENDIX F

Self-Certification Guidelines

[Attachment 4.0]

Metropolitan Planning:

The State and the MPO shall annually certify to FHWA and FTA that the planning process is addressing major issues facing their area and is being conducted in accordance with all applicable transportation planning requirements. The planning process will undergo joint review and evaluation by FHWA, FTA and TxDOT to determine if the process meets requirements. The Federal administrators will take the appropriate action for each TMA to either issue certification action, or deny certification if the TMA planning process fails to substantially meet requirements. If FHWA and FTA jointly determine that the transportation planning process in a TMA does not substantially meet the requirements, they may withhold, in whole or in part, the apportionment attributed to the relevant metropolitan planning area or withhold approval of all or certain categories of projects. Upon full, joint certification by FHWA and FTA, all funds withheld will be restored to the metropolitan area, unless they have lapsed. For non-TMA areas TxDOT will determine whether a MPOs transportation planning process substantially meets requirements and act accordingly. (23 CFR 450.334; 49 CFR 613; USC Title 23, Sec. 134; and USC Title 49, Ch. 53, Sec's 5303 – 5306)

Statewide Planning:

The process for developing the transportation plans and programs shall provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems to be addressed. The State shall coordinate transportation planning activities for metropolitan areas of the State, and shall carry out its responsibilities for the development of the transportation portion of the State implementation plan (STIP) to the extent required by the Clean Air Act.

The State will carry out the long range planning processes and the STIP in cooperation and consultation with designated metropolitan planning organizations, affected local transportation officials and affected tribal governments.

Transportation improvement programs should include financial plans that demonstrate how the programs can be implemented, indicates resources from public and private sources reasonably expected to be made available for carrying out the programs, and recommend any additional financing strategies for needed projects.

23 CFR 450.220; USC Title 23, Sec. 135; and USC Title 49, Ch. 53, Sec's 5307 – 5311, 5323(l)

Title VI, Civil Rights Act of 1964

Title VI prohibits exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on grounds of race, color, or national origin. Title VI assurance regulations were also executed by each State prohibiting discrimination on the basis of sex or disability.

(23 USC 324, 29 USC 794)

Environmental Justice

In support of Title VI regulations, each Federal agency must identify and address, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority and low-income populations.

State Highway agency responsibilities are to develop procedures for the collection of statistical data (race, color, religion, sex, and national origin) of participants in, and beneficiaries of State highway programs, i.e., relocatees, affected citizens and affected communities. Recipients of federally assisted programs shall keep documentation, for federal review, demonstrating extent to which members of target populations are beneficiaries of such programs.

(EO 12898, 23 CFR 200.9 (b)(4), and 49 CFR 21.9 (b))

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.

(TEA-21, Pub. L. 105-178, Sec. 1101(b); CFR 49, Subtitle A, Part 26)

Americans with Disabilities Act of 1990

Programs and activities funded with Federal dollars are prohibited from discrimination based on disability. Compliance with the applicable regulations is a condition of receiving Federal financial assistance from the Department of Transportation.

(Pub. L. 101-336, 104 Stat. 327 as amended; 49 CFR Parts 27, 37 and 38)

Restrictions on influencing certain Federal activities

No appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing a federal employee regarding the award of Federal contracts, grants, loans or cooperative agreements.

(49 CFR, Part 20)

Clean Air Act: Air Pollution Prevention & Control:

All State and local transportation officials will take part in a 3-C planning process in non-attainment areas to determine which planning elements will be developed, adopted and implemented to maintain or improve the air quality for said area. In non-attainment areas that include more than one state, the affected states may jointly undertake and implement air quality planning procedures. Activities not conforming to approved plans will not be financially supported by the Federal government. Priority of funding will be given to those projects or programs that achieve and maintain national primary ambient air quality standards.

(42 USC, Ch. 85, Sec's. 7408, 7410, 7504, 7505a, 7511, 7512, 7506 (c) and (d) and 7604; 49 USC, Ch. 53, 23 USC, Sec. 134)

MPO SELF-CERTIFICATION FOR ATTAINMENT AREAS
[Attachment 4.1A]

In accordance with 23 CFR 450.334, the TEXAS DEPARTMENT OF TRANSPORTATION, and the Tyler Area Metropolitan Planning Organization for the Tyler 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 Sections 134 and 135, 49 U.S.C. Section 5323(l), 23 CFR Part 450.220 and 49 CFR Part 613 (Federal Register, October 28, 1993);
- (2) Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794;
- (3) Section 1101(b) of the Transportation Equity Act for the 21st Century (Pub. L. 105-178) regarding the involvement of Disadvantaged Business Enterprises in FHWA and FTA funded planning projects (Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100; 49 CFR, Subtitle A, Part 26);
- (4) The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U. S. DOT implementing regulations "Transportation for Individuals with Disabilities" (49 CFR Parts 27, 37, and 38);
- (5) The provision of 49 CFR Part 20 regarding restrictions on influencing certain activities;

TEXAS DEPARTMENT
OF TRANSPORTATION
TYLER DISTRICT

TYLER AREA
METROPOLITAN PLANNING
ORGANIZATION
POLICY BOARD CHAIRPERSON

Mary Owen, P. E. District Engineer

Joey Seeber, Chairperson

Date

Date

FTA/TxDOT Section 5303 Budget Worksheet for FY 2004
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[Attachment 5.0]

MPO: **TYLER AREA METROPLITAN PLANNING ORGANIZATION**

PART A. TECHNICAL ACTIVITIES

Show estimated cost (FTA 5303 + 20% in-kind match) by appropriate activity line item.

Metropolitan Planning

44.21.00	Program Support and Administration	\$ <u>3651</u>
44.22.00	General Development/Comprehensive Planning	\$ <u>3642</u>
44.23.01	Long Range System Level Trans. Planning	\$ <u>4947</u>
44.23.02	Long Range Project Level Trans. Planning	\$ _____
44.24.00	Short Range Trans. Planning	\$ <u>5102</u>
44.25.00	TIP – Metropolitan & Statewide	\$ <u>5114</u>

National Emphasis Areas

44.26.04	Title IV of Civil Rights & Environmental Justice Compliance	\$ <u>3885</u>
44.26.05	Environmental Streamlining	\$ _____
44.26.06	Mainstreaming Safety in Planning/Decision Making	\$ <u>3852</u>
44.26.07	Transportation System Management and Operations	\$ <u>4318</u>
44.26.08	Coordination of Non-Emergency Transportation Services	\$ _____
44.26.09	Integrated Planning & Environmental Processes	\$ <u>1128</u>
44.26.10	Consultation with Local Officials	\$ _____
44.26.11	Enhancing the Technical Capacity of Planning Processes	\$ <u>2957</u>
44.27.00	Other Activities	\$ _____
	TOTAL (Sec 5303 + 20% In-Kind Match)	\$ <u>38,596</u>

PART B. LOCAL FUND ALLOCATIONS

Metropolitan Planning Organization	\$ <u>38,596</u>
Transit Agencies	\$ _____
State/Local Agencies	\$ _____
FTA SHARE (80%)	\$ <u>30,877</u>
IN-KIND STATE MATCH (20%)	\$ <u>7,719</u>
TOTAL (Sec 5303 + 20% In-Kind Match)	\$ <u>38,596</u>

Person to contact about this worksheet

Name: Tanya McCuller
Phone: 903-531-1175
E-Mail mpo@tylertexas.com

TxDOT PTN Contact: Cindy Mueller
 Phone: 512-416-2835
 FAX: 512-416-2830
 E-mail: cmueller@dot.state.tx.us

FTA BUDGET CODE EXPLANATIONS

Metropolitan Planning

Program Support and Administration (44.21.00) Include basic overhead, program support, and general administrative costs directly chargeable to the FTA project, i.e., direct program support, administration, interagency coordination, citizen participation, public information, local assistance, UPWP development, etc. (If direct program administrative and support costs are included in each work or activity, do not enter them a second time in this category.)

General Development and Comprehensive Planning (44.22.00) Include only the costs of activities specifically emphasizing regional policy and system planning for non-transportation functional areas, including the development and maintenance of related data collection and analysis systems, demographic analysis and non-transportation modeling and forecasting activity, i.e., land use, housing, human services, environmental and natural resources, recreation and open space, public facilities and utilities, etc.

Long Range System Level Planning (44.23.01) Include only the costs of activities specifically emphasizing long range transportation system planning and analysis, i.e., long range travel forecasting and modeling including appropriate data base development and maintenance for transportation in the entire metropolitan area or state, system analysis, sketch planning, system plan development, reappraisal or revision, and all long range, Transportation System Management (TSM) activities.

Long Range Project Level Planning (44.23.02) Include only the costs of activities specifically emphasizing long range project level planning and analysis, i.e., corridor and subarea studies, cost effectiveness studies, feasibility and location studies, and the preparation of related draft environmental impact studies.

Short Range Transportation Planning (44.24.00) Include only the cost of activities specifically emphasizing short range transportation system or project planning and analysis proposed in the next three to five years, i.e., management analyses of internal operations such as, management/administration, maintenance, personnel, and labor relations; service planning including appropriate data base development and maintenance; TDP preparation; financial management planning, including alternative fare box policies; all short range Transportation System Management (TSM) activities including vanpool/ridesharing, high occupancy vehicles, parking management, etc.

Transportation Improvement Program (44.25.00) Include only the costs of activities specifically emphasizing TIP development and monitoring.

National Planning Emphasis Areas

For more information on the Planning Emphasis Areas, please refer to the February 11, 2004 Federal Register (Volume 69, Number 28); Section IV, E – Metropolitan Planning Program and Statewide Planning & Research Program, Planning Emphasis Areas.

Safety and Security in the Transportation Planning Process (44.26.06) TEA-21 emphasizes the safety and security of transportation systems as a national priority

and calls for transportation projects and strategies that “increase the safety and security of transportation systems.” This entails the integration of safety and facility security into all stages of the transportation planning process.

Consideration of Management and Operations Within Planning Processes

(44.26.07) TEA-21 challenges FHWA and FTA to move beyond traditional capital programs for improving the movement of people and goods – focusing on the need to improve the way transportation systems are managed and operated. FTA and FHWA have convened a working group and have commissioned discussion papers on the topic. This information is available at [<http://plan2op.fhwa.dot.gov>].

Integrated Planning and Environmental Processes (44.26.09) TEA-21 mandated the elimination of the Major Investment Study as a stand-alone requirement, while integrating the concept within the planning and project development/environmental review processes. A training course entitled “Linking Planning and NEPA” has been piloted and will be made available at the National Transit Institute Web site, [<http://www.ntionline.com>]. The course will also be posted on the National Highway Institute Web site <http://www.nhi.fhwa.dot.gov/>.

State DOT Consultation with Non-Metropolitan Local Officials (44.26.10) On January 23, 2003, the FTA and FHWA issued a final rule on consultation, followed by a technical correction on February 14, 2003, which can be accessed at <http://www.fta.dot.gov/library/legal/federalregister/2003/fr12303.html> and <http://www.fta.dot.gov/library/legal/federalregister/2003/fr21403.html>. This final rule amends the 1993 Joint FTA/FHWA Planning regulation published in the Federal Register, Volume 58, No. 207, on October 28, 1993. Consultation is a vital issue within the transportation planning process.

Enhancing the Technical Capacity of Planning Processes (44.26.11) Reliable information on current and projected usage and performance of transportation systems is critical to the ability of planning processes to supply credible information to decision makers to support preparation of plans and programs that respond to their localities’ unique needs and policy issues. To ensure the reliability of usage and performance data, as well as the responsiveness of policy forecasting tools, an evaluation is needed of the quality of information provided by the technical tools, data sources, forecasting models, as well as the expertise of staff to ensure its adequacy to support decision making. If this support is found to be lacking, the responsible agencies within metropolitan and statewide planning processes are encouraged to devote appropriate resources to enhancing and maintaining their technical capacity.

Other

Other Activities (44.27.00) Include only the cost of those activities whose primary emphasis is unrelated to the specific types of activities described above.