

FY 2018

UNIFIED PLANNING WORK PROGRAM

AMARILLO

URBAN TRANSPORTATION STUDY

ADOPTED BY MPO POLICY COMMITTEE ON:

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INTRODUCTION

The Governor of the State of Texas has designated the City of Amarillo as the fiscal agent for the Amarillo Metropolitan Planning Organization (MPO). Acting through its Transportation Policy Board, the MPO, in cooperation with the Texas Department of Transportation (TxDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Potter and Randall Counties, the Panhandle Regional Planning Commission, and the City of Amarillo, administers the transportation planning process in the Amarillo urbanized area. This designation was renewed by contract with TxDOT and executed in May 2012. The contract reflects changes in planning processes brought about by the Fixing America's Surface Transportation Act (FAST) and previous federal transportation legislation, such as ISTEA, TEA-21, SAFETEA-LU, and MAP-21.

The FY 2018 UPWP was developed in accordance with regulations set forth in the FAST Act, which was signed into law on December 4, 2015. The MPO is responsible, together with the State of Texas, for carrying out the provisions of the FAST Act.

A. Unified Planning Work Program Purpose

1. Each year the MPO shall submit to TxDOT for approval a program of work which includes goals, objectives and/or tasks required by each of the several agencies involved in the metropolitan transportation planning process. This program of work is to be called the Unified Planning Work Program (UPWP) or any name that may be specified in later federal or state regulations.
2. The UPWP will be prepared for a period of one year only. The UPWP shall reflect only that work that can be accomplished during the fiscal year.
3. The effective date of each UPWP will be October 1 of each fiscal year or the date of department approval, whichever occurs later. On that date, the UPWP shall constitute a new federal project and shall supersede the previous UPWP.
4. The UPWP shall comply with all applicable federal and state requirements and will describe metropolitan transportation and transportation-related planning activities anticipated in the area during the next one-year period.
5. The UPWP shall reflect transportation planning work tasks to be funded by federal, state, or local transportation, or transportation-related (e.g., air quality) planning funds.
6. The use of federal metropolitan transportation planning funds shall be limited to transportation planning work conducted inside the Metropolitan Area Boundary.
7. The use of federal transportation planning funds shall be limited to corridor/sub-area level planning (major investment studies and environmental studies are considered corridor level planning). The use of such funds beyond the environmental document preparation or for specific project level planning and engineering (efforts directly related to a specific project instead of a corridor) is not allowed.
8. The MPO shall not incur any costs for work outlined in the UPWP or any subsequent amendments (i.e., add new work tasks or change the scope of existing work tasks) prior to receiving approval from the department. Any costs incurred prior to receiving department approval shall not be eligible for reimbursement from federal transportation planning funds.

The UPWP work elements are developed to meet the goals, planning factors, and planning emphasis areas of the FAST Act.

The planning factors are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
2. Increase the safety of the transportation system for motorized and non motorized users
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase the accessibility and mobility of people and for freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns
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
8. Emphasize the preservation of the existing transportation system
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

The seven national goals of the FAST Act and listed in 23 USC §150 are:

1. **Safety:** To achieve a significant reduction in traffic fatalities and serious injuries on all public roads
2. **Infrastructure condition:** To maintain the highway infrastructure asset system in a state of good repair
3. **Congestion reduction:** To achieve a significant reduction in congestion on the National Highway System
4. **System reliability:** To improve the efficiency of the surface transportation system
5. **Freight movement and economic vitality:** To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development
6. **Environmental sustainability:** To enhance the performance of the transportation system while protecting and enhancing the natural environment
7. **Reduced project delivery delays:** To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices

Environmental mitigation efforts are assured at the planning stage for transportation improvements by the use of tools similar to the Geographic Information System Screening Tool (GISST) and the Texas Ecological Assessment Protocol (TEAP), maps, and the cooperative exchange of information with Federal, State, Tribal, and Local agencies related to or interested in transportation planning.

Citizen involvement is assured in the Amarillo Urban Transportation Study (AUTS) through an adopted Public Participation Plan. MPO staff sends notification of all Policy Committee, TIP, or

MTP meetings to a mailing list comprised of citizens, businesses, Federal, State, Tribal, and local agencies related to or interested in transportation planning. These meeting notices and local newspaper and media coverage encourage all citizens to attend.

B. Definition of Area

The transportation planning process in the AUTS is limited to the boundaries illustrated by the map in Appendix B. The boundary includes the City of Amarillo and portions of Potter and Randall counties. It corresponds to that area of the region, which is likely to become urbanized in the next 20 years. These boundaries are within the limits of the Travel Forecasting Model prepared by the Texas Department of Transportation.

C. Organization

The City of Amarillo, in cooperation with TxDOT, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Potter, and Randall Counties, and the Panhandle Regional Planning Commission carries out the urban transportation planning process. The MPO staff manages the AUTS in cooperation with TxDOT. Staff members of these two agencies work closely with the Policy Committee of the AUTS. The committee is composed of 11 voting members, 7 ex-officio members, and 7 non-voting / non-member staff advisors.

Appendix A illustrates the membership of the Policy Committee. The Policy Committee ensures that transportation plans and programs are consistent with the objectives and goals of the overall urban transportation planning process. The committee is charged with providing guidance and technical assistance for multi-modal transportation planning, reviewing recommended transportation plans and programs, and appointing technical committees as appropriate. The Policy Committee approves specific planning functions, including agency responsibility and related costs.

A Technical Advisory Committee is also composed of representatives from the City of Amarillo, City of Canyon, TxDOT, and Potter and Randall counties. The Technical Advisory Committee reviews the status of all projects within the Amarillo Study Area and performs other duties as assigned by the Policy Committee.

D. Private Sector Involvement

The MPO seeks input from the private sector on local and regional transportation issues. All civic and professional groups are encouraged to participate in the planning process.

Public involvement is assured in the Amarillo Urban Transportation Study (AUTS) area through an adopted Public Participation Plan. MPO staff sends notification of all Policy Committee, TIP, MTP, or public meetings related to transportation planning to a mailing list comprised of individuals and businesses related to or interested in the transportation industry, including appropriate federal, state, tribal, and local agencies. Developers and agencies that promote economic development are encouraged to participate. Meeting notices, mailings, and local newspaper and media coverage encourage all citizens to attend. These meeting notices, agendas, and minutes are available on the MPO webpage: www.amarillompo.org. To aid in identifying and dispersing information to disadvantaged citizens, MPO staff produces and makes use of maps showing the relation of current and future transportation projects to minority and low-income populations.

The MPO will maintain and utilize plans developed in compliance with the FAST Act for public participation. Public access to MPO documents, maps, and other visualization techniques are provided on the MPO webpage, the MPO offices, the Amarillo Public Libraries, at City Hall, or upon request by direct mail.

E. Planning Issues and Emphasis

The FY 2018 UPWP addresses an integrated multimodal transportation system which strives to increase mobility and emphasize the preservation of the existing transportation infrastructure.

The Planning Emphasis Areas (PEA) for Federal FY2018 include:

1. *The FAST Act Implementation*

Transition to Performance Based Planning and Programming. The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

This PEA emphasizes the transition that all MPOs must make to performance based planning and programming. The FAST Act requires the development of performance measures on the national, state and MPO level. MPOs must create systems of planning and programming that direct local efforts to achieving established performance measures. The Amarillo MPO will address this effort through the development and maintenance of the 2040 Metropolitan Transportation Plan (Work Element 4.1), which was adopted in early FY 2015. The guidance from that plan will then be implemented throughout the MPO's planning and programming operations.

2. *Models of Regional Planning Cooperation*

Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. This is particularly important where more than one MPO or State serves an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

The MPO must promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. It is important for the MPO to foster strong working relationships with its regional partners in pursuit of seamless, mutually beneficial transportation planning and policies. The MPO will continue to be a transportation planning leader in the region and will work to coordinate transportation needs among its planning partners. This activity will be a common thread throughout the tasks and responsibilities proposed in this UPWP.

3. *Ladders of Opportunity*

Access to essential services - as part of the transportation planning process, identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

The MPO must, as part of the planning process, identify transportation connectivity gaps in access to essential services. These essential services include housing, employment, health

care, schools/education, and recreation. Identification of these deficiencies can be made through the creation of performance measures used to specifically gauge such gaps. This is accomplished primarily through the public transportation work elements (subtasks 3.6, 3.7, and 3.8) and will take another step forward through the advancement of the 2015-40 Metropolitan Transportation Plan (Work Element 4.1).

FY 2018 UPWP Work Elements	Planning Factors and Emphasis Areas										
	Economic	Safety	Security	Access Mobility	Environment Energy, Livability	Modal Integration	Operations Management	System Preservation	FAST Act Implementation	Regional Cooperation	Ladders of Opportunity
Task 1 Administration & Management	X	X	X	X	X	X	X	X	X	X	X
Task 2 Data Development & Maintenance		X		X			X	X	X	X	X
Task 3 Short Range Planning	X	X		X	X	X	X	X	X	X	X
Task 4 Metropolitan Transportation Plan	X	X	X	X	X	X	X	X	X	X	X

TASK 1.0 - ADMINISTRATION/MANAGEMENT

Objective:

To provide for the daily operation, organization, and coordination of the transportation planning process;

To provide administrative oversight that will focus on planning for a multi-modal transportation system that promotes interagency and citizen participation in the planning process;

To provide MPO staff the opportunity for professional development through attendance of training workshops, courses, and meetings.

Expected Work Products:

Prepare PL and FTA Section 5303 accounting reports; grant applications and reports for FTA Section 5307 and Texas Public Transportation Funds (PTF); Annual Listing of Projects; Annual Performance & Expenditure Report; coordination of MPO Policy Committee and Technical Subcommittee; update and maintain records in accordance with federal and state regulations.

Previous Work:

Coordinated MPO Policy Committee and Technical Subcommittee; prepared PL and FTA Section 5303 accounting reports, grant applications, and reports for FTA Section 5307 and Texas Public Transportation Funds (PTF); Annual Performance & Expenditure Report; Annual Listing of Projects; maintained the MPO Project Tracking Database; maintained a FAST Act compliant Public Participation Plan (PPP); maintained the Limited English Proficiency Plan; updated and maintained state and federal records in accordance with federal and state regulations.

Subtask:

1.1 Program Administration:

Activities under this element will provide oversight and coordination of the various programs contained in the work program. Accounting records of state and federal funds will be updated and maintained in accordance with federal and state regulations. Daily functions include correspondence; record keeping, public relations, meeting preparation, advertisement preparation, etc. Incorporate all FAST Act provisions into existing MPO documents to insure all MPO documents are FAST Act compliant as required by FHWA.

1.2 Office Equipment and Supplies:

Office supplies, postage fees, public notifications, and printing required for planning activities are charged to this element. Office furnishings, computers, support hardware, and software to facilitate work performed will be purchased by the MPO, as needed. Traffic counting equipment and/or aerial maps will be replaced, as needed.

Equipment purchases – \$200.2 Acquisition cost – means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. If equipment would, in combination, function as a unit and total costs would exceed \$5000, prior approval is needed.

1.3 Professional Development:

The costs of attending approved urban transportation planning workshops, conferences, technical workgroups, and MPO related meetings are charged to this element. FHWA and/or TxDOT–TPP must approve all out-of-state travel prior to any expenditure for same.

1.4 Public Involvement and Title VI Civil Rights Evaluation:

The MPO will periodically review and update its public involvement procedures 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 MPO will post and advertise public notices of meetings as required. The purpose for this will be to inform the general public and receive their input on multi-modal transportation planning efforts in the Amarillo metropolitan area. When appropriate, MPO staff will prepare and present briefings and presentations on transportation issues. The MPO staff will attend planning and zoning commissions meetings, transportation advisory groups meetings, stakeholders meetings, and meetings of municipalities, providers of transportation, business associations, and other developers to keep informed about trends and activities in the region that will impact the transportation network. The MPO staff may also provide data and technical support as needed to organizations participating in the MPO transportation planning process to facilitate their making informed decisions about their development needs and the impact on the transportation network. The MPO will also consult “as appropriate” with “State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation” in developing long-range transportation plans.

The MPO will seek out and consider the needs of those traditionally underserved by existing transportation systems. 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 Amarillo metropolitan area have an opportunity to participate in the planning process and to meet the requirements of U.S. Title VI compliance.

The MPO will maintain a Limited English Proficiency (LEP) Plan, wherein MPO information and documents are made available in other languages at no cost to the public. The MPO will provide information to the public as requested.

The MPO will maintain and utilize the Public Participation Plan developed in compliance with the FAST Act. Public access to MPO documents, maps, and other visualization techniques are provided at the MPO offices, the Amarillo Public Libraries, at City Hall, or upon request by direct mail.

The MPO will maintain a website to further capabilities of disseminating information to the public. Meeting notices and agenda are available on the website. In addition, UPWP, MTP, TIP, Public Participation Plan, and other documents are available for the public review and comment. The website offers easy accessibility for MPO documents as part of our public outreach efforts.

The MPO staff will periodically review the public involvement procedures to monitor its effectiveness in obtaining input from citizens with minority, ethnic, racial, or low-income backgrounds. The MPO will revise the public involvement procedures 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.

The MPO will continue to analyze existing procedures for Title VI compliance using performance measures and indicators, including the following:

- Displacement of businesses or residents allocated by groups and communities;
- Eminent domain actions allocated by groups and communities;
- Availability of scheduled transit service to minority and low-income areas;

- Availability of demand-response transit service to minority and low-income groups and communities;
- Availability of alternative transportation systems, such as pedestrian and bicycle routes, allocated by groups and communities;
- Disruption or improvement of neighborhood connectivity created by proposed transportation investments allocated by groups and communities; and
- Disruption or improvement of safety or physical design and operation of system created by proposed transportation investments allocated by groups and communities

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. Establish a GIS mapping system to better evaluate EJ and Title VI issues as part of the metropolitan area planning process. Develop methods to show how effective the efforts to include low-income and EJ communities in the public involvement process for the MTP and TIP planning are addressed. As needed, the MPO will revise the public involvement procedures as necessary.

**Funding Summary – Task 1.0
Amarillo MPO – FY 2018**

Subtask	Responsible Agency	TPF ¹	FTA Sect. 5307	Local	Total
1.1	MPO	\$ 170,000	\$ 0	\$ 0	\$ 170,000
1.2	MPO	\$ 4,000	\$ 0	\$ 0	\$ 4,000
1.3	MPO	\$ 5,000	\$ 0	\$ 0	\$ 5,000
1.4	MPO	\$ 10,000	\$ 0	\$ 0	\$ 10,000
Total		\$ 189,000	\$ 0	\$ 0	\$ 189,000

¹ TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

TASK 2.0 - DATA DEVELOPMENT AND MAINTENANCE

Objective:

Collect, maintain, and forecast socio-economic, land use, roadway, transit, and travel data. Utilize collection and analysis efforts to assist in developing and enhancing transportation policies and programs.

Expected Work Products:

Update socio-economic data, land use data, and transit data. Continued updates for the transportation model are expected.

Previous Work:

Various highway and transit data collection efforts including: update and maintain traffic-link count database; maintain collision database; update high collision intersection analyses; analyze census data for socio-economic groupings within the MPO boundary and urbanized area boundary.

Subtask:

2.1 Socio-economic Data:

Population, housing, employment, and land use data will be collected and maintained. Information from census data, building permits data, environmental mitigation sources, and employment data will be distributed by traffic analysis zone over the transportation planning study area. Data collected on disabled, minority, and low-income groups within the MPO boundary will be evaluated with emphasis on transit analysis, transit ridership applications, and identification of trends dealing with Title VI needs. Any information collected will be utilized to expand and maintain mailing lists for public participation needs also. Efforts during FY 2018 will focus on updates for the 2020-45 MTP and maintenance of existing information.

2.2 Automated Transportation Planning Data Base (Modeling):

Data collected in subtask 2.1 will be provided to TxDOT for input into a transportation model. Information from the model will be used to project future congestion on the current roadway system.

Funding Summary – Task 2.0 Amarillo MPO – FY 2018

Subtask	Responsible Agency	TPF ¹	FTA Sect. 5307	Local	Total
2.1	MPO	\$ 30,000	\$ 0	\$ 0	\$ 30,000
2.2	MPO	\$ 10,000	\$ 0	\$ 0	\$ 10,000
Total		\$ 40,000	\$ 0	\$ 0	\$ 40,000

¹ TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

TASK 3.0 – SHORT-RANGE PLANNING

Objective:

Develop and submit to TxDOT for approval, a program of planning work including goals, objectives, and tasks required by each of the several agencies involved in the urban transportation planning process. Submit performance reports as required to TxDOT.

Continue the development of a program of projects that will be implemented in the Transportation Improvement Program over the next four years.

Maintain and improve a program of short-range transportation planning activities that promote improvements to the overall transportation system.

Expected Work Products

FY 2019-2022 TIP

FY 2017-2020 TIP Revisions as needed

FY 2019 UPWP

FY 2018 UPWP Revisions as needed

FY 2019 ADA Update

FY 2017 Annual Listing of Projects

MPO & ACT MOU/MOA

Previous Work:

TIP, UPWP, and performance reports from previous years, various traffic studies, analysis of citizen requests, annual listing of projects, functional classification updates, urban area boundary updates, and annual high collision intersection analysis. Continuing efforts toward increasing service efficiencies via provider certification and training disabled transit riders to utilize fixed-route bus system; annual ADA update.

Subtask:

3.1 TIP Development:

Development and implementation of the FY 2019-2022 TIP. Revise the FY 2017-2020 TIP, as may be required by TxDOT, FHWA, and FTA. Give consideration to corridor planning, environmental justice, bicycle/pedestrian facilities, and safety issues on all transportation projects in the TIP.

3.2 UPWP Development:

Develop planning programs, revise FY2018 UPWP as needed, and prepare FY2019 UPWP.

3.3 Analysis of Citizen Requests:

Citizen complaints and requests related to transportation problems are examined. Give consideration to environmental justice concerns. Necessary studies are conducted and recommendations are made with regard to all complaints and requests. Develop measures of effectiveness to show that low-income and EJ communities are included in the public involvement process for the MTP and TIP planning initiatives.

3.4 Plat Review and Right-of-Way Review:

An organized review process is used for all subdivision plats and right-of-way vacations to ensure that proper right-of-way widths are maintained as land is developed or vacated. Staff will not approve any action until it meets the prescribed functional classification right-of-way width and all necessary rights-of-way are obtained. This process will also provide up to date information relating to changes in land use that could affect the transportation system. This task is important as the AUTS area continues to expand its access management practices. Recognition of changes in land use patterns will assist staff in identifying locations where appropriate transportation needs are not being met. This activity is ongoing.

3.5 Transit Studies:

The MPO will coordinate and provide local planning assistance to Amarillo City Transit related to study and coordination of options for the multimodal center, connectivity with other transportation modes, such as rail, commercial bus and air; assistance with the fixed route transit system and review of bus routes, fixed route expansions, bus stops, handicapped ramps, bus shelters; safety planning for transit passengers, review of underserved populations such as low income, minority, elderly, disabled; assistance with transit ridership studies to determine system deficiencies and assess customer needs; and provide assistance with transit studies.

MPO staff will coordinate and provide regional public transportation planning through participation in the Panhandle Regional Organization to Maximize Public Transportation (PROMPT). to create and connect a comprehensive, flexible and sustainable public transportation throughout the Texas Panhandle. Coordinate and assist with regional project submissions to TxDOT’s Coordinated Call for Projects. Due to the multiple funding sources of this subtask and the inclusion of work activities beyond planning, the FHWA PL planning funds will be used for those eligible planning activities and other Federal Transit Administration funding will be used for other activities.

The Amarillo MPO is an active member of regional public transportation planning efforts. In support of collaborative, regional public transportation activities, MPO staff members serve on the Panhandle Regional Organization to Maximize Public Transportation (PROMPT). This regional service planning promotes and coordinates ways to share ridership among various community service agencies and transit partnerships in the Texas Panhandle. The MPO supports PROMPT in its examination of new initiatives promoting job accessibility and access of public transportation within the region by elderly and disabled populations.

The MPO will participate in this collaboration to implement recommendations in the regional plan and to keep the planning process current. The MPO will also participate in PROMPT’s planning effort to assure coordination with the regional plan. This is an ongoing activity.

**Funding Summary – Task 3.0
Amarillo MPO – FY 2018**

Subtask	Responsible Agency	TPF ¹	FTA Sect. 5307	Local	Total
3.1	MPO	\$ 40,500	\$ 0	\$ 0	\$ 40,500
3.2	MPO	\$ 26,500	\$ 0	\$ 0	\$ 26,500
3.3	MPO	\$ 10,000	\$ 0	\$ 0	\$ 10,000
3.4	MPO	\$ 8,000	\$ 0	\$ 0	\$ 8,000
3.5	MPO	\$ 30,000	\$ 0	\$ 0	\$ 30,000
Total		\$ 115,000	\$ 0	\$ 0	\$ 115,000

¹ TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

TASK 4.0 - METROPOLITAN TRANSPORTATION PLAN

Objective:

Maintain and update the Amarillo Metropolitan Transportation Plan (MTP). Maintain and update corridor and regional transportation planning in the MTP.

Maintain and update the Thoroughfare Plan for the Amarillo Urban Transportation Study area.

Expected Work Products:

Review of projects to be implemented throughout the 2015 – 2040 MTP. Ensure projects proposed for inclusion in the TIP are referenced in the plan. Revise the 2015 - 2040 MTP, as required.

Maintain the Amarillo Urban Transportation Study Area Thoroughfare Plan.

Participate in corridor and regional transportation planning.

Previous Work:

During FY 2017 the MPO Policy Committee revised the 2015 – 2040 MTP as needed. Development and revision of this long-range planning document continued as needed for FAST Act compliance. Projects proposed for inclusion in the TIP were reviewed for consistency with the MTP.

Staff continued re-development and update of a thoroughfare plan for the Amarillo Urban Transportation Study area.

The MPO participated in corridor and regional planning associated with the Panhandle Rural Planning Organization (PRPO), the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) and the Ports-to-Plains Trade Corridor.

Subtask:

4.1 Maintain MTP:

Revise and maintain the 2015–2040 MTP document as needed. Ensure projects proposed for inclusion in the TIP are referenced in the plan. Update the MTP with highway and transit-related O&M revenues and expenditures. Identify UTP funding categories for regionally significant highway projects identified in the MTP.

Collect and maintain data from environmental mitigation resources, i.e. GISST and TEAP. Develop GIS mapping tools to identify congestion problems and areas of high volume peak travel in the study area. Utilize GIS to show areas of motorized and non-motorized accident rates, fatalities, & injuries. Participate in corridor and regional transportation planning activities to gauge impact on the MTP.

The MPO staff will continue public outreach utilizing alternative print media, the MPO website, and radio in disseminating information about the metropolitan transportation planning process. MPO staff will incorporate public outreach tools and techniques to enhance public involvement and in particular, to focus on involving the Title VI target population. This will allow informed transportation decision-making by the MPO Technical Advisory and Policy Committees.

Develop and draft a new 2020–2045 MTP. Development will include, informing the public about the MTP, seeking potential projects, and soliciting comments during the process. MTP development will take place throughout the entire regional community: general

population, traditionally underserved populations, local officials, transportation providers, freight haulers, and transportation stakeholders. The MPO staff will be enhancing public outreach techniques utilizing alternative print media, the MPO website, video presentations, and radio in disseminating information about the metropolitan transportation planning process. MPO staff will incorporate public outreach tools and techniques to enhance public involvement and in particular, to focus on involving the Title VI target population. This will allow more informed transportation decision-making by the technical and policy committees.

Participation by all media formats will be encouraged to reach every transportation stakeholder. The MTP development process supports and seeks all public involvement in accordance with the adopted Public Participation Plan. Various public meetings, including specific public meetings for MTP development and MPO Policy Advisory Committee meetings, will be held during the development process. Financial development and project selection will be made observing total project costs, year of expenditure (YOE), fiscal constraints, safety considerations, regional needs, and public demand. A 30-day public comment period for the draft 2020–2045 MTP will notify stakeholders and seek their involvement regarding the plan. Finally, the draft 2020–2045 MTP will be presented to the MPO Policy Advisory Committee for approval.

A proposed timeline for the MTP 2020-45 development follows:

July 2018

Announce to MPO policy board regarding MTP 2020-45, plan update, & procedures.
Notify MPO policy board of staff consultation with locals regarding MTP development.

October 2018

MPO policy board meeting.
Advertise MTP 2020-45 Public Meeting Notice in newspaper.
Post Public Meeting Notices: City Hall & Library branches, County Courthouses, and TxDOT.

November 2018

Public Meeting to solicit comments and projects for MTP 2020-45.

January 2019

MPO policy board meeting.
Make announcement about plans to update the MTP 2020-45.
Make copies of the MTP 2015-40 available for review.

February 2019

Advertise MTP 2020-45 Public Meeting Notice in newspaper.
Post Public Meeting Notices: City Hall, County Courthouses, TxDOT, and City Library branches.

March 2019

Second Public Meeting to solicit comments and projects for MTP 2020-45.
Continue MTP process; make revisions of draft MTP 2020-45 now through mid June.

April 2019

Solicit public comments & projects this month.
MPO policy board meeting.
Continue MTP process; make final revisions of draft MTP 2020-45 now through mid June.

July 2019

MPO policy board meeting.
Update the MPO policy board on draft MTP 2020-45 progress.

August 2019

Make draft 2020-45 MTP available for public comment.

Send out notices to stakeholders.

Place copies of the draft 2020-45 MTP in Public Library branches.

Advertise MTP 2020-45 Public Comment Period in newspaper.

MTP 2020-45 Public Comment begins.

MTP 2020-45 Public Meeting.

September 2019

MTP 2020-45 Public Comment period end.

Revise draft MTP 2020-45 to reflect comments.

October 2019

MTP 2020-45 Update must be complete before 10/21/14!

Submit draft MTP 2020-45 to MPO policy board for review.

MPO policy board meeting and formal adoption of draft MTP 2020-45.

Submit the MTP 2020-45 to TxDOT-TPP w/ minutes from MPO policy board meeting.

4.2 Maintain Thoroughfare Plan:

Revise and maintain a transportation thoroughfare plan for the Amarillo Urban Transportation Study area. Provide for the orderly development of an adequate transportation network as land development occurs or as traffic increases. Ensure a continuous review of current and future planned projects within the area; maintain a thoroughfare plan map, including standard cross section by classification and local roadway guidelines for development. The thoroughfare plan will provide a long term vision of the major transportation network necessary to meet future travel needs and aid the identification of projects in the MTP.

Funding Summary – Task 4.0 Amarillo MPO – FY 2018

Subtask	Responsible Agency	TPF ¹	FTA Sect. 5307	Local	Total
4.1	MPO	\$ 48,000	\$ 0	\$ 0	\$ 48,000
4.2	MPO	\$ 8,000	\$ 0	\$ 0	\$ 8,000
Total		\$ 56,000	\$ 0	\$ 0	\$ 56,000

¹ TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

**Budget Summary
Amarillo MPO – FY 2018**

UPWP Task	FTA Task	Description	TPF ¹	FTA Sect. 5307	Local Funds	Total Funds
1.0	44.21.00 44.22.00	ADMINISTRATION MANAGEMENT	\$ 189,000	\$ 0	\$ 0	\$ 189,000
2.0	44.22.00 44.27.00	DATA DEVELOPMENT & MAINTENANCE	\$ 40,000	\$ 0	\$ 0	\$ 40,000
3.0	44.24.00 44.25.00	SHORT RANGE PLANNING	\$ 115,000	\$ 0	\$ 0	\$ 115,000
4.0	44.23.01 44.23.02	LONG RANGE PLANNING	\$ 56,000	\$ 0	\$ 0	\$ 56,000
TOTAL			\$ 400,000	\$ 0	\$ 0	\$ 400,000

¹ Transportation planning funds

Apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

FHWA (PL-112) & FTA (Sec. 5303) ²	\$ 414,654.
Estimated Unexpended Carryover	<u>\$ 284,521</u>
TOTAL TPF	\$ 699,175.

² Estimate based on prior years authorizations

APPENDIX A
POLICY COMMITTEE MEMBERSHIP

DRAFT

AMARILLO METROPOLITAN PLANNING ORGANIZATION
Amarillo MPO Policy Committee – FY 2018

Voting Members		
Ginger Nelson, Chairman	Mayor	City of Amarillo
	City Council	City of Amarillo
Jared Miller	City Manager	City of Amarillo
Brian Crawford, P.E.	District Engineer	TxDOT
Kit Black, P.E.	Dir. of Transportation Planning & Development	TxDOT
Judge Nancy Tanner	County Judge	Potter County
H.R. Kelly	County Commissioner	Potter County
Judge Ernie Houdashell	County Judge	Randall County
Mark Benton	County Commissioner	Randall County
Kyle Ingham	Local Government Services Director	PRPC
Dick Davis		Amarillo C of C
Ex-Officio Members		
The Honorable Mac Thornberry	U. S. Representative	13th Congressional District of Texas
The Honorable Kel Seliger	State Senator	31st Texas State Senatorial District
The Honorable Walter T. Price	State Representative	87th Texas State Representative District
The Honorable John Smithee	State Representative	86th Texas State Representative District
Gary Pitner	Dir. of Panhandle Regional Planning Commission	PRPC
Quinn Alexander	Mayor	City of Canyon
Randy Criswell	City Manager	City of Canyon
Non-Member Advisors and Staff Coordinators		
Gary Holwick	MPO Director	MPO
Travis Muno	Senior Transportation Planner	MPO
Chris Quigley	Management Analyst	MPO
Kirk Fauver	Urban Transportation Planner	FHWA
Bill Frawley	Transportation Planning & Program Division	TxDOT
Terry Nix	Transportation Planner	TxDOT
Richard Neill	Public Transportation Coordinator	TxDOT

APPENDIX B

METROPOLITAN AREA BOUNDARY MAP (GOVERNOR OR GOVERNOR'S DESIGNEE APPROVED)

DRAFT

APPENDIX C
DEPARTMENT CERTIFICATION

DRAFT

**DEBARMENT CERTIFICATION
(Negotiated Contracts)**

- (1) The Amarillo 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

Policy Board Chairperson
Title

Date

APPENDIX D
LOBBYING CERTIFICATION

DRAFT

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 sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients 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

Policy Board Chairperson

Title

Amarillo Metropolitan Planning Organization

Agency

Date

APPENDIX E
CERTIFICATION of COMPLIANCE

DRAFT

Certification of Compliance

I, Ginger Nelson, Chairperson, MPO Policy Committee, a duly authorized officer/representative of the Amarillo Metropolitan Planning Organization do hereby certify that the contract and procurement procedures that are in effect and used by the forenamed MPO are in compliance with 2 CFR 200, "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments," as it may be revised or superseded.

Date

Signature - Policy Board Chairperson

Attest:

Name

Secretary, City of Amarillo

Title

DRAFT

Certification of Internal Ethics and Compliance Program

I, Ginger Nelson, Chairperson, MPO Policy Committee a duly authorized officer/representative of the Amarillo Metropolitan Planning Organization, 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 - Chairperson, MPO Policy Board

Attest:

Name

Secretary, City of Amarillo

Title

Limited English Proficiency (LEP) Certification

Executive Order 13166, titled “Improving Access to Services for Persons with Limited English Proficiency”, indicates that differing treatment based upon a person’s inability to speak, read, write or understands English is a type of national origin discrimination. It directs each federal agency to publish guidance for its’ respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including transit providers and Lead Agencies which receive federal assistance through the Texas Department of Transportation (TxDOT).

The Limited English Proficiency Plan prepared by the Amarillo MPO {Agency} addresses responsibilities as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et se, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

The undersigned, known as the Amarillo MPO {Entity}, hereby certifies that it has adopted the Amarillo MPO {Agency} LEP Plan and will take responsible steps to carry out said Plan to all counties served by entity, ensure meaningful access to the benefits, services, information and activities for individuals who are Limited English Proficient (LEP). The undersigned has agreed to work together formally with the Amarillo MPO {Agency} to coordinate activities and prevent violations of the law, including regulations applicable to this entity or its officers or employees and that the LEP program satisfies the requirements of Executive Order 13166.

Amarillo MPO
Name of entity

By: _____

Title: Policy Board Chairperson

Date: _____

List of Counties served: Amarillo MPO jurisdiction in Potter and Randall Counties