

FY 2024

UNIFIED PLANNING WORK PROGRAM (UPWP)

AMARILLO METROPOLITAN PLANNING ORGANIZATION

Non-Transportation Management Area (Non-TMA)

AIR QUALITY STATUS:
Attainment

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Amarillo Metropolitan Planning Organization

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I. 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 Committee, 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, the City of Amarillo, and City of Canyon, administers the transportation planning process in the Amarillo urbanized area. This designation was renewed by contract with TxDOT and executed in September 2018. 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 2024 UPWP was developed in accordance with regulations set forth in the Infrastructure Investment and Jobs Act (IIJA), which was signed into law on November 15, 2021. The MPO is responsible, together with the State of Texas, for carrying out the provisions of the IIJA.

A. 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 Infrastructure Investment and Jobs Act (IIJA).

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 performance-based approach that the Amarillo MPO uses to develop the process for transportation decision making is an extension of the continuous, coordinated effort for the transportation planning in the region. The performance targets are established starting in the Technical Advisory Committee where all entities are represented. The targets are eventually adopted through the Policy Committee. Then the performance measures will provide input into project selection process.

The seven national goals of the IJA 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 such as Geographic Information System (GIS) and NEPAAssist tool, 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 Metropolitan Area Boundary 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, the City of Canyon, the Village of Timber Creek, Village of Lake Tanglewood and Village of Palisades 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, the City of Canyon, 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 from the various agencies.

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, Potter and Randall counties and the Panhandle Regional Planning Commission. 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 2024 UPWP addresses an integrated multimodal transportation system which strives to increase mobility and emphasize the preservation of the existing transportation system.

The Planning Emphasis Areas (PEA) for Federal FY 2024 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 IIJA 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 2045 Metropolitan Transportation Plan (Work Element 4.1), which was adopted in early FY 2020. The guidance from that plan will be implemented throughout the MPO's planning and programming operations. The Amarillo MPO supports the Texas Department of Transportation performance measures by adopting their safety targets. The MPO as adopted the City of Amarillo's Transit Assets Management performance measures. As well as TxDOT's PM2 performance measures for road and bridge condition, and PM3 measures for system reliability. The MPO also has adopted the City of Amarillo's Public Transit Agency Safety Plan performance measures (Work Element 2.1 & 2.3).

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 subtasks (Work Element 3.4, 3.5) and will take another step forward through the advancement of the 2020-45 Metropolitan Transportation Plan (Work Element 4.1).

- 4. Tackling the Climate Crisis-Transition to a Clean Energy, Resilient Future-
Planning tasks included in the UPWP should advance strategies that help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change.*

The MPO work elements that will accomplish this Emphasis Area include Transit Studies (Work Element 3.5) and developing a resiliency plan (Work Element 5.1)

- 5. Equity and Justice40 in Transportation Planning-
MPO's will advance racial equity and support for underserved and disadvantaged communities. The regional planning process and tasks included in the UPWP should comply with Executive Orders 13985 and 14008 and support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and healthcare.*

The Amarillo MPO work element that will address this Emphasis Area include Public Involvement and Title VI Civil Rights Evaluation (Work Element 1.4).

- 6. Complete Streets-
A complete street is safe, and feels safe, for all users and travel modes. Planning tasks in the UPWP should prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorist. Complete travel networks that prioritize safety improvements and speed management should be emphasized to provide an equitable and safe transportation network for travelers of all ages and abilities.*

The MPO work elements that will accomplish this Emphasis Area include Regional Multimodal plan (Work Element 4.2) and Safe and Accessible Transportation Options (Work Element 4.3).

- 7. Public Involvement-
Early, effective, and continuous public involvement brings diverse viewpoints into the transportation planning process. The use of virtual public involvement tools is encouraged to increase opportunities for meaningful public participation in transportation planning activities included in the UPWP.*

The Amarillo MPO work element that will address this Emphasis Area include Public Involvement and Title VI Civil Rights Evaluation (Work Element 1.4).

- 8. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination-
The MPO should coordinate transportation planning and project programming tasks with the DOD for the purpose of addressing the needs of the federal-aid highway system in meeting national and civil defense. This includes the entire Dwight D. Eisenhower National System of Interstate and Defense Highways and other non-Interstate public highways on the National Highway System.*

The Amarillo MPO work element that will address this Emphasis Area include Transportation Improvement Program Development (Work Element 3.1) and the Metropolitan Transportation Plan (Work Order 4.1).

9. Federal Land Management Agency (FLMA) Coordination-

MPOs must coordinate with FLMAs on transportation planning and project programming activities to ensure access routes and transportation services that connect to Federal lands are properly maintained. All FLMAs must be included in the development of the Metropolitan Transportation Plan and the Transportation Improvement Program.

The Amarillo MPO work elements that will address this Emphasis Area include the Transportation Improvement Program Development (Work Element 3.1) and the Metropolitan Transportation Plan (Work Order 4.1).

10. Planning and Environment Linkages (PEL)-

PEL is a collaborative and integrated approach to transportation decision making that considers environmental, community, and economic goals early in the transportation planning process. The UPWP should advance transportation programs and projects that serve the communities transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources.

The Amarillo MPO work elements that will address this Emphasis Area include the Transportation Improvement Program Development (Work Element 3.1) and the Metropolitan Transportation Plan (Work Order 4.1).

11. Data in Transportation Planning-

The UPWP should address data sharing, needs, and analytics. Tasks should incorporate and advance data sharing principles to efficiently use resources and share all transportation data to improve policy and decision making at all levels.

The Amarillo MPO work elements that will address this Emphasis Area include the Geographic information Systems and Socio-economic data (Work Element 2.1) and Performance Measures (Work Order 2.2).

FY 2023 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	Tackling Climate Crisis	Equity and Justice 40	Complete Street	Public Involvement	STRAHNET/ DOD Coordination	FLMA Coordination	PEL	Data in Transportation Planning
Task 1 Administration & Management	X	X	X	X	X	X	X	X	X	X	X		X		X			X	
Task 2 Data Development & Maintenance		X		X		X	X	X	X	X	X		X						X
Task 3 Short Range Planning	X	X		X	X	X	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		X		X	X	X		
Task 5 Special Studies (Resiliency Plan)		X	X	X	X		X	X		X		X						X	X

II.TASK 1.0 – ADMINISTRATION AND MANAGEMENT

The purpose of this task is to provide for the MPO’s overall administration and to support the transportation planning process for our area. For guidance purposes, this may include: travel, training, public involvement, staff, equipment, supplies, capital, legal services, audit costs, monthly billing, financial management, operating costs, printing, policy board and technical meetings, website maintenance, hardware/software, UPWP development, etc.

REMINDER: Equipment purchases over \$5,000 must comply with 2 CFR §200: “Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, 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. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity’s regular accounting practices.”

- A. **OBJECTIVE:** To provide for the daily operation, organization, and coordination of the transportation planning process and to reach out to the public for input.
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.
- B. **EXPECTED 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 Obligated Projects; Annual Performance & Expenditure Report; maintain a IJIA compliant Public Participation Plan; maintain the MPO Project Tracking Database; maintain the Limited English Proficiency Plan; coordination of MPO Policy Committee and Technical Subcommittee; update and maintain records in accordance with federal and state regulations. Revisions to the FY 24 UPWP and development of the FY 25 UPWP.
- C. **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 Obligated Projects; maintained the MPO Project Tracking Database; maintained a FAST Act compliant Public Participation Plan (PPP); maintained the Limited English Proficiency Plan; developed and maintained FY 23 UPWP; updated and maintained state and federal records in accordance with federal and state regulations.

D. **SUBTASKS:**

Subtask 1.1: Program Administration:

Activities under this element will provide oversight and coordination of the various programs contained in the work program. This includes development of the Annual Performance and Expenditure Report (APER) and the Annual Listing of Obligated Projects. Accounting records of state and federal funds will be updated and maintained in accordance with federal and state regulations. Preparation of grant billing submittals. Daily functions include correspondence; record keeping, public relations, meeting preparation, advertisement preparation, etc. Incorporate all IJIA provisions

into existing MPO documents to insure all MPO documents are IJJA compliant as required by FHWA.

Subtask 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.

Subtask 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.

Subtask 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, as requested, 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 Advisory Commission for People with Disabilities (ACPD) continues to provide Amarillo City Transit (ACT) with a forum to obtain public input and distribute information about the public transit system. During the past year the ACPD assisted with public input related to passenger amenities, accessible routes, curb cuts, ramps at bus stop locations and fare change proposals.

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 IJJA. Public access to MPO documents, maps, and other visualization techniques are provided at the MPO offices, the Amarillo Public Libraries, 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 monitor, and review citizen participation and attendance related to Title VI and will base community engagement strategies on performance outcomes.

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. Utilize a GIS mapping system to evaluate EJ and Title VI issues as part of the metropolitan area planning process. Utilize 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. Continue to make certain all vital documents: include recent changes to the Americans with Disabilities Act, are translated in Spanish and Vietnamese, and posted to the ACT website. This is an ongoing activity.

Subtask 1.5: UPWP Development:

Develop planning programs, revise FY2024 UPWP as needed, and prepare FY2025 UPWP. This subtask is the responsibility of Amarillo MPO.

E. FUNDING SUMMARY –

Task 1.0 – 1-Year Funding Summary Table

FY 2024

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹	FTA Section 5307 Funds	Local Funds	Total Funds
		FY 2024	FY2024	FY 2024	
1.1	MPO	\$199,000	\$0	\$0	\$199,000
1.2	MPO	\$4,000	\$0	\$0	\$4,000
1.3	MPO	\$15,000	\$0	\$0	\$15,000
1.4	MPO	\$25,000	\$0	\$0	\$25,000
1.5	MPO	\$9,000	\$0	\$0	\$9,000
Total:		\$252,000	\$0	\$0	\$252,000

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 work hours, they are not reflected in the funding tables.

III. TASK 2.0 - DATA DEVELOPMENT AND MAINTENANCE

The purpose of this task is to support planning items relating to general data collection and analysis, primarily from ongoing activities. For guidance purposes, this may include database maintenance, GIS development, performance measures, demographic data, socio-economic data, congestion, air quality, travel demand modeling, automated transportation, Title VI, equity, environmental justice, land use, etc.

- A. **OBJECTIVE** - Collect, maintain, and forecast socio-economic, demographic, land use, roadway, transit, and travel data. Develop and maintain GIS databases, performance measures, and congestion monitoring. Utilize collection and analysis efforts to assist in developing and enhancing transportation policies and programs.
- B. **EXPECTED PRODUCTS** - Update demographic data, socio-economic data, land use data, transit data, Crash and safety data and maintenance of GIS databases. Creation of maps for transportation planning purposes. Continued updates for the transportation model are expected. Monitoring and updating of performance measures.
- C. **PREVIOUS WORK** - Various highway and transit data collection efforts including: maintain collision database; update high collision intersection analyses; analyze census data for socio-economic groupings within the MPO boundary and urbanized area boundary. Updated performance measures and GIS databases, as well as updating travel demand model.
- D. **SUBTASKS** -

Subtask 2.1: Geographic information System and Socio-economic Data:

Population, housing, employment, and land use data will be collected and maintained. Information from census data, environmental health, 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. Data in the GIS databases will be updated, and Mapping will be done as needed. As adjustments are needed for the Urbanized Area Boundary and federal functional classification system, these will be conducted under this subtask also. Any information collected will be utilized to expand and maintain mailing lists for public participation needs.

Subtask 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.

Subtask 2.3: Performance Measures:

The MPO will monitor, and update performance measures/targets as needed. Continue implementation of the performance-based planning and programming process including working with TxDOT to monitor and evaluate the performance measures.

E. FUNDING SUMMARY -

Task 2.0 – 1-Year Funding Summary Table
 FY 2024

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹	FTA Section 5307 Funds	Local Funds	Total Funds
		FY 2024	FY2024	FY 2024	
2.1	MPO	\$20,500	\$0	\$0	\$20,500
2.2	MPO	\$2,000	\$0	\$0	\$2,000
2.3	MPO	\$8,500	\$0	\$0	\$8,500
Total:		\$31,000	\$0	\$0	\$31,000

¹TPF – 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 work hours, they are not reflected in the funding tables.

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IV. TASK 3.0 - SHORT RANGE PLANNING

The purpose of this task is to include planning activities associated with immediate implementation and related to the near-term time frame. This may include TIP development, ADA planning/implementation, bicycle facilities, pedestrian facilities, transit system evaluation, multimodal planning, congestion management, ITS, active transportation, incident management, transit coordination, etc.

A. **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 performance-based 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 based on performance.

B. **EXPECTED PRODUCTS.**

FY 2025-2028 TIP Revisions as needed
FY 2023 Annual Listing of Projects
FY 2024 ADA Update

Develop Resiliency Plan
FY 23 APER
Congestion Management Process

C. **PREVIOUS WORK** - FY 2023-2026 TIP, and performance reports from previous years, analysis of citizen requests, annual listing of projects, functional classification updates, review of plats submitted for development and urban area boundary updates. Continuing efforts toward increasing service efficiencies via provider certification and training disabled transit riders to utilize fixed-route bus system; annual ADA update.

D. **SUBTASKS –**

Subtask 3.1: TIP Development:

Revise the Transportation Improvement Program, as may be required by TxDOT, FHWA, and FTA. This will be handled through revisions to the FY 2023-2026 TIP. Staff will also develop the TIP for FY 2025-2028. In preparation to become a TMA the MPO will continue addressing the need for a Congestion Management Process. Consideration will be given to corridor planning, environmental justice, bicycle/pedestrian facilities, freight mobility, access management and safety issues on all transportation projects in the TIP. Work done to update the 10-year plan required by HB 20 will also be given consideration in this subtask. Performance measures will be evaluated so that they can be used in the determination of projects for the TIP. This subtask is the responsibility of Amarillo MPO.

Subtask 3.2: 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. This subtask is the responsibility of Amarillo MPO.

Subtask 3.3: 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. This subtask is the responsibility of Amarillo MPO.

Subtask 3.4: Transit Studies:

The MPO will coordinate and provide local planning assistance to Amarillo City Transit (ACT). The MPO will also assist with connectivity to other transportation modes, such as pedestrian, rail, 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. The Amarillo MPO is an active member of regional public transportation planning efforts. The MPO staff will coordinate and provide regional public transportation planning through participation in the Panhandle Regional Organization to Maximize Public Transportation (PROMPT), this collaboration to implement recommendations in the regional plan and to keep the planning process current. In support of collaborative, regional public transportation activities, MPO staff members serve on 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 also participate in PROMPT's planning effort to assure coordination with the regional plan. 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. This is an ongoing activity. This subtask is the responsibility of Amarillo MPO.

Subtask 3.5: ACT Transit Planning:

Plan for and manage federal compliance in the areas of Transit Asset Management, Civil Rights and DBE. Implement federal requirements for Safety Management System (SMS). ACT will work with TxDOT but ACT developed its own compliance plan. ACT is developing an Outreach and Communications Plan to market our service to increase ridership. ACT is evaluating amenities for current and future stops.

Work with local and state agencies to develop a funding strategy for providing Public Transportation post 2020.

Ongoing review of how well ACT fixed-route network meets the needs of the community. ACT will focus on ways to address the service needs in the fastest growing portions of the city. Explore ways to implement evening service needs identified in the Transit Master Plan.

Subtask 3.6: Congestion Management Process:

Develop a Congestion Management Process (CMP) for the Amarillo Urban Transportation Study area. This is in preparation for the Amarillo Urban Transportation Study area to become a Transportation Management Area (TMA). The Amarillo urban area has now gone over the 200,000-population mark at the 2020 Census. The Amarillo Study Area is anticipating the posting of the 2020 TMA numbers in the summer of 2023.

E. FUNDING SUMMARY

Task 3.0 – 1-Year Funding Summary Table

FY 2024

Subtask	Responsible Agency	Transportation Planning Funds (TPF)¹	FTA Section 5307 Funds	Local Funds	Total Funds
		FY 2024	FY2024	FY 2024	
3.1	MPO	\$13,000	\$0	\$0	\$13,000
3.2	MPO	\$2,000	\$0	\$0	\$2,000
3.3	MPO	\$2,500	\$0	\$0	\$2,500
3.4	MPO	\$2,500	\$0	\$0	\$2,500
3.5	MPO	\$11,500	\$0	\$0	\$11,500
3.6	MPO	\$7,500	\$0	\$0	\$7,500
Total:		\$39,000	\$0	\$0	\$39,000

¹TPF – 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 work hours, they are not reflected in the funding tables.

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V. TASK 4.0 - METROPOLITAN TRANSPORTATION PLAN

The purpose of this task is to Include planning activities associated with publishing or updating your Metropolitan Transportation Plan. Examples include development of the financial plan, environmental impact analysis, and publishing of the MTP document, this may also include 10-Year Plan, Thoroughfare Plan.

- A. **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. With the implementation of performance measures work will be done to update and monitor the performance targets. These targets will be incorporated into the selection of projects to create a better more reliable transportation system.
- B. **EXPECTED PRODUCTS** - Review of projects to be implemented throughout the 2020 – 2045 MTP. Ensure projects proposed for inclusion in the TIP are referenced in the plan. Revise the 2020 - 2045 MTP, as required. Begin development of the 2025-2050 MTP. Maintain the Amarillo Urban Transportation Study Area Regional Multimodal Mobility Plan, and Thoroughfare plan. Participate in corridor and regional transportation planning. Update Performance Targets as needed.
- C. **PREVIOUS WORK** - During FY 2023 the MPO Policy Committee revised the 2020 – 2045 MTP as needed. Development and revision of this long-range planning document continued as needed for IJJA compliance. Projects proposed for inclusion in the TIP were reviewed for consistency with the MTP. Staff continued evaluation and update of the 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.

D. **SUBTASKS** –

Subtask 4.1: Maintain MTP:

Revise and maintain the 2020–2045 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. The 2025-2050 MTP is due in October of 2024. Staff began development of the 2025-2050 MTP document around the midpoint of FY 23.

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. As requested, the MPO will 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. Performance measures will be evaluated and updated so that they can be used in the selection of projects for 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. This subtask is the responsibility of the MPO.

Subtask 4.2: Maintain Regional Multimodal Mobility Plan:

Revise and maintain the regional multimodal mobility plan, which contains the 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 regional multimodal mobility 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.

Subtask 4.3: Safe and Accessible Transportation Options:

The MPO staff will ensure that 2.5% of its PL funds will be used to increase safe and accessible options for multiple travel modes for people of all ages and abilities as prescribed in Section 11206 of the Infrastructure Investment and Jobs Act.

- Staff will compile and share data and information on active transportation;
- Evaluate active transportation system to understand system performance needs to identify regional activities;
- Hold public outreach sessions to share information and encourage active transportation;
- Work with other interested parties to advance and improve the program;
- Look for innovative ways to optimize funding for active transportation projects; and
- Support and align statewide and regional active transportation strategies and actions.

E. FUNDING SUMMARY -

Task 4.0 – 1-Year Funding Summary Table
FY 2024

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹	FTA Section 5307 Funds	Local Funds	Total Funds
		FY 2024	FY2024	FY 2024	
4.1	MPO	\$40,500	\$0	\$0	\$40,500
4.2	MPO	\$3,000	\$0	\$0	\$3,000
4.3	MPO	\$9,500	\$0	\$0	\$9,500
Total:		\$53,000	\$0	\$0	\$53,000

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 work hours, they are not reflected in the funding tables.

VI. TASK 5.0 - SPECIAL STUDIES

Special Studies reflected in the UPWP are limited to planning-related activities. This may include: transit ridership, bicycle route, freight movement, hazardous truck route, site impact analysis studies, high speed rail, corridor studies, feasibility studies, plan updates, resiliency study, freight study, growth scenario study, travel surveys, etc.

- A. **OBJECTIVE** - Conduct special studies which may be required to complete corridor and sub-area planning activities needed to identify and prioritize projects to be included in the TIP and MTP; and to pursue studies arising from the local evaluation of multi-modal transportation services and regional freight movement.
- B. **EXPECTED PRODUCTS** – Develop a resiliency plan to aid in development of region wide projects.
- C. **PREVIOUS WORK** – In FY 2023, the Policy Committee authorized a Resiliency plan for the MPA. Due to low staff employment, there was not much accomplished on this study. Once staffing supports this project the MPO will continue with this study.
- D. **SUBTASKS** –

Subtask 5.1: Resiliency Plan:

This plan will be done in house. The plan will include both long-and short-range activities. The plan will be consistent and complementary to state and local mitigation plans. It will include a risk-based assessment of vulnerable assets. It will also include a description of how the MPO will respond to the impacts of the events. If we have full staff most of next year, we can always revise our UPWP to increase the amount of work.

E. **FUNDING SUMMARY -**

Task 5.0 – 1-Year Funding Summary Table
FY 2024

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹	FTA Section 5307 Funds	Local Funds	Total Funds
		FY 2024	FY2024	FY 2024	
5.1	MPO	\$10,000	\$0	\$0	\$10,000
Total:		\$10,000	\$0	\$0	\$10,000

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 work hours, they are not reflected in the funding tables.

VII. BUDGET SUMMARY -

1-Year Funding Summary - FY 2024

UPWP Task	Description	(TPF) ¹	FTA Section 5307 Funds	Local Funds	Total Funds
1.0	Administration-Management	\$252,000	\$0	\$0	\$252,000
2.0	Data Development and Maintenance	\$31,000	\$0	\$0	\$31,000
3.0	Short Range Planning	\$39,000	\$0	\$0	\$39,000
4.0	Metropolitan Transportation Plan	\$53,000	\$0	\$0	\$53,000
5.0	Special Studies	\$10,000	\$0	\$0	\$10,000
Total:		\$385,000	\$0	\$0	\$385,000

¹TPF – 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 work hours, they are not reflected in the funding tables.

Combined Transportation Planning Funds ²	\$ 509,838
Estimated Unexpended Carryover	\$ 326,547
TOTAL TPF:	\$ 836,385
² Estimate based on prior years' authorizations	
Total TPF:	\$ 836,385
Less FY 24 Expenditures:	\$ 385,000
Reserve:	\$ 451,385

APPENDIX A

Policy Committee Voting Members		
Cole Stanley, Chairman	Mayor	City of Amarillo
Vacant	City Council	City of Amarillo
Jared Miller	City Manager	City of Amarillo
Blair Johnson, 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 Christy Dyer	County Judge	Randall County
Rusty Carnes	County Commissioner	Randall County
Dustin Meyer	Dir. of Panhandle Regional Planning Commission	PRPC
Joe Price	City Manager	City of Canyon
Ex-Officio Members		
The Honorable Ronnie Jackson	U. S. Representative	13th Congressional District of Texas
The Honorable Kevin Sparks	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
Non-Member Advisors and Staff Coordinators		
Travis Muno	MPO Director	MPO
Jenifer Ramirez	Senior Transportation Planner	MPO
Julia Miller	Planner	MPO
Anita Persad-Charren	Planning Technician	MPO
Krystal Lastrape	Transportation Planner	FHWA
Phillip Tindall	Transportation Planning & Program Division	TxDOT
Russell Washer	Transportation Planner	TxDOT

APPENDIX C

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*

*Mayor of the City of Amarillo
Cole Stanley – Chair
Amarillo Metropolitan Planning Organization*

Date

APPENDIX D

LOBBYING CERTIFICATION

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

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

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose 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.

*Mayor of the City of Amarillo
Cole Stanley – Chair
Amarillo Metropolitan Planning Organization*

Date

APPENDIX F

CERTIFICATION OF INTERNAL ETHICS AND COMPLIANCE PROGRAM

I, Cole Stanley, Chair,
(Name and Position, Typed or Printed)

a duly authorized officer/representative of Amarillo Metropolitan Planning Organization,
(MPO)

do hereby certify that the forenamed MPO has adopted and does enforce an internal ethics and compliance program that is designed to detect and prevent violations of law, including regulations and ethical standards applicable to this entity or its officers or employees and that the internal ethics and compliance program satisfies the requirements of 43 TAC § 31.39 "Required Internal Ethics and Compliance Program" and 43 TAC § 10.51 "Internal Ethics and Compliance Program" as it may be revised or superseded.

Mayor of the City of Amarillo
Cole Stanley – Chair
Amarillo Metropolitan Planning Organization

Date

Attest:

Name

Title

APPENDIX H

LIST OF ACRONYMS

ACT	Amarillo City Transit
ACPD	Advisory Committee for People with Disabilities
ADA	Americans with Disabilities Act
ALOP	Annual Listing of Obligated Projects
APER	Annual Performance and Expenditure Report
ARCGIS	Aeronautical Reconnaissance Coverage Geographic Information System
AUTS	Amarillo Urban Transportation Study
BIL	Bipartisan Infrastructure Law <i>(AKA IIA)</i>
CFR	Code of Federal Regulations
CMP	Congestion Management Process
DOT	Department of Transportation
DOD	Department of Defense
EJ	Environmental Justice
ESRI	Environmental Systems Research Institute
FAST	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FLMA	Federal Land Management Agency
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information System
HB	House Bill
IIJA	Infrastructure Investment and Jobs Act <i>(AKA BIL)</i>
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
LEP	Limited English Proficiency
MAP-21	Moving Ahead for Progress in the 21st Century
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
NEPA	National Environmental Policy Act
NHS	National Highway System
PEA	Planning Emphasis Area
PEL	Planning and Environmental Linkage
PROMPT	Panhandle Regional Organization to Maximize Public Transportation
PRPO	Panhandle Rural Planning Organization
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users
STP	Surface Transportation Program
STRAHNET	Strategic Highway Network
STS	Specialized Transportation System

TAC	Technical Advisory Committee
TAC	Texas Administrative Code
TAZ	Traffic Analysis Zone
TCEQ	Texas Commission on Environmental Quality
TEA-21	Transportation Equity Act for the Twenty-First Century
TDM	Travel Demand Model
TIP	Transportation Improvement Program
TPF	Transportation Planning Funds
TTI	Texas Transportation Institute
TxDOT	Texas Department of Transportation
UPWP	Unified Planning Work Program
US	United States
USC	United States Code
USDOT	United States Department of Transportation

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