



UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS 2018 - 2019

Approved by the Policy Board on: **DRAFT**

Prepared by:

THE SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION

SPONSORING AGENCIES:

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COUNTY OF: GRAYSON
TEXAS DEPARTMENT OF TRANSPORTATION

IN COOPERATION WITH:

FEDERAL HIGHWAY ADMINISTRATION
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UNIFIED PLANNING WORK PROGRAM

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I. INTRODUCTION

The Governor of the State of Texas has designated Grayson County as the fiscal agent for the Sherman-Denison Metropolitan Planning Organization (MPO). Acting through its Policy Board, the MPO, in cooperation with the Texas Department of Transportation (TxDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), administers the transportation planning process in the Sherman-Denison urbanized area. The **Unified Planning Work Program (UPWP)** for the Sherman-Denison Metropolitan Planning Organization (MPO) describes the transportation planning process and MPO activities for the period of October 1, 2017 through September 30, 2019. The program documents each project's funding by source (federal, state, and local), explains how funds will be expended (type of project), and assigns responsibility for each work task. Federal Planning Rules for MPOs are described in Title 23, United States Code, Section 134 (The Urban Transportation Planning Process), and further regulated by Title 23 Code of Federal Regulations 420 and 450. Key federal legislation that further refines the planning processes was brought about by the Fixing America's Surface Transportation (FAST) Act and previous federal transportation legislation, such as ISTEA, TEA-21, SAFETEA-LU, and MAP-21. The FY 2018-2019 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. PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM (UPWP)

The UPWP is a two (2) year planning budget which outlines those planning activities to be undertaken by the MPO which are funded by federal, state, and local sources. The UPWP work elements were developed using a performance based approach to meet the goals, planning factors, and planning emphasis areas of the FAST Act, which are continued from MAP-21. Additionally, these planning factors will continue to be utilized throughout the transportation decision making process. The planning factors included in the FAST Act 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 UPWP work elements were specifically selected to meet the seven national goals of the FAST Act. These goals, as listed in 23 USC §150, are as follows:

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, and
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.

As required by MAP-21, the PB approved a Public Participation Plan (PPP) on October 7, 2015. These procedures include posting on our web site www.sdmpo.org, advertising in local communication media and maintaining a current mailing list of those persons who are interested in the transportation process. The PPP is available for review at the MPO and can be found on our website. Additionally, SDMPO staff is available to answer stakeholders' questions and requests for information. All meetings are advertised and are open to the public. To foster an atmosphere of public cooperation and in the spirit of the FAST Act, the MPO staff actively participates in various public organizations. A mailing list of those who have expressed interest is maintained.

The American with Disabilities Act (ADA) of 1990 encourages the involvement of people with disabilities in the development and improvement of transportation and para-transit plans and services. In accordance with ADA guidelines, all meetings conducted by the MPO take place in locations that are accessible to persons with mobility limitations and other aids as needed.

The SDMPO website, www.sdmpo.org, provides additional opportunities for public involvement. Stakeholders may view and download MPO publications, as well as send e-mail to MPO staff with any questions regarding transportation planning. The website contains transportation planning information, and public transportation planning information. Links to public documents and agencies such as the new latest Federal Transportation Law (FAST Act), FHWA, FTA, TxDOT, cities, and county governments may also be found on the MPO web site.

B. DEFINITION OF AREA

The Sherman - Denison Metropolitan Planning Area is located in the north central portion of the State of Texas, sharing the northern boundary with the Red River/Oklahoma border and touches Lake Texoma, Eisenhower State Park and the Hagerman National Wildlife Refuge. The southern, eastern and western boundaries extend to the limits of Grayson County and are shared with Collin and Denton Counties to the south, Fannin County to the east, and Cooke County to the west. US Highway (HWY) 75 running North/South basically splits the area in half and US HWY 82 running East/West intersects US HWY 75 and splits the urban area into quadrants. The MPO is comprised of the following cities: Sherman, Denison, Howe, Gunter, Pottsboro, Van Alstyne, Bells, Collinsville, Dorchester, Sadler, Southmayd, Tioga, Tom Bean, Trenton, Whitesboro, and Whitewright. The MPO is also comprised of unincorporated areas of Grayson County, which is likely to become urbanized in the next 20 years. A map depicts the area in Appendix B.

C. ORGANIZATION

The Sherman-Denison MPO Policy Board (PB) is the governing body of the MPO and performs its duties in accordance with state & federal laws and is organized under its published By-Laws. The Sherman-Denison MPO also has a Technical Advisory Committee (TAC) whose membership consists of technical staff from the member local governments. The TAC is responsible for advising the PB on all urban transportation planning matters and to help guide the metropolitan planning process. Additionally, this committee advises on issues of a technical nature and provides recommendations of MPO policy issues, provides input regarding the development of all of the MPO's planning documents, any special studies that may arise, and has developed a project selection process that has been adopted by the PB as part of the development of the 2040 MTP. The Sherman-Denison MPO, its staff and its fiscal agent, are responsible along with the State, for carrying out this work program. The voting members of the PB are found in Appendix A. The UPWP is reviewed and approved by the PB.

D. PRIVATE SECTOR INVOLVEMENT

The MPO encourages the participation of both public and private organizations. Since the technology required to properly plan for the future transportation network is both complicated and constantly changing, the MPO from time to time hires private consultants to accomplish part of the planning process. The MPO has also strived to do its part by purchasing equipment from a Historically Underutilized Business (HUB) when possible and Disadvantaged Business Enterprises (DBE) are actively solicited for each contract.

E. PLANNING ISSUES AND EMPHASIS AREAS

The UPWP emphasizes Federal requirements for transportation, especially those included in the FAST Act. Along with those requirements, the MPO has identified planning issues and emphasis areas which illustrate the key highway and transit planning issues facing the MPO. These are listed in the following subcategories:

Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan is the MPO's long-range plan that has a twenty-five year focus and is updated every five years. The current MTP was adopted on October 15, 2014, and covers fiscal years 2015 to 2040. This long-range plan focuses on multi-modal transportation needs within the MPO area and serves as the basis for the planning needs and decision-making guidelines for the MPO Board. This is accomplished through identifying present and future transportation corridors, forecasting transportation needs and growth patterns, providing estimated costs for implementation of those needs, and including other innovative approaches to transportation. Updates to the MTP will be part of the planning process and changes will be incorporated as they become necessary.

A major part of this UPWP will be the next update to the Metropolitan Transportation Plan. One major task, the development of performance measures, has already been completed. As part of the planning effort in developing the 2040 MTP, the Sherman-Denison MPO developed a project selection process in anticipation of additional funding. This process includes criteria for project selection that evolved out of the Objectives and Goals setting workshop held by the MPO Policy Board and Technical Advisory Committee. Out of this workshop came a list of six planning priorities the top four of which were: Safety (33.75%); Maintenance and System Efficiency (23.75%); Congestion and Freight Reliability (21.25%); and Effect on Economic Development (11.25%). For the 2040 MTP, a spreadsheet combined with readily accessible data such as PMIS for Maintenance and System Efficiency was utilized to rank the projects. For the 2045 MTP, these weights will be utilized in **Decision Lens** to determine the project rankings. TxDOT has selected **Decision Lens** software to enable performance-based investment planning built around agency goals & objectives, priorities, and performance targets.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is the MPO's short-term planning document. The TIP is a four year program of highway and transit projects proposed for funding by Federal, State, and local resources within the Sherman-Denison study area. The TIP is updated at least every two years and approved by the MPO. The FHWA and the FTA must jointly find that each metropolitan TIP is based on a continuing, comprehensive transportation process carried on cooperatively by the States, MPOs and transit operators in accordance with the provisions of 23 U.S.C. 134 and section 8 of the Federal Transit Act (49 U.S.C. app. 1607). The TIP may be amended as transportation needs or funding levels change.

The TIP is financially constrained by year and includes a financial plan that demonstrates which projects can be implemented using current revenue sources and which projects can be implemented using proposed revenue sources while at the same time maintaining and operating the existing transportation system. Only projects for which construction and operating funds can reasonably be expected to be available are included.

Projects listed in the TIP must be consistent with the long-range transportation plan. In addition to those projects, regionally significant transportation projects are included. A regionally significant project means a transportation project that is on a facility which serves regional

transportation needs regardless of funding source (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal arterial highways and all fixed guide way transit facilities that offer an alternative to regional highway travel.

Travel Demand Model (TDM)

In 2009, the MPO started to update the Travel Demand Model. Part of the process, includes working closely with TxDOT staff to improve the roadway network and data collection needs associated with the Travel Demand Model (TDM). The TDM is an important part of the MPO's functions and includes updates to the Geographic Information System (GIS); analysis of demographic data; updates to the roadway network; analysis of land use data for impacts on the transportation network; analysis and review of traffic count data and patterns; and analysis and review of traffic accident data and patterns.

The MPO's Travel Demand Model will be updated as part of the development of the 2045 Metropolitan Transportation Plan.

Public Participation and Education

Emphasis is also placed on improving the public participation and also the education of those interested in the transportation planning process. This could include fostering issues such as multi-modal studies, land-use analysis, and many others related to the improvement of transportation within our MPO boundary. This process is continually analyzed and evaluated to ensure that the public is aware and active with transportation issues in their community.

Transportation Awareness

Another area includes broadening the staff capabilities of the MPO to incorporate changes necessary for the smooth functioning of transportation planning. This is an on-going process to promote more efficient use of transportation elements, plans, and documents and also improvements for the transit reporting procedures; and consideration of safety and security in all modes of the transportation planning process.

Environmental Justice

The MPO continues to monitor and ensure compliance with Federal and State guidance on Title VI and Environmental Justice. A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations." Environmental Justice and Title VI are not new concerns; however, because of the evolution of the planning process, greater emphasis is being placed on understanding and addressing the unique needs of different socioeconomic groups. The SD-MPO Environmental Justice's initiatives strive to involve potentially affected citizens in developing transportation

projects that fit harmoniously within their communities without sacrificing safety or mobility through the use of its Public Participation Plan. By involving the public in transportation decisions in their neighborhoods, the MPO strives to make sure that every transportation project considers the effect on the human environment and provides as much positive benefit to them as possible.

Planning Areas

This document is organized under the eight planning factors of the FAST Act. The FAST Act requires MPOs to organize its planning process, which is to be continuous, cooperative and comprehensive (3C), around consideration of the general guidelines of eight broad areas as enumerated in the Act itself. The work tasks, special emphasis items, and special studies contained in the UPWP have considered the following eight areas, some more directly than others.

The eight Broad Planning Emphasis Areas of the FAST Act are as follows:

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 options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, and improve quality of life;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

In addition to the eight planning emphasis areas three areas of additional emphasis have been identified as strategic objectives for the Surface Transportation Program:

1. The FAST Act Implementation – this encourages state Departments of Transportation and MPOs to continue to further develop their performance management approach to transportation planning;
2. Regional Models of Cooperation – MPOs and state Departments of Transportation should ensure a regional approach to transportation planning by promoting cooperation across transit agencies, MPO and state boundaries;
3. Ladders of Opportunity – State DOTs, MPOs, and providers of public transportation are encouraged to identify connectivity gaps in accessing essential services.

II. TASK 1.0 – ADMINISTRATION AND MANAGEMENT

A. OBJECTIVE

Work elements in this activity are administrative and management tasks associated with the function, coordination and day-to-day activities of the MPO and the multi modal transportation planning process. The development of goals, objectives, and policies; committee structures and staffing; interagency linkage and information; and staffing of various work elements are the main concerns of transportation planning coordination. Required duties include: informing the public and committee members of meetings, preparation of meeting packets, attendance at meetings, coordination of projects/programs, and oversight of planning activities. Additionally, this task will meet the technical objectives of the organization regarding computer equipment and/or software packages.

B. EXPECTED PRODUCTS

Expected products include correspondence, memoranda, agreements, agenda, record keeping, and minutes necessary to document on-going activities of the study office. This task includes the purchase of office supplies, office furniture, and the associated costs to post public notices and other expenses as appropriate. Specific projects include: Annual Project Listing; Program Management and Coordination, Annual Performance and Expenditure Report; Self-Certification Statement; Interagency Planning Agreements; Public Participation Plan update as needed; Staff Education and Training; and Web site maintenance and update as needed. Other products of this task are training and expenses incurred while staff members travel to training, meetings, conferences, and/or workshops. The MPO will work with member agencies to prevent duplication of effort. The MPO may use consultants or interns to assist staff when appropriate. The MPO may also contract with the member cities, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO. Staff will attend training courses and seminars as appropriate. All out of state travel must have prior approval by TxDOT.

C. PREVIOUS WORK

This is an ongoing planning activity as required by 23 CFR 450. Previous year projects and products included the FHWA annual performance and expenditure report. Staff attended various workshops/conferences and made presentations at public meetings. Public meetings were held concerning this UPWP, transit and highway projects as well as the TIP and Metropolitan Transportation Plan. Additionally, the MPO's Public Participation Plan was formally adopted on October 7, 2015.

D. DESCRIPTION OF SUBTASKS

1.1 Administration

Prepare and submit required reports, certification and administrative documentation to maintain continuity and credibility of the Study. Prepare budgets, maintain financial records, equipment inventory and ensure monies are

spent appropriately. Coordinate activities between participating agencies and other public and private interests. Prepare request for proposals, as required, and solicit for contractual services and supervise the work. Assist participating agencies as needed. The MPO will review and evaluate the work accomplished during the previous fiscal year under this work program. An Annual Performance and Expenditure Report will be prepared at the end of each fiscal year (2018 & 2019) in accordance with TxDOT policy and procedures.

Maintain the computer equipment and software, funding is allocated and/or service contracts are in operation for the maintenance and upgrade of all automated information processing equipment and software purchased. Staff will continue updating MPO equipment and software when appropriate. Staff must stay abreast of current trends in technology, as they are applicable to the urban transportation planning process and effectiveness of operations and the planning process. All computer equipment will continue to be inventoried by identification number, physical location and staff member(s) responsible.

1.2 Public Involvement

Community involvement and input, vital elements in transportation planning and design, will be sought in the developmental stages of all transportation plans, TIP, and UPWP, to acknowledge community transportation needs, demands, and goals. Public participation will include: public and private agencies, transit providers, civic groups, local and regional interest groups, elected officials and concerned citizens. In accordance with the MPO's published Public Participation Plan, all Policy Board meetings will be advertised and open to the public. Open forums will precede any changes in the MTP and the TIP. Media outlets will be used whenever necessary to ensure public notification and encourage maximum public participation.

This sub-task for Public Involvement covers the day-to-day responses to the public (via email and/or phone) as well as maintenance of the MPO's website. The internet web site: www.sdmpo.org will be maintained and updated as needed. Additionally, the website will be upgraded to be HTML 5.0 compliant in FY 2018.

The Annual Project Listings document will be developed and published. Ongoing emphasis is placed in ensuring Environmental Justice issues are addressed and a complaint procedure is included into the public involvement policy.

The *Public Participation Plan* was recently updated but will be reviewed and updated on a five year cycle or as needed. The MPO continues its visibility among minority and low income communities. This is accomplished through announcements of meetings, etc. via neighborhood churches, or other local organizations.

1.3 Staff Education and Training

To ensure that the local urban transportation planning process remains viable and productive, the MPO staff will attend relevant seminars, workshops, conferences, and courses appropriate to a continued increase in staff expertise with regard to urban transportation planning techniques, methodologies, and recent developments. In addition, the Director will attend all TEMPO meetings as well as participate in TEMPO Subcommittee meetings. The participation in training events which include FHWA, FTA, TxDOT meetings, workshops, conferences, and Texas Planning and Transit Association's meetings, as well as local options (community and four year college courses on pertinent skill sets) will assist the staff in developing skills and expertise in all forms of transportation planning and gather information to share with communities and transit service providers. This Subtask includes funds to reimburse MPO staff, for travel expenses when traveling on MPO related duties.

E. FUNDING SUMMARY

TASK 1.0 - FY 2018 - 2019

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		FTA Sect. 5307		Local		Total
		2018	2019	2018	2019	2018	2019	
1.1	MPO	\$20,750	\$21,100					\$41,850
1.2	MPO/Consultant	\$7,845	\$5,450					\$13,295
1.3	MPO	\$12,925	\$13,150					\$26,075
TOTAL		\$41,520	\$39,700	\$0	\$0	\$0	\$0	\$81,220

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

III. TASK 2.0 – DATA DEVELOPMENT & MAINTENANCE

A. OBJECTIVE

Urban transportation planning requires constant monitoring and maintenance of a myriad of databases and mapping/graphic inventories. This provides the knowledge necessary to make accurate evaluations of existing conditions and to make logical estimates of future transportation system upgrades. This is a continuing ongoing process.

B. EXPECTED PRODUCTS

Expected products of this task will be the on-going maintenance of an up-to-date database that is accessible through the Geographic Information System (GIS) and census information complete with population and employment estimates. Also, included in this task is the continuance of bringing land use information into the MPO database for incorporated areas within the MPO planning boundary. This ongoing process of maintenance and upgrading of data and information processing equipment has become critical to the proper execution of transportation management functions. Grayson County, the MPO's fiscal agent, will provide the bulk of needed GIS services to the MPO. The MPO may use consultants or interns to assist when appropriate. The MPO may also contract with the member cities, as appropriate, to avoid duplication of efforts between the staffs of the cities and MPO.

C. PREVIOUS WORK

MPO staff continued the conversion of its Land Use Base Map and related data to TxDOT's standard. Staff updated GIS software licenses and worked with the local transit agency on data collection. Historical traffic counts continue to be added to the GIS base map. The MPO procured computer applications and equipment to enhance the information development of the MPO. Staff worked closely with the Traffic Analysis Section at TxDOT to provide updated socioeconomic information for the expanded Traffic Analysis Zones (TAZ) structure as part of the development of the 2008 Base Year travel demand model update for the Sherman-Denison Study Area. A Travel Demand Model was created as part of the 2040 MTP. This model was supplied to Texas Transportation Institute (TTI) for their use in updating the statewide model.

D. DESCRIPTION OF SUBTASKS

2.1 Land Use and Socio-Economic/Demographic Data Base Updates and Maintenance

MPO staff will work with local governmental staff to determine anticipated areas of growth, possible changes to land uses over the next 25 years, and to incorporate local comprehensive land use plans into the MTP. On-going updates and maintenance of data and maps related to population, minority populations, low-income population, building permits, land use, housing, and employment within the current Metropolitan Area Boundary (MAB) will be geared towards developing a socio-economic base for the MTP. Areas of primary trip-generation

activity will be inventoried, tabulated and grouped by Traffic Analysis Zones (TAZ).

In addition, staff will work with Grayson County staff and consultants as needed to:

1. Collect and maintain databases that identify, rank and analyze traffic accident locations, up-to-date-traffic counts, and the transportation system.
2. Collect and organize data for the Geographic Information System.
3. Collect and analyze data regarding Title VI/Environmental Justice on minority and low-income populations.

In an effort to address the requirements of Environmental Justice, additional work will be undertaken including the following:

1. Identify low-income/minority populations relevant to environmental justice issues;
2. Define the geographic areas where the noted low-income/minority conditions exist in the MPO area, utilizing data from the 2010 Census, and other relevant data sets;
3. Examine the existing transportation and transit system as it relates to the areas noted above;
4. Examine the location of future transportation projects via the MTP and the TIP, and study the correlation of these future projects to the areas noted above;
5. Create maps, and/or charts, and/or other relevant graphics to depict the existing and potential future conditions relevant to environmental justice, utilizing GIS and other automated tools;
6. Reference these maps in the MPO's/PB discussion of its Title VI activities (UPWP, MTP, Public Participation Plan);
7. Consider maps when organizing public involvement activities and consulted during project selection; and
8. Create a summary report that documents the process and findings of this analysis.

The findings of this analysis should be taken into consideration for future transportation planning and capital projects in the MPO study area.

2.2 Geographic Information System

This subtask provides the MPO with a tool for mapping and analyzing gathered geographic information. The MPO will work with county staff to use local development statistics and base data to update the components of the travel demand model as needed. This information will be used to improve the MPO's ability to link future land use plans to an adequate future transportation network. This task provides the personnel costs for the ongoing development of maps to develop a compatible GIS program to allow for data sharing.

To fully allow the MPO to utilize the GIS in its work program, there are necessary enhancements and routine maintenance efforts that must be undertaken as part of its work program. These efforts include: vehicle traffic counts, transit ridership, pavement condition monitoring, functional classification, demographic analysis, linking of Travel Demand Model data to GIS data. The MPO intends to use a consultant to complete this effort.

Maps will be produced for staff projects, planning, technical and PB meetings, and public information, showing various population and transportation related characteristics within the planning area based on a variety of factors such as, but not limited to, traffic analysis zones, various levels of census designations, and other geographic levels. Base mapping capabilities and presentation graphics will be improved so that the region's road network, land use, environmental constraints, etc. can be displayed. This information will be used to improve the MPO's ability to link future land use plans to an adequate future transportation network. Maps will be made available to the public according to the MPO's approved policies.

2.3 Travel Demand Model Update

The MPO will update the model network as necessary. As the data is collected and the local partners' needs become apparent, the MPO will develop one or more modeling alternatives for review by the public, the Technical Advisory Committee and the Policy Board. The developed alternatives will also include a prioritized listing of thoroughfare improvements that will come out the county-wide thoroughfare study currently being undertaken. The consultant will work with TxDOT staff to ensure that the Sherman-Denison Model is up-to-date and utilizes the agreed upon base-year data. The consultant will also provide training to MPO staff on the transportation model, its use, and maintenance thereof.

E. FUNDING SUMMARY

TASK 2.0 - FY 2018 - 2019

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		FTA Sect. 5307		Local		Total
		2018	2019	2018	2019	2018	2019	
2.1	MPO/Consultant	\$3,345	\$10,150					\$13,495
2.2	MPO/Consultant	\$5,445	\$18,850					\$24,295
2.3	MPO/Consultant	\$5,000	\$29,300					\$34,300
TOTAL		\$13,790	\$58,300	\$0	\$0	\$0	\$0	\$72,090

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

IV. TASK 3.0 - SHORT RANGE PLANNING

A. OBJECTIVE

The objective of this task is to complete those planning activities that are more specific and are necessary for the planning process. This includes those required by the FAST Act such as the update of the FY 2018 & 2019 Unified Planning Work Program (UPWP) and revisions to the FY 2017 - 2020 Transportation Improvement Program (TIP), and development of the new 2019-2022 TIP.

B. EXPECTED PRODUCTS

Comprehensive networking within the communities in an overall planning effort will continue to be pursued, monitored and evaluated through coordination agreements with local transit operators. Some specific products may include: Monitor and maintain the FY 2017-2020 Transportation Improvement Program (TIP); Recommend any needed changes to the MTP and TIP; Look at community and regional involvement in transportation issues that may have an effect on the MPO's transportation network. The MPO may use consultants or interns to assist staff when appropriate. The MPO may also contract with the member cities, as appropriate, to avoid duplication of efforts between the staffs of the cities and MPO. Staff will attend planning seminars and work sessions as appropriate. MPO staff will also participate in TEMPO subcommittees through teleconferences as well as any scheduled meetings/seminars as appropriate.

C. PREVIOUS WORK

Previous work includes the preparation of the FY 2016 - 2017 Unified Planning Work Programs, implementation of and amendments to the FY 2017 - 2020 Transportation Improvement Program (TIP), and other documents as appropriate. In cooperation with TxDOT's area and district offices, staff developed and conducted public involvement meetings for the FY 2017 - 2020 TIP. In addition, staff developed and published the Annual Projects Listing document, performed public outreach to various social agencies, and updated information on its website.

D. DESCRIPTION OF SUBTASKS

3.1 Transportation Improvement Plan (TIP) and Self Certification

Projects in the TIP will be consistent with the 2040 Metropolitan Transportation Plan and the 2045 Metropolitan Transportation Plan. Any TIP updates will incorporate input from citizens, public agencies, transit operators and other interested parties. Project selection will ultimately rest with the State, via TxDOT, in cooperation with the PB. Update or amend the 2017 - 2020 TIP as needed and allow citizens, public agencies, and private transportation providers an opportunity to comment on the program.

Every two years each MPO is required to develop a new TIP. In FY 2018 the Sherman-Denison MPO will be required to develop a new TIP covering the years 2019 through 2022.

The Self-Certification Statement requires that the planning process is being carried out in accordance with all applicable requirements including:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 U.S.C. 450.336;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
3. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
5. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

3.2 Unified Planning Work Program

The FY 2018 & 2019 UPWP will be monitored and revised as necessary by the Policy Board and submitted for review and approval by appropriate committees and agencies. Work program tasks will be dedicated to providing continuing and coordinated multimodal transportation planning for the MPO region.

Every two years each MPO is required to develop a new UPWP. The FY 2020 & 2021 UPWP will be developed incorporating all appropriate provisions of appropriate federal transportation re-authorization bill.

3.3 Short Range Transit Planning

Texoma Area Paratransit System (TAPS) with the assistance of MPO staff utilizing a combination of FTA Sect. 5307 and local funding will perform short range planning projects needed to meet federal requirements recognizing established Planning Emphasis Areas. Such activities include: researching

solutions to connect urban area riders to medical facilities, commuter route planning for the urbanized area, and identifying gaps in transit services.

E. FUNDING SUMMARY

TASK 3.0 - FY 2018 - 2019

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		FTA Sect. 5307		Local		Total
		2018	2019	2018	2019	2018	2019	
3.1	MPO	\$13,380	\$4,300					\$17,680
3.2	MPO	\$4,180	\$13,800					\$17,980
3.3	TAPS/MPO	\$1,675	\$1,755	\$42,000	\$42,000	\$10,500	\$10,500	\$108,430
TOTAL		\$19,235	\$19,855	\$42,000	\$42,000	\$10,500	\$10,500	\$144,090

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

V. TASK 4.0 – METROPOLITAN TRANSPORTATION PLAN (MTP) UPDATE

A. OBJECTIVE

A transportation plan must look into the future to address a 25-year planning horizon to include both long and short-range strategies that will lead to the development of an integrated intermodal metropolitan transportation system. The next installment of this document will be the 2045 Metropolitan Transportation Plan (MTP). The update to the MTP will extend the planning horizon out to the year 2045 and will include the following components:

- Update of the current Bicycle and Pedestrian Plan
- Revenue and Expenditure Projections
- Development of Draft and Final Metropolitan Transportation Plan

It should be noted that one or more of the sub-tasks listed above may be undertaken by a consulting firm contracted by the MPO.

B. EXPECTED PRODUCTS

The MPO will develop and follow a time line to ensure the development of the next MTP addresses needs within the study area. The process will insure that analytical techniques are properly used. The finished product should be a comprehensive document that reflects the vision and includes the set of actions to accomplish the objectives established by the general public and the Policy Board. The current plan will continue to be monitored for any dynamics and will be updated and changed as needed. Community and regional involvement in transportation issues that may have an effect on the MPO's transportation network will be reviewed.

C. PREVIOUS WORK

The 2040 MTP update and public involvement process was successfully completed and the document approved by the Policy Board in October of 2014. The process was implemented in accordance with the planning requirements of MAP-21. Previous work which supports the MTP focused on the continual collection and refinement of data. Updated project costs to reflect total project cost (TPC) as well as year of expenditure (YOE) figures to address federal requirements. Staff worked with TxDOT Traffic Analysis Section to update TAZ's and demographic information to better reflect expanded boundary. The MPO's Public Participation Plan was formally adopted. Performance measures were developed at a joint workshop between the MPO Policy Board and Technical Advisory Committee that yielded the following results:

- Safety (33.75%);
- Maintenance and System Efficiency (23.75%);
- Congestion and Freight Reliability (21.25%); and
- Effect on Economic Development (11.25%).

For the 2045 MTP, these performance measures and weights will be utilized in *Decision Lens* to

determine the project rankings.

D. DESCRIPTION OF SUBTASKS

4.1 Metropolitan Transportation Plan

This subtask covers the final steps for committee reviews of the complete draft document and then submittal to the MPO Policy Board for approval. The Metropolitan Transportation Plan will be updated to reflect the new horizon of 2045. Adoption of the 2045 plan will occur no later than November of 2019. The MPO intends to use a consultant to complete this task.

4.2 Bicycle and Pedestrian Plan Update

This subtask will focus on the update of a bicycle and pedestrian plan for the two core cities – Denison and Sherman. The MPO intends to use a consultant to complete this task.

E. FUNDING SUMMARY

TASK 4.0 - FY 2018 - 2019

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		FTA Sect. 5307		Local		Total
		2018	2019	2018	2019	2018	2019	
4.1	MPO/Consultant	\$4,180	\$96,500					\$100,680
4.2	MPO/Consultant	\$0	\$4,300					\$4,300
TOTAL		\$4,180	\$100,800	\$0	\$0	\$0	\$0	\$104,980

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

VI. TASK 5 – SPECIAL STUDIES

A. OBJECTIVE

Occasionally, a study is warranted for projects of special interests that staff does not have the resources to complete without support staff. The objective of this task is to provide funding for the completion of such projects. Information gathered will aid staff in transportation plan development and revisions. These studies may include, but are not limited to: hazardous materials, goods movement, safety issues, and parking needs.

B. EXPECTED PRODUCTS

The MPO may use consultants or interns to assist staff when appropriate. The MPO may also contract with the member cities, as appropriate, to avoid duplication of efforts between the staffs of the cities and MPO. Staff will attend planning seminars and work sessions as appropriate. Databases developed and maintained in Task 2 will be refined and used in these management systems.

C. PREVIOUS WORK

Denison, Sherman, Pottsboro, Van Alstyne and Howe City Street surveys were updated as part of the refinement of the MPO's Pavement Management Plan, which identified street conditions. Updated surveys of the roads within the cities were completed. Average Daily Traffic counts and accident data was added to the base map database.

TAPS has conducted a review of current levels of service and available funding.

D. DESCRIPTION OF SUBTASK

5.1 Countywide Thoroughfare Plan

The MPO desires to develop a countywide Thoroughfare Plan. The thoroughfare plan is to be comprehensive in nature and provide a roadmap for the MPO study area as it grows. The MPO intends to use a consultant to complete this task.

5.2 Freight Mobility Plan

MPO Staff will gather information, identify needs, and begin the process of creating a Freight Mobility Plan for the MPO study area. The completion of the Freight Mobility Plan is anticipated to be included in the 2020-2022 UPWP. The MPO intends to use a consultant to complete this task.

5.3 Long Range Transit Planning

Texoma Area Paratransit System (TAPS) utilizing a combination of FTA Sect.

5307 and local funding will perform long range planning projects needed to meet federal requirements recognizing established Planning Emphasis Areas. Such activities include: development of a plan to provide a high quality fixed-route service in the urbanized area that balances the needs of the riders for transit service within the constraints of the transit budget, defining parameters of an acceptable level of service (fixed-route, demand responsive service etc.) that TAPS can provide, and performing studies necessary to ensure that TAPS continues to comply with Title VI guidelines and all other federal service requirements.

E. FUNDING SUMMARY

TASK 5.0 - FY 2018 - 2019

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		FTA Sect. 5307		Local		Total
		2018	2019	2018	2019	2018	2019	
5.1	MPO/Consultant	\$40,084	\$0					\$40,084
5.2	MPO/Consultant	\$1,685	\$20,851					\$22,536
5.3	TAPS			\$28,000	\$28,000	\$7,000	\$7,000	\$70,000
TOTAL		\$41,769	\$20,851	\$28,000	\$28,000	\$7,000	\$7,000	\$132,620

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

VII. BUDGET SUMMARY

TABLE 1 - SHERMAN-DENISON MPO URBAN TRANSPORTATION STUDY - FY 2018 - 2019

UPWP Task	Description	TPF Funds ¹	FTA Sect. 5307	Local Funds	Total Funds
1.0	Administration - Management	\$81,220	\$0	\$0	\$81,220
2.0	Data Development and Maintenance	\$72,090	\$0	\$0	\$72,090
3.0	Short Range Planning	\$39,090	\$84,000	\$21,000	\$144,090
4.0	Metropolitan Transportation Plan	\$104,980	\$0	\$0	\$104,980
5.0	Special Studies	\$62,620	\$56,000	\$14,000	\$132,620
TOTAL		\$360,000	\$140,000	\$35,000	\$535,000

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

Combined Transportation Planning Funds ²	\$360,000
Estimated Unexpended Carryover	\$0
TOTAL TPF	\$360,000

²Estimate based on prior years' authorizations

APPENDIX A

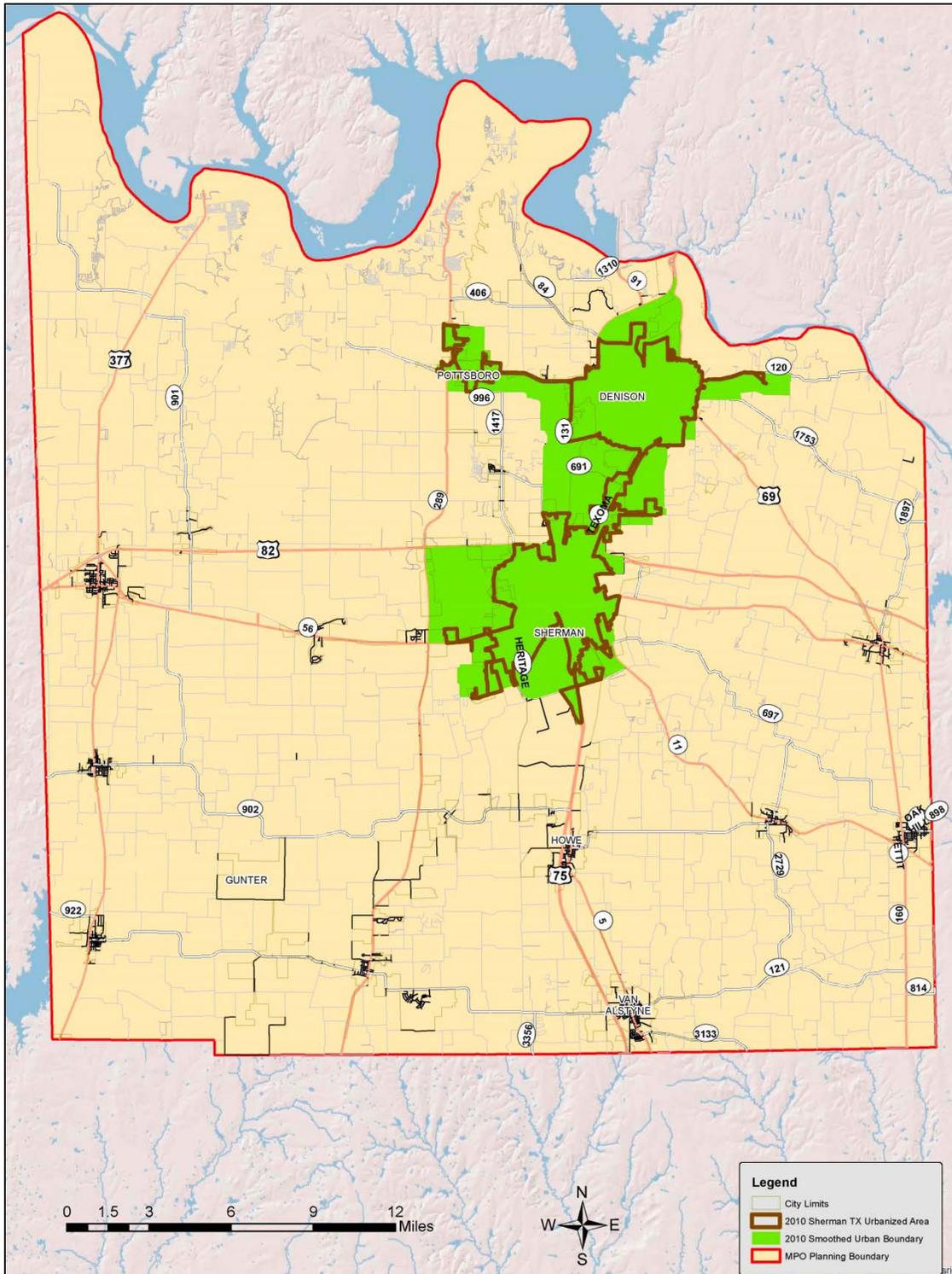
POLICY BOARD MEMBERSHIP

Sherman - Denison Metropolitan Planning Organization

Voting Members		
Bill Magers	County Judge	Grayson County
David Plyler	Mayor, Chairman	City of Sherman
Jared Johnson	Mayor, Vice-Chairman	City of Denison
Frank Budra	Mayor, Small Cities Rep.	City of Pottsboro
Noel Paramanatham, P.E.	District Engineer	TxDOT – Paris District
Non-Voting Members		
Barbara Maley	Environmental and Transportation Planning Coordinator	FHWA – Texas Division Austin
Pearlie Tiggs	Community Planner	FTA – Region 6 – Fort Worth
Nick Page	Planner	TxDOT – Transportation Planning and Programming Division
Josh Walker	General Manager	Texoma Area Paratransit System (TAPS)
Sarah Hinton	Airport Director	North Texas Regional Airport
Standing Technical Committee		
Clay Barnett, P.E.	Executive Director	Sherman-Denison MPO
Clint Philpott, P.E.	Director of Engineering	City of Sherman
Judson Rex, AICP	City Manager	City of Denison
Bill Benton		Grayson County
Kevin Farley	City Manager, Small Cities Rep.	City of Pottsboro
Aaron Bloom, P.E.	Area Engineer	TxDOT – Paris District

APPENDIX B

METROPOLITAN AREA BOUNDARY MAP



APPENDIX C

**DEBARMENT CERTIFICATION
(Negotiated Contracts)**

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

**federal, state or local*

Signature – Chairman, MPO Policy Board

Title

Date

APPENDIX D

LOBBYING CERTIFICATION

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

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

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

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

Signature – Chairman, MPO Policy Board

Title

Agency

Date

APPENDIX E

CERTIFICATION OF COMPLIANCE

I, _____,
(Name and Position, Typed or Printed)

a duly authorized officer/representative of _____

(MPO)

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, Cost Principles, and Audit Requirements for Federal Awards," as it may be revised or superseded.

Date

Signature - Chairman, MPO Policy Board

Attest:

Name

Title

APPENDIX F

CERTIFICATION OF INTERNAL ETHICS AND COMPLIANCE PROGRAM

I, _____,
(Name and Position, Typed or Printed)

a duly authorized officer/representative of _____

(MPO)

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

Date

Signature - Chairman, MPO Policy Board

Attest:

Name

Title