

Policy 1: Transportation Policy Board

On November 8, 1974, the City of San Antonio, Bexar County, and the State of Texas agreed to participate in a continuing, comprehensive, cooperative transportation planning process for the San Antonio-Bexar County Urban Transportation Study area as provided in the Federal-Aid Highway Act of 1962. On January 12, 1978, the Metropolitan Transit Authority, also known as VIA Metropolitan Transit, became a signatory party to that agreement. The San Antonio – Bexar County Urban Transportation Study Steering Committee, now known as the Transportation Policy Board, has been designated by the Governor as the Metropolitan Planning Organization (MPO) for the San Antonio-Bexar County area with a Metropolitan Area Boundary that encompasses all of Bexar County and small portions of Comal and Guadalupe Counties. The Transportation Policy Board is a one-committee structure composed of elected officials of general-purpose local government, transportation agency staff and other stakeholders which have responsibility for project implementation within the study area.

A. Organization

The Transportation Policy Board will furnish policy guidance and direction for the MPO. This committee will consist of six (6) representatives from the City of San Antonio, four (4) of which shall be members of the San Antonio City Council and two (2) shall be City staff; four (4) representatives from Bexar County, three (3) of which shall be members of Bexar County Commissioners Court and one (1) shall be Bexar County staff; two (2) appointed officials from the Texas Department of Transportation; two (2) members of the Texas Legislature who represent constituency residing within the San Antonio-Bexar County Metropolitan Area Boundary, two (2) representatives from the Metropolitan Transit Authority, one (1) Mayor representing the the Greater Bexar County Council of Cities, one (1) appointed official from the Northeast Partnership of Cities, and one (1) representative from the Alamo Area Council of Governments. The voting membership will be as follows:

VOTING MEMBERSHIP	
City of San Antonio	6
County of Bexar	4
Metropolitan Transit Authority	2
Texas Department of Transportation	2
Texas Legislature	2
Greater Bexar County Council of Cities	1
Northeast Partnership of Cities	1
Alamo Area Council of Governments	1

Each agency or coalition shall designate its representative to the Transportation Policy Board and, when necessary, fill vacancies among its members to the Board (with the exception of the members of the Texas Legislature – see paragraph below).

The Transportation Policy Board shall appoint representatives of the Texas Legislature by soliciting nominations from the Dean of the State Delegation. To the extent possible, the two nominations from the Texas Legislature will have diverse political party affiliations and bicameral representation.

Regular attendance of all Board members is needed to make sound policy decisions that reflect the needs of the entire planning area. After three consecutive absences during one twelve month period, the MPO Chair will consult with the absent member's nominating entity and decide on a course of action for that individual's future participation.

Terms for the representatives of the Texas Legislature and the non-governmental member shall commence January 1 and run for one (1) year through December 31. Members of the Texas Legislature shall be limited to four (4) one year terms. A hold-over for these Legislative positions may be granted by a super majority (75%) of the voting members of the Transportation Policy Board for six month intervals.

Ex-Officio Non-voting Membership to the Transportation Policy Board

The non-voting membership of the Transportation Policy Board shall be as follows:

Non-Voting Membership

1. Federal Highway Administration
2. Federal Transit Administration
3. Texas Department of Transportation (Austin Office)
4. President/CEO of the Metropolitan Transit Authority
5. San Antonio Mobility Coalition
6. Regional Mobility Authority (as determined by the RMA Board Chairman)
7. A Non-governmental Member or alternate (as determined by the Transportation Policy Board)

The Transportation Policy Board shall attempt to rotate the appointments of the non-governmental member and alternate among the non-governmental groups with interest in transportation issues. The member and alternate shall not represent the same group. The non-governmental member and alternate shall serve one-year terms. The alternate will succeed the member. The member may not succeed the alternate for at least one year.

Non-voting members can neither make nor second motions, but can participate in discussions in all sessions, including executive sessions.

B. Functions of the Transportation Policy Board

1. Provide policy guidance for the transportation planning process.
2. Carry out in cooperation with the State and local governments and annually certify a transportation planning process that is in full compliance with Federal requirements outlined in 23 USC 134, 49 USC 1607, 42 LSC 7504, 7506, (c) and (d), The Clean Air Act, as amended, Section 174 and 176 (c), as well as other applicable requirements as specified in 23 CFR Part 450.114.
3. Set goals and cooperatively determine the responsibilities of the participating agencies for planning tasks and a budget in the Unified Planning Work Program.
4. Review and adopt the Texas Metropolitan Mobility Plan/Regional Mobility Plan and the Metropolitan Transportation Plan (revised as necessary) which provides for both the near-term and long-term needs of the Study area.
5. Develop in cooperation with the State and local governments and annually endorse a staged multi-year Transportation Improvement Program which includes projects in or serving the metropolitan area, initiated by the implementing agencies, and consistent with the Metropolitan Transportation Plan.
6. Review and revise the limits of the Study area as necessary.
7. Designate a Technical Advisory Committee (TAC) and any other such offices, technical committees, or task forces as found necessary to carry out the transportation planning process.
8. Meet at intervals necessary to perform its function.
9. Appoint an MPO Director.

C. Election of Chair and Vice Chair and Term of Office

Beginning June 1993 and continuing biennially, the Transportation Policy Board will elect a chair and vice chair from their membership. The Chair of the Board must be an elected official.

An individual may serve as chair or vice chair of the Transportation Policy Board for a maximum of four (4) years or the individual's term of membership to the Transportation Policy Board, whichever is less.

D. Absence of Chair

If, for any reason, the Chair of the Transportation Policy Board is unable or unavailable to perform those duties for which he/she has been given authorization, the Vice-Chair of the Transportation Policy Board is hereby authorized to act in his/her behalf to perform those

duties. In the absence of both the Chair and Vice-Chair, the Transportation Policy Board will appoint a member to conduct the business meeting.

E. Quorum

A quorum for meetings will consist of fifty (50) percent plus one or greater of the voting members of the Transportation Policy Board. Vacancies are defined as positions on the Transportation Policy Board that are not filled. Vacancies on the Transportation Policy Board will not count against the quorum. Neither proxies nor alternates will be allowed or recognized for voting members of the committee. State elected officials' staff may participate in discussions but will not be allowed to vote and attendance will not count towards the quorum.

F. Transportation Policy Board Meeting Agenda

The Chair of the Board, with the advice of MPO Staff, shall establish the agenda of business to be transacted or considered at all Transportation Policy Board meetings.

Any Transportation Policy Board member may submit an agenda item. If for any reason that item is not agendaized the member may request consideration by the Transportation Policy Board and the Transportation Policy Board may take action to place the item on a future agenda through the following process:

A recurring item will be added to all agendas to allow the inclusion of special or non-routine items on the next Transportation Policy Board meeting agenda. In order to be placed on the next agenda, each proposed item will require a motion for approval, second, and "yes" majority vote of the quorum present.

G. Policy Amendment

When considered for amendment, this policy shall be subject to the MPO's two-step approval process which allows for a public comment period of approximately 30 days prior to adoption by the Metropolitan Planning Organization Transportation Policy Board.

Adopted: December 6, 2010

Policy 2: Technical Advisory Committee

The Technical Advisory Committee (TAC) is a standing committee. The role of the TAC is to provide technical advice to the Transportation Policy Board on elements of the transportation planning process. At a minimum, the TAC provides technical review and recommendation and/or action on:

- Metropolitan Transportation Plan and amendments
- Transportation Improvement Program and amendments
- Unified Planning Work Program (UPWP) and amendments
- Final reports, technical reports, and technical memoranda resulting from studies undertaken with planning funds programmed in the UPWP

In addition, the TAC provides other technical recommendations as requested by the Transportation Policy Board.

The TAC shall be structured as follows:

Voting Membership

Alamo Area Council of Governments:	1 representative
Bexar County (Chair)	1 representative
City of San Antonio (Vice-Chair)	2 representatives
Private Transportation Providers	1 representative
Northeast Partnership	1 representative
Suburban Cities	1 representative
Texas Department of Transportation	1 representative
VIA Metropolitan Transit	1 representative

The representative(s) and alternate(s) of each governmental agency on the TAC will be designated through each agency's internal procedures. The Private Transportation Providers representative will be selected by the TAC. The representative from the Northeast Partnership and the Suburban Cities will be appointed through letters to the MPO from the Transportation Policy Board representative from the Northeast Partnership and the Chairman of the Greater Bexar County Council of Cities, respectively.

Each agency/entity on the TAC will be allowed to designate one alternate from within the same agency or entity for each representative serving on the TAC. If the representative cannot attend the TAC meeting, the designated alternate may attend and vote as the representative of the agency or entity. Proxies will not be allowed.

Ex-Officio Membership

Ex-officio members shall hold non-voting status on the TAC:

Texas Dept. of Transportation - Transportation Planning and Programming Division
Texas Commission on Environmental Quality
Utility Coordination Council

In addition to the voting and ex-officio members, the TAC recognizes individuals and organizations within the community can provide meaningful input into the transportation planning process. These resources will be informed of TAC meetings and invited to provide input as appropriate.

**Policy 3:
San Antonio- Bexar County
Metropolitan Planning Organization Operations**

A. MPO Director

A Director acceptable to the Policy Board will be appointed by the Board to work in close cooperation with representatives of various governments and agencies within the Study area. The Director's principal duties will be as follows:

1. Arrange for meetings of the Policy Board and any other subcommittee or task force created by the Board.
2. Maintain the records, meeting minutes, library, and other documents or correspondence associated with the functions of the Policy Board.
3. Maintain liaison and act in an advisory capacity to the Policy Board.
4. Coordinate and maintain liaison between the City, the County, the State, the MTA, and other governmental agencies in the continuing transportation planning process.
5. Coordinate and development of the Unified Planning Work Program, the Metropolitan Transportation Plan, and the Transportation Improvement Program in cooperation with participating agencies.
6. Report to the Policy Board on the status of the transportation planning process and recommend special studies, revisions to the Metropolitan Transportation Plan, the Transportation Improvement Program, or the Unified Planning Work Program.
7. Assemble and maintain an adequate, competent staff to perform all appropriate MPO activities as required by law.

B. Authorizations

Based on action taken by the Transportation Policy Board on consultant contract issues, the MPO Director is authorized to execute, sign, and enter into any and all agreements on behalf of the Metropolitan Planning Organization which are necessary to carry out the transportation planning process as delineated in the latest approved Unified Planning Work Program.

C. Committees

1. Executive Committee

The Executive Committee reports and makes recommendations to the Transportation Policy Board on the annual MPO staff budget, the annual MPO audit, and other important policy and financial issues assigned to the Committee by the Chair of the Transportation Policy Board.

The Chair and Vice-Chair of the Transportation Policy Board will also serve as the Chair and Vice-Chair of the Executive Committee. Five (5) other members will be recommended by the Chair and appointed by the Transportation Policy Board as follows: City of San Antonio (1), Bexar County (1), Texas Department of Transportation (1), Elected suburban city representative (1) and VIA Metropolitan Transit (1).

The Executive Committee will convene at least one meeting annually to discuss the MPO staff budget and any other pertinent financial issues.

2. Other Committees

Other committees such as a Nominating Committee will be appointed on an as needed basis.

D. Capitalization, Depreciation, and Disposal of Fixed Assets

Purpose

This policy defines capital assets of the San Antonio-Bexar County Metropolitan Planning Organization (MPO) and establishes depreciation and disposal procedures to be applied to all MPO capital assets.

Definitions

Capital Asset an MPO capital asset is defined as tangible, nonexpendable personal property purchased with Federal transportation planning funds allocated through the MPO having a useful life of more than one (1) year and acquisition cost of \$1,000 or more per unit.

Depreciation depreciation of an MPO capital asset shall be computed using the straight line method over the useful life of the asset.

Acquisition

The acquisition of any and all capital assets with Federal transportation planning funds allocated through the MPO is subject to the following:

- 1) The acquisition of the capital asset must be included in the latest approved Unified Planning Work Program as approved by the Transportation Policy Board, the Texas Department of Transportation, and the Federal Highway Administration;
- 2) The estimated cost of the capital asset must be included in an approved annual line item budget;
- 3) A written request to acquire the capital asset must be forwarded to the MPO Director for approval. The written request will include a description of the asset, an estimated cost,

and the useful life of the asset. Written authorization by the MPO Director is required prior to the expenditure of Federal transportation planning funds for capital assets;

- 4) Upon receipt of a capital asset, the item will be tagged and cataloged in the MPO's Capital Assets Inventory. If a capital asset is procured by an outside agency, that agency shall notify the MPO in writing within 30 days of delivery of the item. The MPO will then arrange to tag and catalog the item. Failure to timely notify the MPO of receipt of a capital asset will jeopardize reimbursement for the item.

Inventory of Capital Assets

Any capital asset purchased with Federal transportation planning funds allocated through the MPO that has a positive residual value shall be carried on the MPO's Capital Assets Inventory. Annually, the MPO Director shall verify the location, condition, and use of all assets carried on the MPO's Capital Assets Inventory and prepare a report for the MPO's outside auditor. The annual inventory of the MPO's Capital Assets will require the cooperation of all outside agencies in possession of any MPO capital asset. Failure to cooperate with the MPO staff in this effort may result in the withholding of future Federal transportation planning funds.

Disposal of Assets With No Residual Value

Capital assets will be depreciated over their useful life until they have no residual value. At that time, the capital asset will be removed from the MPO's inventory with written approval of the MPO Director. Each year the MPO Director shall report to the outside auditor all capital assets removed from the inventory through the depreciation process. Once a capital asset has been removed from the MPO's Capital Assets Inventory, the asset becomes the property of the agency that has physical possession. The MPO will not dispose of capital assets that have not fully depreciated unless it becomes cost prohibitive to repair. The MPO shall dispose of capital assets that have fully depreciated either by offering the equipment to qualified agencies or users, re-use or recycling of parts, donation of functional but obsolete equipment, or as a last resort send to a landfill.

Disposal of Capital Assets with Positive Residual Value

The disposal of any and all capital assets purchased with Federal transportation planning funds allocated through the MPO that have positive residual value is subject to the following:

- 1) A written request to dispose of a capital asset shall be forwarded to the MPO Administrator for approval. The written request will include a description of how the asset will be disposed. Written authorization by the MPO Administrator is required prior to the disposal.
- 2) Any gain on the sale of the capital asset shall be reported and remitted to the MPO within 30 days of the sale of the property.

E. Policy Amendment

When considered for amendment, this policy shall be subject to the MPO's two-step approval process which allows for a public comment period of approximately 30 days prior to adoption by the Metropolitan Planning Organization Transportation Policy Board.

Adopted: April 26, 2010

Policy 4: Funding Procedures for Planning Studies

A. Development of the Budget Document (Unified Planning Work Program)

As required by federal and state regulations, the San Antonio-Bexar County Metropolitan Planning Organization (MPO) adopts a document detailing the transportation planning tasks and their budgets for the study area for a given time period. This document is referred to as the Unified Planning Work Program or UPWP.

The MPO issues a call for projects to local agencies requesting planning studies to be funded and, thereby programmed in the upcoming budget document (UPWP). Additionally, the MPO develops a list of planning needs that must be accomplished during the time frame covered by the UPWP.

Each agency submits a Project Proposal Form for each of the planning issues that their agency wishes to address through the UPWP. This Project Proposal Form requires a project name, project description, preliminary budget, and an analysis of the project's need, benefits, and contribution to transportation planning. **These project proposals are required to be approved by the submitting agency's Policy Board prior to transmittal to the MPO.**

After preliminary approval of the Project Proposal Form by the MPO Director, each agency prepares detailed study designs based on priorities, policy direction, and available funding. Study designs must include more detail concerning the type of work to be performed under each task and how it will be performed. Each detailed study design will outline the following:

- ◆ Objective
- ◆ Previous Work
- ◆ Scope of Work (specifically noting data requirements, including data that already exists and data that will need to be collected)
- ◆ Work Product(s)
- ◆ Status
- ◆ Agency Involvement
- ◆ Budget and Percentage of Effort by Work Element/Deliverable
- ◆ Time Line by Work Element/Deliverable

In consultation with the Agencies as necessary, a draft UPWP is prepared by the MPO staff and presented to the Technical Advisory Committee (TAC) for review. This draft is also submitted to TxDOT (Austin) by the required deadline.

The TAC makes a recommendation concerning the UPWP and submits it to the Transportation Policy Board for final approval.

The Transportation Policy Board gives final approval of studies and budgets for inclusion in the Unified Planning Work Program.

B. Reporting Requirements

Monthly Progress Report

For each Subtask approved in the UPWP, a written monthly progress report (Form "C") will be prepared and submitted to the MPO Director by the appropriate Agency or consultant. This monthly progress report will outline specifically the work accomplished under each work element/deliverable and compare that work, specifically with the objectives and tasks outlined to be accomplished. The progress report will specify and delineate any problems that have occurred as well as indicate whether the study will be completed on time and within the budget as approved. This report will be submitted along with monthly billings and signed in accordance with the agency or consultant's internal procedures.

Annual Performance and Expenditure Report

The annual performance and expenditure report will be prepared by the MPO staff and forwarded to the Texas Department of Transportation and the Federal Funding agencies by the required deadline. The annual report work documents work completed for each Subtask, and provides a year-to-date funding summary.

Technical Memorandum

A Technical Memorandum is a status report of work completed for one or more work elements/deliverable as outlined in the agency or consultant contract, with a timeframe of less than a complete fiscal year. The effort required for each technical memorandum is dependent on the amount of work performed in the timeframe specified in the contract. The technical memorandum format of those products being reviewed by the Technical Advisory Committee will be in report document form. Agencies and consultants will be responsible for providing an electronic version to post on the MPO's website and from which to make hardcopies as necessary.

Technical Report

A Technical Report is the documentation of work accomplished within an entire fiscal year for a Subtask that extends beyond one fiscal year. This document will fully describe the work performed without a requirement for final recommendations or conclusions. Agencies and consultants will be responsible for providing an electronic version to post on the MPO's website and from which to make hardcopies as necessary.

Final Report

A Final Report is a stand alone document that states the objective of the study, describes the planning work accomplished, and provides recommendations or conclusions (this report may consist of work accomplishments in more than a single fiscal year). Agencies and consultants will be responsible for providing an electronic version to post on the MPO's website and from which to make hardcopies as necessary.

C. Study Carry-over Procedures

Each agency who is not going to complete a specified study within the fiscal year it is programmed will be required to submit to the MPO Director in writing, a request to carry the project funding and/or scope of work over to the following fiscal year. The written request must include how and when the study will be completed, as well as an estimated carry-over budget. The written request to carry-over a study needs to be made prior to July 1st.

D. Sanctions

If an agency or consultant fails to submit reports, deliverables, billings, executed contracts, technical memoranda, and/or technical reports in a timely fashion, or have not executed a contract with the MPO after 90 days of original receipt, the agency or consultant will be requested to present to the Transportation Policy Board reasons for not submitting the required documents. The Transportation Policy Board will make a decision concerning future actions.

E. Budget Amendment Approval

The MPO Director is authorized to approve/disapprove agency and consultant line-item budget amendments that stay within the total contract amount.

The following amendments shall be presented to the Technical Advisory Committee and Transportation Policy Board for review and subsequent approval:

- a. Any proposed change in scope of work for any study (Agency or consultant) regardless of dollar amount.
- b. Any request for additional funding.

F. Participation in Planning Studies

Transportation Policy Board members, Technical Advisory Committee members and MPO staff shall not be eligible to participate in contracted work for a period of one year following their departure from one of the aforementioned entities. Any violations of this policy will result in the disqualification of the consulting team from the procurement process for that project.

Member agencies of the MPO are ineligible to compete for studies identified in the UPWP as consultant studies.

UNIFIED PLANNING WORK PROGRAM PROJECT PROPOSAL FORM

Project Name:

Preliminary Budget:

QUESTIONS	YES	NO
1. Does the project meet the primary objective of the funding agency, i.e. the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA)?		
2. What is the proposed project expected to accomplish? What are the benefits of the project?		
3. How is this project related to the Metropolitan Transportation Plan?		
4. Is the project similar to recent existing or previous work? Explain how the project may differ from similar previous work or how it is a logical extension of previous work.		
5. Is the proposed time frame for the project reasonable and does the agency have the resources available to accomplish the work being done?		

Policy 5: Public Participation Plan

The following document constitutes the San Antonio-Bexar County Metropolitan Planning Organization's Public Participation Plan (PPP) as prescribed in SAFETEA-LU. This document has been issued for public comment for a period of not less than 45 days prior to formal adoption or revision by the Metropolitan Planning Organization Transportation Policy Board.

Guiding Principles for Public Participation

Federal transportation law states that an MPO will "... provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan." The MPO's public participation process must also adhere to the provisions of Title VI of the Civil Rights Act of 1964 and the Americans With Disabilities Act.

The following principles represent the core values of the MPO's public participation process:

1. People should have a say in transportation decisions that affect their lives.
2. The process should strive to reflect the interests and meet the process needs of participants.
3. The process will actively seek out and facilitate the participation of all those potentially affected.
4. The process will provide individuals with various options in how they wish to participate.
5. The process will provide usable information to permit the public's participation in a meaningful manner.

Given these principles, the MPO's Public Participation performance standards include:

1. Early, proactive and continuous public participation efforts;
2. Reasonable public access to understandable technical and other information;
3. Collaborative input on alternatives, evaluation criteria, and mitigation needs;
4. Open public meetings where matters related to transportation policies, programs, and projects are being considered;
5. Open access to the decision-making process prior to closure;
6. Commitment to seeking out and considering the needs of the traditionally underserved population(s)

Purpose of the Public Participation Plan

This Public Participation Plan (PPP) provides the guideline for public participation activities to be conducted by the San Antonio – Bexar County MPO. The PPP contains the goals and actions of the MPO for public participation in four areas:

1. Regular and special business meetings of the MPO and its advisory committees are conducted in an open public forum with prior notification and provisions for receiving

public comment according to Federal law and the Texas Open Meetings and Public Information Acts.

2. Development of the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and the Metropolitan Transportation Plan (MTP) include opportunities for public comment prior to adoption by the MPO.
3. Individual planning projects such as corridor studies have individual public participation components, including project-specific Public Participation Plans.
4. Ongoing updates of MPO activities are provided to the public in several ways, including a bi-weekly e-newsletter, a quarterly hardcopy newsletter and an Internet web site.

Public Participation Goals and Actions

Goal 1: The MPO will actively **engage the public in the transportation planning process** according to the goals and actions contained in this Public Participation Plan and State and Federal law.

1. The MPO will maintain a current database of contacts including at least the following:
 - a. Citizens expressing an interest in transportation planning activities.
 - b. Elected local, state and federal officials
 - c. Affected public agencies and staff
 - d. Representatives of public transportation employees
 - e. Providers of freight transportation services
 - f. Freight shippers
 - g. Private providers of transportation
 - h. Representatives of users of public transportation
 - i. Representatives of users of pedestrian walkways and bicycle transportation facilities
 - j. Representatives of the disabled
 - k. Local media outlets
 - l. Homeowner, neighborhood and resident associations
 - m. Civic and public interest groups
 - n. Business and trade organizations
 - o. City and academic libraries
 - p. Faith-based organizations
 - q. Community-based associations
 - r. Any other interested parties
2. The MPO will mail and/or e-mail meeting announcements and invitations to the MPO contact database or to other targeted groups for upcoming activities with reasonable lead time. For public meetings, announcements will also be placed in the local general circulation newspaper and media. Suitably sized announcements will be printed in both English and Spanish language publications.
3. All MPO meetings will be conducted in accordance with the Americans With Disabilities Act (ADA) and are accessible to persons with disabilities. Arrangements for special assistance or an interpreter can be made by calling the Metropolitan Planning Organization office at (210)-227-8651, or Relay Texas at 1-800-735-2989 at least five (5) business days in advance. The meeting facilities will also be within a reasonable distance of a VIA Metropolitan Transit route.

4. Public participation for a new Transportation Improvement Program (TIP) will include; opportunities for public comment at two Technical Advisory Committee (TAC) meetings and two Transportation Policy Board (TPB) monthly meetings; three public listening sessions and posting the draft TIP for comment on the MPO website.
5. In conjunction with major updates of the Metropolitan Transportation Plan (MTP), the MPO will host at least four (4) public meetings to involve interested parties in the early stages of the plan development. After a draft MTP has been developed and prior to Transportation Policy Board adoption, the MPO will host at least one (1) formal public meeting to solicit comments on the draft plan. A final draft MTP will be presented to the Transportation Policy Board with public comments received for consideration prior to adoption.
6. Routine amendments to the TIP occurring between annual updates require a two-step process. To permit adequate public review and comment, amendments to the TIP will be presented at a meeting of the Transportation Policy Board with action on the amendment occurring at the following Transportation Policy Board meeting (approximately 30 days after initial presentation). Amendments that delete or substantially change the scope of a project will be explicitly listed on both the presentation and action agendas for the Transportation Policy Board meetings.

Routine amendments to the MTP occurring between major updates also require a two-step process. To permit adequate public review and comment, amendments to the MTP will be presented at a meeting of the Transportation Policy Board with action on the amendment occurring at the following Transportation Policy Board meeting (approximately 30 days after initial presentation). Amendments to both documents may be initiated concurrently.

Amendments to the TIP or MTP requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest) may be accomplished by a 75% vote of the Transportation Policy Board quorum present to waive the routine two-step process. In these cases, the Transportation Policy Board will hold a special public hearing within their normal meeting agenda to specifically solicit public comment on the proposed amendment(s). These actions will be emphasized on the meeting agenda which is mailed ten (10) days prior to the Transportation Policy Board meeting thus permitting special public attendance to comment on the action prior to adoption by the Policy Board. Amendments that delete or substantially change the scope of a project will be explicitly listed on both the presentation and action agendas for the Transportation Policy Board meetings.

7. The MPO or lead agency will host at least one (1) formal public meeting to solicit comments on all alternative strategies to be considered in the early stages of any significant transportation study. After draft study results are reported to the Transportation Policy Board, at least one (1) formal public meeting will be held to solicit comments on the draft results. The final report will then be presented to the Transportation Policy Board for action and any comments received from the final public meeting will be presented. The minimum requirements of this public involvement process will be in effect for all significant transportation studies regardless of the lead agency.
8. All public input received by the MPO at public meetings will be documented in meeting summaries. This documentation along with any written comments received will be forwarded to the Study Oversight Committee, Technical Advisory Committee and the Transportation

Policy Board for consideration and appropriate action. Actions taken will be documented in official meeting minutes. When significant written and/or oral comments are received from the public on the draft TIP, MTP or significant transportation study a summary, analysis, and report on the disposition of such comments will be made a part of the final documents.

9. In the event the Transportation Policy Board adopts a plan, project, program or study that is "significantly" or "substantially" different in form, content or value from that presented at the last public meeting for the subject, members of the public may request in writing that the Transportation Policy Board hold another public meeting for comment on the adopted version of the plan, project or program. If an additional public meeting is deemed necessary by the Transportation Policy Board, comments from that meeting will be duly recorded and provided to the Transportation Policy Board for additional consideration and a final decision on the matter.

Goal 2: The MPO will **keep the public informed** of transportation related activities on a continuous basis.

1. The MPO will publish a bi-weekly electronic newsletter for distribution to an electronic contact list. The newsletter will include updates on current or recently completed projects, announcements of upcoming meetings, other items of transportation interest and contact information.
2. The MPO will also publish a quarterly hardcopy newsletter for distribution to the contact mailing list and to the electronic contact list.
3. The MPO will make significant transportation publications and work products readily available to the public via the Internet, the Library system and the MPO office staff.
4. MPO staff will be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of individuals or groups with reasonable notice.
5. The MPO will maintain an Internet web site. The web site will be updated and maintained to provide the most current information available. Other transportation agencies, transportation related businesses, local governments, and interested groups will be encouraged to provide a link to the MPO web site on their organization's web site. The web site will, at a minimum, contain the following information:
 - a. Contact information (mailing address, phone, fax, and e-mail)
 - b. Current MPO and advisory committee memberships
 - c. Meeting agendas and package materials
 - d. Brief descriptions of current projects and studies
 - e. Completed work products and publications
 - f. Bicycle and pedestrian program information and event schedules
 - g. Links to related agencies
6. The MPO will provide information for publication and distribution with newsletters and other publications produced by various special interest groups including, but not limited to:

- a. Citizens expressing an interest in transportation planning activities.
 - b. Elected local, state and federal officials
 - c. Affected public agencies and staff
 - d. Representatives of public transportation employees
 - e. Providers of freight transportation services
 - f. Freight shippers
 - g. Private providers of transportation
 - h. Representatives of users of public transportation
 - i. Representatives of users of pedestrian walkways and bicycle transportation facilities
 - j. Representatives of the disabled
 - k. Local media outlets
 - l. Homeowner, neighborhood and resident associations
 - m. Civic and public interest groups
 - n. Business and trade organizations
 - o. City and academic libraries
 - p. Faith-based organizations
 - q. Community-based associations
 - r. Traditionally underserved populations
 - s. Any other interested parties
7. The MPO will produce an Annual Report for FHWA, FTA and TxDOT to report on activities completed each fiscal year and to document revenues and expenditures of the MPO.
 8. Copies of materials are available at reproduction and postage costs consistent with the State of Texas Comptroller's policy. Copies of final documents and major updates of the Unified Planning Work Program, Transportation Improvement Program, the Metropolitan Transportation Plan and other major planning studies are posted on the MPO's website for public review.

Goal 3: The MPO will **encourage the participation of all its study area residents**, including those defined by FHWA as "traditionally underserved", in the transportation planning process and strive to ensure full and fair participation in the transportation decision making process by all potentially affected communities.

1. Both Title VI of the Civil Rights Act of 1964 (Title VI) and Executive Order 12898 on Environmental Justice (EO 12898) are specific in the description of the populations they protect. Title VI prohibits discrimination based on race, color and national origin. EO 12898 protects minority and low-income populations. Discrimination against persons based on gender, age, and disability are addressed by other nondiscrimination statutes. Collectively, these populations are often referred to as "traditionally underserved" in the transportation planning process. The laws prohibiting discrimination against those referred to as "traditionally underserved" by recipients of federal financial assistance include:
 - **The Civil Rights Act of 1964**, as amended, which prohibits discrimination on the basis of race, color, or national origin.
 - **The 1973 Federal - aid Highway Act**, which prohibits discrimination on the basis of sex.

- **The Age Discrimination Act of 1975**, which prohibits discrimination on the basis of age.
- **The Americans with Disabilities Act of 1990**, which prohibits discrimination on the basis of disabilities.
- **Executive Order 12898 on Environmental Justice**, which protects minority and low-income populations from disproportionately high and adverse impacts.
- **Executive Order 13166 on Limited English Proficiency**, which provides meaningful access to services for persons who have limited English proficiency.

Additionally, low-literacy populations and those without personal transportation are included as traditionally underserved populations, although they do not enjoy the protection of either a federal act or an executive order.

2. Definitions of Traditionally Underserved Populations

Minority: Persons considered to be minorities are identified by the Census as people of African, Hispanic, Asian, American Indian, or Alaskan Native origin. Executive Order 12898 and the DOT and FHWA Orders on Environmental Justice consider minority persons as persons belonging to any of the following groups:

- **Black** – a person having origins in any of the black racial groups of Africa.
- **Hispanic** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **Asian** – a person having origins in the Far East, Southeast Asia, or the Indian subcontinent.
- **American Indian and Alaskan Native** – a person having origins in North America and who maintains cultural identification through tribal affiliation or community recognition.

Low Income: A person whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines. The national poverty guidelines are issued annually by the Department of Health and Human Services and are available at <http://aspe.hhs.gov/poverty/poverty.shtml>.

Elderly: Any persons over the age of 65.

People with Disabilities: Under the Americans with Disabilities Act of 1990, a qualified individual with a disability is a person that 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

Limited English Proficiency: People who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English may be considered limited English proficient.

Low Literacy: People who have difficulty using certain reading, writing, and computational skills considered necessary for functioning in everyday life may be considered to have low

literacy. Persons with low literacy are generally defined as having less than fifth-grade reading and comprehension skills.

Zero car households: Households without cars or access to one.

3. The MPO will use mapping technology in conjunction with census data to identify areas with a concentration of minority, low-income or low-literacy populations. A concentration will be defined as:
 - a. A percentage of the population at the *census block group level* that exceeds 63.7% (i.e., the Bexar County average) for all minority groups.
 - b. An average income at the *census block group level* that is at or below current Department of Health and Human Services poverty guidelines.
4. Target audiences will be identified for each planning study conducted by the MPO, including but not limited to:
 - a. Study area residents including “traditionally underserved” populations
 - b. Elected local, state and federal officials
 - c. Affected public agencies and staff
 - d. Representatives of public transportation employees
 - e. Providers of freight transportation services
 - f. Freight shippers
 - g. Private providers of transportation
 - h. Representatives of users of public transportation
 - i. Representatives of users of pedestrian walkways and bicycle transportation facilities
 - j. Representatives of the disabled
 - k. Local media outlets
 - l. Homeowner, neighborhood and resident associations
 - m. Civic and public interest groups
 - n. Business and trade organizations
 - o. City and academic libraries
 - p. Faith-based organizations
 - q. Community-based associations
 - r. Any other interested parties
5. The MPO will to hold public meetings at sites and times reasonably available and convenient to potentially affected citizens. All meeting locations used will be reviewed to insure compliance with ADA accessibility (See Enclosure 1 – Sample Checklist for Planning an Accessible Event) as well as reasonable access to the facility by transit and paratransit.
6. Given a 5-working-days notice, MPO staff will ensure opportunities for full participation and accommodations for persons with disabilities at meetings by:
 - a. Providing documents in alternate formats (e.g., Braille)
 - b. Providing interpreters or sign language interpreters

7. When an MPO study or project impacts a low-income community, special efforts will be made to accommodate participation including considerations for transit access, meeting times and locations.
8. MPO public meetings will be designed to accommodate persons with low-literacy. Information will be presented in simple language and in visual terms. Provisions will be made for verbal inputs.
9. All appropriate public input concerning the MPO's transportation planning process received by the MPO will be acknowledged and considered. Such input and feedback may be transmitted orally, by telephone, fax, electronically or in writing.
10. The following MPO Title VI and Environmental Justice Nondiscrimination Statement will be included in informational items and collateral materials as appropriate:

The San Antonio-Bexar County Metropolitan Planning Organization (MPO), as a recipient of Federal funding and under Title VI of the Civil Rights Act and related statutes, ensures that no person shall on the grounds of race, religion, color, national origin, sex, age or disability be excluded from participation in, denied benefits of, or otherwise discriminated against by any MPO program or activity.

Goal 4: The MPO will continuously **strive to improve** public participation.

1. The MPO will continuously evaluate public participation techniques.
2. This PPP will be reviewed and adopted, with revisions if necessary, at least every three (3) years.

Goal 5: The MPO will **participate in the public participation efforts of other transportation agencies** and organizations.

1. The MPO will actively assist local governments and transportation agencies in the development and implementation of public participation techniques for transportation planning and other related studies.
2. MPO staff will attempt to attend and participate in as many transportation partner public participation activities as is feasible to enhance public consideration of transportation issues, plans, and programs and to reduce redundancies and costs.

Public Participation Techniques

Public participation is an on-going activity of the MPO with numerous techniques occurring on a continuous basis. Public participation is also an integral part of one-time activities such as corridor studies and recurring activities such as the TIP process and Metropolitan Transportation Plan updates. This section contains descriptions of public participation tools currently used by the MPO. Additional tools used by other agencies are included to present a more complete picture of available techniques.

MPO Web Site

The site was established in 1998 with basic information about the MPO process, members, meeting times and contact information. The site has been expanded to include information

about specific projects undertaken by the MPO. Bicycle, pedestrian and trails information and event schedules are also included. Work products such as the UPWP, TIP and MTP are available from the website. The site provides many links to other transportation related sites from the local to national level. The site is continually maintained and updated by MPO staff and is used to promote regular and special meetings, planning studies, bicycle and pedestrian events, publications and work products.

MPO Contact Database

MPO staff maintains a database of all contacts, both business and public, on a continuous basis. The database includes committee membership, mailing information, phone and fax numbers, and e-mail and internet addresses. The database is used for maintaining current committee membership lists, special interest groups and homeowners association contacts and the newsletter mailing list. Membership lists generated using the database are provided to the public, municipalities and other agencies on request. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.

Meeting Notices

The Texas Open Meetings Act requires notice of any public meeting where a decision could be made or that may be attended by more than one elected official. The MPO regularly posts MPO Transportation Policy Board (TPB), Technical Advisory Committee (TAC), Bicycle Mobility Advisory Committee (BMAC) and Pedestrian Mobility Advisory Committee (PMAC) meetings in the Texas Register and at the Bexar County Courthouse Bulletin Board and with Comal and Guadalupe counties.

MPO Newsletter

1. The MPO publishes an electronic newsletter on a bi-weekly basis and distributes it according to the database e-mail list. Citizens are added to the distribution list at their own request. Opportunities to be added to the list occur during public meetings hosted by the MPO, on the MPO web site, and when citizens contact MPO staff. Each issue of the newsletter includes staff contact information, upcoming meeting schedules, the MPO web site address, project highlights, and current planning project status reports. Information regarding significant transportation issues, MPO awards, and other one-time activities are also included.
2. The MPO also publishes a quarterly hardcopy newsletter that is mailed to the contact mailing list and e-mailed to the electronic contact list. Included are feature stories about the transportation planning process as well as ongoing studies, projects and issues.

Facebook

The MPO will maintain a Facebook page to post pertinent information and notices on a frequent basis. This also provides another opportunity for MPO Facebook fans to provide public input to the MPO's on-going planning process.

Display Ads

These ads are used to promote meetings that are not regularly scheduled, such as corridor or subarea workshops, project specific meetings, open houses or hearings. They are published in

the major circulation newspaper as well as in newspapers serving predominantly minority populations in order to reach a larger audience than those that typically read legal ads.

Bus Cards

The MPO will use advertising space in VIA buses whenever possible as provided by VIA Metropolitan Transit for various MPO events.

Banners

The MPO will consider using banner advertising such as physical street banners and internet page banners as appropriate for MPO events and activities.

Project Newsletters

For individual projects, such as corridor or subarea studies, that are typically performed using consulting services, newsletters are often used to address specific project issues. These newsletters are mailed to targeted residents, businesses and property owners in the area affected by a particular study. Information regarding upcoming project meetings, alternatives being proposed in the area, and other project news is reported in these newsletters.

Other Newsletters

When project-specific newsletters are not used, articles may be prepared for publication in other newsletters produced by municipalities, homeowner associations, church groups, civic groups, or others that may have an interest in the project. These articles are subject to the publication dates and space restrictions of the individual publishers.

Direct Mailings

These are used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually post cards (5 1/2" x 8"), but can also be letters or flyers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue.

Press Releases

Formal press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.

TV Message Board Scripts

Information about regular MPO Transportation Policy Board meetings, project-specific meetings, workshops, open houses, public hearings and other MPO events or activities meetings is provided to the government access cable channels.

TV and Radio Public Affairs Shows

MPO staff will solicit radio and talk show appearances to provide information or to promote events and topics as appropriate.

Video and Audio Public Service Announcements

MPO staff will produce audio and video public service announcements for selected events and distribute them to the appropriate metro area radio, TV and cable stations.

Project-specific Web Sites

For individual projects, such as corridor studies, that are typically performed using consulting services, project-specific web sites may be used. These sites are used when project information is too extensive to be included on the MPO site. Project web sites can contain study area maps, meeting announcements, descriptions of potential alternatives, comment forms, user surveys and project team contact information. Links to project sites are provided on the MPO site.

Project Workshops/Open-Houses

These are public meetings that are generally open and informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment.

MPO Exhibit Tables

MPO staff will attend other agency events and activities to set up an exhibit with maps, charts and informational brochures. Exhibit tables may also be used at selected malls and other public venues as appropriate.

Small Group Meetings

During projects such as planning studies, meetings are held with small groups that have an interest in the project. Meetings could be with homeowners or neighborhood associations, civic groups, special interest groups, or other groups of affected or interested parties.

E-mail Announcements/Internet Message Boards

Meeting announcements and MPO information is e-mailed to interested persons that have submitted their e-mail addresses to MPO staff. Interactive message boards may be used to facilitate discussion and solicit public comment regarding specific MPO projects or issues.

Citizen's Advisory Committees

Citizen Working Groups are formed for various MPO planning activities to provide input from citizens representing potentially affected areas or special interest groups. Individual members are normally appointed by elected officials in the study area. Neighborhoods and traditionally underserved groups with vested interests are also encouraged to join these committees. Typically, these groups meet several times throughout a study with the consultants, MPO and agency staff.

Flyers, Posters and Fact Sheets

To provide summary information regarding MPO policy, programs and projects, flyers, posters and fact sheets may be distributed at public meetings, posted on the MPO web site, and displayed in public places such as libraries and community centers. Individuals and special interest groups can also request fact sheets directly from the MPO staff office.

MPO Logo

A logo representing the MPO is used to identify products and publications of the MPO. The logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products. The logo will be used on all MPO publications, including those developed by consultants working on MPO sponsored projects.

Revisions and Amendments

This Public Participation Plan reflects the current policies of the San Antonio-Bexar County MPO. At a minimum, these policies will be reviewed, revised if necessary and adopted every three (3) years.

Enclosure 1: Sample Checklist for Planning an Accessible Event

Adopted: December 6, 2010

Sample Checklist for Planning an Accessible Event

Element	Accommodation Area	Yes	No
General	<ul style="list-style-type: none"> • Do you know your agency's responsibility to provide accessibility to persons' with disabilities? 		
Transportation	<ul style="list-style-type: none"> • Is the facility/meeting location accessible by public transportation? • If yes, is public transportation available at the time of your meeting/training? 		
Evacuation	<ul style="list-style-type: none"> • Do you know the emergency evacuation plans for the meeting/training location? 		
Parking	<ul style="list-style-type: none"> • Does the building have accessible (handicap) parking spaces? • If yes, are they at least 8' wide and have 5' aisles next to them? 		
Sidewalk	<ul style="list-style-type: none"> • Are there unobstructed curb ramps leading to the sidewalk (walkway)? 		
Walkway	<ul style="list-style-type: none"> • Is there a walkway from the parking lot to the building, at least 36" wide? • Does the walkway have a stable and firm surface? • If the accessible route is different from the primary route to and through the building, can you post signs with the wheelchair symbol that show the route? • Is the walkway level and free of steps? • If no, is there a ramp at least 36" wide? • If there is a ramp, does it have a gentle slope (1" rise to 12" length)? 		
Entrance/Doors	<ul style="list-style-type: none"> • Is the door at least 32" wide (wide enough for a wheelchair)? • Can the hardware be operated with one hand (level, push plate, etc.) with a minimum of twisting or grasping)? • Are the handles low enough to reach? (maximum 48" high) • Can the door be pushed open easily? • Is the threshold no more than 1/2" high and beveled? • When a vestibule, is there a minimum of 48" between the sets of doors? 		
Floors	<ul style="list-style-type: none"> • Are the floors hard and not slippery? • Is there a floor mat to dry feet and crutch tips to prevent slipping? 		
Corridors	<ul style="list-style-type: none"> • Is there a 36" corridor, from the entrance to where the meeting/training is held? 		

	<ul style="list-style-type: none"> Is the path free of objects projecting 4" maximum into the corridor? 		
Elevators	<ul style="list-style-type: none"> Is there an elevator in the facility where the meeting/training is located? If yes, is it a working one that is large enough for a wheelchair? Are the controls within reach? (maximum 48") Do the controls have Braille? Is there an audible signal ringing at each floor? Is there an audible two-way emergency communication system in the elevator? 		
Meeting/Training Rooms	<ul style="list-style-type: none"> Is there enough clearance around the table for a wheelchair to move? Can the wheelchair pull under the edge of the table to sit close? 		
Restrooms	<ul style="list-style-type: none"> Is there a wide, accessible path to the restroom? Is there a toilet stall wide enough that a wheelchair can enter and close the door behind? Interior space to turn around? Is the water closet (toilet) 17-19 inches high to the rim? Can the wheelchair roll under the sink (29 inches to the bottom)? Can the faucets be reached and turned on easily? Are the dispensers (soap, towel, etc) reachable? (maximum 48" high) Is there a mirror at an accessible height? (bottom of the mirror 44" above the floor) 		
Interpreters	<ul style="list-style-type: none"> Do you know how to arrange for sign language interpreters? (You must ask the participant the type of interpretation needed) 		
Telephone	<ul style="list-style-type: none"> Is there a Teletype unit (TTY) in your facility/agency? If yes, is the number published on the announcements alongside the phone number? Is the staff in your agency trained to use the TTY? Can the TTY be used by those attending your meeting/training? Does the staff know how to use the Virginia Relay Center? 		
Assistive Listening System (ALS)	<ul style="list-style-type: none"> Does your facility have permanent assistive listening system? If yes, do you know how to use it? Do you know how to arrange for an ALS (permanent, portable, and rental)? (You must ask the participant the type of system and listening accessory needed) 		

Captioning	<ul style="list-style-type: none"> Do you know how to arrange for captioning or computer assisted note-taking services? 		
Videotapes	<ul style="list-style-type: none"> Do the videotapes or other broadcast programming materials that you may be using during your meeting/ training carry captioning? 		
Fire Alarm	<ul style="list-style-type: none"> Are there flash fire alarm signals in the building? In the meeting/training room? 		
Directions	<ul style="list-style-type: none"> Can you provide clear, detailed directions to the facility and/or the meeting room? Is there a receptionist to offer assistance? (If not, can someone be available to help?) 		
Handouts	<ul style="list-style-type: none"> Can you provide the meeting/training materials in alternative formats if requested? (You must ask the participant what format is needed) 		
Signage	<ul style="list-style-type: none"> Is there Braille text in the signage at the facility? 		
Lighting	<ul style="list-style-type: none"> Is there adequate lighting in the elevators, hallways, stairwells, etc? 		

Policy 6: Guidelines for Programming Projects in the Transportation Improvement Program

This document constitutes the San Antonio-Bexar County Metropolitan Planning Organization's process for programming projects in the Transportation Improvement Program. When considered for amendment, this document shall be subject to a public comment period of not less than 30 days prior to adoption by the Metropolitan Planning Organization Transportation Policy Board.

A. Purpose

The San Antonio-Bexar County Metropolitan Planning Organization (MPO) develops a Transportation Improvement Program (TIP) that programs projects for a minimum of the following four (4) fiscal years. The TIP is forwarded to the Texas Department of Transportation (TxDOT) for inclusion into the Statewide Transportation Improvement Program. The TIP project selection process begins with the long-range Metropolitan Transportation Plan process. The public is invited to fully participate in the Metropolitan Transportation Plan development process thus assisting in the selection and prioritization of transportation improvement projects. Implementing agencies which include the Alamo Area Council of Governments, Alamo Regional Mobility Authority, cities and counties within the MPO study area, the Texas Department of Transportation (TxDOT), and VIA Metropolitan Transit, participate in the Metropolitan Transportation Plan development process with one of the final products of the process being a prioritized list of transportation projects to be eventually considered for inclusion in the TIP.

Projects are either selected by the Transportation Policy Board in consultation with the State (TxDOT) and transit operator (VIA) or selected by the State (TxDOT) in cooperation with the MPO. Projects selected by the Transportation Policy Board are those that are to be funded with Surface Transportation Program - Metro Mobility (STP-MM), Congestion Mitigation & Air Quality (CMAQ), and any other future U.S. Department of Transportation (USDOT) or TxDOT funds suballocated to the local level.

B. Project Funding Categories

Project funding categories include but are not limited to:

- Category 1 Preventative Maintenance & Rehabilitation ¹
- Category 2 Metro Corridor
- Category 3 Urban Corridor ²
- Category 4 Statewide Connectivity Corridor ²
- Category 5 Congestion Mitigation and Air Quality (CMAQ) ²

¹ These projects are identified through the use of Statewide CSJs and a lump sum dollar amount.

² The San Antonio-Bexar County MPO does not receive these types of funds.

- Category 6 Structure Rehabilitation ¹
- Category 7 Metro Mobility (Surface Transportation Program – Metro Mobility or STP-MM)
- Category 8 Safety ¹
- Category 9 Enhancements
- Category 10 Miscellaneous ¹
- Category 11 District Discretionary
- Category 12 Strategic Priority
- Federal Transit Administration Section 5307 (Urbanized Area Formula Grant Program)
- Federal Transit Administration Section 5309 (Capital Grant Program)
- Federal Transit Administration Section 5310 (Elderly and Disabled Transportation Assistance Grant Program)
- Federal Transit Administration Section 5316 (Job Access & Reverse Commute Grant Program)
- Federal Transit Administration Section 5317 (New Freedom Grant Program)

C. Use of 'Grouped' or 'Statewide' CSJs ³

The MPO will use 'Grouped' or 'Statewide' CSJs for the following types of projects:

- Preliminary Engineering
- Right-of-Way Acquisition
- Preventive Maintenance and Rehabilitation
- Bridge Replacement and Rehabilitation
- Railroad Grade Separations
- Safety
- Landscaping
- Intelligent Transportation Systems Deployment
- Bicycle and Pedestrian
- Safety Rest Areas and Truck Weigh Stations
- Transit Improvements

Projects that fall within these categories will be listed in an appendix of the Transportation Improvement Program. Generally these statewide CSJs will be used for projects funded under Category 1 (Preventive Maintenance & Rehabilitation), Category 6 (Structure Rehabilitation), Category 8 (Safety), and Category 10 (Miscellaneous).

Statewide CSJs will not be used for wholly or partially funded Category 2 (Metro Corridor) or Category 7 (STP-MM) projects.

¹ These projects are identified through the use of Statewide CSJs and a lump sum dollar amount.

³ CSJ stands for Control Section Job and is an identifying number used by the Texas Department of Transportation.

Statewide CSJ projects will be revised or amended administratively as allowed in Section G Administrative Revisions.

D. Use of Appendix D - Projects Undergoing Environmental Assessment

The purpose of Appendix D is to identify projects that are undergoing preliminary engineering and environmental analysis (PE/EA) consistent with early project development. The Federal Highway Administration allows these projects to be referenced in the current Transportation Improvement Program in order to facilitate the feasibility and PE/EA phases. This Appendix contains projects that are scheduled for implementation beyond the four years of the TIP time frame, and it in no way implies that these projects are programmed in the TIP. Cost estimates are preliminary and do not represent any commitment of construction funding. Consistency with the Metropolitan Transportation Plan will be verified as alternatives are examined in studies or environmental clearance efforts.

Projects listed in Appendix D will include, at a minimum, CSJ Number, MPO ID number, county, TxDOT district, sponsoring entity, street name, project limits, project description, estimated let date and preliminary project cost.

E. Quarterly Review of Projects

Category 2 (Metro Corridor) Projects

The Texas Department of Transportation will submit amendments to the Category 2 (Metro Corridor) projects to the MPO in writing. For cost increases greater than 10%, the Texas Department of Transportation will also submit to the MPO justification for the cost increase and the funding source of the additional amount, i.e. which other Category 2 projects are being amended to cover the requested TIP revision. For new projects being amended into the TIP that are not part of the current Statewide Mobility Plan, TxDOT will also submit to the MPO which other Category 2 projects are being amended to allow for the inclusion of the new project.

Category 7 (STP-MM) Projects

Every three (3) months, a detailed review of Category 7 (STP-MM) funded projects in the TIP will be conducted. These projects will be reviewed for progress towards their letting (contract) dates, cost estimates, description and limits. If warranted by the detailed review, projects may be re-prioritized at the discretion of the Transportation Policy Board.

If the quarterly review warrants amendment(s) to the TIP, such amendment(s) will be presented to the Transportation Policy Board for consideration in sufficient time to allow the amendment(s) to be incorporated into the next regularly scheduled quarterly amendment of the Statewide Transportation Improvement Program.

F. Amendment Process

The following changes will require an amendment to the TIP:

- 1) Adding or deleting project(s)
- 2) Revising the project scope of work
- 3) Revising the project cost
- 4) Revising funding categories
- 5) Revising the phase of work (ex: from P.E. to construction)
- 6) Revising project limits

Amendments to the TIP require a two-step process. To permit adequate public review and comment, amendments to the TIP will be presented at a Transportation Policy Board meeting with action on the amendment occurring at the following Transportation Policy Board meeting (approximately 30 days after initial presentation).

To the extent possible, amendments to delete a project or significantly change the scope of work of a project will be explicitly listed on both the presentation and action agendas for the Transportation Policy Board meetings.

Routine amendments to the Metropolitan Transportation Plan occurring between major updates also require a two-step process. To permit adequate public review and comment, amendments to the Metropolitan Transportation Plan will be presented at a meeting of the Transportation Policy Board with action on the amendment occurring at the following Transportation Policy Board meeting (approximately 30 days after initial presentation). Amendments to both the TIP and the Metropolitan Transportation Plan may be initiated concurrently.

Amendments to the TIP or the Metropolitan Transportation Plan requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest) may be accomplished by a 75% vote of the TPB quorum present to waive the routine two-step process. In these cases, the Transportation Policy Board will hold a special public hearing within their normal meeting agenda to specifically solicit public comment on the proposed TIP or Metropolitan Transportation Plan amendment. These actions will be emphasized on the meeting agenda that is both mailed and e-mailed out ten (10) days prior to the Transportation Policy Board meeting. This will alert the public and permit special attendance to comment on the action prior to adoption by the Transportation Policy Board. To the extent possible, amendments to delete a project or significantly change the scope of work of a project will be explicitly listed on the agenda for the Transportation Policy Board meeting.

Governing bodies of the sponsoring agencies will promptly notify the MPO in writing of any currently programmed projects that are proposed to be deleted from the TIP. The governing body of the sponsoring agency shall state its preference for project replacement in the written notification. The Transportation Policy Board will provide direction and/or may consider action at the next appropriate meeting with respect to amending the TIP.

To the extent possible, any project amended outside the timeframe of the current TIP due to funding limitations will have priority consideration in being amended back into the TIP when additional funding becomes available.

G. Administrative Revisions

The MPO Director is authorized to approve certain “administrative changes” to the TIP with the notification of such to the appropriate transportation planning partners. The intent of this section is not to circumvent the public process for amending the TIP, but to allow for minor corrections to the TIP that do not materially change a project’s function. These revisions may include minor corrections to project limits, scope or project costs.

H. Category 7 (STP-MM) Funded Projects

Basic Requirements for STP-MM Projects

All projects submitted for consideration for funding through the Category 7 (STP-MM) program will meet the following basic requirements:

1. Projects will be submitted to the MPO through an implementing agency (Alamo Area Council of Governments, Alamo Regional Mobility Authority, Texas Department of Transportation, VIA Metropolitan Transit and cities and counties within the MPO Study Area) and appropriate commitments of local match shall be made. Approval of the commitment of the local match from the Texas Department of Transportation District Engineer or the policy body of the local agency submitting the project for consideration will be obtained and submitted to the MPO.
2. Each implementing agency is encouraged to address Title VI and Environmental Justice considerations in submitting projects to the MPO for consideration.
3. Pedestrian and bicycle facilities will be included in all future transportation improvement projects. Any exceptions will need to be adequately documented by management of the implementing entity. Regardless, technical points will be subtracted for not including bicycle and pedestrian components in an added capacity roadway project or roadway rehabilitation project. Bicycle and pedestrian components included in a project may not be deleted from the project at a future date.
4. Projects will be included in the latest approved Metropolitan Transportation Plan. Note: Amendments to the Metropolitan Transportation Plan and the Transportation Improvement Program can be made through the amendment process at the discretion of the Transportation Policy Board. Any required amendments to the Metropolitan Transportation Plan must be made prior to amending the TIP, however amendments to both may be initiated concurrently.

5. A roadway project submitted for consideration must be on a functionally classified facility as defined by the MPO and approved by Federal Highway Administration through the State. Roadway projects on facilities classified as a local street or rural minor collector do NOT qualify for Federal transportation assistance.
6. All deadlines set by the MPO are firm.
7. This funding category will not be used for toll projects.

Special Project Fund

Beginning with FY 2009, the Transportation Policy Board will dedicate 25% of the Category 7 (STP-MM) funds to be set aside for leveraging or supplementing the budget for transit capital projects and for leveraging or supplementing the budget for non-tolled projects on the functionally classified roadway system.

Project Selection

1. Projects will be primarily selected from priority corridors/projects identified through the Metropolitan Transportation Plan development process. However, the flexibility to incorporate other projects into the Metropolitan Transportation Plan and TIP when essential will be retained.
2. When the project is submitted to the MPO for funding consideration, the sponsoring agency will include the following information:
 - Project name,
 - Project limits (logical termini)
 - Project description
 - Project justification
 - Length of roadway (in miles)
 - Roadway classification
 - Right of way requirements
 - Utility and drainage requirements (with initial cost estimates)
 - Location map with adjacent land uses shown
 - Typical cross-section, existing and proposed
 - Bicycle and pedestrian amenities
 - Accident rates
 - Initial total cost construction estimate
 - Source of match funding

To the extent that data is available, MPO staff will provide the following information for submitted projects:

- Current (base year) and future year volume to capacity ratio
- Congestion Management System status for project prioritization
- Cost/vehicle mile traveled
- Transit route – number of buses
- Number of trucks
- Critical intersection
- Existing and future traffic volumes
- Bicycle level of suitability
- System connectivity

3. If more projects are submitted than funding is available, the projects submitted will be scored based on technical criteria adopted by the Transportation Policy Board. Submitted projects may be grouped by project type to allow for direct technical comparisons between projects within those project types. Project types may include transit, added roadway capacity, roadway operational, roadway rehabilitation, bicycle and pedestrian.

Additional points will be awarded for overmatching or leveraging a project. Additionally, different point systems will be used for projects within ¼ mile of VIA bus service and those projects that are unincorporated portions of Bexar County that are farther than ¼ mile from VIA bus service.

4. Projects will be presented to the Transportation Policy Board for consideration in sufficient time to allow the new TIP or amendment(s) to be incorporated into the next regularly scheduled quarterly amendment or adoption of the Statewide Transportation Improvement Program.
5. Unless allocated a fixed amount, each STP-MM project will have a cost figure in the approved TIP that is an estimate. The TIP estimate shall include all construction costs at 100% and shall designate what percent match is required by the local agency. "Construction cost" is to be defined consistent with the Texas Administrative Code 43 Part 1 Chapter 15 Subchapter E. "Construction cost" includes all direct and indirect costs to a highway improvement project, other than for right-of-way acquisition, preliminary engineering and construction engineering. The amount programmed in the TIP shall be calculated as follows:

Construction estimate + maximum 10% contingency for eligible change orders + maximum 11% for construction management services

6. Unless allocated a fixed amount, each selected STP-MM project will be adjusted when bids are approved.
 - a. if bids are higher than the TIP estimate, the TIP estimate shall become a fixed funding cap unless an increase is approved by the TPB.
 - b. If bids are lower than the TIP estimate, the TIP shall be revised as follows:

Construction bid + 10% contingency for eligible change orders + 11% for construction management services (not to exceed the TIP programmed amount).
 - c. TxDOT and the local governmental entity shall execute an amendment to the Funding Agreement (Federal Letter of Authority) to reflect a change in the TIP amount.
7. Owner requested change orders will be covered 100% by the local agency. Owner requested change orders are the result of changes requested by the local agency, not included in the original TPB approved scope of work.

I. Public Involvement

The MPO commits to a public involvement process that includes the provision of timely information, provides reasonable public access to technical and policy information, provides adequate public notice, seeks out and considers traditionally underserved populations, and documents significant comments. Please see the MPO Policy 5: Public Involvement Process for additional information on public involvement.

Adopted: December 6, 2010

Policy 7: Ethics Policy

A. Purpose

The San Antonio – Bexar County Metropolitan Planning Organization is committed to conducting its business in an ethical and open manner. To ensure ethical conduct by members of the Transportation Policy Board and its employees, and to ensure compliance with the Transportation Code and other provisions under state law.

B. Rules

The following rules have been adopted:

I. Chapter 472. Transportation Code Requirements:

- a) No policy board member or employee of the MPO may accept or solicit any gift, favor or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct.
- b) No policy board member or employee of the MPO may accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position.
- c) No policy board member or employee of the MPO may accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of official duties.
- d) No policy board member or employee of the MPO may make personal investments that could reasonably be expected to create a conflict between the member's or employee's private interest and the public interest.
- e) No policy board member or employee of the MPO may intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised official powers or performed the official duties in favor of another.

II. Chapter 171. Local Government Code Requirements:

- a) If a policy board member has a substantial interest in a business entity or in real property, the policy board member shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter if:

(1) in the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or

(2) in the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

b) If a policy board member is required to file and does file an affidavit, the policy board member is not required to abstain from further participation in the matter requiring the affidavit if a majority of the policy board members are likewise required to file and do file affidavits of similar interests on the same official action.

c) A person has a substantial interest in a business entity if:

(1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns 10 percent or more or \$15,000 or more of the fair market value of the business entity; or

(2) funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year.

d) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.

e) A policy board member is considered to have a substantial interest in a person related to the policy board member in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a substantial interest.

C Incorporation of Statutes

All provisions of Section 472.034 of the Transportation Code and Chapter 171, Local Government Code, are intended to be incorporated into this ethics policy. In the case of any uncertainty as to the applicability of any of these statutes, the policy board member or employee should refer to the actual statutes.

D. Penalties

Any employee who violates the Ethics Policy is subject to termination or other employment related sanctions per personnel policy. Any board member or employee of the MPO who violates the Ethics Policy is subject to applicable civil or criminal penalty if the violation also constitutes a violation of a state statute.

E. Distribution

Upon adoption of the Ethics Policy by the Transportation Policy Board, a copy shall be distributed to each policy board member and MPO employee. Each policy board member and employee will acknowledge receipt of the Ethics Policy. The Ethics Policy adopted by the Transportation Policy Board shall be provided to each new employee no later than three (3) business days after the date on

which the person begins employment. The Ethics Policy adopted by the Transportation Policy Board shall be provided to each new board member no later than three (3) business days after the person qualifies for office.

F. Policy Amendment

When considered for amendment, this policy shall be subject to the MPO's two-step approval process which allows for a public comment period of approximately 30 days prior to adoption by the Metropolitan Planning Organization Transportation Policy Board.

Adopted: April 26, 2010