

FY 2012 – 2013
UNIFIED PLANNING WORK PROGRAM



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Table of Contents

Introduction.....5
 History and Background5

A. Purpose.....5

B. Definition of Area.....6

C. Organization.....6
 Policy Organization.....6
 Technical Organization7
 Other Advisory Committees.....8
 Functional Responsibilities of Planning Agencies8
 Metropolitan Planning Organization.....8
 Alamo Area Council of Governments10
 Texas Department of Transportation10
 City of San Antonio10
 Texas Commission on Environmental Quality.....11
 VIA Metropolitan Transit11
 Bexar County11
 Northeast Partnership.....11
 Suburban Cities12
 Public/Private Partnerships.....12

D. Private Sector Involvement.....12

E. Planning Issues and Emphasis12

Task 1.0 – Administration/Management.....13
 Subtask 1.1 Program Support13
 Subtask 1.2 Legal Costs14
 Funding Summary14

Task 2.0 – Data Development and Maintenance15
 Subtask 2.1 MPO Staff Support for Task 215
 Subtask 2.2 Demographic Forecast Modeling Projects16
 Funding Summary16

Task 3.0 – Short Range Planning17
 Subtask 3.1 MPO Staff Support for Task 317
 Subtask 3.2 Support for the Planning Process.....18
 Subtask 3.3 Air Quality Planning ².....18
 Subtask 3.4 Traffic Signal Re-timing Study VI18
 Subtask 3.8 Traffic Signal Re-timing Study V ²19
 Funding Summary ²20

Task 4.0 – Metropolitan Transportation Plan21
 Subtask 4.1 MPO Staff Support for Task 421
 Subtask 4.2 Support for the Metropolitan Transportation Plan22
 Subtask 4.3 Support for the Metropolitan Transportation Plan Update.....22
 Funding Summary23

² Amended by the Transportation Policy Board on January 23, 2012.

Task 5.0 – Special Studies	25
Subtask 5.1 MPO Staff Support for Task 5	25
Subtask 5.2 Urban/Center City Corridor Alternatives Analysis	26
Subtask 5.3 Austin – San Antonio Corridor Projects ²	26
Subtask 5.4 Transportation Analysis in the South Texas Medical Center ²	27
Subtask 5.5 Mobility Management Activities	28
Subtask 5.6 North-South Central Corridor Alternatives Analysis ¹	29
Subtask 5.7 East-West Central Corridor Alternatives Analysis ¹	29
Subtask 5.8 South-West Connector Corridor Alternatives Analysis ¹	30
Subtask 5.9 IH 35 Planning and Environmental Linkages Study ¹	31
Subtask 5.12 Pedestrian Safety Action Plan ²	32
Funding Summary ^{1,2}	33
 Budget Summary by Task and Funding Source ^{1,2}	35
Budget Summary by Funding Source ^{1,2}	37
 Appendix A	39
Transportation Policy Board Membership	
Technical Advisory Committee Membership	
 Appendix B: Metropolitan Planning Organization Study Area Boundary Map	41
 Appendix C: Debarment Certification	43
 Appendix D: Lobbying Certification	47
 Appendix E: Certification of Internal Ethics and Compliance Program	51
 Appendix F: Adopted Policies	55
Policy 1: Transportation Policy Board	57
Policy 2: Technical Advisory Committee	61
Policy 3: San Antonio-Bexar County Metropolitan Planning Organization Operations	63
Policy 4: Funding Procedures for Planning Studies	67
Policy 5: Public Participation Plan	71
Policy 6: Guidelines for Programming Projects in the Transportation Improvement Program	85
Policy 7: Ethics Policy	93

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Introduction

Transportation is a dominant factor in every person's life. The ability to travel and move around the region influences the economic status, social status, and overall standard of living for people. Transportation is important and without its continued growth and improvement, our economy and standard of living may be drastically altered. The basic reason and purpose behind transportation planning is to ensure that the transportation system will meet the future needs of people and provide for continued growth and development.

History and Background

The Federal Aid Highway Act of 1962 promulgated the requirement that all urban areas of 50,000 or more population develop and maintain a comprehensive, cooperative, and continuing (3-C) transportation planning process. The process would establish a transportation plan and provide the procedure by which it would be maintained and revised on a continuing basis. To accomplish this process in San Antonio, an agreement was attained in 1963 between the City of San Antonio, County of Bexar, and the Texas Department of Transportation (then called the Texas Highway Department) which established the San Antonio-Bexar County Urban Transportation Study (SABCUTS). This agreement was updated and re-executed in 1968, 1974, and 1977. The Metropolitan Transit Authority (VIA Metropolitan Transit) became a signatory party to the agreement in 1978.

The Texas State Legislature established the Alamo Area Council of Governments (AACOG) in 1968 with a planning region of twelve counties, ten of which lie in the Texas Department of Transportation (TxDOT) San Antonio District. The San Antonio District, however, has two additional counties outside of the AACOG region.

In 1974, AACOG was designated by the Governor of Texas as the Metropolitan Planning Organization for the San Antonio urbanized area. In this capacity, AACOG was a forum for cooperative decision-making by principal elected officials of general purpose local governments, and bore responsibility for maintenance of the urban transportation planning process.

In 1975, the City of San Antonio charged the Department of Planning to develop a Master Plan. This Plan forecasted land use, population, and other elements that were input into the development of the transportation plan. The coordination between land use and transportation was ensured in planning for the future needs of San Antonio and Bexar County.

In September 1975, the United States Department of Transportation promulgated rules to govern the transportation planning process and the joint certification process by the Federal Transit Administration (FTA) (then called the Urban Mass Transportation Administration) and the Federal Highway Administration (FHWA). It called for the development of a Prospectus and Unified Planning Work Program to establish a multi-year framework and a one-year program within which transportation planning would be accomplished. The requirement for a Prospectus was later removed and the requirement for a Unified Planning Work Program (UPWP) retained to serve as the framework within which the transportation planning activities would be programmed and monitored.

In August 1977, the Governor of Texas designated the San Antonio-Bexar County Urban Transportation Study (SABCUTS) Steering Committee as the Metropolitan Planning Organization for the San Antonio urbanized area. This committee, composed of ten elected officials and nine non-elected officials, provides a forum for cooperative decision-making policy guidance to the transportation planning process.

A. Purpose

This document presents the FY 2012 - 2013 Unified Planning Work Program (UPWP) for the San Antonio-Bexar County area. It delineates the activities to be accomplished during the period of October 1, 2011 through September 30, 2013, the funding requirements, and the agency responsible for accomplishing the tasks. In 2003, The San Antonio-Bexar County MPO was one of five MPOs in Texas

to be selected to participate in a pilot project to develop and maintain a two-year UPWP. The two-year UPWP was designed to coincide with the biennial funding cycle of the State of Texas and to provide for a more seamless planning process. After successful implementation and execution of the FY 2004 - 2005 UPWP, the MPO decided to continue with the two-year UPWP planning cycle.

This document is organized in four sections. The first section describes the background and history of transportation planning in the area and the physical planning area within which planning activities will be concentrated. The second section describes briefly the organizational structure of the transportation planning process and the functional responsibilities of the planning agencies. The third section presents an overview of private sector involvement, planning issues, and National Emphasis areas. The fourth section details the work elements of the FY 2012 - 2013 UPWP.

The appendices contain the following:

- Appendix A: Transportation Policy Board Membership
- Appendix B: Metropolitan Area Boundary Map
- Appendix C: Debarment Certification
- Appendix D: Lobbying Certification
- Appendix E: Certification of Internal Ethics and Compliance Program
- Appendix F: Adopted Policies of the San Antonio-Bexar County MPO
 - Policy 1: Transportation Policy Board
 - Policy 2: Technical Advisory Committee
 - Policy 3: San Antonio-Bexar County Metropolitan Planning Organization Operations
 - Policy 4: Funding Procedures for Planning Studies
 - Policy 5: Public Participation Plan/Public Involvement Process
 - Policy 6: Guidelines for Programming Projects in the Transportation Improvement Program
 - Policy 7: Ethics Policy

B. Definition of Area

Appendix B shows the entire MPO study area which encompasses over 1,200 square miles and includes all of Bexar County and small portions of Comal and Guadalupe counties. Nearly 80 percent of the population resides within the incorporated limits of San Antonio which encompasses over 368 square miles. San Antonio is the second largest city in Texas, and the third largest metropolitan area. Like many large urban areas, rapid growth and development have contributed to ever-increasing needs in transportation.

C. Organization

The transportation planning process in San Antonio and Bexar County has two basic organizational units – policy and technical. Both utilize a committee structure to provide a cooperative process for planning. These are described in the following sections.

Policy Organization

The policy organizational unit, as outlined in the most recent designation agreement, is composed of the San Antonio-Bexar County Urban Transportation Study (SABCUTS) and the Transportation Policy Board. The Transportation Policy Board is composed of elected and appointed City, County, State, Metropolitan Transit Authority officials, and Suburban Cities. Its responsibilities are as follows:

-
- Provide a forum for cooperative decision-making by principal elected officials of general purpose local government;
 - Carry out the urban transportation planning process as required by law for urbanized areas in conformity with applicable federal regulations and guidelines;
 - Provide routine guidance to the planning process;
 - Designate responsibility for the development of the Unified Planning Work Program, Transportation Improvement Program and Metropolitan Transportation Plan;
 - Establish and approve policy procedures for transportation planning;
 - Examine the adequacy of the continuing planning process;
 - Review the limits of the Study Area and, if necessary, make revisions;
 - Review and approve an annual budget for transportation planning activities as outlined in the Unified Planning Work Program;
 - Designate such technical committees or task forces as necessary to carry out the planning process; and
 - Approve the National Highway System map, the functional classification system map, the urban area boundary map, and the metropolitan area boundary map.

The present membership of the Transportation Policy Board is shown in Appendix A.

Technical Organization

The Technical Advisory Committee, which reports directly to the Transportation Policy Board, has the following responsibilities:

- Provide routine guidance on the technical procedures employed in the transportation planning process;
- Review the technical accuracy of transportation plans and documents resulting from the transportation planning process and either take action on the work completed or make a recommendation to the Transportation Policy Board;
- Review any item requested by the Transportation Policy Board and report its findings to the Transportation Policy Board;
- Review and submit a recommendation on the Unified Planning Work Program and subsequent amendments;
- Review and submit a technical recommendation on the Transportation Improvement Program, the Metropolitan Transportation Plan and subsequent amendments to each; and
- Establish and/or approve any technical procedures necessary to carry out the transportation planning process. These will be sent to the Transportation Policy Board for their review and, as necessary, appropriate action.

The present membership of the Technical Advisory Committee is shown in Appendix A.

Other Advisory Committees

Additional advisory committees have been established to advise the Transportation Policy Board on specific elements of the transportation planning process. Current committees acting in an advisory capacity to the Transportation Policy Board are the Bicycle Mobility Advisory Committee (BMAC), the Pedestrian Mobility Advisory Committee (PMAC), and the Strategic Geospatial Coordination Committee (SGCC).

BMAC and PMAC have the following responsibilities:

- Provide routine guidance on the bicycle and pedestrian elements of the transportation planning process;
- Review the technical accuracy of transportation documents (from a bicycle and pedestrian perspective) resulting from the transportation planning process and either take action on the work completed or make a recommendation to the Transportation Policy Board; and
- Review any item requested by the Transportation Policy Board and report findings to the Transportation Policy Board.

The focus of the SGCC includes the following:

- Provide guidance on establishing consensus on policy and technical procedures necessary in instituting and sustaining comprehensive technical and business practices required for successful GIS community and transportation planning process; and
- Review or develop items as requested by the Transportation Policy Board and report findings to the Transportation Policy Board.

The MPO also creates multi-agency study oversight committees for certain planning studies and projects in the UPWP.

Functional Responsibilities of Planning Agencies

For the transportation planning process to function properly, the agencies involved must work together. The Transportation Policy Board, AACOG, TxDOT, VIA Metropolitan Transit (VIA), and the local governments within the study area are responsible for carrying out the urban transportation planning process consistent with local agreements. This process includes planning for aviation, highways, bicycling facilities, pedestrian facilities, railways, transit and water transportation activities. Planning for certain modes is delegated to certain agencies.

The following descriptions of functional responsibilities for each agency are not intended to limit the participation of any agency or local government in the study. Rather, they are brief descriptions of primary responsibilities.

Metropolitan Planning Organization

The MPO, in cooperation with the TxDOT, mass transit operators, planning agencies and local governments:

- Is responsible for carrying out and maintaining the urban transportation planning process to include:

- 1) Unified Planning Work Program (UPWP);
 - 2) Transportation Improvement Program (TIP);
 - 3) Metropolitan Transportation Plan (MTP);
 - 4) Efficient and effective use of FHWA PL and FTA Section 5303, and Environmental Protection Agency (EPA) Section 175 planning funds;
 - 5) Development, implementation and surveillance of plans to reduce transportation-caused air pollutants in areas within the study area not meeting National Ambient Air Quality Standards, in accordance with Section 174 of PL 101-549 (1990 Clean Air Act Amendments).
- Is a forum for cooperative decision-making by principal elected officials of general purpose local governments.
 - Executes those contracts and/or agreements necessary to carry out the work outlined in the UPWP.
 - Develops and maintains transportation databases and analytical tools.
 - Maintains a library of all planning products.

MPO staff has the following general responsibilities:

- 1) Provide staff support to the Transportation Policy Board, the Technical Advisory Committee (TAC), the Pedestrian Mobility Advisory Committee (PMAC), the Bicycle Mobility Advisory Committee (BMAC) and the Strategic Geospatial Coordination Committee (SGCC);
- 2) Review and report on items on the agenda(s) for the Transportation Policy Board, TAC, BMAC, PMAC and SGCC;
- 3) Coordinate and perform the planning, air quality and data collection activities contained in the UPWP;
- 4) Prepare and submit an annual budget for work outlined in the UPWP for approval;
- 5) Receive and review all bills from agencies and consultants that the MPO has contracted with to perform work outlined in the UPWP;
- 6) Submit requests for reimbursement to the appropriate Federal and State agencies for work performed according to the UPWP;
- 7) Prepare and submit grant applications for federal assistance in transportation planning;
- 8) Prepare and submit the annual performance and expenditure report;
- 9) Coordinate the activities for the development and maintenance of the Unified Planning Work Program, the Metropolitan Transportation Plan and the Transportation Improvement Program;
- 10) Refine and maintain a process for obtaining public input and participation in the transportation planning process, with special emphasis on "Environmental Justice/Title VI Civil Rights Evaluation"; and

- 11) Perform any other administrative duties as required by the Transportation Policy Board.

Alamo Area Council of Governments

The Alamo Area Council of Governments (AACOG) has the following primary responsibilities for the study area:

- Participation in the continuing planning process, as both a lead and participating agency, in studies as assigned by the Transportation Policy Board;
- Development and maintenance of specialized transportation databases and analytical tools;
- Preparation and maintenance of demographic forecasts with multi-agency review and input;
- Preparation and maintenance of air quality plans and programs including development of emissions inventories, photochemical modeling and the Alamo Area Commute Solutions Program;
- Review and comment on transportation plans and programs; and
- Coordination of transportation planning with other comprehensive planning functions within AACOG.

Texas Department of Transportation

The Texas Department of Transportation (TxDOT), within the realm of transportation planning, has the following varied responsibilities for the study area:

- Highway planning;
- Participating and lead agency in transportation studies;
- Review of all FTA Section 5307 and Section 5311 capital grant applications which may involve State funding; and
- Coordination, review and monitoring of the Section 5310 Elderly and Disabled Transportation and Assistance Program.

In addition, TxDOT maintains certain transportation data base files and forecasting models, and coordinates its planning efforts with the MPO through the UPWP.

City of San Antonio

The City of San Antonio has five departments that participate in the transportation planning process. These are the City Manager's Office, the Department of Public Works, the Capital Improvements and Management Services Department, the Department of Planning and Development Services, the Office of Environmental Policy, Parks & Recreation Department and the Department of Aviation.

The City Manager's Office has the primary responsibility of maintaining consistency with policy set by the City of San Antonio City Council as related to transportation planning in the study area.

The Department of Public Works, is responsible for the operation of the transportation system within the City of San Antonio, excluding VIA Metropolitan Transit, the Department of Aviation, and TxDOT. Divisions within the Public Works Department include Pavement Engineering, Street Maintenance,

Storm Water Engineering and Operations, Traffic Engineering and Operations, Right of Way Management, Program Management, Central Mapping, Rail and Transit and the Disability Access Office.

Capital Improvements Management Services Department manages the City of San Antonio's Capital Improvement Program projects through all phases of design, construction, and inspection. The department also coordinates the consultant selection, construction contractor procurement, and project delivery for all capital improvement construction projects.

The Planning and Development Services Department is responsible for orderly development of the City of San Antonio and for protecting the health, safety, and quality of life of citizens through implementation of the City's Master Plan Policies and regulation of land and building development. In addition, the department seeks to facilitate an efficient and effective development process that supports the Master Plan Policies, growth, and economic development. These processes include comprehensive, neighborhood, regional, and community planning, and granting authority to develop land, construct, and occupy buildings. More specifically, the department is responsible for all components of the City's Master Plan, annexation, neighborhood capacity building, rights determination, subdivision mapping/parcel addressing, zoning and subdivision administration, building codes enforcement, contractor licensing and registration, landscaping, tree preservation, sign regulation, and traffic impact analysis. Since City development involves partnerships with other City departments and outside agencies, the department seeks to facilitate the coordination of these reviews to provide responsive customer service throughout the development process and to produce neighborhood and community plans that include goals and action steps for land use, housing, economic development, community facilities, and transportation networks.

The Office of Environmental Policy provides support to the MPO's bicycle planning activities.

The Parks & Recreation Department provides support to the MPO's pedestrian planning activities.

The Department of Aviation is primarily responsible for aviation planning and management of the City of San Antonio Airports.

Texas Commission on Environmental Quality

The Texas Commission on Environmental Quality (TCEQ) is responsible for air quality monitoring in San Antonio and Bexar County. The TCEQ operates continuous air monitoring stations at four locations and non-continuous monitoring devices at six additional locations. The monitoring of air quality is to determine whether or not National Ambient Air Quality Standards (NAAQS) are met.

VIA Metropolitan Transit

VIA has primary responsibility for conducting various short and long-range transit studies, maintaining all transit data, and is responsible for transit planning in the study area.

Bexar County

The County of Bexar has the primary responsibility for the planning of all roads outside incorporated areas that are not on the State system. This is done cooperatively with the State. The County coordinates its planning with TxDOT and incorporated areas in extraterritorial jurisdictional areas. Bexar County created a county rail district and approved the formation of a Regional Mobility Authority. Bexar County also acts as the Fiscal Agent for the MPO.

Northeast Partnership

The Northeast Partnership (formerly Randolph Region) provides coordinated input to the planning process for the northeast portion of the Study Area in the IH 35 corridor, which includes portions of

Bexar, Comal and Guadalupe counties. The Northeast Partnership works with the other agencies and bodies in achieving a fully coordinated multi-modal transportation plan for the study area.

Suburban Cities

The Greater Bexar County Council of Cities (formerly Bexar County Council of Mayors) assists in ensuring appropriate transportation planning for the incorporated cities (other than San Antonio) as part of the study area's overall multi-modal planning efforts.

Public/Private Partnerships

Over the last few years, the San Antonio-Bexar County Region has actively pursued various partnerships with entities established to advance and improve the area's transportation infrastructure. This includes partnerships with the area's Advanced Transportation District, the Alamo Regional Mobility Authority and the San Antonio Mobility Coalition.

D. Private Sector Involvement

One member of the Technical Advisory Committee represents the local private transportation providers.

E. Planning Issues and Emphasis

The tasks in the FY 2012-2013 UPWP fall into five primary activities: Administration/ Management, Data Development and Maintenance, Short Range Planning, Metropolitan Transportation Plan, and Special Studies. Each of these work areas is briefly described below.

Administration/Management – This activity contains the work associated with administrative support of the coordinated, comprehensive, and continuing (3-C) transportation planning process.

Data Development and Maintenance - Contained in this activity are work elements designed to collect, update, and report data required to perform both long and short-range transportation planning.

Short Range Planning - Contained in this planning activity are projects relating to immediate implementation and near term time frame for transit service and roadway operations.

Metropolitan Transportation Plan - This includes activities associated with the development and updating of the area's long range multi-modal transportation plan and travel demand models.

Special Studies - The objective of this activity is to provide for work elements that are generally outside the scope of the 3-C planning process, but are necessary to the continued development of a viable transportation plan in the area.

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) contains eight factors that should be considered when developing plans and programs. The following outlines these factors:

- (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, 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.

Task 1.0 – Administration/Management**A. Objective**

To accomplish, on a continuing basis, the plans and programs necessary to administer Federal transportation planning grants and maintain the “3-C” planning process in and for the San Antonio-Bexar County Metropolitan Area.

B. Expected Products

Certified Transportation Planning Process
Other Appropriate Documents and Reports

C. Previous Related Work

Performed general administrative functions
Coordinated transportation planning and implementation activities with other agencies and organizations
Conducted a public involvement process compliant with federal and state regulations
Provided support for all meetings of the Transportation Planning Process
Implemented policies to maintain the “3-C” Planning Process
Provided staff access to courses, workshops and seminars

D. Subtask 1.1 Program Support

The primary activities which will take place under Program Support include the following:

- 1.1.1 Program Administration:** This activity includes development and implementation of those policies and guidelines necessary to carry out and maintain the "3-C" planning process; coordination of transportation planning activities; budgeting and management of transportation planning funds; sponsoring and conducting meetings including providing support to policy and advisory bodies; and coordinating and working with other agencies and organizations involved in planning, programming and implementation of transportation projects.
- 1.1.2 Public Participation:** This activity supports the implementation of the MPO's Public Participation Plan to include the conduct of community reach and public meetings/hearings as needed with emphasis on Environmental Justice populations and the development/review processes of the Transportation Improvement Program, Metropolitan Transportation Plan and other planning products; develop and use of questionnaires, newsletters and other participation techniques; and provide bilingual materials as appropriate.
- 1.1.3 Title VI Civil Rights/Environmental Justice Activities:** This activity supports monitoring, evaluating and implementing Title VI/EJ compliance, guidance and requirements for plans and programs; continuing to collect and analyze data related to minority and low income populations and the effect of the transportation programs and system on those populations; identify ways to mitigate impacts of the system and programs on the identified populations; expand database of citizens and businesses in low income and minority areas to facilitate effective outreach to those populations.
- 1.1.4 Travel and Training:** This activity supports staff development in the technical activities associated with the transportation planning process through travel to and attendance at appropriate conferences, courses, seminars, and workshops.
- 1.1.5 Computer Hardware/Software:** This activity is for the upgrade/addition of computer hardware and software to ensure suitability for data manipulation and analysis. A description of computer

hardware and software purchases in excess of \$5,000 will be submitted to the Texas Department of Transportation for approval prior to acquisition.

1.1.6 Purchase Year 2012 Aerial Photography: The MPO plans to purchase year 2012 aerial photography for Bexar, Comal and Guadalupe counties. Although the MPO boundary does not fully extend throughout Comal and Guadalupe counties, the MPO works with a five county travel demand model and the area outside the metropolitan area boundary affects the area within the metropolitan area boundary. The cost is expected to not exceed \$30,000. Because the cost exceeds \$5,000, approval will be sought from the Federal Highway Administration prior to purchasing the photography.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$1,196,400

- Product (s):
- Certified Planning Process
 - Reports on fiscal expenditures and work completed as required
 - Forum for cooperative decision-making by principal elected officials of general purpose local governments
 - Effective coordination of transportation planning activities

Subtask 1.2 Legal Costs

1.2.1 Legal Services: This activity is for legal services that are not part of the fiscal agent's indirect rate and are not paid out of the MPO's operating budget.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$80,000
 \$80,000 (original programmed amount)

E. Funding Summary

Subtask	Subtask Name	Responsible Agency	TPF	FTA Sect. 5307 (Sect. 9)	Local	Total
1.1	Program Support	MPO	\$1,196,400			1,196,400
1.2	Legal Services	MPO	\$80,000			\$80,000
Total			\$1,276,400			\$1,276,400

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

Task 2.0 – Data Development and Maintenance

A. Objective

Provide updated information, demographic data and analysis to support the Metropolitan Planning Organization's planning efforts.

B. Expected Products

Series of technical reports documenting the continuing demographic data updating process
 Traffic Data Collection System
 Analysis of the Bicycle Travel Pattern Study Data
 Updated Data

C. Previous Related Work

Bicycle Travel Pattern Study
 VIA On-Board Transit Origin and Destination Survey (1995, 2000, 2005)
 Pedestrian and Bicycle Facility Data Collection
 Road Diet Analysis
 Bicycle Route Suitability Map (versions 1-3)
 Demographic Forecast Modeling Projects (2004-2011)

D. Subtask 2.1 MPO Staff Support for Task 2

2.1.1 General Administration: This subtask allows for MPO staff support for administrative activities related to data development and maintenance including procurement, contract management and oversight committee participation and appropriate review/processing of monthly billings for work related to Task 2. Public Involvement activities which include video production, website information and updates, and printed materials related to the development and dissemination of technical data will also be completed.

2.1.2 General GIS Activities: Specific activities will include, but not be limited to, reviewing and providing direction on the development of demographic data; analyzing meeting attendance data, bicycle travel pattern data and census data, especially data related to Title VI/ Environmental Justice that includes identifying locations of large populations of minorities within the MPO Study Area, and mapping planned and programmed transportation projects and services that may affect these populations; using and documenting GIS data and/or NEPAassist in support of efforts to link planning and NEPA; updating the functional classification map and MPO boundary as necessary based on the 2010 census; developing mobile applications, and designing and printing presentation materials as needed; continuing website maintenance; and providing oversight, support and coordination of the Strategic Geospatial Coordination Committee.

2.1.3 Traffic Data Collection and Management System: Expanding the iMap viewer to portray traffic data and develop a management system for the collection, common tabulation/formatting, geocoding and web-based distribution of this information. The data will include the 2015, 2025 and 2035 forecasts; reduce duplication of data collection efforts for specific objectives; allow data collected by and for local agencies to be utilized by cooperating entities; and provide a means for private and public entities to make use of current and archival data for land use and transportation planning and development.

Responsible Agency: Metropolitan Planning Organization
 Funding Requirement: \$583,000
 Product(s): Contract procurement materials, billing packages, Technical Memoranda, Final Reports, and mappable databases as per specifications

Subtask 2.2 Demographic Forecast Modeling Projects

2.2.1 Conduct demographic support work as background information for transportation planning and air quality decision-making. It must be noted that for transportation and air quality planning, activity that occurs in the area outside the metropolitan area boundary affects the area within the metropolitan area boundary.

The general scope of services is as follows:

1. Prepare updated 2010 base year population and employment file that can be used to update the travel demand model with 2010 data. Run the demographic forecasting model to create a sub-county area forecast of population and employment to 2040 in Bexar, Comal, Guadalupe, Kendall, and Wilson counties. Generate forecasts and prepare a 'base case' scenario for demographic review committee comment. At prescribed intervals, create an approved TAZ level file for travel time update using the travel demand model. Use revised travel time data in future model runs.
2. Prepare an alternative forecast scenario of demographic model runs to 2040 based on changes in growth assumptions by TAZ; run the forecast model; and prepare output for comment and revision. At prescribed intervals, create an approved TAZ level file for travel time update using the travel demand model. Use revised travel time data in future model runs.
3. Develop maps and materials for work group and public meetings; develop technical memoranda documenting work completed.

Responsible Agency: Alamo Area Council of Governments
 Funding Requirement: \$450,000
 Product(s): A small area forecast of population, households and employment for Bexar, Guadalupe, Comal, Wilson, and Kendall counties; updated files and data tables; graphics and presentation materials for public meetings.

E. Funding Summary

Subtask	Subtask Name	Responsible Agency	TPF	Other	Local	Total
2.1	Staff Support	MPO	\$583,000			\$583,000
2.2	Demographic Forecast Modeling Projects	AACOG	\$450,000			\$450,000
Total			\$1,033,000			\$1,033,000

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

Task 3.0 – Short Range Planning

A. Objective

To provide the information and basis for the investigation of near term issues related to comprehensive transportation planning. These planning activities have specific time frames, with direct input into implementation strategies.

B. Expected Products

Traffic Signal Re-timing Studies
Air Quality Emissions Inventories
Air Quality Control Strategy Modeling

C. Previous Related Work

Support for the Planning Process (2001–2011)
Geographic Information Systems Support
Air Quality Planning: Emissions Inventory
Air Quality Planning: Control Strategy Modeling
Traffic Signal Re-timing Studies

D. Subtask 3.1 MPO Staff Support for Task 3

3.1.1 General Administration: This subtask allows for MPO staff support for administrative activities related to short range planning, including the development and management of agency contracts; procurement, development and management of consultant contracts for projects in Task 3; and the review and processing of monthly billings for work related to Task 3.

3.1.2 General Activities: Specific activities will include, but are not limited to, maintenance of the FY 2011-2014 Transportation Improvement Program, development of the FY 2013-2016 Transportation Improvement Program, maintenance of the FY 2012-2013 Unified Planning Work Program, and development of the FY 2014-2015 Unified Planning Work Program.

3.1.3 Public Involvement: This subtask includes MPO staff participation in public outreach activities including video production, developing website information, writing newsletter articles, developing other printed materials, and public meeting facilitation as needed.

3.1.4 Air Quality Planning: Specific activities include participation in the AACOG Air Technical Committee, the Near Non-Attainment Area Workgroup, Technical Working Group, the State Implementation Plan Work Group as well as other air quality related committees and interagency consultation activities at the state and local level. Other activities will include the review and possible implementation of federal regulations affecting the region's air quality status, including the preparation of transportation conformity documentation if the area is designated non-attainment for ozone, and review and analysis of Transportation Control Measures, Mobile Source Emission Reduction Strategies and Green House Gases as required.

3.1.5 Pedestrian and Bicycle Planning Activities: MPO staff will continue to plan and lead activities related to pedestrian and bicycle planning. These activities include continued implementation of the Regional Bicycle Master Plan; coordination of annual Walk&Roll events; development, coordination and implementation of the Walkable Community Program which supports the Safe Routes to School program, and consists of three independent activities: safety classes, bike rodeos, and Walkable Community Workshops. This activity also includes staff coordination and participation in the MPO's Pedestrian Mobility Advisory Committee and the Bicycle Mobility Advisory Committee.

Product(s): Contract procurement materials and billing packages, meeting packages and materials, Walkable Communities and Safe Routes to Schools reports
Responsible Agency: Metropolitan Planning Organization
Funding Requirement: \$1,166,000

Subtask 3.2 Support for the Planning Process

3.2.1 Bexar County staff participation in the MPO's planning process is essential for the coordination and implementation of local transportation planning programs. Agency staff involvement in the transportation planning process involves participation in planning work sessions and study oversight committees including the following: 1) Air Quality Planning, 2) Traffic Signal Re-timing Studies, and 3) other committees as necessary. This task also includes agency staff support for the following standing committees: 1) Transportation Policy Board, 2) Technical Advisory Committee, 3) Pedestrian Mobility Advisory Committee, and 4) Bicycle Mobility Advisory Committee.

Responsible Agency: Bexar County
Funding Requirement: \$50,000
Product(s): Monthly Reports

Subtask 3.3 Air Quality Planning ²

3.3.1 The purpose of this Subtask is to provide technical analysis for air quality planning in the region. Tasks may include trend analysis, control strategy analysis, photochemical model refinement and development and analysis of Transportation Emission Reduction Measures. The work will be guided by local and State agencies and will be designed to meet Environmental Protection Agency defined standards for reliability and accuracy. Work performed under this subtask will not duplicate tasks being conducted by the Texas Commission on Environmental Quality or the Texas Transportation Institute. It must be noted that for air quality planning, the area outside the metropolitan area boundary affects the area within the metropolitan area boundary.

Responsible Agency: Alamo Area Council of Governments
Funding Requirement: \$123,000 (\$23,000 in FY 2011 carryover)
Product(s): Technical Memoranda, status reports and technical report(s)

Subtask 3.4 Traffic Signal Re-timing Study VI

3.4.1 This project is a third party contract for a consultant to perform signal system timing analyses. Five signal systems (36th Street/Old Highway 90, Airport Blvd., Culebra Road (West), DeZavala Road, and Walzem Road) consisting of 56 coordinated signalized intersections will be analyzed for phasing and timing improvements based on current traffic data. These signals are those determined to be of greatest need for re-timing and the result will be a significant improvement in traffic flow characteristics including fewer vehicle stops, delays and pollutant emissions. The study will consist of a "Before" and "After" evaluation of the systems performance.

The consultant's general scope of services for the five signal systems is as follows:

² Amended by the Transportation Policy Board on January 23, 2012.

1. Collect a.m. and p.m. peak period intersection turning movement count data, road tube traffic count data by roadway direction output for each hour of the day including vehicle classification data.
2. Collect "Before" travel time/delay moving vehicle data.¹
3. Collect "After" travel time/delay moving vehicle data.
4. With the Study Oversight Committee define the evaluation criteria, basic assumptions, traffic plan requirements, and model inputs.
5. Prepare computer simulation runs using Synchro, PASSER II, PASSER III and TRANSYT-7F as appropriate.
6. Conduct computer simulation runs to result in optimized traffic signal timings and coordination parameters.
7. Documentation of optimization results to include traffic plan definition, phasing, phase timings, and offsets for installation in field controllers.
8. A final report documenting the evaluation of "Before" and "After" data collected to determine the relative improvement and value of improvement for each of the five systems.

Responsible Agency: City of San Antonio
 Metropolitan Planning Organization will administer the contract
 Funding Requirement: \$300,000
 Product(s): Traffic count data, technical memoranda and final report

Subtask 3.8 Traffic Signal Re-Timing Study V ²

3.8.1 This project is a third party contract for a consultant to perform signal system timing analyses for direct implementation in the field. Seven signal systems (Culebra Road, Blanco Road (South), Blanco Road/Fredericksburg Road, Austin Highway, Harry Wurzbach Road, W.W. White Road, (North), W.W. White Road (South)) consisting of 81 coordinated signalized intersections will be analyzed for phasing and timing improvements based on current traffic data. These signals are those determined to be of greatest need for re-timing and the result will be a significant improvement in traffic flow characteristics including fewer vehicle stops, delays and pollutant emissions. The study will consist of a "Before" and "After" evaluation of the systems performance.

The consultant's general scope of services for the seven signal systems is as follows:

1. Collect a.m. and p.m. peak period intersection turning movement count data, road tube traffic count data by roadway direction output for each hour of the day including vehicle classification data.
2. Collect "Before" travel time/delay moving vehicle data.
3. Collect "After" travel time/delay moving vehicle data.
4. Define, with the Study Oversight Committee, the evaluation criteria, basic assumptions, traffic plan requirements, and model inputs.

² Amended by the Transportation Policy Board on January 23, 2012.

5. Prepare computer simulation runs using Synchro.
6. Conduct computer simulation runs to result in optimized traffic signal timings and coordination parameters.
7. Documentation of optimization results to include traffic plan definition, phasing, phase timings, and offsets for installation in field controllers.
8. A final report documenting the evaluation of “Before” and “After” data collected to determine the relative improvement and value of improvement for each of the seven systems.

Responsible Agency: City of San Antonio
 Metropolitan Planning Organization will administer the contract

Funding Requirement: \$99,915 (FY 2011 carryover)²
 \$400,000 (original programmed amount)

Product(s): Traffic Count Data, Technical Memoranda and Final Report

E. Funding Summary

Subtask	Subtask Name	Responsible Agency	TPF	Local	State	Total
3.1	Staff Support	MPO	\$1,166,000			\$1,166,000
3.2	Support for the Planning Process	BC	\$50,000			\$50,000
<u>3.3</u> ²	<u>AQ Planning</u>	<u>AACOG</u>	<u>\$123,000</u>			<u>\$123,000</u>
3.4	Signal Re-Timing VI	CSA (MPO)	\$300,000			\$300,000
<u>3.8</u> ²	<u>Signal Re-Timing V</u>	<u>CSA (MPO)</u>	<u>\$99,915</u>			<u>\$99,915</u>
<u>Total</u> ²			<u>\$1,738,915</u>			<u>\$1,738,915</u>

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

² Amended by the Transportation Policy Board on January 23, 2012.

Task 4.0 – Metropolitan Transportation Plan

A. Objective

To develop, maintain and update a multi-modal Metropolitan Transportation Plan for the San Antonio-Bexar County metropolitan area for a 25-year horizon that meets State and regional air quality goals.

B. Expected Products

Work on 2040 Metropolitan Transportation Plan Update

C. Previous Related Work

VIA's Long Range Comprehensive Transportation Plan

Development of Mode Split Model

Travel Demand Model Updates

Metropolitan Transportation Plan Update (1999, 2004, 2009; travel demand model networks, public involvement, document development)

D. Subtask 4.1 MPO Staff Support for Task 4

4.1.1 General Administration: This subtask allows for MPO staff support for administrative activities related to long range planning including procurement, development, management of consultant contracts for projects in Task 4, review and processing of monthly billings for work related to Task 4, participation in study oversight committee meetings and maintenance of the Metropolitan Transportation Plan ("Mobility 2035") and development of "Mobility 2040".

4.1.2 Public Involvement: This subtask includes MPO staff participation in public outreach activities including video production, developing website information, newsletter articles, other printed materials, and public meeting facilitation as needed.

4.1.3 Regional Public Transportation Plan: In 2005, the Texas Department of Transportation partnered with areas around the State to undertake an initiative to develop recommendations and goals to improve the future of Texas Public Transportation. While the region adopted the "Alamo Area Regional Public Transportation Coordination Plan" in early 2007 this task will remain in the UPWP for any follow-up work in support of the coordinated public transportation effort.

4.1.4 MPO Modeling Activities: MPO staff will actively conduct transportation modeling activities in order to forecast future demand on the region's transportation system. This includes thoroughfare planning, possible updates to the Texas Metropolitan Mobility Plan, the update and coding of the region's roadway, transit and bicycle networks along with the integration of regional travel survey information (including freight data) into the regional model. Work will also include participation in the review of demographic forecasts and modeling in support of air quality conformity if the region is designated non-attainment for ozone.

Responsible Agency: Metropolitan Planning Organization

Funding Requirement: \$777,000

Product(s): Planning documents, data sets, contract procurement materials and billing packages, and networks

Subtask 4.2 Support for the Metropolitan Transportation Plan

4.2.1 Bexar County staff will assist in the continued development and updates of the Metropolitan Transportation Plan (MTP) and other activities related to the long-range planning activities of the MPO. Technical assistance may include development and review of target year demographic forecasts, review of future year travel demand networks and model output, and writing, reviewing and editing of chapters of the MTP document.

Responsible Agency: Bexar County
Funding Requirement: \$50,000
Product(s): Monthly Reports

Subtask 4.3 Support for the Metropolitan Transportation Plan Update

4.3.1 This project is a third party contract for a consultant to assist with the development of demographic forecasting scenarios, travel demand modeling and public involvement in the development of the Metropolitan Transportation Plan Update.

The consultant's general scope of services is as follows:

1. Develop a comprehensive public involvement plan that provides the public with opportunities to express their views and methods to demonstrate the team's response to their input. Provide advice and guidance on the structuring of public meetings. Assist the MPO with meeting logistics, facilitation and participant notification. Provide guidance and assistance in the preparation of public meeting materials, publications, and media packages.
2. Assist the MPO with operationalizing various demographic forecast scenarios and testing the forecast scenarios on the transportation system.
3. Provide technical assistance with network coding for proposed roadway and transit improvements. Run the base year and future year travel demand models and review the results with the Study Oversight Committee. Revise network(s) as appropriate and re-run model as necessary.
4. In a Technical Report(s), fully document the public involvement process, network development, revisions and model run output for use in the Metropolitan Transportation Plan Update.

Responsible Agency: MPO
Funding Requirement: \$375,000 for FY 2012 and 2013; total contract amount is \$425,000 (\$50,000 in FY 2014)
Product(s): Public participation plan, meeting materials, roadway and transit networks, technical report(s)

E. Funding Summary

Subtask	Subtask Name	Responsible Agency	TPF	Local	Total
4.1	Staff Support	MPO	\$777,000		\$777,000
4.2	MTP Support	BC	\$50,000		\$50,000
4.3	Support for the MTP Update	MPO	\$375,000		\$375,000
Total			\$1,202,000		\$1,202,000

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

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Task 5.0 – Special Studies

A. Objective

To undertake studies of specific aspects of the transportation system in order to provide the specialized information required to adequately develop an efficient, multi-modal mobility system for the San Antonio-Bexar County study area.

B. Expected Products

Congestion Management Process
 MPO Transportation Safety Plan
 Pedestrian Safety Action Plan
 Transportation Analysis of the South Texas Medical Center

C. Previous Related Work

Pedestrian Amenities Plan (1997)
 Pedestrian Facilities Management System (2002-2003)
 Northwest Corridor Alternatives Analysis Study (2005)
 Congestion Management System/Process (2002-2011)

D. Subtask 5.1 MPO Staff Support for Task 5

5.1.1 General Activities: This subtask allows for MPO staff support for activities related to special transportation planning studies. Specific activities will include, but not be limited to leading the Congestion Management Process (CMP) activities and including the integration of CMP information into all short and long range planning efforts and documents; participating in freight and passenger rail studies; procurement, development and management of consultant contracts for projects in Task 5; and review and processing of monthly billings for work related to Task 5. Public involvement activities will be conducted as needed.

5.1.2 MPO Traffic Safety Planning Program: Similar to many major metropolitan areas around the country, the San Antonio-Bexar County Region is no stranger to traffic safety problems. The goal is to build a safety planning program that will work to identify problem areas in the region. This will be accomplished through the creation of a GIS based crash information system that will identify motor vehicle crash locations, rates, countermeasures and measureable goals including those involving pedestrians and bicyclists. This study will involve close coordination with the Texas Department of Transportation (use of the Crash Records Information System), local governments and local police departments. Once information is collected, additional studies and public involvement can be conducted in order identify roadway improvements and operational strategies that can be implemented to improve safety.

Responsible Agency: Metropolitan Planning Organization
 Funding Requirement: \$194,000
 Product(s): Contract procurement materials, billing packages, technical report(s)

Subtask 5.2 Urban/Center City Corridor Alternatives Analysis

5.2.1 This study will be a consultant contract(s) to conduct alternatives analyses on two separate center city corridors (a north-south and an east-west) that are part of the initial phase of a regional transit network. Both alternatives analyses will be similar in scope and each will evaluate candidate technologies, alignments and develop detailed cost and ridership estimates for each alternative. The Alternatives Analyses will require conceptual engineering services for cost estimating, and FTA review for the project(s) to enter Project Development. Both constitute a single high-capacity transit program.

The consultant's general scope of services for each alternatives analysis is as follows:

1. Research existing reports and plans and program initiation.
2. Define a purpose and need.
3. Establish a range of alternatives to be studied and factors to be addressed.
4. Conduct conceptual engineering and traffic analysis on each alternative.
5. Begin planning for operations and maintenance and cost estimation for alternatives.
6. Evaluate alternatives.
7. Perform a financial analysis that considers capital, operating and user costs for ultimate implementation and financing for the alternatives.
8. Determine the Locally Preferred Alternative(s).
9. Solicit proactive public involvement throughout the entire study process.
10. Solicit FTA permission for project(s) to enter Project Development phase.

Responsible Agency:	VIA Metropolitan Transit
Funding Requirement:	\$2,000,000 (\$900,000 FTA Section 5339, \$300,000 in TPF and \$800,000 local match)
Product(s):	Data Files, Technical Memoranda, Final Report

Subtask 5.3 Austin – San Antonio Corridor Projects ²

5.3.1 During authorization of the Transportation Equity Act for the 21st Century (TEA-21), funds were allocated for High Priority Project #146: transportation projects related to the further development of the Austin-San Antonio Corridor. Project Authorization #146 set aside \$5.625 million for the purpose of funding comprehensive, integrated, and multimodal analyses to enhance freight and passenger movement in the Corridor. The federal grant was subsequently adjusted to \$5.76 million.

In March 2005, Project Authorization #146 was amended to allocate the federal grant to seven tasks:

1. Passenger rail feasibility study update

² Amended by the Transportation Policy Board on January 23, 2012.

2. FTA alternatives analysis and New Starts Submittal
3. Public Involvement
4. Freight rail relations
5. Environmental clearance and preliminary engineering
6. Program management
7. Special programs and staff

The RABA [Revenue Aligned Budget Authority] adjustment (\$141,184) increased the total amount of high priority project funds to \$5,766,184.

In FY 2006, the Austin-San Antonio Commuter Rail District (now known as the Lone Star Rail District) received an additional federal earmark in the amount of \$1,980,000.

In FY 2007, the Austin-San Antonio Commuter Rail District (now known as the Lone Star Rail District) transferred \$100,000 from FHWA to FTA to assist member jurisdictions and local communities in the Austin-San Antonio Corridor in developing transit-oriented development ordinances and tax increment financing agreements.

Responsible: Lone Star Rail District
 Funding Requirement: \$0.00 (FY 2011 carryover) ²
 Products: Technical Memoranda, Final Report(s)

Subtask 5.4 Transportation Analysis in the South Texas Medical Center ²

- 5.4.1** This project is a third party contract that is an update of previous data collection efforts that have taken place in the South Texas Medical Center (STMC). The data collected will document information about vehicles destined for the STMC and STMC area through traffic, and will help identify motivating factors for alternate travel options. It is expected that employees of the STMC and other area businesses will be recruited to participate in the study. The collection of data is proposed to occur through focus groups and a survey. Data collected will include current travel patterns, mode of travel, time of travel, parking information, attitude and motivations toward use of various transportation modes including carpooling, vanpooling, transit, biking and walking. Through collection of data, major travel corridors, popular destinations and motivational factors for use of other types of transportation will be determined. In addition, demographic data for each survey and/or focus group participant will be obtained.

The consultant's general scope of services is as follows:

1. Work with the Study Oversight Committee, comprised of STMC stakeholders and staff from partner agencies, to identify an appropriate data collection methodology including a sample size and type of sampling methodology. This is to include broad based employee focus groups to help identify ideal conditions for use of alternate modes of transportation for those destined for travel within the STMC.

² Amended by the Transportation Policy Board on January 23, 2012.

2. Using the accepted data collection methodology, collect new and compile existing data on frequency of trips, time of day trips occur, trip patterns and length, major corridors utilized, popular destinations, motivational factors for use of alternate forms of transportation, possible needed amenities and

desired options in certain locations and employee buy-in to acceptable alternate travel options. There will be full documentation of secondary data sources.

3. Document work in a technical report including maps; create mappable databases.

Responsible Agency: MPO
Funding Requirement: \$13,018 (FY 2011 carryover) ²
\$65,000 (original programmed amount)
Products: Technical Memoranda, Final Report(s)

Subtask 5.5 Mobility Management Activities

5.5.1 A number of mobility management activities are programmed using FTA section 5317 New Freedom grant funds. These activities support the Alamo Area Regional Public Transportation Coordinated Plan. Programs funded through the New Freedom Grant Program include:

1. Alamo Area Regional Public Transportation Coordination Program
(\$207,253 federal, \$44,681 local, \$251,934 total)
2. Alamo Service Connection Mobility Manager
(\$139,101 federal, \$29,914 local, \$169,015 total)
3. Creation of Human Service Transportation Carpools
(\$39,912 federal, \$9,978 local, \$49,890 total)
4. Support for the Southwest Co-Op
(\$66,734 federal, \$66,734 local, \$133,468 total)
5. Support to San Antonio Area Faith-Based Co-Ops
(\$60,000 federal, \$60,000 local, \$120,000 total)
6. Expansion of Supportive Services for the Elderly
(\$100,000 federal, \$100,000 local, \$200,000 total)
7. Presa Transportation Services Coalition
(\$107,000 federal, \$26,750 local, \$133,750 total)

Responsible Agency: Alamo Area Council of Governments (AACOG) and Presa Transportation Services Coalition
VIA Metropolitan Transit is the Designated Recipient for the New Freedom Grant Funding
Funding Requirement: \$1,058,057 (\$720,000 in FTA Section 5317 New Freedom federal grant funding and \$338,057 in local match
Product (s): Meeting notes, records, data files as appropriate

² Amended by the Transportation Policy Board on January 23, 2012.

Subtask 5.6 North-South Central Corridor Alternatives Analysis ¹

5.6.1 This study will be a consultant contract(s) to conduct an alternatives analysis on a 25-mile Central Corridor roughly spanning from the proposed L-Star Station near the Texas A&M campus in the south to Stone Oak Parkway in the north, traveling through Downtown and by the Airport. This could potentially be part of a regional high-capacity transit network. The study will evaluate candidate technologies, alignments and develop detailed cost and ridership estimates for each alternative. The study may determine one or multiple mobility improvements in the corridor. The Alternatives Analysis will require conceptual engineering services for cost estimating, and FTA review for the project(s) to enter Project Development.

The consultant's general scope of services for each alternatives analysis is as follows:

1. Research existing reports and plans, and program initiation.
2. Defining a purpose and need.
3. Establish a range of alternatives to be studied, and factors to be addressed.
4. Conduct conceptual engineering and traffic analysis on each alternative.
5. Begin planning for operations and maintenance and cost estimation for alternatives.
6. Evaluate Alternatives.
7. Perform a financial analysis that considers capital, operating and user costs for ultimate implementation and financing for the alternatives.
8. Determine the Locally Preferred Alternative(s).
9. Solicit proactive public involvement throughout the entire study process.
10. Solicit FTA permission for project(s) to enter Project Development phase.

Responsible Agency:	VIA Metropolitan Transit
Funding Requirement:	\$3,600,000 (local sources)
Product(s):	Data Files, Technical Memoranda, Final Report

Subtask 5.7 East-West Central Corridor Alternatives Analysis ¹

5.7.1 This study will be a consultant contract(s) to conduct an alternatives analysis on a 16-mile Central Corridor roughly spanning from VIA's Kel-Lac Transit Center in the west to a location near Brooke Army Medical Center (BAMC) in the east, traveling through Downtown and by the AT&T Center. This could potentially be part of a regional high-capacity transit network. The study will evaluate candidate technologies, alignments and develop detailed cost and ridership estimates for each alternative. The study may determine one or multiple mobility improvements in the corridor. The Alternatives Analysis will require conceptual engineering services for cost estimating, and FTA review for the project(s) to enter Project Development.

The consultant's general scope of services for each alternatives analysis is as follows:

¹ Amended by the Transportation Policy Board on October 24, 2011.

1. Research existing reports and plans, and program initiation.
2. Defining a purpose and need.
3. Establish a range of alternatives to be studied, and factors to be addressed.
4. Conduct conceptual engineering and traffic analysis on each alternative.
5. Update Regional Travel Demand Model for ridership estimation
6. Begin planning for operations and maintenance and cost estimation for alternatives.
7. Evaluate Alternatives.
8. Perform a financial analysis that considers capital, operating and user costs for ultimate implementation and financing for the alternatives.
9. Determine the Locally Preferred Alternative(s).
10. Solicit proactive public involvement throughout the entire study process.
11. Solicit FTA permission for project(s) to enter Project Development phase.

Responsible Agency: VIA Metropolitan Transit
Funding Requirement: \$2,800,000 (\$1,920,000 FTA Section 5339, \$880,000 local match)
Product(s): Data Files, Technical Memoranda, Final Report

Subtask 5.8 South-West Connector Corridor Alternatives Analysis ¹

5.8.1 This study will be a consultant contract(s) to conduct an alternatives analysis on a 20-mile Regional Connector Corridor roughly spanning from Brooks City Base in the South to VIA's Medical Center Transit Center in the North, traveling across the South and West areas of the metropolitan area, and through Port San Antonio. This could potentially be part of a regional high-capacity transit network. The study will evaluate candidate technologies, alignments and develop detailed cost and ridership estimates for each alternative. The study may determine one or multiple mobility improvements in the corridor. The Alternatives Analysis will require conceptual engineering services for cost estimating, and FTA review for the project(s) to enter Project Development.

The consultant's general scope of services for each alternatives analysis is as follows:

1. Research existing reports and plans, and program initiation.
2. Defining a purpose and need.
3. Establish a range of alternatives to be studied, and factors to be addressed.
4. Conduct conceptual engineering and traffic analysis on each alternative.
5. Begin planning for operations and maintenance and cost estimation for alternatives.

¹ Amended by the Transportation Policy Board on October 24, 2011.

6. Evaluate Alternatives.
7. Perform a financial analysis that considers capital, operating and user costs for ultimate implementation and financing for the alternatives.
8. Determine the Locally Preferred Alternative(s).
9. Solicit proactive public involvement throughout the entire study process.
10. Solicit FTA permission for project(s) to enter Project Development phase.

Responsible Agency: VIA Metropolitan Transit
 Funding Requirement: \$2,800,000 (local sources)
 Product(s): Data Files, Technical Memoranda, Final Report

Subtask 5.9 IH 35 Planning and Environmental Linkages Study ¹

5.9.1 This study will develop the Need and Purpose Statement, identify conceptual alternatives and alignments, and perform initial financial analysis options for proposed improvements in the IH 35 North Corridor. The study may determine one or multiple mobility improvements in the corridor. The Alternatives Analysis will require conceptual engineering services for cost estimating, and FHWA review for the project(s) to enter Project Development and NEPA Document development.

The consultant's general scope of services is as follows:

1. Research existing reports and develop and implement a project workplan.
2. Define a need and purpose.
3. Establish a range of alternatives to be studied, and factors to be addressed.
4. Conduct conceptual engineering and traffic analysis on each alternative.
5. Assess initial planning for operations and maintenance and derive cost estimates for alternatives.
6. Evaluate Alternatives.
7. Perform a financial analysis that considers capital, operating and user costs for ultimate implementation and financing for the alternatives.
8. Conduct proactive public involvement throughout the entire study process.
9. Solicit FHWA concurrence for project(s) to enter Project Development phase and NEPA document development.

Responsible Agency: Texas Department of Transportation / Alamo Regional Mobility Authority
 Funding Requirement: \$1,250,000 (State funding)
 Product(s): Data Files, Technical Memoranda, Final Report

¹ Amended by the Transportation Policy Board on October 24, 2011.

Subtask 5.12 Pedestrian Safety Action Plan ²

5.12.1 This project is a third party contract to develop a Pedestrian Safety Action Plan to improve pedestrian safety in the region. The Plan is intended to assist agencies in support of, and expansion of existing activities. It is primarily a reference for improving pedestrian safety through street redesign and the use of engineering techniques as well as other safety-related treatments and programs that involve the entire community. The MPO's Pedestrian Mobility Advisory Committee will serve as the study oversight committee for the plan development. A small amount of the available budget will be used by the MPO for expenses related to the conduct of the study.

The consultant's general scope of services is as follows:

Develop the area's Pedestrian Safety Action Plan by:

1. Involving partner agencies and other public and private stakeholders in the plan development process.
2. Collecting data to identify pedestrian safety problems.
3. Analyzing information and prioritizing concerns.
4. Identifying possible solutions.
5. Developing an implementation plan and a means to evaluate results.

Responsible Agency:	Metropolitan Planning Organization
Funding Requirement:	<u>\$76,022 (FY 2011 carryover)</u> ² \$175,000 (original programmed amount (City of San Antonio Metro Health: Center for Disease Control American Recovery & Reinvestment Act Communities Putting Prevention to Work Initiative))
Product(s):	Pedestrian Safety Action Plan

² Amended by the Transportation Policy Board on January 23, 2012.

E. Funding Summary

Subtask	Subtask Name	Responsible Agency	TPF	High Priority Proj	FTA Section 5317	FTA Section 5339	State	Local	ARRA (CDC)	Total
5.1	Staff Support	MPO	\$194,000							\$194,000
5.2	Urban Center AA	MPO/VIA	\$300,000			\$900,000		\$800,000		\$2,000,000
<u>5.3</u> ²	<u>A-SA Corridor Proj</u>	<u>Lone Star Rail District</u>		<u>\$0.00</u>						<u>\$0.00</u>
<u>5.4</u> ²	<u>STMC TMA</u>	<u>MPO</u>	<u>\$13,018</u>							<u>\$13,018</u>
5.5	Mobility Mgmt Activities	AACOG			\$720,000			\$338,057		\$1,058,057
5.6 ¹	North-South Corridor AA	VIA						\$3,600,000		\$3,600,000
5.7 ¹	East-West Corridor AA	VIA				\$1,920,000		\$880,000		\$2,800,000
5.8 ¹	South-West Connector Corridor AA	VIA						\$2,800,000		\$2,800,000
5.9 ¹	IH 35 Planning & Environmental Linkages	TxDOT-ARMA					\$1,250,000			\$1,250,000
<u>5.12</u> ²	<u>Pedestrian Safety Action Plan</u>	<u>MPO</u>							<u>\$76,022</u>	<u>\$76,022</u>
Total ^{1,2}			\$507,018	<u>\$0.00</u>	\$720,000	\$2,820,000	\$1,250,000	\$8,418,057	<u>\$76,022</u>	<u>\$13,791,097</u>

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

¹ Amended by the Transportation Policy Board on October 24, 2011.

² Amended by the Transportation Policy Board on January 23, 2012.

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Budget Summary by Task and Funding Source

Table 1 – San Antonio – Bexar County Urban Transportation Study

UPWP Task	FTA Task	Description	Transportation Planning Funds	High Priority Project Funds	FTA Section 5317	FTA Section 5339	State	Local	ARRA (CDC)	Total Funds
1.0	44.21.00	Administration/Management	\$1,276,400							\$1,276,400
2.0	44.22.00	Data Development and Maintenance	\$1,033,000							\$1,033,000
3.0 ²	44.24.00 44.25.00	Short Range Planning	<u>\$1,738,915</u>							<u>\$1,738,915</u>
4.0	44.23.01 44.23.02	Metropolitan Transportation Plan	\$1,202,000							\$1,202,000
5.0 ^{1,2}	44.27.00	Special Studies	<u>\$507,018</u>	<u>\$0.00</u>	\$720,000	\$2,820,000	1,250,000	\$8,418,057	<u>\$76,022</u>	<u>\$13,791,097</u>
Total ^{1,2}			<u>\$5,757,333</u>	<u>\$0.00</u>	\$720,000	\$2,820,000	\$1,250,000	\$8,418,057	<u>\$76,022</u>	<u>\$19,041,412</u>

TxDOT will apply transportation development credits sufficient to provide the match for FHWA PL-112 and FTA Section 5303 programs. As the credits reflect neither cash nor man-hours they are not reflected in the funding tables

¹ Amended by the Transportation Policy Board on October 24, 2011.

² Amended by the Transportation Policy Board on January 23, 2012.

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Budget Summary by Funding Source

Transportation Planning Funds (TPF)	
FHWA (PL-112) (FY 2012) ²	<u>\$2,012,332</u>
FTA Section 5303 (Sect. 8) (FY 2012)	\$614,217
FHWA (PL-112) (FY 2013) ²	<u>\$2,012,332</u>
FTA Section 5303 (Sect. 8) (FY 2013)	\$614,217
Unexpended Carry Over ²	<u>\$1,024,742</u>
Total TPF Available to Program ²	<u>\$6,277,840</u>
Total TPF Programmed ²	<u>\$5,757,333</u>
TPF Balance ²	<u>\$520,507</u>
Other Funds	
High Priority Project Funds ²	<u>\$0.00</u>
FTA Section 5317	\$720,000
FTA Section 5339 ¹	\$2,820,000
State ¹	\$1,250,000
Local Match ¹	\$8,418,057
American Recovery and Reinvestment Act (ARRA - CDC) ²	<u>\$76,022</u>
Total Other Funds Programmed ^{1,2}	<u>\$13,284,079</u>
Total Funds Programmed ^{1,2}	<u>\$19,041,412</u>

¹ Amended by the Transportation Policy Board on October 24, 2011.

² Amended by the Transportation Policy Board on January 23, 2012.

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Appendix A

Transportation Policy Board Membership

<u>Transportation Policy Board</u>	<u>Representing</u>
1. Senator Jeff Wentworth	State Delegation, District 25
2. Vacant	State Delegation
3. Tommy Adkisson, Commissioner (Chair)	Bexar County
4. Sergio Rodriguez, Commissioner	Bexar County
5. Kevin Wolff, Commissioner	Bexar County
6. Joe Aceves, P.E., Director, Infrastructure Services	Bexar County
7. Mayor Chris Riley, City of Leon Valley	Greater Bexar County Council of Cities
8. Jennifer Ramos, Councilwoman	City of San Antonio
9. Reed Williams, Councilman	City of San Antonio
10. Ray Lopez, Councilman	City of San Antonio
11. Vacant	City of San Antonio
12. Majed Al-Gharfry, P.E., Director of Public Works	City of San Antonio
13. Michael S. Frisbie, P.E, Director of CIMS	City of San Antonio
14. William H. Weeper, Sr., Councilman	Northeast Partnership - City of Selma
15. Mario Medina, P.E.	Texas Department of Transportation
16. Clay R. Smith, P.E.	Texas Department of Transportation
17. Manual Pelaez	VIA Metropolitan Transit
18. Mary Briseño	VIA Metropolitan Transit
19. Dean Danos	Alamo Area Council of Governments

Ex - officio (non - voting) membership on the Transportation Policy Board is existent for the following agencies:

1. Texas Department of Transportation - Transportation Planning and Programming Division
2. VIA Metropolitan Transit – President/CEO
3. San Antonio Mobility Coalition
4. Alamo Regional Mobility Authority
5. Federal Highway Administration
6. Federal Transit Administration
7. Non-governmental Member

Technical Advisory Committee

<u>Member</u>	<u>Alternate</u>	<u>Representing</u>
1. Renee Green, P.E.* County Engineer	David Stallworth	Bexar County
2. Trish Wallace Manager, Regional Planning	Vacant	City of San Antonio Planning Dept.
3. Christina Delacruz, P.E. City Transportation Engineer	Lilly Banda, P.E., P.T.O.E.	City of San Antonio Public Wks Dept.
4. Christina Castaño Strategic Planner	Art Herrera	VIA Metropolitan Transit
5. Dean Danos Interim Executive Director	David Kruse	Alamo Area Council of Governments
6. Jonathan Bean, P.E. Advanced Planning Engineer	Mark Mosley, P.E.	Texas Department of Transportation
7. Manuel Longoria City of Leon Valley	Vacant	Greater Bexar County Council of Cities
8. Blake Partridge Universal City	Vacant	Northeast Partnership
9. Richard LaBiche S.A. Hotshots, Inc.	Vacant	Private Transportation Providers

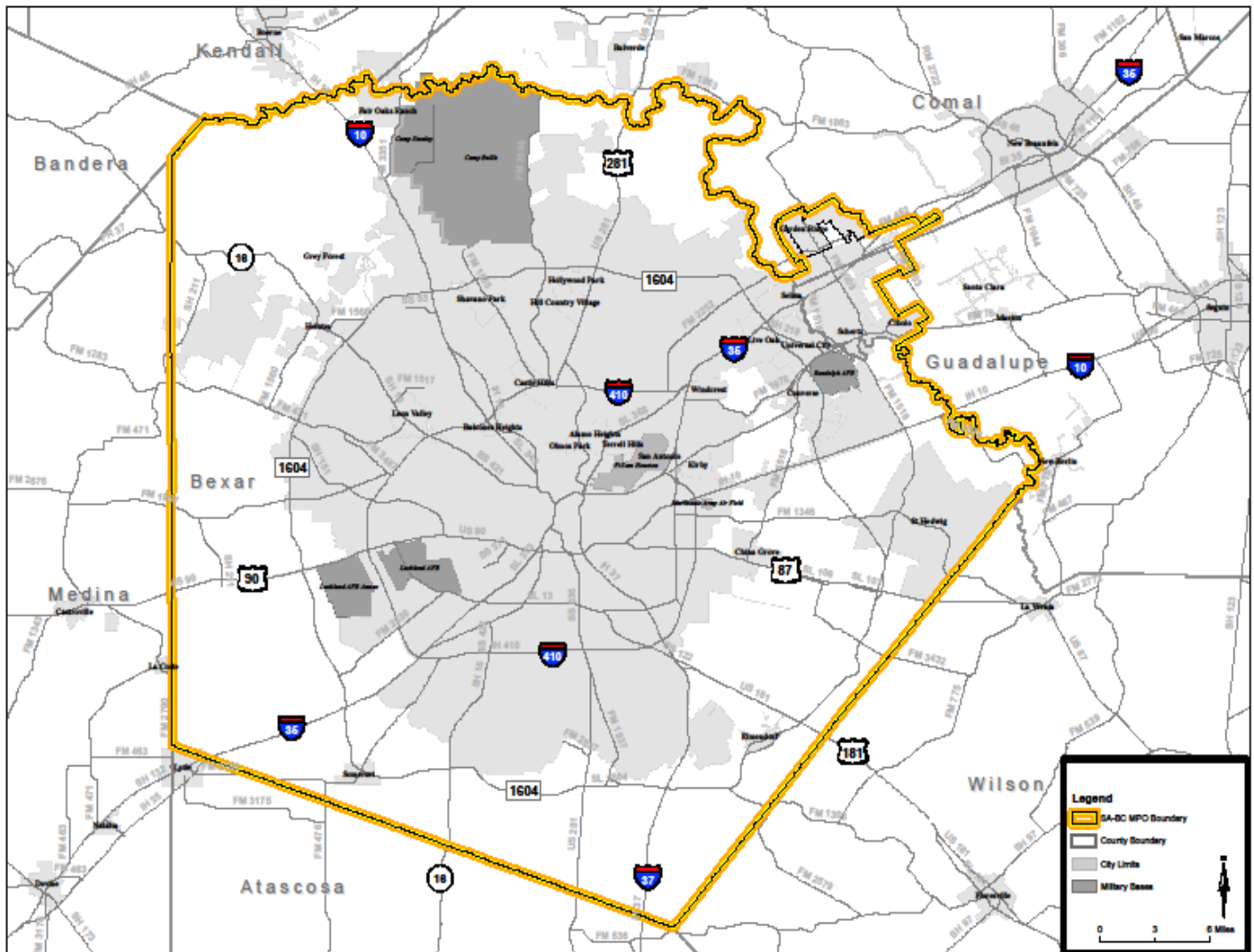
* Chair

Ex-Officio (non-voting) membership on the Technical Advisory Committee is existent for the following agencies:

1. San Antonio Metropolitan Health District
2. Texas Commission on Environmental Quality
3. City of San Antonio Department of Aviation
4. Texas Department of Transportation--Transportation Planning and Programming
5. Utility Coordination Council

APPENDIX B

METROPOLITAN PLANNING ORGANIZATION STUDY AREA BOUNDARY MAP



San Antonio - Bexar County Metropolitan Planning Organization Study Area

www.sametroplan.org

The San Antonio-Bexar County MPO has a Metropolitan Area Boundary that encompasses all of Bexar County as well as small portions of Comal and Guadalupe Counties. This area includes the City of San Antonio, as well as twenty-five suburban cities.

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APPENDIX C

DEBARMENT CERTIFICATION

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DEBARMENT CERTIFICATION
(Negotiated Contracts)

1. The San Antonio-Bexar County Metropolitan Planning Organization (MPO) 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 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 MPO is unable to certify to any of the statements in this certification, an explanation will be attached to the certification.

*federal, state, or local

MPO Chairperson

Date

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APPENDIX D

LOBBYING CERTIFICATION

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LOBBYING CERTIFICATION

for Contracts, Grants, Loans, and Cooperative Agreements

The San Antonio-Bexar County Metropolitan Planning Organization (MPO) certifies to the best of its 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, 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 languages 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.

MPO Chairperson

Date

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APPENDIX E

CERTIFICATION OF INTERNAL ETHICS AND COMPLIANCE PROGRAM

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APPENDIX F

ADOPTED POLICIES

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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 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

3. 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.
4. Set goals and cooperatively determine the responsibilities of the participating agencies for planning tasks and a budget in the Unified Planning Work Program.
5. 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.
6. 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.
7. Review and revise the limits of the Study area as necessary.
8. 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.
9. Meet at intervals necessary to perform its function.
10. 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 agendized 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

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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 ongoing 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 ½" 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 ³
- Category 2 Metro Corridor
- Category 3 Urban Corridor ²
- Category 4 Statewide Connectivity Corridor ²
- Category 5 Congestion Mitigation and Air Quality (CMAQ) ²
- Category 6 Structure Rehabilitation ¹
- Category 7 Metro Mobility (Surface Transportation Program – Metro Mobility or STP-MM)
- Category 8 Safety ¹

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

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.

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

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

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

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