



**2012 - 2013  
Unified Planning Work Program  
UPWP**

*The Unified Planning Work Program (UPWP)  
is developed to coordinate transportation and related  
planning activities for a cooperative, continuing and  
comprehensive planning process.*

**October 1, 2011 to September 30, 2013**

**Adopted by the  
Tyler Area MPO Policy Committee**

**Adopted: July 28, 2011**

Prepared in cooperation with the Texas Department of Transportation  
and the U.S. Department of Transportation, Federal Highway  
Administration, and the Federal Transit Administration

The contents of this report reflect the views of the authors who are responsible for the opinions, findings, and conclusions presented herein. The contents do not necessarily reflect the views of the Federal Highway Administration, the Federal Transit Administration, or the Texas Department of Transportation.

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- I. **INTRODUCTION** - The Unified Planning Work Program (UPWP) is a transportation planning work program developed by the Tyler Area Metropolitan Planning Organization (MPO) to coordinate transportation and related planning activities for a cooperative, continuing and comprehensive planning process. In 1962, The United States Congress passed the Federal Highway Act, which required the creation of Metropolitan Planning Organizations in areas with 50,000 or more population. As a result, in 1974, the City of Tyler was designated as the Tyler Urban Transportation Study MPO, which has evolved into what is known today as the Tyler Area MPO. In 1991, the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) was signed into law. The act required the MPO to produce a long range plan every five years with a minimum planning horizon of 20 years, known as the Metropolitan Transportation Plan. In 1998, the surface transportation bill was updated and renamed the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21).

In developing this UPWP, the MPO was required to consider the current surface transportation authorizing legislation passed in 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The Tyler Area MPO is again preparing a two-year UPWP as opposed to a one-year document. Although there are benefits to preparing a two-year program, it must also be understood that there may need to be more amendments than previously required for a one-year program. The primary objective of the UPWP is the development of an integrated planning program that considers the planning activities of each modal group such as cars, freight, transit, bicycles, and pedestrians and coordinates these activities to produce a total transportation plan serving all segments of the population. The UPWP presents the budget and work tasks necessary to accomplish and maintain the transportation planning process within the Tyler Area MPO Study Area.

- A. **PURPOSE** - The FY 2012-2013 UPWP is intended to describe the transportation related planning activities scheduled to be performed in FY 2012 and FY 2013. These are the tasks to be undertaken using Federal Planning Assistance Funds. The administrative projects included in this work program are mandated in SAFETEA-LU. These projects comprise the primary mission of the MPO to provide local governments with access to the transportation planning process. Under SAFETEA-LU the MPO must consider projects and strategies that will meet the following eight factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.

2. Increase safety of transportation systems for motorized and non-motorized users.
3. Increase security of transportation systems for motorized and non-motorized users.
4. Increase the accessibility and mobility options available for freight and people.
5. Protect and enhance the environment, promote energy conservation, and improve the quality of life.
6. Enhance the integration and connectivity of the transportation system across and between modes for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

The Policy Committee adopts a new or revised UPWP in an open public meeting. Before a public meeting is held on the Transportation Improvement Program (TIP) or Metropolitan Transportation Plan (MTP) adoptions or revisions, notices are mailed to special interest groups and to individuals interested in transportation planning. Meeting notices and agendas as well as press releases for all public meetings are distributed to the news media in the Tyler area. Certified notices and agendas are posted at the Tyler City Hall, Tyler Development Center and at the Smith County Court House.

In order to comply with Environmental Justice (EJ) public involvement policies, public-meeting notices are mailed out to minority and low-income media and community leaders.

- B. **DEFINITION OF AREA** - Currently, the Tyler Metropolitan Planning Area, (see **Appendix B**), encompasses the entire urbanized area defined in the 2000 census. It includes the immediate and contiguous urban area surrounding the City of Tyler most likely to experience urban development and expected to be urbanized within 20 years. This area includes the cities of Tyler, Lindale, New Chapel Hill, Noonday, Whitehouse, and Hideaway. All of the study area is located within Smith County.

C. **ORGANIZATION** - The City of Tyler serves as the fiscal agent for the Metropolitan Planning Organization (MPO). The Governor designates the MPO for all urban areas that have a population over 50,000. The City of Tyler is the designated MPO for the Tyler urban area and uses the committee structure established pursuant to Section 134 of Chapter 1 of Title 23 U.S.C as the group responsible for giving the Metropolitan Planning Organization overall transportation policy guidance. The MPO, in cooperation with the Texas Department of Transportation (TxDOT), is responsible for carrying out the urban transportation process. The MPO provides continuity of various transportation planning and improvement efforts throughout the Tyler urban area. The Tyler Area MPO consists principally of two standing committees, the Policy Committee and the Technical Advisory Committee.

- **The MPO Policy Committee:** The Policy Committee is composed of the principal elected and appointed officials in the Tyler/Smith County area. The Policy Committee biennially approves the UPWP and develops the transportation planning process in the Tyler urban area. The Policy Committee **consists of eleven (11) voting members.** Representation of the Policy Committee is shown in **Appendix A.**
- **The MPO Technical Advisory Committee:** The Technical Advisory Committee (TAC) is comprised of a cross section of individuals with knowledge and expertise in various transportation fields. The TAC formulates the procedural details of the work program. It reviews and monitors the output of the various MPO activities identified in the work program and makes recommendations to the policy committee. The TAC is also responsible for assisting in developing the short and long-range transportation plans and informing the Policy Committee of various aspects of transportation planning in the Tyler urban area.

D. **PRIVATE SECTOR INVOLVEMENT** - The MPO also plans to hire a consultant to perform the following subtasks:

1. Participate in county-wide aerial photography project (Task 2.4)
2. Air Quality Analysis (Task 3.2)
3. Master Street Plan (Task 5.2)

- E. **PLANNING ISSUES AND EMPHASIS** – The major transportation issues being addressed in this work program includes updating the Master Street Plan which updates the roadway network.

Also anticipated as a major need for the MPO area is the demonstration of air quality conformity for ozone. This is contingent on the Environmental Protection Agency's updated NAAQS rules and the Tyler area being designated non-attainment.

The area will study and explore coordination of a regional transit system connecting the City of Tyler to other member cities and to the greater East Texas area.

## II. TASK 1.0 - ADMINISTRATION/MANAGEMENT

- A. **OBJECTIVE** - To initiate and properly manage the “3-C” planning process, ensuring that it is continuous, cooperative, and comprehensive, and in compliance with applicable State and Federal laws and regulations. This document may be amended by the Policy Board from time to time, as needed.
  
- B. **EXPECTED PRODUCTS** - The Tyler Area MPO will perform administrative responsibilities necessary to verify the transportation planning process and retain eligibility for federal and state funding for transportation planning and projects.
  
- C. **PREVIOUS WORK** – The Tyler Area MPO continuously manage the administrative aspects of the planning process including: billings, development of required documents, public involvement activities and training, attendance of training, and effect of transportation planning and programming on low income and minority populations.
  
- D. **SUBTASKS** -

### 1.1 Program Support and Administration

Prepare and submit required documents to maintain the continuity and credibility of the planning process. Sponsor and conduct meetings and provide support to policy and advisory committees. Prepare budgets, maintain financial records, and ensure monies are spent appropriately. Coordinate activities among participating agencies and other public and private interests. Assist participating agencies as needed.

Purchase/lease supplies, computer equipment and other equipment necessary to carry out planning efforts. Maintain current licenses for all GIS software and purchase most current versions of software when beneficial to the MPO. Equipment/computer purchases of \$5,000 or greater require prior approval from the Texas Department of Transportation North Region Service Center.

## 1.2 Title VI Civil Rights Evaluation

The MPO will continue to implement procedures compliant with Federal law (42 USC 2000d-1) that will analyze the areas of minority and low income that have been historically underserved communities. The MPO will continue to develop the appropriate Title VI analysis tools and performance measures and indicators. Additionally, the MPO will educate and inform the Technical Advisory Committee and the Policy Committee concerning Title VI topics.

## 1.3 Public Outreach

Continue public participation process. Conduct public meetings during the development and update of the Master Street Plan and other planning documents as appropriate to keep the public informed. Develop opportunities to efficiently obtain public input in all aspects of multi-modal transportation planning, including participation from the Title VI target population. Provide information to the public as requested. The MPO will review and amend the Public Participation Plan as necessary to ensure Title VI issues are addressed properly, including minority and low-income communities, air quality conformity, and federal and state requirements for public participation are maintained.

## 1.4 Staff Training and Education

The MPO staff will participate in conferences, seminars, meetings, and other training opportunities to remain familiar with the latest regulations and techniques related to the transportation planning field as provided by the Federal Transit Administration, Federal Highway Administration, American Planning Association, Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ), Texas Department of Transportation (TxDOT) and other agencies. Attend, as necessary, any meetings concerning transportation or air quality hosted by TxDOT, EPA, TCEQ, Northeast Texas Air Care, Association of Texas Metropolitan Planning Organizations or other agencies.

**E. FUNDING SUMMARY -**

**Task 1 - FY 2012 & FY 2013**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
1.1 Program Support and Administration	TAMPO and TxDOT	\$210,000.00	\$ 0.00	\$ 0.00	\$ 210,000.00
1.2 Title VI Civil Rights Evaluation	TAMPO and TxDOT	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 4,000.00
1.3 Public Outreach	TAMPO and TxDOT	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 10,000.00
1.4 Staff Training and Education	TAMPO and TxDOT	\$ 16,000.00	\$ 0.00	\$ 0.00	\$ 16,000.00
<b>TOTAL</b>		<b>\$ 240,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 240,000.00</b>

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) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

### III. **TASK 2.0 - DATA DEVELOPMENT AND MAINTENANCE**

- A. **OBJECTIVE** - To create, update, and maintain spatial information, demographic data and analysis to support planning efforts. To monitor and identify development trends in the study area in an effort to determine their impact on the area's transportation system.
  
- B. **EXPECTED PRODUCTS** - Continue to update and maintain the GIS database for data that the MPO utilizes for the planning process. Continue to develop and maintain applications to streamline land development services for eventual use in the transportation planning process in the development of transportation forecasts and analysis. Maintain a complete database of consistent addresses throughout the Study Area. Integrate TxDOT traffic counts into the appropriate GIS database.
  
- C. **PREVIOUS WORK** - Confirmed existing city limits and Extraterritorial Jurisdiction (ETJ) boundaries with other incorporated cities. Continued development, maintenance, and operation of a Geographic Information System that provides the MPO with spatial information to assist in transportation decision-making processes. Update Traffic Analysis Zone (TAZ) structure as part of the development of the new (2002 base year) travel demand model update for the Tyler Urban Area. Assemble socioeconomic data for the 2002 base year travel demand model consistent with the modified TAZ structure.

The socioeconomic data and forecast was obtained through a contract with a consultant, Alliance Transportation Group, in FY 2009. Traffic counts were previously obtained from the consultant, Yvonne Newman Engineering. The aerial photography was obtained through a contract with the consultant, Stewart GeoTechnologies, Inc., and the imaging was completed in the winter of FY 2009.

## D. **SUBTASKS**

### 2.1 Socioeconomic Data and Forecast

Prepare updates and maintain data and maps related to population, building permits, land use, housing, and employment. Develop current estimates and forecasts of population and employment. Prepare demographic and model data for the travel demand model base year. Continue compilation and mapping of data on existing alternative transportation systems, such as bikeways, pedestrian ways, rail, air, etc..

### 2.2 Geographic Information System

Continue to develop the GIS database for the purpose of spatial analysis in the development of transportation plans and technical analysis. Compile all available data into a series of maps for use in the transportation planning process.

Continue lease and maintenance of computer hardware and software to improve GIS system and perform other data collection activities. Equipment/computer purchases of \$5,000 or greater will be sent to the TxDOT Study Office for their submittal to TxDOT TPP.

The established inter-local agreements and combined GIS database will allow for easier exchange of data between government entities and will reduce redundant work. The exchange and sharing of data will assist the MPO with transportation analysis from various data layers. Maps created in GIS are reproduced as necessary.

Continue development of applications to streamline land development services for eventual use in the transportation planning process. Monitor consistency of physical addresses of structures within the Study Area for purposes of demographic analysis and support for the decennial census. The 2010 decennial census is using addressing authentication to determine population location. Nonresidential addresses proved the bases for traffic attractors for Traffic Analysis Zones.

### 2.3 Traffic Counts

The City of Tyler Traffic Department will collect traffic counts through a contract with a local traffic engineer working as a consultant from the private sector. This data would include such information as roadway volumes, intersection traffic counts with turning movements, travel speed data, accident data, etc. This data will be used to determine high traffic areas for future projects. The MPO will pay the bill for the consultant's work. The counts will be available on the City's website.

### 2.4 Aerial Photography

Current aerial photography is a valuable tool utilized during the planning process. The MPO along with other local agencies including the City of Tyler, Smith County 911, Smith County Appraisal District, Neches River Authority and other entities will assist in the acquisition of digital aerial photography provided by a consultant. The coverage area consists of the Tyler city limits, including the 5-mile ETJ (6-inch) aerals and the remainder of the MPO area in 1-inch color aerial photography. The raster data will meet the City of Tyler's digital data base map at NAD 83 and the Texas State Plane Coordinate System. The images were captured in February 2010 and Smith County 9-1-1 is the lead agency for this subtask.

**E. FUNDING SUMMARY**  
**Task 2 - FY 2012 & FY 2013**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
2.1 Socioeconomic Data and Forecast	TAMPO and TxDOT	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 4,000.00
2.2 Geographic Information System	TAMPO and TxDOT	\$ 102,000.00	\$ 0.00	\$ 0.00	\$ 102,000.00
2.3 Traffic Counts	City of Tyler / Traffic Dept. and TxDOT	\$ 0.00	\$ 0.00	\$ 50,000	\$ 50,000.00
2.4 Aerial Photography	TAMPO and TxDOT	\$ 40,000.00	\$ 0.00	\$ 0.00	\$ 40,000.00
<b>TOTAL</b>		<b>\$ 146,000.00</b>	<b>\$ 0.00</b>	<b>\$ 50,000.00</b>	<b>\$ 196,000.00</b>

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) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

#### IV. **TASK 3.0 - SHORT RANGE PLANNING**

- A. **OBJECTIVE** - To provide innovative and integrated planning for the current transportation needs of the Study Area within a five-year period. Promote air quality and maintenance of ozone attainment status through voluntary community actions. Provide an integrated planning approach for the provision of transit service to improve the overall transit system.
  
- B. **EXPECTED PRODUCTS** - Perform revisions to the Transportation Improvement Program (TIP), as needed. Provide updates to the 2013-2016 State Transportation Improvement Program (STIP) as needed. Participate in Northeast Texas Air Care (NETAC), the Technical Working Group for Mobile Source Emissions (TWG), and ad hoc committees as needed. Complete a transit route study including the optimum location for transfer points and provide assistance on public transportation issues as needed.
  
- C. **PREVIOUS WORK** - Developed the 2011-2014 Transportation Improvement Program and held public hearings and meetings for the approval process. Corresponded with TxDOT Tyler District and Tyler Transit concerning Federal Transit Administration (FTA) rules and regulations. Completed a transit route study and recommendations for transit improvements. Participated in NETAC, TWG, and air quality meetings including air quality conformity training.
  
- D. **SUBTASKS**

##### 3.1 Transportation Improvement Program

Quarterly revisions of the FY 2011-2014 TIP as needed. Ensure public involvement as part of the revisions to the 2011-2014 TIP. Review project selection procedures to determine effect on low-income, minorities, the disabled and senior citizens.

### 3.2 Air Quality Activities and Planning

Coordinate with North East Texas Air Care (NETAC) to develop promotional and educational programs that promote ozone awareness. Continue coordination with TxDOT, Texas Transportation Institute, East Texas Council of Governments, Texas Commission on Environmental Quality, Longview Metropolitan Planning Organization and the Texas Technical Working Group for Mobile Source Emissions on air quality conformity – the preparation of plans, documents, strategies and other necessary work activities.

Coordinate and assist with the analysis and demonstration of transportation conformity by the Tyler Area MPO staff and a consultant in anticipation for the area including the Tyler Area MPO to be designated as a nonattainment area for ozone. A consultant will be utilized for conformity determination and other related air quality tasks.

### 3.3 Public Transportation Planning

To be performed by Tyler Transit with assistance by the MPO as needed: Prepare FTA grant for City of Tyler. Manage current grant to ensure monies are spent according to federal requirements. Prepare updates to the Title VI, Section 15 and Public Participation documents and analyze the effectiveness of current policies related to meeting those requirements. Evaluation of ADA requirements and local service provision relating to those requirements.

**E. FUNDING SUMMARY - Include table depicting source of funding.  
Task 3 - FY 2012 & FY 2013**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
3.1 Transportation Improvement Program	TAMPO and TxDOT	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 4,000.00
3.2 Air Quality Activities and Planning	TAMPO and TxDOT	\$ 62,501.20	\$ 0.00	\$ 0.00	\$ 62,501.20
3.3 Public Transportation Planning	TAMPO and TxDOT and Tyler Transit	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 2,000.00
<b>TOTAL</b>		<b>\$ 68,501.20</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 68,501.20</b>

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) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

V. **TASK 4.0 - METROPOLITAN TRANSPORTATION PLAN**

- A. **OBJECTIVE** - To develop, document, amend and publish the Metropolitan Transportation Plan (MTP) in accordance with local needs and federal and state regulations; to continue to study and analyze projects and data for long-range planning elements and long-range project level studies as needed. The plan shall be evaluated and updated at least every five years in attainment areas. To development, document, amend and publish the Texas Urbanized Mobility Plan (TUMP) as directed through the Texas Department of Transportation Commission.
- B. **EXPECTED PRODUCTS** – Updates will be made to the MTP as needed or as requested by the Policy Committee. Updates will consist of public hearings and participation pieces, staff work to update material, and materials printed and updated with updates.
- C. **PREVIOUS WORK** – The Metropolitan Transportation Plan with a planning horizon year of 2035 was adopted on December 4, 2009. The plan has been updated twice, once in spring of 2010 and again in the spring of 2011.
- D. **SUBTASKS**

4.1 Metropolitan Transportation Plan Development

The subtask includes updates to the MTP with the planning horizon of 2035 for the Tyler Area MPO. Public hearings will be held in accordance with the MPO Public Participation Plan (PPP) throughout the process. Staff will oversee the entire process and will monitor plan implementation, including the eight factors. Updates to this plan will be conducted on an as needed basis.

In FY 2013, the Tyler Area MPO will begin preparing information for the next Metropolitan Transportation Plan update utilizing a 2007 model base year and a planning horizon of 2040, which may discuss the principles of livability, sustainability, and the impacts of climate change. The plan will largely be developed during FY 2014 and adopted no later than December 4, 2014.

**E. FUNDING SUMMARY**

**Task 4 - FY 2012 & FY 2013**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
4.1 Metropolitan Transportation Plan	TAMPO and TxDOT	\$ 4,500.00	\$ 0.00	\$ 0.00	\$ 4,500.00
<b>TOTAL</b>		<b>\$ 4,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 4,500.00</b>

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) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

## VI. **TASK 5.0 - SPECIAL STUDIES**

- A. **OBJECTIVE** - To further the goals and objectives of the transportation planning process through special studies undertaken by MPO staff or consultants in support of existing or projected local needs.
  
- B. **EXPECTED PRODUCTS** – A regional transit study will be conducted to identify needs and opportunities to connect areas within the Tyler Area MPO boundary with the East Texas region.

The Master Street Plan update will be completed as an update from the 2005 Master Street Plan. The plan will create a thoroughfare plan for all of Smith County and will evaluate the current plan already developed within the City of Tyler and the Tyler extraterritorial jurisdiction.

The MPO boundary currently is being considered for expansion to align with the Metropolitan Statistical Area as allowed by SAFETEA-LU Title 23, Chapter 1, Section 134, Subsection (e). This boundary covers Smith County in its entirety.

- C. **PREVIOUS WORK** – Over the past five years, the Tyler Area MPO has completed a Traffic Signal Optimization Study on Beckham Avenue, the Regional Greenbelt and Trail Corridor Study, the Pedestrian Access Study, and an update to the Master Street Plan. The Master Street Plan is expected to be adopted in the first half of FY 2012.

### D. **SUBTASKS**

#### 5.1 Regional Transit Study

Perform a study of fixed-route needs within the Tyler Area MPO boundary in coordination with Tyler Transit fixed-route services and rural providers. The study is to address transit issues of all Tyler Area MPO member cities and the unincorporated Smith County within the boundary including: transit needs, funding, service options, and coordination options with other regional transit providers. This study intends to be the interface between the COG study and task 3.3.

5.2 Master Street Plan Update

Contract with a consultant to complete an update to the City of Tyler Master Street Plan. The current Master Street Plan, originally adopted in 2005, covers the area of the City of Tyler and the Tyler Extraterritorial Jurisdiction. The update will expand the plan to include all of Smith County, beyond the Tyler Area MPO boundaries. The report will evaluate the policy outlined in the current plan regarding the functional classification and general locations and transportation facilities needed to accommodate the mobility need of Tyler’s citizens. The update will build from the current Master Street Plan and bring it current in light of recent developments.

The update is to be started during FY 2011 and is anticipated to be completed and adopted during the first half of FY 2012.

E. **FUNDING SUMMARY** - Include table depicting source of funding.

**Task 5 - FY 2012 & FY 2013**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Sect. 5307	Local	Total
5.1 Regional Transit Study	TAMPO and TxDOT	\$ 50,000.03	\$ 0.00	\$ 0.00	\$ 50,000.03
5.2 Master Street Plan Update	TAMPO and TxDOT	\$ 45,000.03	\$ 0.00	\$ 0.00	\$ 45,000.03
<b>TOTAL</b>		<b>\$ 95,000.06</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 95,000.06</b>

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) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

**TWO-YEAR BUDGET SUMMARY**

**TABLE 1 – TYLER URBAN TRANSPORTATION STUDY – FY 2012 & FY 2013**

UPWP Task	FTA Task	Description	TPF <sup>1</sup> Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$ 240,000.00	\$ 0	\$ 0	\$ 240,000.00
2.0	44.22.00	Data Development and Maintenance	\$ 146,000.00	\$ 0	\$ 50,000	\$ 196,000.00
3.0	44.24.00 44.25.00	Short Range Planning	\$ 68,501.20	\$ 0	\$ 0	\$ 68,501.20
4.0	44.23.01	Metropolitan Transportation Plan	\$ 4,500.00	\$ 0	\$ 0	\$ 4,500.00
5.0	44.23.02	Special Studies	\$ 95,000.06	\$ 0	\$ 0	\$ 95,000.06
Total			\$ 554,001.26	\$ 0	\$ 0	\$ 554,001.26

<sup>1</sup> TRANSPORTATION PLANNING FUNDS

FHWA (PL-112) <sup>2</sup>	\$415,085.26
FTA Section 5303	\$ 93,916.00
Estimated Unexpended Carryover	<u>\$ 45,000.00</u>
TOTAL TPF	\$554,001.26

<sup>2</sup> ***Estimate based on prior years' authorizations***

By minute order, the Texas Transportation Commission authorizes the use of transportation development credits as TxDOT's non-Federal share for FHWA (PL-112) and FTA 5303 funds. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

**BUDGET SUMMARY BY YEAR**

**TABLE 2 - URBAN TRANSPORTATION STUDY – FY 2012**

UPWP Task	FTA Task	Description	TPF <sup>1</sup> Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$ 120,000.00	\$ 0	\$ 0	\$ 120,000.00
2.0	44.22.00	Data Development and Maintenance	\$ 73,000.00	\$ 0	\$ 25,000.00	\$ 98,000.00
3.0	44.24.00 44.25.00	Short Range Planning	\$ 35,000.60	\$ 0	\$ 0	\$ 35,000.60
4.0	44.23.01	Metropolitan Transportation Plan	\$ 1,500.00	\$ 0	\$ 0	\$ 1,500.00
5.0	44.23.02	Special Studies	\$ 70,000.03	\$ 0	\$ 0	\$ 70,000.03
Total			\$ 299,500.63	\$ 0	\$ 0	\$ 324,500.63

<sup>1</sup> TRANSPORTATION PLANNING FUNDS

FHWA (PL-112) <sup>2</sup>	\$207,542.63
FTA Section 5303	\$ 46,958.00
Estimated Unexpended Carryover	<u>\$ 45,000.00</u>
TOTAL TPF	\$299,500.63

<sup>2</sup> ***Estimate based on prior years' authorizations***

By minute order, the Texas Transportation Commission authorizes the use of transportation development credits as TxDOT's non-Federal share for FHWA (PL-112) and FTA 5303 funds. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

**BUDGET SUMMARY BY YEAR**

**TABLE 3 - URBAN TRANSPORTATION STUDY – FY 2013**

UPWP Task	FTA Task	Description	TPF <sup>1</sup> Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$ 120,000.00	\$ 0	\$ 0	\$ 120,000.00
2.0	44.22.00	Data Development and Maintenance	\$ 73,000.00	\$ 0	\$ 25,000.00	\$ 98,000.00
3.0	44.24.00 44.25.00	Short Range Planning	\$ 33,500.60	\$ 0	\$ 0	\$ 33,500.60
4.0	44.23.01	Metropolitan Transportation Plan	\$ 3,000.00	\$ 0	\$ 0	\$ 3,000.00
5.0	44.23.02	Special Studies	\$ 25,000.03	\$ 0	\$ 0	\$ 25,000.03
Total			\$ 254,500.63	\$ 0	\$ 25,000.00	\$ 279,500.63

<sup>1</sup> TRANSPORTATION PLANNING FUNDS

FHWA (PL-112) <sup>2</sup>	\$207,542.63
FTA Section 5303 <sup>2</sup>	\$ 46,958.00
Estimated Unexpended Carryover	<u>\$ 0.00</u>
TOTAL TPF	\$254,500.63

<sup>2</sup> ***Estimate based on prior years' authorizations***

By minute order, the Texas Transportation Commission authorizes the use of transportation development credits as TxDOT's non-Federal share for FHWA (PL-112) and FTA 5303 funds. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

## APPENDIX A

### POLICY COMMITTEE MEMBERSHIP

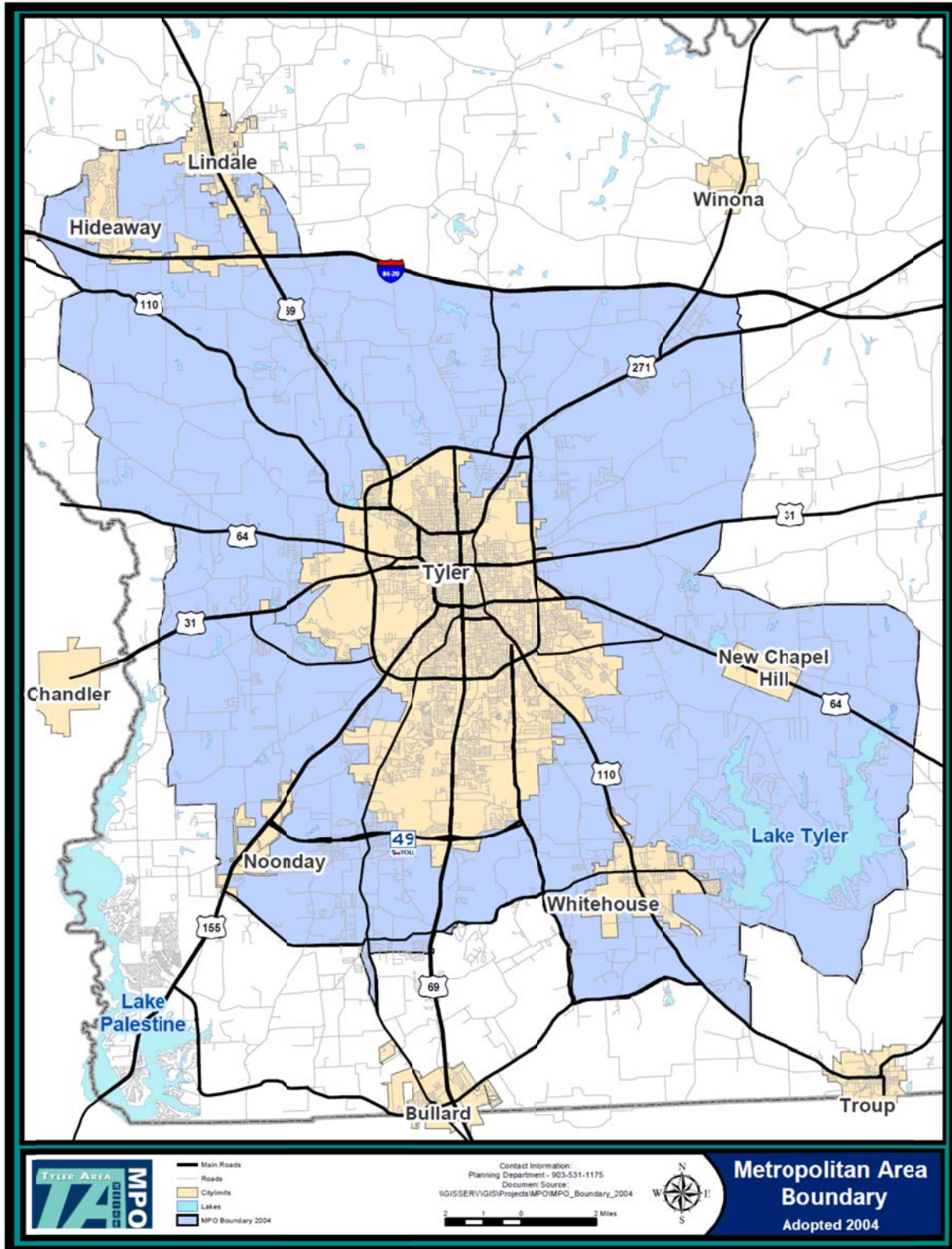
<b>VOTING MEMBERS</b>		
The Honorable Joel Baker	County Judge	Smith County
The Honorable Jeff Warr	County Commissioner	Smith County
The Honorable Barbara Bass	Mayor	City of Tyler
Mark McDaniel	City Manager	City of Tyler
The Honorable Jim Mallory	Mayor	City of Lindale
Mike Peterson	City Manager	City of Whitehouse
Randy Hopmann, P.E.	District Engineer	TxDOT
Carter Delleney, P.E.	Capital Projects	City of Tyler
Doug Nicholson	County Road Administrator	Smith County
Gary Halbrooks	NETRMA Member	NET RMA
Mike Turman	Mayor	City of Noonday

### TECHNICAL ADVISORY COMMITTEE

<b>NON-VOTING MEMBERS</b>		
Barbara Holly, AICP	Executive Director	City of Tyler
Heather Nick	City Planner	City of Tyler
Jeremy Atkinson	MPO Planner	City of Tyler
Peter Eng, P.E.	Traffic Engineer	City of Tyler
Michael Wilson, P.E.	Development Services Engineer	City of Tyler
Davis Dickson	Airport Manager	City of Tyler
Jamal Moharer	Chairman of NDMJ, Ltd Transportation	City of Tyler
Brian Capps	Smith County	Smith Co.
Bobby Garmon	Smith County Sheriff's Office	Smith Co.
Jeffrey Harmon, P.E.	Area Engineer – Tyler District	TxDOT
Dale Booth, P.E.	Area Engineer – Tyler District	TxDOT
Vernon Webb, P.E.	Area Engineer – Tyler District	TxDOT
Tammy Marlow	MPO Coordinator, TxDOT-North Region Support Center	TxDOT
Tim Juarez	MPO Coordinator, TxDOT-North Region Support Center	TxDOT
Tony Filippini	Transit Operations Coordinator	Tyler Transit
Margie McAllister	Transportation Technical Specialist	TCEQ
Tom Mullins	President / CEO	TEDC
Linda Ryan Thomas	Surface Transportation Committee Chairman	Tyler CC
John Hedrick	Director of Transportation	ETCOG
Genevieve Bales	Planning and Environmental Coordinator	FHWA
Lynn Hayes	Federal Transit Administration	FTA
Scott Reily	Brookshire's Grocery Company	Freight
Mike Butler	Tyler Bike Club President	Bike
David Porter	East Texas Trekkers President	Pedestrian

# APPENDIX B

## METROPOLITAN AREA BOUNDARY MAP



# APPENDIX C

## DEBARMENT CERTIFICATION

**DEBARMENT CERTIFICATION  
(Negotiated Contracts)**

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

\*federal, state or local



Signature – Chairman, MPO Policy Committee

Smith County Judge

Title

July 28, 2011

Date

**APPENDIX D**  
**LOBBYING CERTIFICATION**

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

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

(1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

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



Signature – Chairman, MPO Policy Committee

Judge

Title

Smith County

Agency

July 28, 2011

Date

# APPENDIX E

## CERTIFICATION OF COMPLIANCE

### Certification of Compliance

I, Joel Baker, Smith County Judge  
(Name and Position, Typed or Printed)

a duly authorized officer/representative of \_\_\_\_\_  
Tyler Area MPO  
(MPO)

do hereby certify that the contract and procurement procedures that are in effect and used by the forenamed MPO are in compliance with 49 CFR 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments," as it may be revised or superseded.

July 28, 2011  
Date

Joel Baker  
Signature - Chairman, MPO Policy Committee

Attest:

Barbara Holly  
Name

Tyler Area MPO Executive Director  
Title

# APPENDIX F

## **CERTIFICATION OF INTERNAL ETHICS AND COMPLIANCE PROGRAMS**

# Certification of Internal Ethics and Compliance Program

I, Joel Baker, Smith County Judge  
(Name and Position, Typed or Printed)

a duly authorized officer/representative of \_\_\_\_\_  
Tyler Area MPO  
(MPO)

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

July 28, 2011  
Date

Joel Baker  
Signature - Chairman, MPO Policy Committee

Attest:

Barbara Holly  
Name

Tyler Area MPO Executive Director  
Title

**APPENDIX G**  
**FTA WORKSHEET**

<b>FTA/TxDOT Section 5303 Budget Worksheet for FY2012 &amp; FY 2013</b>
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**MPO:** Tyler Area Metropolitan Planning Organization

**PART A. TECHNICAL ACTIVITIES**

Show estimated cost (Section 5303 only) by appropriate activity line item.

<b>Metropolitan Planning</b>	<b>Section 5303 Federal Share</b>
44.21.00 Program Support and Administration	\$ <u>21,602</u>
44.22.00 General Development and Comprehensive Planning	\$ <u>26,296</u>
44.23.01 Long Range System Level Planning	\$ <u>12,209</u>
44.23.02 Long Range Project Level Planning	\$ <u>14,087</u>
44.24.00 Short Range Transportation Planning	\$ <u>7,513</u>
44.25.00 Transportation Improvement Program	\$ <u>12,209</u>
<b>Other</b>	
44.27.00 Other Activities	\$ _____
<b>TOTAL (Section 5303 Funding)</b>	<b>\$<u>93,916</u></b>

**PART B. FUND ALLOCATIONS**

How will the MPO's FTA Section 5303 funds be allocated:

A) Metropolitan Planning Organization	<u>\$93,916</u>
B) Transit Agencies (Pass-through Funds)	<u>\$0</u>
C) State/Local Agencies (Pass-through Funds)	<u>\$0</u>

Please identify individual agency(s)/amount(s) for pass-through funds

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL (Sec 5303) \$93,916**

Person to contact regarding this worksheet:

Name: Barbara Holly  
 Phone: (903) 595-7211  
 E-Mail: bholly@tylertexas.com

TxDOT PTN Contact: Karen Dunlap  
 Phone: 512-374-5239  
 FAX: 512-374-5244  
 E-mail: Karen.dunlap@txdot.gov

## FTA BUDGET CODE EXPLANATIONS

#

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Program Support and Administration (44.21.00) Include basic overhead, program support, and general administrative costs directly chargeable to the FTA project, i.e., direct program support, administration, interagency coordination, citizen participation, public information, local assistance, UPWP development, etc. (If direct program administrative and support costs are included in each work or activity, do not enter them a second time in this category.)

General Development and Comprehensive Planning (44.22.00) Include only the costs of activities *specifically emphasizing* regional policy and system planning for non-transportation functional areas, including the development and maintenance of related data collection and analysis systems, demographic analysis and non-transportation modeling and forecasting activity, i.e., land use, housing, human services, environmental and natural resources, recreation and open space, public facilities and utilities, etc.

Long Range System Level Planning (44.23.01) Include only the costs of activities *specifically emphasizing* long range transportation system planning and analysis, i.e., long range travel forecasting and modeling including appropriate data base development and maintenance for transportation in the entire metropolitan area or state, system analysis, sketch planning, system plan development, reappraisal or revision, and all long range, Transportation System Management (TSM) activities.

Long Range Project Level Planning (44.23.02) Include only the costs of activities *specifically emphasizing* long range project level planning and analysis, i.e., corridor and sub-area studies, cost effectiveness studies, feasibility and location studies, and the preparation of related draft environmental impact studies.

Short Range Transportation Planning (44.24.00) Include only the cost of activities *specifically emphasizing* short range transportation system or project planning and analysis proposed in the next three to five years, i.e., management analyses of internal operations such as, management/administration, maintenance, personnel, and labor relations; service planning including appropriate data base development and maintenance; TDP preparation; financial management planning, including alternative fare box policies; all short range Transportation System Management (TSM) activities including vanpool/ridesharing, high occupancy vehicles, parking management, etc.

Transportation Improvement Program (44.25.00) Include only the costs of activities *specifically emphasizing* TIP development and monitoring.

### Other

Other Activities (44.27.00) Include only the cost of those activities whose primary emphasis is unrelated to the specific types of activities described above.