



## **UNIFIED PLANNING WORK PROGRAM**

**Fiscal Year 2012  
(Oct 1, 2012 - Sept 30, 2013)**

Submitted by the

**BRYAN / COLLEGE STATION  
METROPOLITAN PLANNING ORGANIZATION**

Prepared in Cooperation with the  
Texas Department of Transportation, the U.S. Department of Transportation,  
Federal Highway Administration and Federal Transit Administration, along with  
Brazos County, City of Bryan, City of College Station, Texas A&M University & The District

Final Approved by the BCSMPO Policy Committee: \_\_\_\_\_

Amended by the BCSMPO Policy Committee: \_\_\_\_\_



## Introduction

Every metropolitan area with a population of more than 50,000 persons must have a designated Metropolitan Planning Organization (MPO) to qualify for federal highway or transit assistance. Formal urban transportation planning efforts have been conducted for the Bryan/College Station urban area since the 1960's. In 1970, the combined Bryan/College Station population reached 51,395, at which time the Metropolitan Planning Organization was designated by the Governor of Texas.

The United States Department of Transportation (USDOT) relies on the MPOs to ensure that highway, bicycle/pedestrian, and transit projects using federal funds are products of a continuing, cooperative and comprehensive planning process.

## Purpose of the Unified Planning Work Program

The Unified Planning Work Program (UPWP) is prepared and approved annually by the Policy Committee of the Bryan/College Station Metropolitan Planning Organization (BCSMPO). Pursuant to current transportation legislation, the BCSMPO's Fiscal Year (FY) 2012 UPWP identifies all transportation and related planning activities that will be undertaken by the BCMPO during the project year from October 1, 2012 to September 30, 2013.

The UPWP helps to assure that planning resources are allocated according to regional needs as identified by Brazos County, City of Bryan, City of College Station, Texas A&M University, the Texas Department of Transportation (TxDOT) and The District.

The UPWP was developed to serve these specific objectives:

1. Define work activities to meet the needs of federal, state, and local agencies in accordance with applicable transportation requirements.
2. Identify funding sources for work to be completed.
3. Coordinate work activities and relationships (both internal and external).
4. Promote the wise use of public resources through sound decision-making and interagency coordination.

## Legislative Guidance

The FY 2012 UPWP was developed in accordance with regulations set forth in the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), adopted August 10, 2005. The MPO is responsible, together with the State of Texas, for carrying out the provisions of SAFETEA-LU under Sections 1107 and 6001; ISTEA & TEA-21, under Title 23, United States Code, Section 134 (The Urban Transportation Planning Process), and further regulated by Title 23 Code of Federal Regulations 420 and 450.

## SAFETEA-LU - Metropolitan Planning Factors

The transportation planning process addresses eight planning 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 of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation, and;
8. Emphasize the preservation of the existing transportation system.

## Citizen Involvement

Citizen involvement is established through an adopted Public Participation Plan. Staff sends notification of all Policy Committee, TIP, or MTP meetings to a mailing list comprised of citizens, businesses, federal, state, and local agencies related to or interested in transportation planning. Furthermore, meeting notices are posted in the City of Bryan and the City of College Station's City Halls and advertised in the local newspaper.

## Definition of Area

The official planning area of the MPO is co-terminus with the boundary of Brazos County. The Planning Area includes the incorporated cities of Bryan, College Station, Wixon Valley and Kurten. Bryan/College Station is the only urbanized area within the Planning Area of BCSMPO. A map showing the boundary of the MPO is located in APPENDIX A.

## Organization

The BCSMPO **Policy Committee** is the governing and final decision-making body for the organization. It is comprised of the Brazos County Judge, the City of Bryan Mayor, the City of College Station Mayor, a representative from Texas A&M University (TAMU), and the District Engineer from TxDOT. A list is provided in Appendix B.

The BCSMPO **Technical Advisory Committee** (TAC) is responsible for advising the Policy Committee on all urban transportation planning matters and to help guide the metropolitan transportation planning process. Additionally, this committee advises on issues of a technical nature and provides recommendations on BCSMPO policy issues. The TAC is comprised of engineers, planners, technicians, city/county full-time staff, and staff of state and federal transportation agencies.

As needed, other types of ad-hoc committees are formed to provide useful public comment and a viewpoint that is unique from the other two committees. These committees are created as determined by the Policy Committee. The Mobility Initiative Subcommittee and the Project Prioritization Subcommittee are examples of these types of ad-hoc groups.

The BCSMPO currently operates with the following staff positions: Director, Transportation Systems Analyst, Administrative Assistant, and a full-time, summer intern.

## Private Sector Involvement

The BCSMPO may, periodically, find it necessary to obtain professional services from the private sector. The BCSMPO will follow Brazos County's prescribed procurement procedures to guide the selection of consultants.

As a small organization, the BCSMPO's effectiveness also depends on its ability to form collaborative partnerships with a variety of stakeholders, including community groups, health care professionals, school/college administrators, utility companies, the Chamber of Commerce, and economic development groups on programs, projects and initiatives.

## Planning Issues & Emphasis

Emphasis for the 2012 Fiscal Year will include the following:

### **2010-2035 Metropolitan Transportation Plan (MTP)**

An important element of the current UPWP is implementing the current MTP. This long-range plan focuses on developing a multimodal transportation system and serves as the guide to decision-making for the Policy Committee. Continued data collection, development of a model, public outreach and technical writing will be done, in preparation for the update to the next MTP.

### **FY 2011-2014 Transportation Improvement Program (TIP)**

The TIP is a four-year program that identifies which federally funded projects will be implemented. The TIP must be consistent with BCSMPO's adopted long-range transportation plan. The TIP must be financially constrained and requires that only projects for which construction and operating funds can reasonably be expected to be available be included. Staff will continue to ensure this document is up-to-date and SAFETEA-LU compliant.

### **Public Outreach**

Improve public involvement; utilize visualization tools to engage the public's interest; engage the traditionally underserved populations, using radio, interpreters or non-mainstream news sources; remain compliant with state and federal regulations for Open Meetings Act, ADA and Title VI/Environmental Justice issues.

### **Interagency Coordination**

Continue to work with and expand connection with the community, particularly when another agency is the lead on a transportation-related project, report or initiative. This can include participating on the Comprehensive Planning Advisory Committees for the update of the Cities' respective Comprehensive Plan updates and with the Brazos Valley Council of Governments on various initiatives.

### **Transportation Model & GIS Development**

Data collection, defining networks and zones, expanded GIS capabilities, and other activities will be needed to keep the transportation model updated for the MTP and other transportation analyses.

### **Comprehensive Traffic Count and Studies Clearinghouse**

Traffic data count collection, database development, traffic count mapping, traffic study data collection and web-based clearinghouse development and web maintenance.

### **Safety**

The BCSMPO will make every effort to support member agencies as they integrate safety considerations in all planning levels. This planning will include all modes of transportation, thereby developing a safe network for all traveling citizens.

### **Security**

The BCSMPO will make every effort to support member agencies as they integrate security considerations in all planning levels. This planning will include all modes of transportation, thereby developing a secure network for all traveling citizens.

### **Community Mobility**

Work to evaluate, propose and monitor improvements to non-SOV mobility and identify dedicated funding sources.

## **TASK 1.0 - ADMINISTRATION/MANAGEMENT**

### **OBJECTIVE**

- To conduct the metropolitan planning process in conformance with applicable federal, state, and local laws and regulations;
- To ensure that the metropolitan planning process is a cooperative, comprehensive, and continuing activity;
- To support the functions of the MPO Policy Committee and its various committees;
- To ensure the BCSMPO office is staffed and managed professionally;
- To ensure BCSMPO has access to necessary computer hardware, software, peripherals, and other office and computer-related equipment and supplies;
- To provide citizens, affected public agencies, private transportation providers, and other interested parties with notice of and an opportunity to comment on proposed transportation projects, plans, and programs, and;
- To ensure compliance with federal and state laws and regulations relating to MPO responsibilities.

### **EXPECTED PRODUCTS**

- A continuing, comprehensive and cooperative transportation planning process for the BCSMPO region;
- Continuation of the work of the Planning Issues and Emphasis Areas;
- Technical analyses related to the effect of the BCSMPO transportation plans, programs and projects;
- Preparation of MPO Policy Committee and other Committee packets;
- Production of monthly reports, such as TxDOT reimbursement letter, billing statement, UPWP Budget Summary, Monthly UPWP Task Reports;
- Production of the annual list of federally-funded obligated projects and submit to TxDOT, FHWA, and FTA;
- Attendance and participation at training functions;
- Attendance and participation at local meetings;
- Production of a bi-annual newsletter;
- Update website and utilize Social Media/visualization tools;
- Monthly/Annual reporting to maintain compliance with state/federal regulations;
- Conduct public meetings/hearings in support of the BCSMPO's transportation plans and programs; and
- Updated database for public involvement, including Environmental Justice and media contacts.

### **PREVIOUS WORK**

- Administered the metropolitan transportation planning process;
- Supported the BCSMPO Policy Committee and its committees, including the Technical Advisory Committee;
- Prepared and submitted required reports and documents;
- Developed and distributed one newsletter;
- Updated mailing and email lists;
- Maintained the BCSMPO website; and
- Staff attended training and conferences.

### **SUBTASKS**

#### **1.1 General Office Support and Administration**

- Provide office space for BCSMPO staff;
- Administrative support of the BCSMPO office;
- Monthly review of expenditures;
- Maintenance of equipment inventory;

- Financial management of funds consistent with applicable local, state and federal requirements;
- Contract development, administration, and management;
- Purchase of computer hardware, software, peripherals and other electronic supplies and equipment as necessary to carry out the regional transportation planning process;
- Support of an external audit through the MPO's fiscal agent;
- Secure legal counsel when necessary; and
- Maintenance of BCSMPO website and other social media tools.

## **1.2 MPO Committee Support**

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- Prepare FY 2012 Annual Schedule of Meetings and distribute accordingly;
- Secure meeting locations and work with host on necessary room arrangements;
- Advertise and post meetings, in accordance with the BCSMPO Public Participation Procedures;
- Prepare Committee packets and support information for Policy Committee, Technical Advisory Committee and subcommittees;
- Facilitate resolutions supporting long and short range planning projects from member agencies;
- Prepare reports, emails, presentations and other information for the BCSMPO Committees; and
- Provide meeting minutes for committee meetings.

## **1.3 MPO Required Federal/State Documentation**

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- Provide the FY 2012 Annual Performance and Expenditure Report;
- Provide the FY 2012 Annual Listing of Projects; and
- Preparation and submission of FY 2013 UPWP.

## **1.4 MPO Staff Travel and Training**

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- Attend workshops, conferences, seminars, webinars and other that support the work of the BCSMPO and further enhance staff development and skills. Planned attendance at the following is anticipated:
  - ▶ FHWA and TxDOT Training Sessions
  - ▶ Texas MPOs Quarterly Meetings
  - ▶ TxDOT Commission Meetings
  - ▶ Annual Association of MPO Annual Conference
  - ▶ American Planning Association Meetings
  - ▶ Annual Transportation & Infrastructure Summit
  - ▶ National Transportation Public Affairs Workshop
  - ▶ TxDOT Short Course

## **1.5 Interagency Coordination**

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- Coordinate with community groups on transportation-related developments within the BCSMPO planning area. These groups include, but are not limited to:
  - TxDOT
  - City of College Station
  - City of Bryan
  - Brazos County
  - Texas A&M University
  - Blinn College
  - The District
  - Texas Transportation institute
  - BCS Intergovernmental Committee
  - Chamber of Commerce
  - Research Valley Partnership
  - BV Council of Governments
  - BCS Convention & Visitors Bureau
  - Downtown Bryan Ec. Dev. Assoc.
  - Bryan & CS Independent School Districts
  - Medical Centers
  - Social Service Agencies
  - Bicycling Advocacy Groups

## 1.6 Public Participation and Education

- Conduct appropriate public hearings and community outreach activities and meetings;
- Extend BCSMPO's outreach using citizen surveys, electronic newsletters, social media and appropriate innovative participation techniques;
- Produce visualization of plans and programs for planning and public education purposes;
- Continue to improve the public involvement process for EJ populations;
- Update the outreach database;
- Provide bilingual materials and public input support opportunities for BCSMPO plans, programs and activities as appropriate; and
- Add local studies, reports to the clearinghouse.

### TASK 1.0 FUNDING SUMMARY- ADMINISTRATION/ MANAGEMENT

Subtask	Responsible Agency	TPF <sup>1</sup>	FTA Sect.5303	Total
1.1 General Office Support	BCSMPO	\$21,000	\$2,285	\$23,285
1.2 MPO Committee Support	BCSMPO	\$18,829	\$2,282	\$21,111
1.3 MPO Required Federal/State Documentation	BCSMPO	\$18,829	\$2,282	\$21,111
1.4 MPO Staff Travel & Training	BCSMPO	\$18,600	\$2,282	\$20,882
1.5 Interagency Coordination	BCSMPO	\$18,829	\$2,282	\$21,111
1.6 Public Participation & Education	BCSMPO	\$18,829	\$2,282	\$21,111
<b>TOTAL</b>		<b>\$114,916</b>	<b>\$13,695</b>	<b>\$128,611</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 reflected in the funding tables.

<sup>1</sup> Transportation Planning Funds

## **TASK 2.0 - DATA DEVELOPMENT & MAINTENANCE**

### **OBJECTIVE**

- To continue to collect and analyze regional information on topics including, but not limited to, population, income, housing, employment, traffic, land use and related data that will be used in demographic forecasting, travel demand modeling and to general reports and complete complimentary tasks.

### **EXPECTED PRODUCTS**

- Update databases of regional growth and transportation networks for the preparation of the 2040 plan update and associated amendments, including alternative regional growth and network scenarios;
- Update roadway, transit, bicycle / pedestrian, etc. coverages;
- Transportation Demand Model improvement activities;
- Presentation maps for planning purposes;
- Development and maintenance of existing bicycle and pedestrian infrastructure GIS data;
- Perform regional environmental analyses, including potential mitigation activities and strengthen the link between the planning and NEPA processes;
- Develop comprehensive traffic count database;
- Develop comprehensive traffic count web-based map; and
- Analysis of sub-areas, when requested.

### **PREVIOUS WORK**

- Worked with TxDOT and TTI on development of the base year and forecasted transportation model:
  - ▶ Updated socioeconomic data, traffic data and network data;
  - ▶ Generated maps for use in the modeling update;
  - ▶ Worked closely with TxDOT on developing travel demand model runs; and
- Conducted analysis of projects, within the MTP, using NEPAassist.

### **SUBTASKS**

#### **2.1 Geographic Information System (GIS), Demographic Forecasting, and Travel Demand Modeling**

- Develop a continuous plan to provide for an on-going model improvement development;
- Perform data translation, extraction, and packaging requests for BCSMPO members, government and private entities, and the public;
- Provide mapping and data development support for various BCSMPO programs, including Transportation Improvement Program and the Metropolitan Transportation Plan;
- Continue to collect, analyze, and maintain data for Brazos County in support of the demographic forecasting and travel modeling work;
- Maintain databases for demographic and transportation network;
- Develop 2010 base year demographic and transportation network databases;
- Continue to integrate updated travel survey data;
- Update transit networks;
- Expand the data collection of the university populations (TAMU and Blinn College) within Brazos County;
- Conduct full visual inspection of the model network;
- Research the state of the art practice in travel demand modeling and the capabilities to simulate the interaction of land use and proposed transportation systems;
- Model sub-areas;

- Provide modeling and demographic data and assistance as requested;
- Update the traffic count database using traffic counts, turning movement counts and counts taken with Video Collection Units as they become available to the MPO;
- Work with TxDOT and TTI on offering an online database of available traffic counts; and
- Participate in modeling efforts that enhance the technical skills of staff.

## **2.2 Title VI/Environmental Justice (EJ) Planning**

- Participate in regional initiatives to broaden the discussion and understanding of transportation's impact on Title VI and EJ populations and identify possible ways to minimize, avoid, or mitigate potential disproportionate adverse impacts on those populations;
  - ▶ Work with the The District, City of Bryan, City of College Station and the Brazos Valley Council of Governments to identify underserved populations;
  - ▶ Continue to use the BCSMPO database of interested citizens and businesses in EJ areas to facilitate effective outreach to EJ population and expand the database, as needed; and
- Work with both cities to identify potential Community Development Block Grant funded transportation projects.

### **TASK 2.0 FUNDING SUMMARY- DATA DEVELOPMENT & MAINTENANCE**

Subtask	Responsible Agency	TPF <sup>1</sup>	FTA Sect.5303	Total
2.1 Data Collection/Analysis, Travel Demand Modeling, and Modeling	BCSMPO	\$91,381	\$10,642	\$102,023
2.2 Title VI/Environmental Justice Planning	BCSMPO	\$9,000	\$5,846	\$14,846
<b>TOTAL</b>		<b>\$100,381</b>	<b>\$16,488</b>	<b>\$116,869</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 reflected in the funding tables.*

<sup>1</sup> Transportation Planning Funds

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

### **OBJECTIVE**

- Conduct short-range transportation and transportation-related planning activities with short-term planning and implementation focus, including the Transportation Improvement Program and the Unified Planning Work Program;
- Provide employers within Brazos County and citizens with the information on the benefits of alternative transportation and alternative work environments/schedules and encourage use of commute alternatives to single-occupant vehicle travel; and
- Monitor, evaluate, prioritize, and manage the regional transportation system to protect the region's investments in, and improve the effectiveness of, the existing and future transportation networks.

### **EXPECTED PRODUCTS**

- Development of current Transportation Improvement Program (TIP) document and procedures for ease of use by the public, area jurisdictions, and state and federal agencies;
- Processing and evaluation of amendment requests to the TIP;
- Preparation of GIS-based version and electronic database of TIP project information;
- Partner with member agencies on applying for grants or new sources of funds;
- Development of appropriate amendments to the FY 2012 Unified Planning Work Program;
- Development of FY 2013 Unified Planning Work Program;
- Work with the The District, City of Bryan, City of College Station and the Brazos Valley Council of Governments, Brazos Valley Council of Governments, Texas A&M University, and Blinn College on transportation demand management opportunities;
- Develop promotional materials to encourage commute alternatives; and
- Oversee the work of the Project Manager of the Bryan/College Station Mobility Initiative and ensure that timelines and deliverables are being met.

### **PREVIOUS WORK**

- Revised the FY 2011-2014 TIP;
- Participated in working groups associated with reducing Single-Occupant Vehicle dependency;
- Served as project manager on the BCS Mobility Initiative;
- Attended meetings related to high speed rail initiatives affecting Brazos County; and
- Worked with TxDOT on short-term project prioritizations.

### **SUBTASKS**

#### **3.1 Transportation Improvement Program**

- Amend the FY 2011-2014 TIP and all associated documents, as needed;
- Continue to develop a visualization and web-based interactive mapping system that provides citizens and local, state and federal agencies improved access to TIP project information;
- Continue to utilize TxDOT's databases to visualize and track projects through the development pipeline; and
- If appropriate, conduct a Call for Projects to modify the FY 2011-2014 TIP.

### **3.2 Transportation Demand Management Initiatives (TDM)**

- Work with the Brazos Valley Council of Governments, Texas A&M University, and Blinn College on transportation demand management opportunities;
- Partner with member agencies on applying for grants or new sources of funds;
- Develop a BCSMPO Bicycle/Pedestrian element for Brazos County, to support the Metropolitan Transportation Plan;
- Identify and analyze EJ populations in relationship to transit stops; and
- Assist the Brazos Valley Council of Governments and The District in implementing short term goals, that are located within Brazos County, for the human service public transportation effort.

### **3.3 Transportation System Management (TSM)**

- Define performance measures to be used to evaluate and monitor the performance of the transportation system;
- Oversee project manager of the BCS Mobility Initiative; and
- Support maintenance of the ITS System Architecture and Deployment Plan.

#### **TASK 3.0 FUNDING SUMMARY- SHORT RANGE PLANNING**

Subtask	Responsible Agency	TPF <sup>1</sup>	FTA Sect.5303	Total
3.1 Transportation Improvement Program	BCSMPO	\$18,859	\$5,023	\$23,882
3.2 Transportation Demand Management Initiatives (TDM)	BCSMPO	\$29,372	\$5,023	\$34,395
3.3 Transportation System Management (TSM)	BCSMPO	\$11,647	\$4,456	\$16,103
<b>TOTAL</b>		<b>\$59,878</b>	<b>\$14,502</b>	<b>\$74,380</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 reflected in the funding tables.*

<sup>1</sup> Transportation Planning Funds

## TASK 4.0 - METROPOLITAN TRANSPORTATION PLAN

### OBJECTIVE

- Develop, update and maintain the 2035 long range transportation plan for the BCSMPO area that supports the federal planning factors and is consistent with federal and state laws and regulations;
- Begin development of the 2040 MTP; and
- Support member agencies as they integrate safety and security considerations in projects. This will include all modes of transportation, thereby developing a safe and secure network for all travelling citizens.

### EXPECTED PRODUCTS

- Update of the 2035 Metropolitan Transportation Plan (MTP), using the transportation model findings;
- Revise the project prioritization criteria;
- Work closely with TxDOT on estimating future revenues, by using the TRENDS model; and
- Begin major update of the 2040 MTP, with assistance of a consultant:
  - ▶ work on data development and demographic analysis of the 2010 census,
  - ▶ work on developing a comprehensive Thoroughfare Plan
  - ▶ work on developing a comprehensive bicycle/pedestrian element,
  - ▶ work on updating each chapter and add new information as applicable
  - ▶ create a timeline for chapter updates

### PREVIOUS WORK

- Amended the 2010-2035 MTP;
- Worked with TxDOT and TTI on the completion of the transportation model; and
- Began the interim update of the 2010-2035 MTP.

### SUBTASKS

#### 4.1 Metropolitan Transportation Plan

- Maintain and update the 2035 MTP;
- Begin development of the 2040 MTP, using the transportation model, public outreach and updated data;
- Set a timeline for 2040 MTP chapter updates;
- Continue to integrate alternative modes of transportation in the MTP; and
- Work with TxDOT on funding projections.

### TASK 4.0 FUNDING SUMMARY- METROPOLITAN TRANSPORTATION PLAN

Subtask	Responsible Agency	TPF <sup>1</sup>	FTA Sect.5303	Total
4.1 Metropolitan Transportation Plan	BCSMPO	\$87,642	\$15,056	\$102,698
TOTAL		\$87,642	\$15,056	\$102,698

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 reflected in the funding tables.

<sup>1</sup> Transportation Planning Funds

## TASK 5.0 - SPECIAL STUDIES

### OBJECTIVE

- Assist TxDOT in conducting surveys; and
- Conduct special studies of transportation facilities and/or corridors.

### EXPECTED PRODUCTS

- Hire on-call consultant;
- Conduct travel behavior survey for the update of the BCSMPO travel demand model; and
- Serve as project manager for consultant-led regional feasibility studies.

### PREVIOUS WORK

- Smartphone application developed with assistance of TAMU students;
- Texas A&M student activity survey conducted and data collected; and
- Coordinated efforts to acquire on-call services for a yet-to-be-determined feasibility study.

### SUBTASKS

#### 5.1 TXDOT Household Travel Behavior Survey Support

- BCSMPO staff will provide support to TxDOT to conduct a household travel survey in the Spring of 2012.

#### 5.2 Feasibility Study Selection Process

- BCSMPO staff will coordinate and lead an effort to hire a consultant, to conduct regional feasibility studies for the MPO on an on-call basis.

### TASK 5.0 FUNDING SUMMARY- SPECIAL STUDIES

Subtask	Responsible Agency	TPF <sup>1</sup>	FTA Sect.5303	Total
5.1 TXDOT Household Travel Behavior Survey Support	BCSMPO	\$5,650	\$1,000	\$6,650
5.2 Feasibility Study Selection Process	BCSMPO	\$60,000	\$563	\$60,563
TOTAL		\$65,650	\$1,563	\$67,213

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 reflected in the funding tables.

<sup>1</sup> Transportation Planning Funds

## BUDGET SUMMARY

The BCSMPO's planning program is funded by federal, state, and local funds expected to total \$428,467. The Federal Transit Association provides additional monies in the amount of \$61,304.

The table below shows planning resources anticipated by the BCSMPO in the coming fiscal year.

UPWP Task	Description	TPF <sup>1</sup> Funds	FTA 5303 <sup>2</sup>	Total Funds
1.0	Administration	\$114,916	\$13,695	\$128,611
2.0	Data Development	\$100,381	\$16,488	\$116,869
3.0	Short Range Planning	\$59,878	\$14,502	\$74,380
4.0	Metropolitan Transportation Plan	\$87,642	\$15,056	\$102,698
5.0	Special Studies	\$65,650	\$1,563	\$67,213
	<b>Total</b>	<b>\$428,467</b>	<b>\$61,304</b>	<b>\$489,771</b>

### TRANSPORTATION PLANNING FUNDS

FHWA (PL-112) <sup>1</sup>	\$328,467
FTA Section 5303 (Sect. 8) <sup>2</sup>	\$ 61,304
Estimated Unexpended Carryover	<u>\$100,000</u>
<b>TOTAL TPF</b>	<b>\$489,771</b>

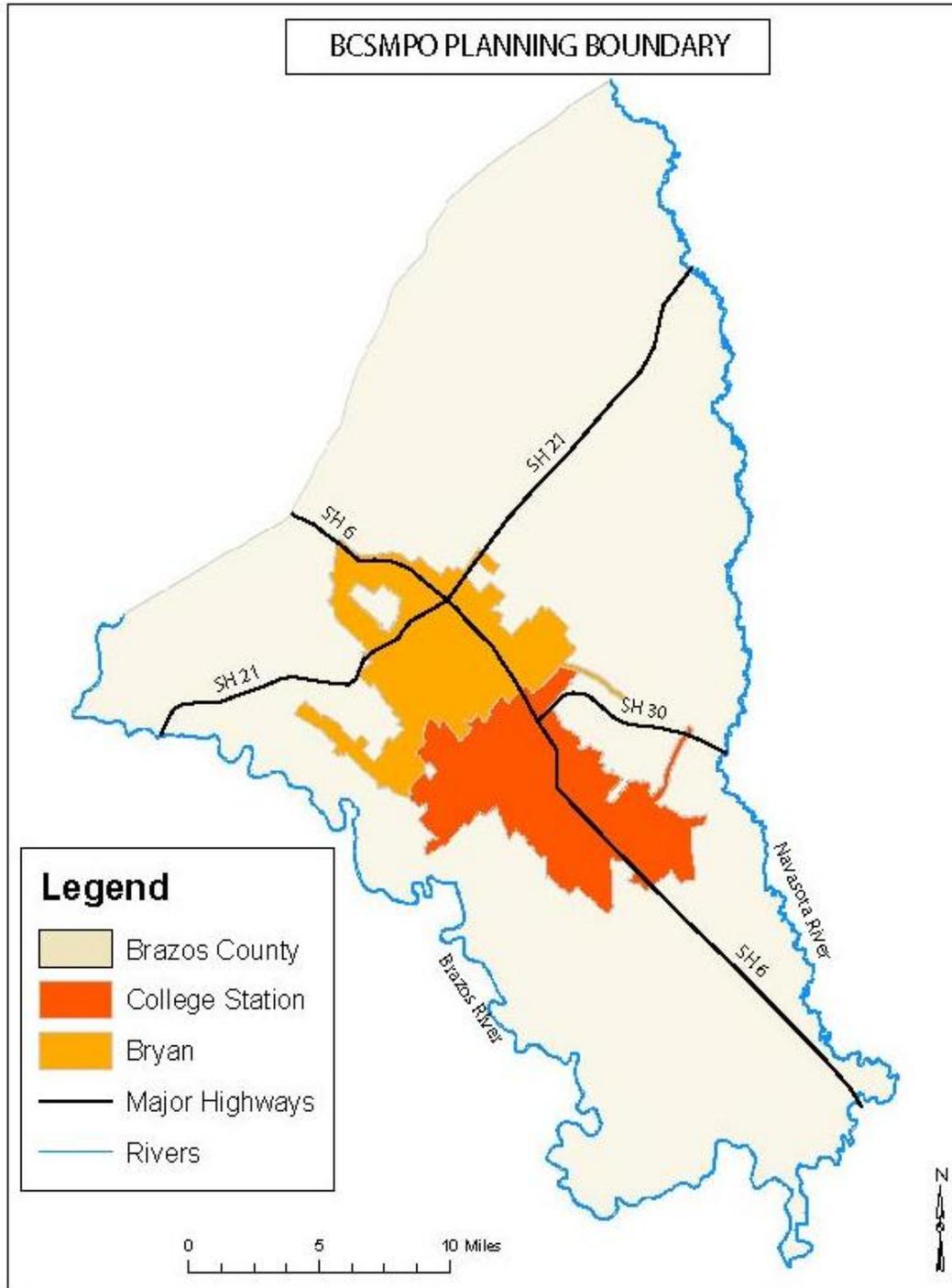
#### **Notes:**

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.

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 reflected in the funding tables.

**Appendix A**

**MPO PLANNING BOUNDARY**



**Appendix B****POLICY COMMITTEE MEMBERSHIP**

*Voting members of the BCSMPO Policy Committee is comprised of the following individuals and associated agency representations (shown in alphabetical order, by last name):*

<b>Name</b>	<b>Committee Position</b>	<b>Agency</b>
Mayor Nancy Berry	Chair	City of College Station
Mayor Pro-Tem Ann M. Horton	Member	City of Bryan
Catherine Hejl, P.E.	Member	Texas Department of Transportation
Dr. Rodney McClendon	Member	Texas A&M University
Judge Duane Peters	Vice-Chair	Brazos County

**Appendix C**

**DEBARMENT CERTIFICATION**

**DEBARMENT CERTIFICATION  
(Negotiated Contracts)**

- (1) The **Bryan/College Station Metropolitan Planning Organization** 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 indicated 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 - Chairperson, MPO Policy Committee

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Appendix D****LOBBYING CERTIFICATION****CERTIFICATION FOR CONTRACTS, GRANTS,  
LOANS AND COOPERATIVE AGREEMENTS**

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

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification, of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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 subjected to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Signature - Chair, MPO Policy Committee

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Date

**Appendix E**  
**CERTIFICATION OF COMPLIANCE**

I, \_\_\_\_\_, Chairperson of the Policy Committee, a duly authorized officer/representative of the Bryan/College Station Metropolitan Planning Organization 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Chairperson, MPO Policy Committee

Attest:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

## Appendix F

### MPO SELF-CERTIFICATION

In accordance with Title 43, Part 1, Chapter 15, Subchapter A, Rule §15.5 of the Texas Administrative Code, the Texas Department of Transportation, and the Bryan/College Station Metropolitan Planning Organization for the Brazos County urbanized area hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

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Bryan District  
Texas Department of Transportation

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Metropolitan Planning Organization  
Policy Board Chairperson

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District Engineer

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Chairperson

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Date

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Date

**Appendix G****FTA/ TxDOT Section 5303 Budget Worksheet for FY2012****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	\$ 13,695
44.22.00	General Development and Comprehensive Planning	\$ 16,488
44.23.01	Long Range System Level Planning	\$ 15,056
44.23.02	Long Range Project Level Planning	\$
44.24.00	Short Range Transportation Planning	\$ 7,251
44.25.00	Transportation Improvement Program	\$ 7,251
<b>Other</b>		
44.27.00	Other Activities	\$ 1,563

**TOTAL (Section 5303 Funding)****\$ 61,304**

*TxDOT will apply transportation development credits sufficient to provide the match for FTA Section 5303 program. As the credits reflect neither cash nor man-hours, they are not reflected in the above.*

**PART B. FUND ALLOCATIONS**

The MPO's FTA funds be allocated as such:

A) Metropolitan Planning Organization	\$ 61,304
B) Transit Agencies (Pass-through Funds)	\$
C) State/Local Agencies (Pass-through Funds)	\$

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

_____	N/A	\$ _____
_____	N/A	\$ _____

**TOTAL (matches the total in Part A)****\$ 61,304**

## Contacts

MPO: Linda LaSut, (979) 260-5298, llasut@bcsmmpo.org

TxDOT PTN: Karen Dunlap, (512) 374-5239, kdunlap@dot.state.tx.us

**Appendix H**

**Certification of Internal Ethics and Compliance Program**

I, \_\_\_\_\_  
(Name and Position, Typed or Printed)

a duly authorized officer/representative of the  
\_\_\_\_\_  
Bryan/College Station Metropolitan Planning Organization  
\_\_\_\_\_  
(MPO)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Chairman, MPO Policy Committee

Attest:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title