



# *UNIFIED PLANNING WORK PROGRAM*

*FISCAL YEARS 2020 - 2021*

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Prepared by:

**SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION**

**SPONSORING AGENCIES:**

CITIES OF: SHERMAN and DENISON in cooperation with urban area small cities

COUNTY OF: GRAYSON

TEXAS DEPARTMENT OF TRANSPORTATION

**IN COOPERATION WITH:**

FEDERAL HIGHWAY ADMINISTRATION

FEDERAL TRANSIT ADMINISTRATION

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# UNIFIED PLANNING WORK PROGRAM

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## ***I. INTRODUCTION***

The Governor of the State of Texas has designated Grayson County as the fiscal agent for the Sherman-Denison Metropolitan Planning Organization (MPO). Acting through its Policy Board, the MPO, in cooperation with the Texas Department of Transportation (TxDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), administers the transportation planning process in the Sherman-Denison urbanized area. The **Unified Planning Work Program (UPWP)** for the Sherman-Denison Metropolitan Planning Organization (MPO) describes the transportation planning process and MPO activities for the period of October 1, 2019 through September 30, 2021. The program documents each project's funding by source (federal, state, and local), explains how funds will be expended (type of project), and assigns responsibility for each work task. Federal Planning Rules for MPOs are described in Title 23, United States Code, Section 134 (The Urban Transportation Planning Process), and further regulated by Title 23 Code of Federal Regulations 420 and 450. Key federal legislation that further refines the planning processes was brought about by the Fixing America's Surface Transportation (FAST) Act and previous federal transportation legislation, such as ISTEA, TEA-21, SAFETEA-LU, and MAP-21. The FY 2020-2021 UPWP was developed in accordance with regulations set forth in the FAST Act, which was signed into law on December 4, 2015. The MPO is responsible, together with the State of Texas, for carrying out the provisions of the FAST Act.

### **A. PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM (UPWP)**

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

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency,
2. Increase the safety of the transportation system for motorized and non-motorized users,
3. Increase the security of the transportation system for motorized and non-motorized users,
4. Increase the accessibility and mobility of people and for freight,
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns,
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight,
7. Promote efficient system management and operation,
8. Emphasize the preservation of the existing transportation system,

9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation, and
10. Enhance travel and tourism.

The UPWP work elements were specifically selected to meet the seven national goals of the FAST Act. These goals, as listed in 23 USC §150, are as follows:

1. Safety: To achieve a significant reduction in traffic fatalities and serious injuries on all public roads,
2. Infrastructure condition: To maintain the highway infrastructure asset system in a state of good repair,
3. Congestion reduction: To achieve a significant reduction in congestion on the National Highway System,
4. System reliability: To improve the efficiency of the surface transportation system,
5. Freight movement and economic vitality: To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development,
6. Environmental sustainability: To enhance the performance of the transportation system while protecting and enhancing the natural environment, and
7. Reduced project delivery delays: To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

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

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

The SDMPO website, [www.sdmpo.org](http://www.sdmpo.org), provides additional opportunities for public involvement. Stakeholders may view and download MPO publications, as well as send e-mail to MPO staff with any questions regarding transportation planning. The website contains transportation planning information, and public transportation planning information. Links to public documents and agencies such as the latest

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Federal Transportation Law (FAST Act), FHWA, FTA, TxDOT, cities, and county governments may also be found on the MPO web site.

## **B. DEFINITION OF AREA**

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

## **C. ORGANIZATION**

The Sherman-Denison MPO Policy Board (PB) is the governing body of the MPO, performs its duties in accordance with state & federal laws, and is organized under its published By-Laws. The Sherman-Denison MPO also has a Technical Advisory Committee (TAC) whose membership consists of technical staff from the member local governments. The TAC is responsible for advising the PB on all urban transportation planning matters and to help guide the metropolitan planning process. Additionally, this committee advises on issues of a technical nature and provides recommendations of MPO policy issues, provides input regarding the development of all of the MPO's planning documents, any special studies that may arise, and has developed a project selection process that has been adopted by the PB as part of the development of the 2045 MTP. The Sherman-Denison MPO, its staff and its fiscal agent, are responsible along with the State, for carrying out this work program. The voting members of the PB are found in Appendix B. The UPWP is reviewed and approved by the PB.

## **D. PRIVATE SECTOR INVOLVEMENT**

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

## **E. PLANNING ISSUES AND EMPHASIS AREAS**

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

### **Metropolitan Transportation Plan (MTP)**

The Metropolitan Transportation Plan is the MPO's long-range plan that has a twenty-five year focus and is updated every five years. The 2045 MTP is anticipated to be adopted on October 2, 2019, and covers fiscal years 2020 to 2045. This long-range plan focuses on multi-modal transportation needs within the MPO area and serves as the basis for the planning needs and decision-making guidelines for the MPO Board. This is accomplished through identifying present and future transportation corridors, forecasting transportation needs and growth patterns, providing estimated costs for implementation of those needs, and including other innovative approaches to transportation. Updates to the MTP will be part of the planning process and changes will be incorporated as they become necessary.

### **Transportation Improvement Program (TIP)**

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

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

Projects listed in the TIP must be consistent with the long-range transportation plan. In addition to those projects, regionally significant transportation projects are included. A regionally significant project means a transportation project that is on a facility which serves regional transportation needs regardless of funding source (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a

metropolitan area's transportation network, including at a minimum all principal and major arterials and all fixed guide way transit facilities that offer an alternative to regional highway travel.

### **Travel Demand Model (TDM)**

In 2017, the MPO started to update the Travel Demand Model. Part of the process, includes working closely with TxDOT staff to improve the roadway network and data collection needs associated with the Travel Demand Model (TDM). The TDM is an important part of the MPO's functions and includes updates to the Geographic Information System (GIS); analysis of demographic data; updates to the roadway network; analysis of land use data for impacts on the transportation network; analysis and review of traffic count data and patterns; and analysis and review of traffic accident data and patterns.

The MPO's Travel Demand Model will be updated in FY 2021 in preparation of the development of the 2050 Metropolitan Transportation Plan.

### **Public Participation and Education**

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

### **Transportation Awareness**

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

### **Environmental Justice**

The MPO continues to monitor and ensure compliance with Federal and State guidance on Title VI and Environmental Justice. A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations." Environmental Justice and Title VI are not new concerns; however, because of the evolution of the planning process, greater emphasis is being placed on understanding and addressing the unique needs of different socioeconomic groups. The MPO's Environmental Justice initiatives strive to involve potentially affected citizens in developing transportation projects that fit harmoniously within their communities without sacrificing safety or mobility using its Public Participation Plan (PPP). By involving the public in transportation decisions in

their neighborhoods, the MPO strives to make sure that every transportation project considers the effect on the human environment and provides as much positive benefit to them as possible. Work on Environmental Justice and Title VI will be completed with Tasks 1.1, 1.2, 2.1, 3.1, 4.1 and 5.4.

### **Planning Areas**

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

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

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



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## **II. TASK 1.0 – ADMINISTRATION AND MANAGEMENT**

### **A. OBJECTIVE**

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

### **B. EXPECTED PRODUCTS**

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

### **C. PREVIOUS WORK**

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

### **D. DESCRIPTION OF SUBTASKS**

#### **1.1 Administration**

Prepare and submit required reports, certification and administrative documentation to maintain continuity and credibility of the Study. Prepare budgets, maintain financial

records, equipment inventory and ensure monies are spent appropriately. Coordinate activities between participating agencies and other public and private interests. Prepare request for proposals, as required, and solicit for contractual services and supervise the work. Assist participating agencies as needed. The MPO will review and evaluate the work accomplished during the previous fiscal year under this work program. An Annual Performance and Expenditure Report will be prepared at the end of each fiscal year (2019 & 2020) in accordance with TxDOT policy and procedures.

Maintain the computer equipment and software, funding is allocated and/or service contracts are in operation for the maintenance and upgrade of all automated information processing equipment and software purchased. Staff will continue updating MPO equipment and software when appropriate. Staff must stay abreast of current trends in technology, as they are applicable to the urban transportation planning process and effectiveness of operations and the planning process. All computer equipment will continue to be inventoried by identification number, physical location and staff member(s) responsible. Purchases of office supplies, materials, furniture, equipment, computers, monitors, printers, plotters and related computer equipment or computer software: equipment purchases exceeding \$5,000 per unit require prior approval from TxDOT-TPP.

Monitor, evaluate and implement Title VI Civil Rights/Environmental Justice compliance, guidance and requirements for plans and programs; continue to collect and analyze data related to minority or 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 the database of citizens and businesses in low income or minority areas to facilitate effective outreach to those populations.

## **1.2 Public Involvement**

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

This sub-task for Public Involvement covers the day-to-day responses to the public (via email and/or phone) as well as maintenance of the MPO's website. The internet web site: [www.sdmpo.org](http://www.sdmpo.org) will be maintained and updated as needed.

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

The Public Participation Plan was updated in 2015. In FY 2020, it will be reviewed and updated as needed as part of this task. The MPO continues its visibility among minority and low income communities. This is accomplished through announcements of meetings, etc. via neighborhood churches, or other local organizations.

**1.3 Staff Education and Training**

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

**E. FUNDING SUMMARY**

**TASK 1.0 - FY 2020 - 2021 (Amended 12-04-2019)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2020	2021	2020	2021	2020	2021	2020	2021	
1.1	MPO	\$19,850	\$20,600							\$40,450
1.2	MPO	\$15,260	\$6,610							\$21,870
1.3	MPO	\$26,200	\$27,100							\$53,300
<b>TOTAL</b>		<b>\$61,310</b>	<b>\$54,310</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$115,620</b>

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

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### **III. TASK 2.0 – DATA DEVELOPMENT & MAINTENANCE**

#### **A. OBJECTIVE**

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

#### **B. EXPECTED PRODUCTS**

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

#### **C. PREVIOUS WORK**

MPO staff continued the conversion of its Land Use Base Map and related data to TxDOT's standard. Staff updated GIS software licenses and worked with the local transit agency on data collection. Historical traffic counts continue to be added to the GIS base map. The MPO procured computer applications and equipment to enhance the information development of the MPO. Staff worked closely with the Traffic Analysis Section at TxDOT to provide updated socioeconomic information for the expanded Traffic Analysis Zones (TAZ) structure as part of the development of the 2013 Base Year travel demand model update for the Sherman-Denison Study Area. A Travel Demand Model was created as part of the 2045 MTP. This model was supplied to Texas Transportation Institute (TTI) for their use in updating the statewide model.

#### **D. DESCRIPTION OF SUBTASKS**

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

MPO staff will work with local governmental staff to determine anticipated areas of growth, possible changes to land uses over the next 25 years, and to incorporate local comprehensive land use plans into the MTP. On-going updates and maintenance of data and maps related to population, minority populations, low-income population, building permits, land use, housing, and employment within the current Metropolitan Planning

Area (MPA) would be geared towards developing a socio-economic base for the MTP. Areas of primary trip-generation activity will be inventoried, tabulated and grouped by Traffic Analysis Zones (TAZ).

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

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

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

1. Identify low-income/minority populations relevant to environmental justice issues;
2. Define the geographic areas where the noted low-income/minority conditions exist in the MPO area, utilizing data from the 2020 Census if available, and other relevant data sets;
3. Examine the existing transportation and transit system as it relates to the areas noted above;
4. Examine the location of future transportation projects via the MTP and the TIP, and study the correlation of these future projects to the areas noted above;
5. Create maps, and/or charts, and/or other relevant graphics to depict the existing and potential future conditions relevant to environmental justice, utilizing GIS and other automated tools;
6. Reference these maps in the MPO's/PB discussion of its Title VI activities (UPWP, MTP, Public Participation Plan);
7. Consider maps when organizing public involvement activities and consulted during project selection; and
8. Create a summary report that documents the process and findings of this analysis.

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

## **2.2 Travel Demand Model Update**

The MPO will update the model network as necessary. As the data is collected and the local partners' needs become apparent, the MPO will develop one or more modeling alternatives for review by the public, the TAC and the PB. The developed alternatives will also include a prioritized listing of thoroughfare improvements that will come out the countywide thoroughfare study that was completed in May 2018. The consultant will work with TxDOT staff to ensure that the Sherman-Denison Model is up-to-date and

utilizes the agreed upon base-year data. The consultant will also provide training to MPO staff on the transportation model, its use, and maintenance thereof.

### **2.3 Geographic Information System**

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

To fully allow the MPO to utilize the GIS in its work program, there are necessary enhancements and routine maintenance efforts that must be undertaken as part of its work program. These efforts include vehicle traffic counts, transit ridership, pavement condition monitoring, functional classification, demographic analysis, linking of Travel Demand Model data to GIS data. The MPO intends to use staff provided by its fiscal agent to complete this effort. The MPO may also contract with the member cities, as appropriate, to avoid duplication of efforts between the staffs of the cities and MPO.

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

**E. FUNDING SUMMARY**

**TASK 2.0 - FY 2020 - 2021 (Amended 10-07-2020)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2020	2021	2020	2021	2020	2021	2020	2021	
2.1	MPO/Consultant	\$2,000	\$6,810		\$95,000					\$103,810
2.2	MPO/Consultant	\$2,000	\$76,500							\$78,500
2.3	MPO	\$2,000	\$2,100							\$4,100
<b>TOTAL</b>		<b>\$6,000</b>	<b>\$85,410</b>	<b>\$0</b>	<b>\$95,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$186,410</b>

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

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

### **A. OBJECTIVE**

The objective of this task is to complete those planning activities that are more specific and are necessary for the planning process. This includes those required by the FAST Act such as the update of the 2020-2021 Unified Planning Work Program (UPWP) and revisions to the 2019-2022 Transportation Improvement Program (TIP), and development of the new 2021-2024 TIP.

### **B. EXPECTED PRODUCTS**

Comprehensive networking within the communities in an overall planning effort will continue to be pursued, monitored and evaluated through coordination agreements with local transit operators. Some specific products may include: Monitor and maintain the 2019-2022 TIP; Recommend any needed changes to the MTP and TIP; Look at community and regional involvement in transportation issues that may have an effect on the MPO's transportation network. Grayson County, the MPO's fiscal agent, may provide additional resources as needed. The MPO may use interns to assist staff when appropriate. The MPO may also contract with the member cities, as appropriate, to avoid duplication of efforts between the staffs of the cities and MPO. Staff will attend planning seminars and work sessions as appropriate. MPO staff will also participate in TEMPO subcommittees through teleconferences as well as any scheduled meetings/seminars as appropriate.

### **C. PREVIOUS WORK**

Previous work includes the preparation of the 2018-2019 UPWP, implementation of and amendments to the 2019-2022 TIP, and other documents as appropriate. In cooperation with TxDOT's area and district offices, staff developed and conducted public involvement meetings for the 2019-2022 TIP. In addition, staff developed and published the Annual Projects Listing document, performed public outreach to various social agencies, and updated information on its website.

### **D. DESCRIPTION OF SUBTASKS**

#### **3.1. Transportation Improvement Plan (TIP) and Self Certification**

Projects in the TIP will be consistent with the 2045 MTP. Any TIP updates will incorporate input from citizens, public agencies, transit operators and other interested parties. Project selection will ultimately rest with the State, via TxDOT, in cooperation with the PB. Update or amend the 2019-2022 TIP as needed and allow citizens, public agencies, and private transportation providers an opportunity to comment on the program.

Every two years each MPO is required to develop a new TIP. In FY 2020 the MPO will be required to develop a new TIP covering the years 2021 through 2024.



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

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

### **3.2. Unified Planning Work Program**

The 2020-2021 UPWP will be monitored and revised as necessary by the PB and submitted for review and approval by appropriate committees and agencies. Work program tasks will be dedicated to providing continuing and coordinated multimodal transportation planning for the MPO region.

Every two years each MPO is required to develop a new UPWP. The 2022-2023 UPWP will be developed incorporating all appropriate provisions of appropriate federal transportation re-authorization bill.

### **3.3. Short Range Transit Planning**

Texoma Area Paratransit System (TAPS) with the assistance of MPO staff utilizing a combination of FTA Sect. 5307 and local funding will perform short range planning projects needed to meet federal requirements recognizing established Planning Emphasis Areas. Such activities include: researching solutions to connect urban area riders to medical facilities, commuter route planning for the urbanized area, and identifying gaps in transit services.

**E. FUNDING SUMMARY**

**TASK 3.0 - FY 2020 - 2021 (Amended 12-04-2019)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2020	2021	2020	2021	2020	2021	2020	2021	
3.1	MPO	\$9,000	\$4,600							\$13,600
3.2	MPO	\$4,500	\$14,000							\$18,500
3.3	TAPS/MPO	\$2,000	\$2,100			\$42,840	\$42,840	\$10,710	\$10,710	\$111,200
<b>TOTAL</b>		<b>\$15,500</b>	<b>\$20,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$42,840</b>	<b>\$42,840</b>	<b>\$10,710</b>	<b>\$10,710</b>	<b>\$143,300</b>

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

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

### **A. OBJECTIVE**

A MTP must look into the future to address a twenty-five (25) year planning horizon to include both long and short-range strategies that will lead to the development of an integrated intermodal metropolitan transportation system. The current plan, the 2045 MTP, which is anticipated to be adopted on October 2, 2019, will be reviewed on a regular basis to ensure that it accommodates any changes that may occur prior to the next major update.

### **B. EXPECTED PRODUCTS**

The current plan will continue to be monitored for any dynamics and will be updated and changed as needed. Community and regional involvement in transportation issues that may have an effect on the MPO's transportation network will be reviewed.

### **C. PREVIOUS WORK**

The 2045 MTP update and public involvement process was successfully completed and the document is anticipated to be approved by the PB on October 2, 2019. The process was implemented in accordance with the planning requirements of MAP-21. Previous work, which supports the MTP, focused on the continual collection and refinement of data. Updated project costs to reflect total project cost (TPC) as well as year of expenditure (YOE) figures to address federal requirements. Staff worked with TxDOT Traffic Analysis Section to update TAZ's and demographic information to better reflect expanded boundary. The MPO's PPP was formally adopted. Project ranking criteria were developed by the TAC that yielded the following results:

- Safety (30.75%);
- Maintenance and System Efficiency (21.25%);
- Congestion and Freight Reliability (20.25%);
- Effect on Economic Development (10.88%);
- Effect on the Environment (3.38%);
- Transportation Choices (6.38%); and
- Community Support (7.13%).

These project ranking criteria were adopted by the PB and utilized in ***Decision Lens*** to rank projects for the 2045 MTP.

**D. DESCRIPTION OF SUBTASKS**

**4.1 Metropolitan Transportation Plan**

MPO will continue to update the current 2045 MTP as needed. MPO will publish any revisions to the MTP on the MPO website. Staff will review the 2045 MTP to ensure all TIP projects are listed, and to ensure that the MTP conforms to revised Federal and State guidelines, such as those for Environmental Justice.

**E. FUNDING SUMMARY**

**TASK 4.0 - FY 2020 - 2021 (Amended 10-02-2019)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2020	2021	2020	2021	2020	2021	2020	2021	
4.1	MPO	\$4,500	\$4,600							\$9,100
<b>TOTAL</b>		<b>\$4,500</b>	<b>\$4,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,100</b>

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

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## **VI. TASK 5.0 – SPECIAL STUDIES**

### **A. OBJECTIVE**

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

### **B. EXPECTED PRODUCTS**

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

### **C. PREVIOUS WORK**

The MPO recently completed two (2) phases of a multiphase freight study for Grayson County. The first phase of the Grayson County Freight Mobility Plan focused on the needs of Grayson County's freight industry and businesses. It identified challenges, investment strategies, policies and data needed to enhance freight mobility; to provide efficient, reliable and safe freight transportation; and to improve the economic competitiveness of Grayson County. It developed a comprehensive approach for facilitating the efficient and safe movement of people and freight in Grayson County. Phase 2 of the Grayson County Freight Mobility Plan, focused on the US 75 corridor and the highly industrialized area surrounding it.

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

### **D. DESCRIPTION OF SUBTASK**

#### **5.1 Census Coordination and Other Census Products**

Provide support to federal, state, county and local officials for the 2020 Census. Census information is used extensively in transportation planning given the valuable information collected. Some of this information can only be obtained via the census (alternatives to this type of demographic information collection is extremely expensive). Activities may include:

- Assist in preparations for the 2020 Census;
- Update the functional classification of the network based on the updated TAZs that result from the 2020 Census;

- Use 2020 Census block group and tract information to identify contiguous population groups and analyze this information to determine if there is need to expand the MPO's boundary;
- Participate in a Complete Count Committee.

## **5.2 Grayson County Freight Mobility Plan**

The next phase(s) of the freight plan would take a more in-depth look at freight related needs in Grayson County, including an in-depth study of opportunities to utilize rail in lieu trucks for hauling freight thus reducing the growing burden on the National Highway System (NHS), and develop an investment plan to address any needs. This subtask will be performed with the anticipation of receiving FY 2020 Statewide Planning and Research (SPR) Funds from TxDOT to assist with consultant involvement. Scope of services for the project would include:

- Analyze Union Pacific (UP), Burlington Northern Santa Fe (BNSF), and Genesee & Wyoming (GWRR) railroad corridors within Grayson County, and review operations at the Ray Yard in Denison and the BNSF yard in Sherman to identify opportunities to utilize rail in lieu of trucks for hauling freight;
- Proposed solutions to the limited capacity issue on the Denison Industrial Lead with the goal of improving rail capacity and thus reducing the need for additional trucks for hauling freight;
- Detailed inventory of rail served facilities that could potentially utilize rail in lieu of trucks for hauling freight;
- Identification of new development or redevelopment parcels with potential rail access that could be utilized to reduce trucks for hauling freight;
- Enhanced SWOT analysis workshop and/or additional workshop to review and vet plan findings and recommendations with stakeholders;
- Assessment of freight-related economic development potential in the region, including identification of key opportunities for future growth based on national, regional, and local trends;
- Development of local Multimodal Freight Network, connecting industrial and commercial clusters to freight facilities such as state highways and intermodal yards;
- Local Freight Network Priority Investment Plan; and
- Development of a graphics-rich summary of all phases of the Grayson County Freight Mobility Plan and an executive summary suitable for wide distribution to lawmakers, industry professionals, and the public.

### **5.3 Grayson County Thoroughfare Plan**

An analysis of water features, topography, built features, and parcel boundaries in relationship to the existing Grayson County Thoroughfare Plan will be conducted, and adjustments will be made to proposed alignments to mitigate constraints and minimize impacts to both the built and natural environment. Scope will include working with participating developers and land owners to refine alignments to be consistent with approved and proposed site plans and make adjustments to alignments to optimize the efficient use of productive land as well as to support drainage plans, circulation plans and effective ingress and egress for residents, emergency response and service vehicles. The goal is a supportive interaction of land use and transportation that supports community resiliency and economic vitality. For FY 2020, the MPO intends to use a consultant to complete Phase 1 of this effort. For FY 2021, the MPO intends to use staff provided by its fiscal agent to complete Phase 2 of this effort.

### **5.4 Long Range Transit Planning**

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

### **5.5 Project Prioritization Improvements**

The current funding environment requires that projects account for and properly describe regional benefits. This subtask will consist of reviewing regional on-system projects in an effort to define and execute the steps necessary to ensure that SDMPO projects compete for statewide funding opportunities. This will ensure that project descriptions and inputs are consistent with state/federal priorities and performance measures. The MPO intends to utilize a consultant to complete this effort.

**E. FUNDING SUMMARY**

**TASK 5.0 - FY 2020 - 2021 (Amended 12-02-2020)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2020	2021	2020	2021	2020	2021	2020	2021	
5.1	MPO	\$7,250	\$2,100							\$9,350
5.2	MPO/Consultant	\$44,000	\$0	\$95,000						\$139,000
5.3	MPO/Consultant	\$44,650	\$4,000							\$48,650
5.4	TAPS					\$28,560	\$28,560	\$7,140	\$7,140	\$71,400
5.5	MPO/Consultant		\$43,850							\$43,850
<b>TOTAL</b>		<b>\$95,900</b>	<b>\$49,950</b>	<b>\$95,000</b>	<b>\$0</b>	<b>\$28,560</b>	<b>\$28,560</b>	<b>\$7,140</b>	<b>\$7,140</b>	<b>\$312,250</b>

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



**VII. BUDGET SUMMARY**

**TABLE 1 - SHERMAN-DENISON MPO URBAN TRANSPORTATION STUDY - FY 2020 - 2021**

**(Amended 12-02-2020)**

UPWP Task	Description	TPF Funds <sup>1</sup>	SPR Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	Administration - Management	\$121,110	\$0	\$0	\$0	\$121,110
2.0	Data Development and Maintenance	\$91,410	\$95,000	\$0	\$0	\$186,410
3.0	Short Range Planning	\$40,100	\$0	\$85,680	\$21,420	\$147,200
4.0	Metropolitan Transportation Plan	\$8,700	\$0	\$0	\$0	\$8,700
5.0	Special Studies	\$145,850	\$95,000	\$57,120	\$14,280	\$312,250
<b>TOTAL</b>		<b>\$407,170</b>	<b>\$190,000</b>	<b>\$142,800</b>	<b>\$35,700</b>	<b>\$775,670</b>

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

Combined Transportation Planning Funds <sup>2</sup>	\$459,036
Estimated Unexpended Carryover	\$49,518
<b>TOTAL TPF</b>	<b>\$508,554</b>

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



## APPENDIX B

### POLICY BOARD MEMBERSHIP

#### SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION

Voting Members		
Bill Magers	County Judge, Chairman	Grayson County
David Plyler	Mayor	City of Sherman
Janet Gott	Mayor, Vice-Chairman	City of Denison
Mark Millar	Mayor, Small Cities Rep.	City of Gunter
Noel Paramanatham, P.E.	District Engineer	TxDOT – Paris District
Non-Voting Members		
Barbara Maley	Air Quality Specialist and Transportation Planner	FHWA – Texas Division Austin
Melissa Foreman	Community Planner	FTA – Region 6 – Fort Worth
Nick Page	Planner	TxDOT – Transportation Planning and Programming Division
Josh Walker	General Manager	Texoma Area Paratransit System (TAPS)
Bob Torti	Airport Director	North Texas Regional Airport
Standing Technical Committee		
Clay Barnett, P.E.	Executive Director	Sherman-Denison MPO
Clint Philpott, P.E.	Director of Engineering	City of Sherman
Judson Rex, AICP	City Manager	City of Denison
Bill Benton	Commissioners Court Appointee	Grayson County
Lee Lawrence	City Manager, Small Cities Rep.	City of Gunter
Aaron Bloom, P.E.	Area Engineer	TxDOT – Paris District

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## APPENDIX C

### DEBARMENT CERTIFICATION (Negotiated Contracts)

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

*\*federal, state or local*

\_\_\_\_\_  
Signature – Chairman, MPO Policy Board

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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## 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.

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Signature – Chairman, MPO Policy Board

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Title

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Agency

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Date

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**APPENDIX E**

**CERTIFICATION OF COMPLIANCE**

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

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

do hereby certify that the contract and procurement procedures that are in effect and used by the forenamed MPO are in compliance with 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," as it may be revised or superseded.

\_\_\_\_\_  
Date

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

Attest:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

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**APPENDIX F**

**CERTIFICATION OF INTERNAL ETHICS AND COMPLIANCE PROGRAM**

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

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

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

\_\_\_\_\_  
Date

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

Attest:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title