



# Unified Planning Work Program For The Waco Metropolitan Planning Organization

Fiscal Years 2022 & 2023  
October 1, 2021 to September 30, 2023

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Amendment 3, September 21, 2023

Submitted By

The Waco Metropolitan Planning Organization  
Prepared In Cooperation With  
The Member Governments Of

Bellmead  
Beverly Hills  
Bruceville-Eddy  
Crawford  
Gholson  
Golinda  
Hallsburg  
Hewitt  
Lacy-Lakeview  
Leroy  
Lorena

Mart  
McGregor  
Moody  
Riesel  
Robinson  
Ross  
Waco  
West  
Woodway  
McLennan County

and

The Heart of Texas Council of Governments  
Texas Department of Transportation  
US Department of Transportation  
Federal Highway Administration  
Federal Transit Administration

The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

## I. INTRODUCTION

The formalized urban transportation planning process was initiated in the Waco area in the early 1960s in response to Title 23, US Code, Section 134. That law required a cooperative, comprehensive, continuing (3C) transportation planning process as a condition for federal participation in urban transportation programs. The end product of the process was a recommended multi-modal transportation plan accepted by all local governments and participating agencies as a guide for future transportation improvements. The continuing process provides for systematically monitoring the elements affecting transportation and for updating the plan as conditions and requirements change.

The planning activities included in the 2022 / 2023 Unified Planning Work Program (UPWP) are coordinated with participating agencies to ensure that the short-range and long-range transportation needs of the Waco Metropolitan Area are met. This ongoing planning activity is required by the Federal Highway Act of 1962, the Urban Mass Transportation Act of 1964, as amended, the Airport and Airways Development Act of 1970, the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, the Transportation Equity Act for the 21st Century (TEA 21) of 1998, the Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) and the Fixing America's Surface Transportation Act (FAST).

FAST refocuses the Federal-aid highway program on seven national transportation goals which are listed below (in 23 US Code § 150). The intent is to increase accountability and transparency of the program and to improve project decision-making through performance-based planning and programming. The principles of these goals are incorporated throughout this document.

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.
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.

## **DISCLAIMER**

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In addition, the funding of tasks identified within this document are contingent upon necessary funds being authorized and appropriated by the United States Congress and does not commit either the Federal Highway Administration, Federal Transit Administration, or the Texas Department of Transportation to provide funds to accomplish the tasks contained herein in the absence of such authorization.

## **A. PURPOSE**

Each section of the UPWP describes the tasks and planning activities to be performed by the MPO and partner entities utilizing federal planning dollars in fiscal years 2022 and 2023. The UPWP serves as a base document for carrying on the continuing, cooperative, and comprehensive (3C) transportation planning process in the urbanized area, as well as documenting consideration of all applicable transportation modes. This document is proposed in accordance with guidelines furnished by modal agencies of the U.S. Department of Transportation, and with guidance from appropriate state and local agencies. Public involvement has been obtained from all the jurisdictions comprising the Metropolitan Planning Organization (MPO).

23 US Code § 134 identifies ten planning factors that must be considered as part of the metropolitan transportation planning process as required by FAST. Each work task and planning activity in the UPWP satisfies at least one element listed below.

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 freight.
5. Protect and enhance the environment, promote energy conservation, and improve 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 stormwater impacts of surface transportation.
10. Enhance travel and tourism.

## **B. DEFINITION OF AREA**

The metropolitan study area (see map in Appendix B) is coextensive with McLennan County, Texas. The study area includes the cities of Bellmead, Beverly Hills, Bruceville-Eddy, Crawford, Gholson, Hallsburg, Hewitt, Lacy-Lakeview, Leroy, Lorena, Mart, McGregor, Moody, Riesel, Robinson, Ross, Waco, West, Woodway and portions of Golinda, as well as the adjacent unincorporated areas of McLennan County. The metropolitan area encompasses 1,060 square miles and supports an estimated population of 256,623\*. This results in an average density of 242 persons per square mile.

\*US Dept of Commerce: Bureau of the Census – 2019 American Community Survey.

## **C. ORGANIZATION**

The MPO's organizational structure and planning objectives are included in the Prospectus and Bylaws.

1. MPO Policy Board – The Board is responsible for providing policy guidance to the planning process, to review and recommend current integrated transportation plans, including the Unified Planning Work Program, the Transportation Improvement Program, and the Metropolitan Transportation Plan, to the local governments and to promote the implementation of such plans. A listing of the Policy Board members can be found in Appendix A on page 20.

The MPO Policy Board is composed of elected officials, or their designated representatives from the local governments involved in the MPO along with representation from the Texas Department of Transportation. There are also a number of ex-officio members representing federal, state, and regional agencies, as well as members of Congress, State Senators, and State Representatives. These ex-officio members serve in an advisory capacity and do not have voting privileges.

2. MPO Technical Advisory Committee<sup>1</sup> – The Technical Advisory Committee is a working committee comprised of a cross section of individuals with knowledge and some degree of expertise in the field of transportation planning. This committee is made up of staff members from the MPO, TxDOT, McLennan County, business leaders, and representatives of the other local governments participating in the MPO. The Technical Advisory Committee is responsible for providing recommendations to the Policy Board on the various plans and programs implemented by the MPO. This committee coordinates with the various agencies involved in the MPO and is responsible for the development of the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). A listing of the Technical Advisory Committee membership can be found in Appendix A on page 21.
3. Management – Staff direction of the planning process rests with the MPO Director. The MPO staff is supported by the City of Waco that functions as the fiscal agent for the MPO. The day-to-day administration of the MPO is accomplished by the MPO Director and staff and is responsible for all MPO activities. The MPO Director is also responsible for scheduling and recording committee meetings, maintaining and disseminating data collected by the MPO, and coordinating efforts to encourage

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<sup>1</sup> The Waco MPO Policy Board, during its monthly meeting on March 17, 2022, adopted the bylaws for its Technical Advisory Committee, which until then was called "Technical Committee."

citizen participation in the planning process. The Waco District Office of TxDOT will continue fulfilling the State's role of joint responsibility with the MPO for carrying on the planning process. A listing of MPO staff is found in Appendix A on page 21.

#### **D. PRIVATE SECTOR INVOLVEMENT**

The MPO may utilize private sector consultants to assist with Tasks 1 through 5. Special studies utilizing private sector consultants is identified in task 5.1 – Waco Transit System Fixed Route Realignment Study. This study was initiated in Fiscal Year 2021 and will continue into Fiscal Year 2022.

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

Emphasis for Fiscal Years 2022 and 2023 will be the following:

1. On-going review and amendments of Connections 2045: The Waco Metropolitan Transportation Plan
2. Update the Waco Metropolitan Area Thoroughfare Plan
3. Development and adoption of the 2023 – 2026 Transportation Improvement Program
4. On-going maintenance and development of the 2021 – 2024 Transportation Improvement Program
5. Development and adoption of the Fiscal Years 2024 and 2025 Unified Planning Work Program
6. On-going maintenance and development of the Fiscal Years 2022 and 2023 Unified Planning Work Program
7. Study and adoption of recommendations regarding the potential realignment of Waco Transit System urban program fixed routes

For both fiscal years, the MPO staff will continue to maintain and improve data with its Geographic Information System and to improve participation by the public within the transportation planning process.

Note: The Waco MPO may be designated as a Transportation Management Area as a result of exceeding the urbanized area population threshold of 200,000 reported in the 2020 decennial census as determined by the US Census Bureau.

#### **F. USDOT PLANNING EMPHASIS AREAS**

The US Department of Transportation (USDOT) issued guidance in March, 2015 regarding three objectives for federal planning funds. Those objectives were: 1.) MAP-21 implementation, more specifically a transition to performance-based planning and programming; 2.) Regional Models of Cooperation, planning and cooperation across transit agency, MPO & State Boundaries; and 3.) Ladders of Opportunity, identifying and addressing connectivity gaps in accessing essential services. When this document was initially adopted, no additional guidance had been issued. In December 2021, USDOT issued new planning emphasis areas. Therefore, both sets of planning emphasis areas (2015 and 2021), and associated UPWP tasks, are summarized below. MPO staff may continue to adjust tasks and if necessary, develop an amendment to the UPWP for Policy Board consideration to further address the 2021 planning emphasis areas for work to be completed in FY 2023.

<b>2015 USDOT Planning Emphasis Areas</b>	<b>UPWP Tasks Intended to Partially Address Planning Emphasis Areas</b>
FAST ACT Implementation	2.2, Geographic Information System 2.3, Air Quality Data 3.1, Transportation Improvement Program 4.1, Metropolitan Transportation Plan
Regional Models of Cooperation	3.9, Public Transportation Coordination 3.10, Air Quality Planning 4.1, Metropolitan Transportation Plan
Ladders of Opportunity	3.5, Americans with Disabilities Act Planning 3.6, Public Transit Education Programs 3.7, Welfare to Work Efforts 5.1, Waco Transit System Fixed Route Realignment Study

<b>2021 USDOT Planning Emphasis Areas</b>	<b>UPWP Tasks Intended to Partially Address Planning Emphasis Areas</b>
Tackling the Climate Crisis	2.3, Air Quality Data 3.1, Transportation Improvement Program 4.1, Metropolitan Transportation Plan 3.9, Public Transportation Coordination 3.10, Air Quality Planning 4.2, Thoroughfare Plan 4.3, Active Transportation Plan 5.1, Waco Transit System Fixed Route Realignment Study
Equity and Justice 40	2.1, Demographic Data Activities 2.3, Air Quality Data 3.5, Americans with Disabilities Act Planning 3.6, Public Transit Education Programs 3.7, Welfare to Work Efforts 3.9, Public Transportation Coordination 3.10, Air Quality Planning 4.1, Metropolitan Transportation Plan 4.3, Active Transportation Plan 5.1, Waco Transit System Fixed Route Realignment Study
Complete Streets	2.2, Geographic Information System 4.1, Metropolitan Transportation Plan 4.2, Thoroughfare Plan 4.3, Active Transportation Plan
Public Involvement	1.2, Public Involvement 1.6, Title VI Civil Rights Evaluation 2.1, Demographic Data Activities
Strategic Highway Network / US DOD Dept of Defense Coordination	3.1, Transportation Improvement Program 4.1, Metropolitan Transportation Plan 4.2, Thoroughfare Plan
Federal Land Management Agency Coordination	4.1, Metropolitan Transportation Plan
Planning and Environmental Linkages	4.1, Metropolitan Transportation Plan
Data in Transportation Planning	2.1, Demographic Data Activities 2.2, Geographic Information System 4.1, Metropolitan Transportation Plan

## **TASKS**

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

#### **A. OBJECTIVE**

The objective for this task is to ensure continuing, cooperative, and comprehensive transportation planning for the Waco Urban Transportation Study. This objective is accomplished by providing for the management and administration of work tasks and funding sources, and by providing for and soliciting public participation. The MPO may use consultants to assist in the completion of a task. In addition, this task requires that all federal, state, and local guidelines and regulations are followed and met.

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

1. Sustainment of the transportation planning process and enhancement of transportation planning services within the Metropolitan Area.
2. Preparation and adoption of the FY 2024 – 2025 Unified Planning Work Program (UPWP).
3. Refining and improving the MPO Public Participation Plan (PPP).
4. Refining and improving the MPO Limited English Proficiency Plan (LEP).
5. Submit FY 2021 & FY 2022 Annual Performance and Expenditure Reports (APER).
6. Review and submit FY 2021 & FY 2022 Annual Project Listings (APL).
7. Preparation for possible designation as a Transportation Management Area in 2022 including formation of a strategic planning work group.

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

1. Adoption of the FY 2020-2021 UPWP.
2. FY 2019 and FY 2020 Annual Performance & Expenditure Reports preparation and submission.
3. Public Notification and Participation.
4. Annual Listing of Projects – Federal Obligations for FY 2019 and FY 2020.
5. Conducted Policy Board, Technical Advisory Committee, and Bicycle / Pedestrian Work Group meetings.
6. Attended local and statewide MPO meetings, various training courses, and annual conferences.
7. Maintained data on minority and disadvantaged populations for Environmental Justice purposes.
8. Translated several key documents into Spanish and advertised all public hearings in Spanish.
9. Updated four factor analysis for the Limited English Proficiency Plan for the MPO.
10. Adopted a new MPO Public Participation Plan in 2020.
11. Review / preparation for possible designation as a Transportation Management Area in 2022. With support from TxDOT, staff collaborated with a work group and Texas Transportation Institute (TTI) to conduct a Transportation Management Area (TMA) Process Review in anticipation of Waco MPO's TMA status.

#### **D. SUBTASKS**

##### **1.1 Unified Planning Work Program – FHWA, FTA, TxDOT and MPO**

The MPO staff will maintain and revise the current UPWP (FY 2022 – 2023) to meet the changing dynamics of the MPO and its study area. In FY 2023, the staff will prepare a new UPWP for Fiscal Years 2024 & 2025, in cooperation with TxDOT and Waco's Transit

operator. The MPO will collaborate on the format and timeline with TxDOT and the MPO Policy Board must approve the UPWP and any subsequent revisions. Once adopted or revised by the MPO Policy Board, USDOT is responsible for approval. All UPWP documents produced will be submitted electronically to appropriate agencies, and hard copies may be duplicated and distributed as requested. Extra copies will be made available to all interested parties. A public hearing will also be conducted prior to adoption or any revisions.

#### 1.2 Public Involvement – TxDOT and MPO

The MPO will continue to evaluate its Public Participation Plan (PPP) for effectiveness in soliciting public comment and will make appropriate changes when necessary. The MPO will conduct public meetings and hearings in accordance with its established policies and governing regulations. The purpose for this will be to inform the general public and receive their input on multi-modal transportation planning efforts in the Waco Metropolitan Area. When appropriate the MPO staff will prepare and present briefings and presentations on transportation issues. The MPO will post and advertise public notices of meetings as required. The MPO will maintain a website to further disseminate information to the public. In addition, the MPO will also more extensively utilize electronic media, including social media in conjunction with the City of Waco, and virtual meetings and tools, as additional methods of soliciting public comment and feedback regarding various plans, programs and amendments under consideration by the MPO Policy Board. As requested, the MPO will provide information to the public. The MPO will review and revise the public involvement procedures as necessary.

#### 1.3 Administrative and Management Duties – TxDOT and MPO

The MPO Director will administer all aspects of the day-to-day operation of the MPO. Administrative functions will include: preparation and submittal of reports, document management, recording of meetings, update and review of procedures, preparation of contract proposals and solicitation of services, supervision of contract performance, and the purchase of supplies, equipment, furniture, computer hardware and software (including annual maintenance agreements). The MPO Director will obtain all necessary prior approvals prior to all purchases totaling over \$5,000. The MPO Director will also prepare budgets, maintain financial records, and ensure funds are expended properly.

MPO staff members will maintain and enhance their knowledge of all governing regulations and procedures. The MPO staff will coordinate activities with participating agencies and other public and private interests and assist them, as needed.

#### 1.4 Policy Board and Technical Advisory Committee Support, TxDOT, and MPO

The MPO staff will coordinate and/or provide all aspects of support for both the Policy Board and the Technical Advisory Committee. In addition, the MPO will provide the same support for any other committee or sub-committee appointed by the Policy Board on a provisional basis, as well as any subject matter work group.

#### 1.5 Training and Travel – FHWA, FTA, TxDOT, and MPO

To ensure professional development and appropriate representation, the MPO staff will attend relevant training, meetings, and conferences. Emphasis for staff training will be on the measurement of transportation performance and improving efforts to solicit public involvement. Sustaining knowledge on pertinent rules, required procedures, and regulations will also continue to be an area of emphasis. MPO staff will obtain TxDOT approval in advance of any out of state travel.



At a minimum, MPO staff are authorized by the MPO Policy Board for the following out of state travel but does not constitute TxDOT approval:

October, 2021 – Association of MPOs Annual Conference in Scottsdale, AZ  
 Fall, 2022 – Association of MPOs Annual Conference at a location yet to be determined.

Spring, 2022 – Association of MPOs Technical Symposium in Fort Lauderdale, FL.

MPO staff may travel to other out of state conferences or workshops as authorized in advance through appropriate fiscal agent processes and by TxDOT.

**1.6 Title VI Civil Rights Evaluation – FHWA, FTA, TxDOT, and MPO**

The MPO staff will maintain public involvement procedures with the goal of ensuring that citizens from minority ethnic or racial backgrounds, citizens with low incomes in the Waco Metropolitan Area and those who have limited proficiency in speaking the English language have an opportunity to participate in the planning process and to meet the requirements of U.S. Title VI compliance. The MPO staff will periodically review the Public Participation Plan to monitor its effectiveness in obtaining input from citizens with minority, ethnic, racial or low-income backgrounds. The MPO will revise the Public Participation Plan as necessary based on these reviews. The MPO will review and utilize various analysis tools as related to Title VI and will base those strategies on selected performance measures and indicators as selected by the MPO. Potential analysis tool(s) will be integrated into project selection for the development of the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP), and any subsequent revisions.

The MPO will also update as necessary the Limited English Proficiency (LEP) Plan which identifies the potential need for translation services or the translation of MPO documents for those within the Metropolitan Area who have limited ability to speak English. The MPO will translate appropriate documents in Spanish or other languages as determined by the LEP Plan and provide interpretative services for Spanish, sign language or other languages as necessary.

**E. FUNDING SUMMARY – TASK 1**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>		FTA Section 5307		Local		Total
		FY 22	FY 23	FY 22	FY 23	FY 22	FY 23	
1.1	FHWA, FTA, TxDOT, MPO	\$6,100	\$12,600	\$0	\$0	\$0	\$0	\$18,700
1.2	TxDOT, MPO	\$24,400	\$25,400	\$0	\$0	\$0	\$0	\$49,800
1.3	TxDOT, MPO	\$24,000	\$25,400	\$0	\$0	\$0	\$0	\$49,400
1.4	TxDOT, MPO	\$30,500	\$31,700	\$0	\$0	\$0	\$0	\$62,200
1.5	FHWA, FTA, TxDOT, MPO	\$14,700	\$15,200	\$0	\$0	\$0	\$0	\$29,900
1.6	FHWA, FTA, TxDOT, MPO	\$22,000	\$16,500	\$0	\$0	\$0	\$0	\$38,500

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>		FTA Section 5307		Local		Total
		FY 22	FY 23	FY 22	FY 23	FY 22	FY 23	
Total		\$121,700	\$126,800	\$0	\$0	\$0	\$0	\$248,500

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

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

### III. TASK 2.0 – DATA DEVELOPMENT AND MAINTENANCE

#### A. OBJECTIVE

To provide and analyze current and projected demographic, employment and socioeconomic data for the Study Area which will assist in production and modification of the Metropolitan Transportation Plan, Transportation Improvement Program, and will assist public transportation planning. The MPO may use consultants to assist in the completion of a task.

#### B. EXPECTED PRODUCTS

The MPO staff will begin collecting and analyzing data released from the 2020 decennial Census. Existing databases will be updated and maintained to incorporate Census 2020, the Census American Community Survey, and the Census Transportation Planning Package. MPO staff will also update databases and GIS layers resulting from reviews of highway functional classification, thoroughfare plan updates and changes in land use. MPO staff will also begin performing analysis regarding travel time data made available through the Texas A&M Transportation Institute (TTI) Congestion Management Process Assessment Tool (COMPAT).

#### C. PREVIOUS WORK

1. MPO staff utilized TransCad software for travel demand modeling.
2. Updated ArcGIS layers for the travel demand forecast model and GIS.
3. Developed 2015 Base Year and 2045 Forecast Year Socio-economic data by Traffic Analysis Zone for use in travel demand modeling.
4. Reviewed, analyzed, and incorporated Census 2010, Census American Community Survey & Census Transportation Planning Package data.
5. Updated Adjusted Urbanized Boundary for Waco Urbanized Area.
6. Updated GIS databases as necessary.

#### D. SUBTASKS

##### 2.1 Demographic Data Activities – MPO

The MPO will collect and analyze necessary demographic data in support of any revisions of the Metropolitan Transportation Plan, the Regional Public Transportation Coordination Plan, and the Regional Thoroughfare Plan. Analysis will include the study of updated population and migration trends from the most current data available from the US Census Bureau. Analysis will also include further review of how identified demographic changes impact how projects comply with Title VI of the Civil Rights Act. Data regarding the various modes of transportation will also be updated.

A primary focus for FY 2022 will be analysis of demographic data released from the 2020 Census.

**2.2 Geographic Information System – MPO**

In conjunction with the City of Waco, the MPO staff will continue to operate, maintain, evaluate, and improve the Geographic Information System as maintained by the City of Waco. Specific geodatabases that will receive focus are: Low Income and Minority Neighborhoods, Streets, Railways, Rail Crossings, Aviation Facilities, Census Geography, Transit, Vehicle Crashes, Traffic Signals, Land Uses (existing and forecasted), Municipal Boundaries, Highway Functional Classification, Bridge Ratings, Environmentally Sensitive Areas, Potential Locations for Environmental Mitigation, Traffic Counts (current and forecasted) and travel time analysis for arterial corridors. The MPO will continue to develop geodatabases for environmental aspects which affect transportation planning.

In addition, the MPO will continue to develop and monitor data necessary for performance-based planning evaluations and target setting including: travel time reliability, transit asset condition, pavement and bridge conditions, highway crash performance and transit safety.

**2.3 Air Quality Data – MPO, HTCOG, TCEQ, Consultant**

The Waco MPO, in coordination with the Heart of Texas Council of Governments and the Texas Commission on Environmental Quality, will assist in the collection of and subsequent analysis of ozone readings from monitors located within the MPO jurisdiction.

**E. FUNDING SUMMARY – TASK 2**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>		FTA Section 5307		Local		Total
		FY 22	FY 23	FY 22	FY 23	FY 22	FY 23	
2.1	MPO	\$66,140	\$51,000	\$0	\$0	\$0	\$0	\$117,140
2.2	MPO	\$76,500	\$80,400	\$0	\$0	\$0	\$0	\$156,900
2.3	MPO	\$2,600	\$2,700					\$5,300
Total		\$145,240	\$134,100	\$0	\$0	\$0	\$0	\$279,340

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

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

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

### **A. OBJECTIVE**

To provide innovative and integrated planning for the current transportation needs of the Waco Metropolitan Area. Additionally, the MPO staff will provide a systematic approach to planning for the provision of transit services to improve the overall transit system. The MPO may use consultants to assist in the completion of a task.

### **B. EXPECTED PRODUCTS**

1. Program highway, transit, bicycle and pedestrian projects that are ready to be implemented or constructed (Subtask 3.1).
2. Develop and adopt a Transportation Improvement Program (TIP) that once implemented, makes progress toward achieving federal performance targets for fiscal years 2023 through 2026 (Subtask 3.1).
3. Plan for more efficient transportation services and transit operations, and better service to public transportation consumers (Subtasks 3.1 through 3.7, and 3.9).
4. Plan for safe, clean, reliable, and affordable public transportation within the Waco Metropolitan Area (Subtasks 3.1 through 3.7, and 3.9).
5. Continued analysis of the annual ridership survey of Waco Transit System (Subtask 3.3).
6. Expand Transit Education Program to Grade School Classes (Subtask 3.6).
7. Continued Life Skills Classes and Transit Education Program with local ISDs (Subtask 3.6).
8. Continue assisting Waco Transit System in their planning efforts to assist welfare recipients obtain employment (Subtask 3.7).
9. Continue to assist regional public transportation providers in planning efforts to streamline and coordinate their services (Subtasks 3.1 through 3.7, and 3.9).

### **C. PREVIOUS WORK**

1. Approved Revisions to the 2019 – 2022 TIP.
2. Adoption of the 2021 – 2024 TIP.
3. Transit Education Program to Third Grade Classes.
4. Transit Education Program with WISD.
5. Adoption of revisions to Highway Functional Classification System.
6. Approval of recommended changes to the National Highway System

### **D. SUBTASKS**

#### **3.1 Transportation Improvement Program (TIP) – FTA, FHWA, TxDOT, MPO, Waco Transit System**

The MPO staff, in conjunction with the Waco District of TxDOT and Waco Transit System (WTS), will develop the TIP for fiscal years 2023 through 2026. The TIP will describe the anticipated effect toward achieving performance targets and demonstrate the link between the investment priorities of those performance targets. The TIP adoption and revision processes will follow approved public participation procedures and review by the Technical Advisory Committee prior to adoption by the Policy Board.

### 3.2 Grant Preparation – FTA, Waco Transit System

Waco Transit System will develop in coordination with the FTA an application for a Section 5307 Grant for fiscal years 2023 and 2024. Waco Transit System will manage the FY 2022 and FY 2023 grants to ensure funds are expended effectively and in accordance with federal requirements. Documents, certifications, and quarterly reports will be prepared and submitted to the FTA and TxDOT. Waco Transit System will prepare updates to Title VI, National Transit Database, Disadvantaged Business Enterprise listings and Public Participation documents, and analyze effectiveness of current policies related to meeting these requirements. Waco MPO will provide planning services as requested by Waco Transit System in support of Waco Transit System planning efforts.

### 3.3 Performance and Quality Evaluation – FTA, MPO, Waco Transit System

Waco Transit System will continue to put into practice activities that assure transit services are efficiently and effectively provided to the community through:

- In-depth research on demographic, geographic, and changing needs of the communities served.
- Analysis of route viability including passenger trips, vehicle miles, vehicle hours, passengers per mile, passengers per hour, cost per mile/hour, and operating ratio.
- Service analysis indicators including on-time performance, miles between road calls, and miles between preventable accidents.
- Marketing research through cooperation with Baylor University and the Texas State Technical College (TSTC) administrators. Public hearings will also be conducted to gather further insight.
- Analysis of security for the Waco Transit System facilities and rolling stock. Recommendations on addressing weaknesses will be developed.

### 3.4 Education and Training – FTA, Waco Transit System

Waco Transit System personnel will attend workshops and seminars related to transit planning in the State and Southwest Region. Staff will continue to maintain their knowledge on all pertinent regulations and changes.

### 3.5 Americans with Disabilities Act Planning – FTA, Waco Transit System

Waco Transit System will continue to evaluate conformance with ADA requirements and local service provisions relating to those requirements. Corrections to identified problem areas will be addressed as required. Staff will evaluate overall accessibility issues including transit facilities and employment opportunities. In addition, staff will attend training to ensure they are current on all ADA requirements.

### 3.6 Public Transit Education Programs – Waco Transit System, Various School Districts

Waco Transit System will continue to develop and distribute audio-visual materials for broadcast on the City of Waco Cable Channel and for public service announcements. Waco Transit System will develop educational items that promote public transportation and will distribute these items at special events. Travel Training videos are also available on the website. Waco Transit System will continue involvement with student / parent organizations to help develop knowledge of the transit system and how it functions. These organizations will also be given opportunities to give input on how they would like Waco Transit System to better serve area youths. Waco Transit System's staff is involved in several community organizations.

### 3.7 Welfare to Work Efforts – FTA, MPO, Waco Transit System, TxDOT, Waco Housing Authority

Waco Transit System will review its routes and schedules for appropriate changes, if necessary. The goal is to provide the best possible public transportation to area employers and increase the ability for persons to access employment opportunities using public transportation. Continued evaluation of expanding demand response and fixed route service will also be considered by the MPO and Waco Transit System. Waco Transit System will also continue the LINK program which provides transportation from Falls County to Waco that allows riders to work in Waco and continue their education. MPO Participation with the LINK program is limited to the portion providing service to communities within McLennan County.

### 3.8 Road and Highway Functional Classification – FHWA, TxDOT, MPO

The MPO will update and revise as necessary the existing Road and Highway Functional Classification System in FY 2023. The MPO staff will also review, in coordination with TxDOT and FHWA, the classification of non-NHS facilities and update as appropriate.

### 3.9 Coordination of Public Transportation Services – MPO, Waco Transit System, McLennan County, HOTCOG, FTA, TxDOT

The MPO and Waco Transit System will assist Waco Transit System and the Rural Transportation Board for McLennan County in reviewing and updating the McLennan County Transit Need Study. The MPO will assist transit providers in McLennan County in grant applications to fund projects identified within the plan that impact residents within the MPO jurisdiction.

### 3.10 Air Quality Planning – MPO, FHWA, FTA, TxDOT

The MPO will continue monitoring air quality for the Waco Region and provide status updates during the May through October ozone season.

**E. FUNDING SUMMARY – TASK 3**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>		FTA Section 5307		Local		Total
		FY 22	FY 23	FY 22	FY 23	FY 22	FY 23	
3.1	FTA, FHWA, TxDOT, MPO, Waco Transit System	\$102,000	\$39,000	\$0	\$0	\$0	\$0	\$141,000
3.2	FTA, Waco Transit System	\$0	\$0	\$4,700	\$4,900	\$1,200	\$1,250	\$12,050
3.3	FTA, MPO, Waco Transit System	\$0	\$0	\$93,600	\$97,400	\$23,400	\$24,350	\$238,750
3.4	FTA, Waco Transit System	\$0	\$0	\$5,200	\$5,400	\$1,300	\$1,350	\$13,250
3.5	FTA, Waco Transit System	\$0	\$0	\$4,700	\$4,900	\$1,200	\$1,250	\$12,050
3.6	Waco Transit System, ISDs	\$0	\$0	\$4,700	\$4,900	\$1,200	\$1,250	\$12,050
3.7	FTA, MPO, Waco Transit System, Waco Housing Authority	\$11,540	\$7,700	\$5,200	\$5,400	\$1,300	\$1,350	\$32,490
3.8	FHWA, MPO, TxDOT	\$26,700	\$85,600	\$0	\$0	\$0	\$0	\$112,300
3.9	MPO, Waco Transit System, TxDOT, FTA	\$19,100	\$15,600	\$4,700	\$4,900	\$1,200	\$1,250	\$46,750
3.10	MPO, HOTCOG, Waco Transit System, TxDOT, FHWA, FTA	\$7,500	\$7,800	\$0	\$0	\$0	\$0	\$15,300
<b>Total</b>		<b>\$166,840</b>	<b>\$155,700</b>	<b>\$122,800</b>	<b>\$127,800</b>	<b>\$30,800</b>	<b>\$32,050</b>	<b>\$635,990</b>

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

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

## **V. TASK 4.0 – LONG RANGE TRANSPORTATION PLANNING**

### **A. OBJECTIVE**

To prepare an updated long-range transportation plan for the Waco Metropolitan Area, in cooperation with participating agencies, which will meet the current and future transportation needs for the Metropolitan Area and the requirements of federal, state, and local agencies. The MPO may use consultants to assist in the completion of a task.

### **B. EXPECTED PRODUCTS**

1. Amend Connections 2045: The Waco Metropolitan Transportation Plan as necessary.
2. Continue to connect transportation investments to regional system performance.
3. Continue to foster the cooperative comprehensive planning process
4. Revise the Regional Thoroughfare Plan as needed
5. Revise the Waco Metropolitan Area Active Transportation Plan as needed

### **C. PREVIOUS WORK**

1. Adopted and later amended Connections 2045: The Waco Metropolitan Transportation Plan
2. Ongoing maintenance of the Waco Metropolitan Area Active Transportation Plan
3. In cooperation with TxDOT, reviewed and recommended changes to the National Highway System and corresponding principal arterial designations

### **D. SUBTASKS**

#### 4.1 Metropolitan Transportation Plan – FHWA, FTA, MPO, TxDOT, Waco Transit System

The MPO will review and amend as necessary, Connections 2045: The Waco Metropolitan Transportation Plan. Revisions to the plan will reflect the connection between transportation investments and regional system performance and will follow approved public participation procedures and review by the Technical Advisory Committee prior to approval by the Policy Board.

#### 4.2 Thoroughfare Plan – MPO, TxDOT

The MPO staff will use information provided from the City of Waco's impact fee study process to update the Waco Metropolitan Area Thoroughfare Plan to reflect changing development trends, shifts in traffic patterns, real population numbers and estimates, land use forecasts, and other relevant factors that would impact future thoroughfare planning. All plan revisions will follow approved public participation procedures and review by the Technical Advisory Committee prior to adoption by the Policy Board.

#### 4.3 Active Transportation Plan – MPO, TxDOT, Waco Transit System

MPO Staff will review and update the adopted active transportation plan as necessary. All plan revisions will follow approved public participation procedures and review by the Technical Advisory Committee prior to adoption by the Policy Board.



**E. FUNDING SUMMARY – TASK 4**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>		FTA Section 5307		Local		Total
		FY 22	FY 23	FY 22	FY 23	FY 22	FY 23	
4.1	MPO, Waco Transit System, TxDOT, FHWA, FTA	\$73,700	\$68,000	\$0	\$0	\$0	\$0	\$141,700
4.2	MPO, TxDOT	\$50,000	\$47,500	\$0	\$0	\$0	\$0	\$97,500
4.3	MPO, Waco Transit System, TxDOT	\$23,700	\$20,400	\$0	\$0	\$0	\$0	\$44,100
<b>Total</b>		<b>\$147,400</b>	<b>\$135,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$283,300</b>

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

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

## **VI. TASK 5.0 – SPECIAL STUDIES**

### **A. OBJECTIVE**

To provide objective, thorough, and innovative solutions for meeting current and future transportation needs in the Metropolitan Study Area and to provide current analysis and data which assists in updating the Metropolitan Transportation Plan. The MPO may use consultants to assist in the completion of a task.

### **B. EXPECTED PRODUCTS**

1. Complete work on a study to realign the Waco Transit System Fixed Route System. This study was initially scheduled for fiscal year 21. However, in cooperation with Waco Transit System, it was determined that the realignment study should not commence until the bus rapid transit preliminary engineering study was further along. Work on the Waco Transit Fixed Route Realignment Study was initiated in FY 21 and is scheduled for completion in FY 22.

### **C. PREVIOUS WORK**

1. Completed work on the Waco Transit System Rapid Transit Corridor Feasibility study.
2. Completed work on the McLennan County Transit Need Study.

### **D. SUBTASKS**

#### 5.1 Waco Transit System Fixed Route Realignment Study – MPO, Waco Transit System, City of Waco, Consultant, TxDOT

Waco Transit System, with the assistance of consultants and MPO staff, will conduct a study to redesign the urban fixed route system with the goals of increasing service frequency and reducing travel times while not significantly increasing operating costs. This study was recommended by consultants that produced the Waco Rapid Transit Corridor Feasibility Study. That study made 2 recommendations: 1.) Establishing a bus rapid transit line (BRT) along the US 84 / Franklin Ave corridor in place of a single point of transfer in Downtown Waco and 2.) Realigning the entire fixed route system to operate on 20-to-30-minute loops that begin and end at one of the BRT stops instead of all routes beginning and ending in Downtown Waco. As the BRT line will be nearing the completion of the engineering and design phase, this study will accomplish the 2<sup>nd</sup> recommendation of the earlier feasibility study.

In addition to recommending new fixed route alignments, this study is to accomplish the following tasks: 1.) Provide recommendations to transition from a flag stop system to a dedicated stop system along with identifying infrastructure needs to meet ADA accessibility requirements; 2.) Analyze new route and stop recommendations to ensure that access to proposed fixed routes by transit dependent populations are at least as good as the current system; 3.) Analyze anticipated ridership of the proposed new fixed routes and stops to determine best combination of ridership and reduced travel times.

5.2 Waco Transit System Low/Zero Emission Propulsion Study, Infrastructure Assessment, and a Fleet Transition Plan – Waco Transit System, City of Waco, Consultant Waco Transit System, with the assistance of consultants and City of Waco will conduct a study to assess the current infrastructure and develop a plan to transition to Low/Zero Emission Propulsion. This study will analyze costs, benefits, timelines, and risks of various low- or zero-emission fleet propulsion options, assess existing infrastructure and needs for various powering/fueling options, make recommendations to executive leadership and the

Board of Directors, and develop a Transition Plan in accordance with requirements set forth by the Bipartisan Infrastructure Law.

**E. FUNDING SUMMARY – TASK 5**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>		FTA Section 5307		Local		Total
		FY 22	FY 23	FY 22	FY 23	FY 22	FY 23	
5.1	MPO, Waco Transit, City of Waco, Consultant, TxDOT	\$112,500	\$0	\$150,000	\$0	\$37,500	\$0	\$300,000
5.2	Waco Transit, City of Waco, Consultant	\$0	\$0	\$0	\$64,761	\$0	\$21,587	\$86,348
<b>Total</b>		<b>\$112,500</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$64,761</b>	<b>\$37,500</b>	<b>\$21,587</b>	<b>\$386,348</b>

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

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

## BUDGET SUMMARY

### FISCAL YEAR 2022 URBAN TRANSPORTATION STUDY

UPWP Task	FTA Task (Activity Line-Item Codes)	Description	TPF <sup>1</sup> Funds	FTA Sec 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$121,700	\$0	\$0	\$121,700
2.0	44.22.00	Data Development and Maintenance	\$145,240	\$0	\$0	\$145,240
3.0	44.24.00 44.25.00	Short Range Planning	\$166,840	\$122,800	\$30,800	\$320,440
4.0	44.23.01	Metropolitan Transportation Plan	\$147,400	\$0	\$0	\$147,400
5.0	44.22.00	Special Studies	\$112,500	\$150,000	\$37,500	\$300,000
<b>FY 2022 Total</b>			<b>\$693,680</b>	<b>\$272,800</b>	<b>\$68,300</b>	<b>\$1,034,780</b>

### FISCAL YEAR 2023 URBAN TRANSPORTATION STUDY

UPWP Task	FTA Task (Activity Line-Item Codes)	Description	TPF <sup>1</sup> Funds	FTA Sec 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$126,800	\$0	\$0	\$126,800
2.0	44.22.00	Data Development and Maintenance	\$134,100	\$0	\$0	\$134,100
3.0	44.24.00 44.25.00	Short Range Planning	\$155,700	\$127,800	\$32,050	\$315,550
4.0	44.23.01	Metropolitan Transportation Plan	\$135,900	\$0	\$0	\$135,900
5.0	44.22.00	Special Studies	\$0	\$64,761	\$21,587	\$86,348
<b>FY 2023 Total</b>			<b>\$552,500</b>	<b>\$192,561</b>	<b>\$53,637</b>	<b>\$798,698</b>

**TABLE 1 – FISCAL YEAR 2022 & 2023 TOTAL: URBAN TRANSPORTATION STUDY**

UPWP Task	FTA Task (Activity Line-Item Codes)	Description	TPF <sup>1</sup> Funds	FTA Sec 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$248,500	\$0	\$0	\$248,500
2.0	44.22.00	Data Development and Maintenance	\$279,340	\$0	\$0	\$279,340
3.0	44.24.00 44.25.00	Short Range Planning	\$322,540	\$250,600	\$62,850	\$635,990
4.0	44.23.01	Metropolitan Transportation Plan	\$283,300	\$0	\$0	\$283,300
5.0	44.22.00	Special Studies	\$112,500	\$214,761	\$59,087	\$386,348
<b>FY 2022 / 2023 Total</b>			<b>\$1,246,180</b>	<b>\$465,361</b>	<b>\$121,937</b>	<b>\$1,833,478</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 the 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>	\$819,130
Estimated Unexpended Carryover	\$924,092.23
<b>TOTAL TPF</b>	<b>\$1,743,222.23</b>

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

## **APPENDIX A: COMMITTEE MEMBERSHIP AND MANAGEMENT**

### **WACO MPO POLICY BOARD – FISCAL YEAR 2021**

#### **Chair**

Mr. Jacob Bell, P.E. Citizen Representative, City of Waco

#### **Vice-Chair**

Hon. Jim Holmes Council Member, City of Waco

#### **Members**

Hon. Andrea Barefield Council Member, District 1, City of Waco  
Mr. Keith Bond City Manager, City of Lacy-Lakeview  
Hon. Josh Borderud Council Member, District 3, City of Waco  
Hon. Bert Echterling Mayor, City of Robinson  
Ms. Deidra Emerson Deputy City Manager, City of Waco  
Mr. Kevin Evans City Manager, City of McGregor  
Hon. Scott Felton County Judge, McLennan County  
Hon. Travis Gibson Council Member, Precinct 2, City of Bellmead  
Mr. Ross Harris Plan Commission, City of Waco  
Hon. Jim Jaska Mayor, City of Ross  
Hon. Will Jones County Commissioner, Pct. 3, McLennan County  
Hon. Dillon Meek Mayor, City of Waco  
Dr. Shawn Oubre, Ph.D. City Manager, City of Woodway  
Mr. Joseph Pace City Manager, City of Lorena  
Hon. Hector Sabido Council Member, District 2, City of Waco  
Mr. Stan Swiatek, P.E. District Engineer, Texas Dept of Transportation  
Mr. Everett "Bo" Thomas City Manager, City of Hewitt

#### **Ex-Officio Members**

Hon. Charles "Doc" Anderson State of Texas House of Representatives, Dist. 56  
Hon. Brian Birdwell State of Texas Senator, Dist. 22  
Hon. John Cornyn United States Senator  
Hon. Ted Cruz United States Senator  
Hon. Pete Sessions United States Congressman, Dist. 17  
Hon. Kyle Kacal State of Texas House of Representatives, Dist. 12  
Ms. Barbara Maley, AICP Air Quality Specialist and Transportation Planner –  
Federal Highway Administration, Texas Division  
Mr. Tony Ogboli Federal Transit Administration – Region VI

**WACO MPO TECHNICAL ADVISORY COMMITTEE – FISCAL YEAR 2021**

Mr. Anthony Beach, P.E., C.F.M.	Consultant / President, City of Bellmead / BSP Engineers, Inc.
Mr. Keith Bond	City Manager, City of Lacy-Lakeview
Ms. Christi Bonham	Transportation Planner, Texas Dept of Transportation, Waco District
Ms. Amy Burlarley-Hyland, P.E.	Interim Director of Public Works – Engineering & CIP, City of Waco
Mr. Thomas Dahl, P.E.	City Engineer, City of Waco
Mr. Mitch Davison, P.E.	City Engineer, City of Woodway
Chief Tom Dickson	Chief of Police, City of Lorena
Mr. Zane Dunnam, P.E.	County Engineer, McLennan County
Mr. Joseph Dvorsky	Director of Service Development, City of Waco, Waco Transit System, Inc.
Mr. Victor Goebel, P.E.	Director - Transportation Planning & Development, Texas Dept of Transportation, Waco District
Hon. David Gonzales	Mayor, City of Beverly Hills
Ms. Brigida C. Gonzalez	Transportation Planner, Transportation Planning & Programming Division, Texas Dept of Transportation
Mr. Jeff Jackson, P.E.	Assistant Area Engineer, McLennan County, Texas Dept of Transportation, Waco District
Hon. Jim Jaska	Mayor, City of Ross
Mr. Francisco Leos	Citizen Representative, City of McGregor
Mr. Joel Martinez	Airport Manager, City of Waco
Mr. Karl McNair	Baylor University, Director of Real Estate Services
Mr. Matt Meadors	President / CEO, Greater Waco Chamber of Commerce
Ms. Serena Stevenson	General Manager, City of Waco, Waco Transit System, Inc.
Ms. Debbie Tahiri	Public Transportation Coordinator, Texas Dept of Transportation, Waco District
Ms. Beatriz Wharton	Planning Services Manager, City of Waco
Mr. Clayton Zacha, P.E.	Area Engineer, McLennan County, Texas Dept of Transportation, Waco Area Office

**WACO MPO STAFF**

Ms. Chelsea Schultz, AICP*	Interim Director
Ms. Annette Shepherd	Senior Planner

\*Christopher Evilia was MPO Director during the development of the draft UPWP.

**APPENDIX B: METROPOLITAN AREA MAP**



**APPENDIX C: DEBARMENT CERTIFICATION**

**DEBARMENT CERTIFICATION  
(Negotiated Contracts)**

- (1) The **WACO 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 – Jim Holmes  
Chairman, MPO Policy Board

\_\_\_\_\_  
Council Member, District 5 – City of Waco  
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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

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

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

\_\_\_\_\_  
Council Member, District 5 – City of Waco  
Title

\_\_\_\_\_  
City of Waco  
Agency

\_\_\_\_\_  
Date

**APPENDIX E: CERTIFICATION OF COMPLIANCE**

**CERTIFICATION OF COMPLIANCE**

I, Jacob Bell, Citizen Representative for the City of Waco, a duly authorized officer/representative of the Waco 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 – Jim Holmes  
Citizen Representative, MPO Policy Board

Attest:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**APPENDIX F: CERTIFICATION OF INTERNAL ETHICS AND COMPLIANCE PROGRAM**

**CERTIFICATION OF INTERNAL ETHICS AND COMPLIANCE PROGRAM**

I, Jacob Bell, Citizen Representative for the City of Waco, a duly authorized officer/representative of the Waco 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 – Jim Holmes  
Council Member, District 5, MPO Policy Committee

Attest:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**APPENDIX G: MPO SELF CERTIFICATION FOR ATTAINMENT AREAS**

In accordance with 23 CFR Part 450.334 and 450.220 of the Fixing America’s Surface Transportation Act (FAST), the Texas Department of Transportation, and the Waco Metropolitan Planning Organization for the Waco 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) 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 MAP-21 (Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT 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.

TEXAS DEPARTMENT  
OF TRANSPORTATION  
WACO DISTRICT

WACO METROPOLITAN  
PLANNING ORGANIZATION  
POLICY BOARD CHAIRPERSON

\_\_\_\_\_  
Mr. Stan Swiatek, P.E.  
Waco District Engineer

\_\_\_\_\_  
Mr. Jim Holmes  
Council District 5, City of Waco

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **APPENDIX H: MPO SELF CERTIFICATION SUMMARY**

Each year Metropolitan Planning Organizations must certify their compliance with federal, state, environmental and civil rights regulations. The purpose of this document is to summarize the Waco Metropolitan Planning Organization's compliance with these regulations. Connections 2045 – The Waco Metropolitan Transportation Plan (MTP), the 2021 - 2024 Transportation Improvement Program (TIP), and the 2020 / 2021 Unified Planning Work Program (UPWP) were developed in accordance with requirements governing Metropolitan Transportation Planning.

### **METROPOLITAN AND STATEWIDE PLANNING:**

Each year when signing the self-certification, the MPO Director explains each provision of the Self-Certification document to the Policy Board Members. The MPO maintains the continuing, coordinated and cooperative planning process with the Texas Department of Transportation, Federal Highway Administration, Federal Transit Administration, Waco Transit System, Inc., Cities of Bellmead, Beverly Hills, Bruceville-Eddy, Crawford, Hewitt, Lacy-Lakeview, Leroy, Lorena, Mart, McGregor, Moody, Riesel, Robinson, Ross, Waco, West, Woodway, McLennan County, the Heart of Texas Council of Governments, rural and elderly and disabled transportation providers, local bicycle clubs, transit riders, and freight haulers. The MPO also complies with ten (10) factors listed in the FAST Act in the UPWP, TIP, and MTP and with the public involvement requirements.

### **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND ENVIRONMENTAL JUSTICE:**

The Waco Metropolitan Planning Organization in coordination with the Waco District of the Texas Department of Transportation actively addresses environmental justice issues through the following methods. Foremost is the publication of information concerning transportation projects and meetings in multiple media outlets that maximize the potential of reaching low-income and minority populations. Meetings for MTP and TIP revisions, updates, and adoptions, are held at transit-accessible locations and at times that allow transit-dependent citizens to attend the meetings. Drafts of the MTP, TIP, UPWP, Bicycle and Pedestrian Plan and proposed revisions are made available for viewing on the MPO website and at the MPO office during regular business hours. Additionally all meetings at which decisions are made impacting transit services are held in transit accessible locations. The MPO staff has also translated key documents into Spanish and advertises all meeting and public hearings in Spanish language media. The MPO has adopted a Limited English Proficiency Plan which provides additional details regarding MPO efforts to engage persons within the Metropolitan Area that have limited ability to speak or read English. Task 1.6 identifies the efforts the MPO intends to undertake to update the LEP plan. Task 2.1 identifies the efforts the MPO intends to undertake to maintain current data and maps showing minority, low-income, and non-English speaking sectors of the Metropolitan Area.

### **DISADVANTAGED BUSINESS ENTERPRISES:**

The Disadvantaged Business Enterprise (DBE) program ensures equal opportunity in transportation contracting markets, addresses the effects of discrimination in transportation contracting, and promotes increased participation in Federally funded contracts by small, socially and economically disadvantaged businesses, including minority and women-owned enterprises. The statute provides that at least 10% of the amounts made available for any Federal-aid highways, mass transit, and transportation research and technology program be expended with certified DBEs. As Requests of Proposals, Request for Quotations are mailed out to prospective vendors and consultants, the Waco MPO researches prospective vendors and consultant DBEs, which, in turn, are added to the mailing list.

**AMERICANS WITH DISABILITIES ACT OF 1990:**

All meetings of the Waco Metropolitan Planning Organization are held in locations that are in compliance with ADA regulations. In addition, the offices of the MPO are in compliance with ADA regulations. All meetings are posted and advertised with information regarding how to arrange for special needs when required.

**RESTRICTIONS ON INFLUENCING CERTAIN FEDERAL ACTIVITIES:**

No MPO funds are used to influence or lobby federal employees or elected officials with regard to the award of federal contracts, grants, loans or cooperative agreements.