



## Waco Metropolitan Planning Organization

### Unified Planning Work Program For The Waco Metropolitan Planning Organization

Fiscal Years 2020 & 2021  
October 1, 2019 to September 30, 2021

Amendment One  
Adopted July 16, 2020

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

## **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. 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 2022 - 2023 Unified Planning Work Program.
3. Refining and improving the MPO Public Participation Plan.
4. Refining and improving the MPO Limited English Proficiency Plan.
5. Preparation and submission of FY 2020 & 2021 Annual Performance and Expenditure Reports (APER).
6. Preparation and submission of FY 2020 & 2021 Annual Project Listings (APL).

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

1. Adoption of the FY 2018-2019 UPWP.
2. FY 2017 and FY 2018 Annual Performance & Expenditure Reports preparation and submission.
3. Ongoing Public Notification and Participation.
4. Annual Listing of Projects – Federal Obligations for FY 2017 and FY 2018.
5. Conducted Policy Board, Technical Committee, and Policy Board Subcommittee meetings during FY 2017 and FY 2018.
6. Attended local and statewide MPO meetings, various training courses, and annual conferences that occurred during FY 2017 and FY 2018.
7. Maintained data on minority and disadvantaged populations for Environmental Justice purposes during FY 2017 and FY 2018.
8. Translated several key documents into Spanish and advertised all public hearings conducted in FY 2017 and FY 2018 in Spanish.
9. Reviewed four factor analysis for the Limited English Proficiency Plan for the MPO during FY 2017.

#### **D. SUBTASKS**

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

The MPO staff will maintain and revise the current UPWP (FY 2020 – 2021) to meet the changing dynamics of the MPO and its study area. In FY 2021, the staff will prepare a new UPWP for Fiscal Years 2022 & 2023, and ensure it is developed with sufficient input from all appropriate and interested parties. Prior to any revision or new UPWP's adoption, it will be submitted to TxDOT for review. Once adopted or revised by the MPO Policy Board, USDOT is responsible for approval. All UPWP documents produced will be duplicated and distributed to appropriate agencies. 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 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 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. 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 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 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.

### 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, 2019 – Association of MPOs Annual Conference in Baltimore, MD

Fall, 2020 – Association of MPOs Annual Conference at a location yet to be determined.

Spring, 2021 – Association of MPOs Technical Symposium at a location yet to be determined.

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 20	FY 21	FY 20	FY 21	FY 20	FY 21	
1.1	FHWA, FTA, TxDOT, MPO	\$5,000	\$9,000	\$0	\$0	\$0	\$0	\$14,000
1.2	TxDOT, MPO	\$22,000	\$22,000	\$0	\$0	\$0	\$0	\$44,000
1.3	TxDOT, MPO	\$25,000	\$21,000	\$0	\$0	\$0	\$0	\$46,000
1.4	TxDOT, MPO	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$50,000
1.5	FHWA, FTA, TxDOT, MPO	\$4,000	\$5,000	\$0	\$0	\$0	\$0	\$9,000
1.6	FHWA, FTA, TxDOT, MPO	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$40,000
Total		\$101,000	\$102,000	\$0	\$0	\$0	\$0	\$203,000

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

(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 Transportation Plan.

### **B. EXPECTED PRODUCTS**

1. Complete work on a Study to Realign the Waco Transit System Fixed Route System.

### **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.

**E. FUNDING SUMMARY – TASK 5**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>		FTA Section 5307		Local		Total
		FY 20	FY 21	FY 20	FY 21	FY 20	FY 21	
5.1	MPO, Consultant, TxDOT	\$0	\$112,500	\$0	\$150,000	\$0	\$37,500	\$300,000
Total		\$0	\$112,500	\$0	\$150,000	\$0	\$37,500	\$300,000

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

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

## BUDGET SUMMARY

### FISCAL YEAR 2020 URBAN TRANSPORTATION STUDY

UPWP Task	FTA Task	Description	TPF <sup>1</sup> Funds	FTA Sec 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$101,000	\$0	\$0	\$101,000
2.0	44.22.00	Data Development and Maintenance	\$115,000	\$0	\$0	\$115,000
3.0	44.24.00 44.25.00	Short Range Planning	\$123,000	\$118,000	\$29,500	\$270,500
4.0	44.23.01	Metropolitan Transportation Plan	\$148,500	\$0	\$0	\$148,500
5.0	44.22.00	Special Studies	\$0	\$0	\$0	\$0
<b>FY 2020 Total</b>			<b>\$487,500</b>	<b>\$118,000</b>	<b>\$29,500</b>	<b>\$635,000</b>

### FISCAL YEAR 2021 URBAN TRANSPORTATION STUDY

UPWP Task	FTA Task	Description	TPF <sup>1</sup> Funds	FTA Sec 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$102,000	\$0	\$0	\$102,000
2.0	44.22.00	Data Development and Maintenance	\$136,000	\$0	\$0	\$136,000
3.0	44.24.00 44.25.00	Short Range Planning	\$141,000	\$118,000	\$29,500	\$288,500
4.0	44.23.01	Metropolitan Transportation Plan	\$121,500	\$0	\$0	\$121,500
5.0	44.22.00	Special Studies	\$112,500	\$150,000	\$37,500	\$300,000
<b>FY 2021 Total</b>			<b>\$613,000</b>	<b>\$268,000</b>	<b>\$67,000</b>	<b>\$948,000</b>

**TABLE 1 – FISCAL YEAR 2020 & 2021 TOTAL: URBAN TRANSPORTATION STUDY**

UPWP Task	FTA Task	Description	TPF <sup>1</sup> Funds	FTA Sec 5307	Local Funds	Total Funds
1.0	44.21.00	Administration-Management	\$203,000	\$0	\$0	\$203,000
2.0	44.22.00	Data Development and Maintenance	\$251,000	\$0	\$0	\$251,000
3.0	44.24.00 44.25.00	Short Range Planning	\$264,000	\$236,000	\$59,000	\$559,000
4.0	44.23.01	Metropolitan Transportation Plan	\$270,000	\$0	\$0	\$270,000
5.0	44.22.00	Special Studies	\$112,500	\$150,000	\$37,500	\$300,000
<b>FY 2020 / 2021 Total</b>			<b>\$1,100,500</b>	<b>\$386,000</b>	<b>\$96,500</b>	<b>\$1,583,000</b>

<sup>1</sup>TRANSPORTATION PLANNING FUNDS

FHWA (PL-112) <sup>2</sup>	\$563,538	
FTA Section 5303 (Sect. 8) <sup>2</sup>	\$172,448	
Estimated Unexpended Carryover		\$364,514
<b>TOTAL TPF</b>		<b>\$1,100,500</b>

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

By minute order, the Texas Transportation Commission authorizes the use of transportation development credits as TxDOT's non-Federal share for FHWA (PL-112) and FTA 5303 funds.