

FY 20XX

UNIFIED PLANNING WORK PROGRAM

SAMPLE URBAN TRANSPORTATION STUDY

ADOPTED BY POLICY COMMITTEE _____

- I. **INTRODUCTION** - General background and history of Transportation Planning in Metropolitan area. Include reference to ISTEA, TEA-21 and SAFETEA-LU requirements. Include date Policy Committee approved document on title page.
 - A. **PURPOSE** - Brief discussion on the purpose of the UPWP. Include reference/discussion to 8 planning areas included in SAFETEA-LU requirements. Include discussion on citizen involvement.
 - B. **DEFINITION OF AREA** - Brief description of area. Include involved jurisdictions, urban areas, etc.
 - C. **ORGANIZATION** - Brief discussion on study organization. Include number and types of committees and general purpose. Include discussion of Policy Committee structure (Include current membership list in Appendix A)
 - D. **PRIVATE SECTOR INVOLVEMENT** - Brief description of how the private sector (consultants, etc.) will be used in the planning process.
 - E. **PLANNING ISSUES AND EMPHASIS** - Brief description of the key highway and transit planning issues facing the MPO.

- II. **TASK 1.0 - ADMINISTRATION/MANAGEMENT** - Include overall study administration, including travel, training, supply/equipment purchases, public involvement, etc.
 - A. **OBJECTIVE** - Describe overall objective of this task.
 - B. **EXPECTED PRODUCTS** - Describe the products expected from this task.
 - C. **PREVIOUS WORK** - Discuss products produced under this task from prior year's UPWP. Identify those elements that are on-going or those not completed.
 - D. **SUBTASKS** - Include in each subtask a description of the subtask, proposed product, proposed funding requirements, and agency responsibility. Include a general scope of work if subtask is to be completed by a consultant/subcontract.
 - E. **FUNDING SUMMARY** - Include table depicting source of funding

Task 1 - FY XX

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹	FTA Sect. 5307	Local	Total
1.1					
1.2					
TOTAL					

TxDOT Non-Federal Share Utilizing Transportation Development Credits	
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(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

III. **TASK 2.0 - DATA DEVELOPMENT AND MAINTENANCE** - Include general data collection and analysis primarily from ongoing activities. Special, one-time activities to be in Task 3.0.

A. **OBJECTIVE** - Describe overall objective of this task.

B. **EXPECTED PRODUCTS** - Describe the products expected from this task.

C. **PREVIOUS WORK** - Discuss products produced under this task from prior year's UPWP. Identify those elements that are on-going or those not completed.

D. **SUBTASKS** - Include in each subtask a description of the subtask, proposed product, proposed funding requirements, and agency responsibility. Include a general scope of work if subtask is to be completed by a consultant/subcontract.

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

Task 2 - FY XX

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹	FTA Sect. 5307	Local	Total
2.1					
2.2					
TOTAL					

TxDOT Non-Federal Share Utilizing Transportation Development Credits	
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(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

- IV. **TASK 3.0 - SHORT RANGE PLANNING** - Include planning activities associated with immediate implementation and relating to the near time frame. Examples might be TIP development, ADA planning/implementation, etc.
- A. **OBJECTIVE** - Describe overall objective of this task.
- B. **EXPECTED PRODUCTS** - Describe the products expected from this task.
- C. **PREVIOUS WORK** - Discuss products produced under this task from prior year's UPWP. Identify those elements that are on-going or those not completed.
- D. **SUBTASKS** - Include in each subtask a description of the subtask, proposed product, proposed funding requirements, and agency responsibility. Include a general scope of work if subtask is to be completed by a consultant/subcontract.
- E. **FUNDING SUMMARY** - Include table depicting source of funding.

Task 3 - FY XX

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹	FTA Sect. 5307	Local	Total
3.1					
3.2					
TOTAL					

TxDOT Non-Federal Share Utilizing Transportation Development Credits	
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(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

- V. **TASK 4.0 - METROPOLITAN TRANSPORTATION PLAN** - Include activities associated with publishing or updating the Metropolitan Transportation Plan, formerly called the Long-Range Plan. Examples might be developing Financial Plan, Environment Impact Analysis, Publishing MTP Document.
- A. **OBJECTIVE** - Describe overall objective of this task.
- B. **EXPECTED PRODUCTS** - Describe the products expected from this task.
- C. **PREVIOUS WORK** - Discuss products produced under this task from prior year's UPWP. Identify those elements that are on-going or those not completed.
- D. **SUBTASKS** - Include in each subtask a description of the subtask, proposed product, proposed funding requirements, and agency responsibility. Include a general scope of work if subtask is to be completed by a consultant/subcontract.
- E. **FUNDING SUMMARY** - Include table depicting source of funding.

Task 4 - FY XX

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹	FTA Sect. 5307	Local	Total
4.1					
4.2					
TOTAL					

TxDOT Non-Federal Share Utilizing Transportation Development Credits	
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(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

- VI. **TASK 5.0 - SPECIAL STUDIES** - Include subtasks for each special study. If continuing a Management System(s), include in this task. Other studies might include a Transit Ridership Study, Bicycle Route Study, Freight Movement Study, Hazardous Truck Route Study, Site Impact Analysis, etc.
- A. **OBJECTIVE** - Describe overall objective of this task.
- B. **EXPECTED PRODUCTS** - Describe the products expected from this task.
- C. **PREVIOUS WORK** - Discuss products produced under this task from prior year's UPWP. Identify those elements that are on-going or those not completed.
- D. **SUBTASKS** - Include in each subtask a description of the subtask, proposed product, proposed funding requirements, and agency responsibility. Include a general scope of work if subtask is to be completed by a consultant/subcontract.
- E. **FUNDING SUMMARY** - Include table depicting source of funding.

Task 5 - FY XX

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹	FTA Sect. 5307	Local	Total
5.1					
5.2					
TOTAL					

TxDOT Non-Federal Share Utilizing Transportation Development Credits	
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(1) TPF – This includes both FHWA PL-112 and FTA Section 5303 funds.

BUDGET SUMMARY - Include a table showing a recap of the funding requirements. Include FTA task identification, sources of funding (including carryovers), etc.

TABLE 1 - SAMPLE URBAN TRANSPORTATION STUDY – FY XX

UPWP Task	FTA Task	Description	TPF ¹ Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	xx.xx.x x xx.xx.x	Administration- Management	\$ x,xxx	\$ x,xxx	\$ x,xxx	\$ x,xxx
2.0	xx.xx.x x xx.xx.x	Data Development and Maintenance	\$ x,xxx	\$ x,xxx	\$ x,xxx	\$ x,xxx
3.0	xx.xx.x x xx.xx.x	Short Range Planning	\$ x,xxx	\$ x,xxx	\$ x,xxx	\$ x,xxx
4.0	xx.xx.x x xx.xx.x	Metropolitan Transportation Plan	\$ x,xxx	\$ x,xxx	\$ x,xxx	\$ x,xxx
5.0	xx.xx.x x xx.xx.x	Special Studies	\$ x,xxx	\$ x,xxx	\$ x,xxx	\$ x,xxx
Total			\$ x,xxx	\$ x,xxx	\$ x,xxx	\$ x,xxx

¹ TRANSPORTATION PLANNING FUNDS

FHWA (PL-112) ²	\$
FTA Section 5303 (Sect. 8) ²	\$
Estimated Unexpended Carryover	\$ _____
TOTAL TPF	\$

² 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.

APPENDIX A

POLICY COMMITTEE MEMBERSHIP

APPENDIX B

METROPOLITAN AREA BOUNDARY MAP

(GOVERNOR OR GOVERNOR'S DESIGNEE APPROVED)

APPENDIX C

DEBARMENT CERTIFICATION

DEBARMENT CERTIFICATION
(Negotiated Contracts)

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

*federal, state or local

Signature – Chairman, MPO Policy Committee

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 – Chairman, MPO Policy Committee

Title

Agency

Date

APPENDIX E

CERTIFICATION of COMPLIANCE

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 49 CFR 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments," as it may be revised or superseded.

Date

Signature - Chairman, MPO Policy Committee

Attest:

Name

Title

APPENDIX F

MPO SELF-CERTIFICATION

MPO SELF-CERTIFICATION

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

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

District
Texas Department of Transportation

Metropolitan Planning Organization
Policy Board Chairperson

District Engineer

Chairperson

Date

Date

