

**O gvt qr qns p'Ræ ppi 'Hwpf u Administration
Manual Notices**

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From: Jim Randall, P.E., Director, TPP Division

Manual: *Metropolitan Planning Funds Administration*

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Purpose

This new manual provides information on and references to federal and state laws, regulations, and rules that pertain to the metropolitan transportation planning process. It describes the various responsibilities of TxDOT and metropolitan planning organizations (MPOs) with regard to the administration of metropolitan planning funds.

District personnel may refer to this manual when administering and monitoring funds derived from transportation planning grants to MPOs. This manual also provides tools and resources for effective administration of the metropolitan transportation planning process and it provides direction on where to obtain more information.

Contents

Chapter 1 states the purpose of the manual, provides an overview of the metropolitan transportation planning process, defines federal PL funds, and cites federal and state authorities that require administration of federal metropolitan transportation planning funds.

Chapter 2 provides examples of planning contracts that establish terms and conditions for performance and payment of MPO activities that use federal metropolitan planning funds. An example Letter of Authorization is provided, as well as a link to a Memorandum of Agreement form for MPOs, TxDOT, and public transportation operators.

Chapter 3 identifies administrative activities for the metropolitan transportation planning program, including the Unified Planning Work Program (UPWP) and its example format, Transportation Improvement Program (TIP), Metropolitan Transportation Plan (MTP), annual listing of obligated projects, planning process self-certification, and public participation. A link to an On-Site Monitoring form is also provided.

Lastly, Chapter 4 addresses the administration of planning contracts pertaining to procurement standards and certification, payments to MPOs for eligible costs incurred during the planning process, proper use and management of capital equipment, subcontracts, audits, close out requirements, and certification to prohibit use of debarred or suspended subcontractors.

Appendix A provides additional website links that may be helpful to the administration of metropolitan transportation planning funds.

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Contact

Readers may direct questions or suggestions for this manual to the Systems Planning and Programming Section of the Transportation Planning and Programming Division, (512) 486-5038.

Archives

Metropolitan Planning Funds Administration is a new publication and currently has no manual notice archive.