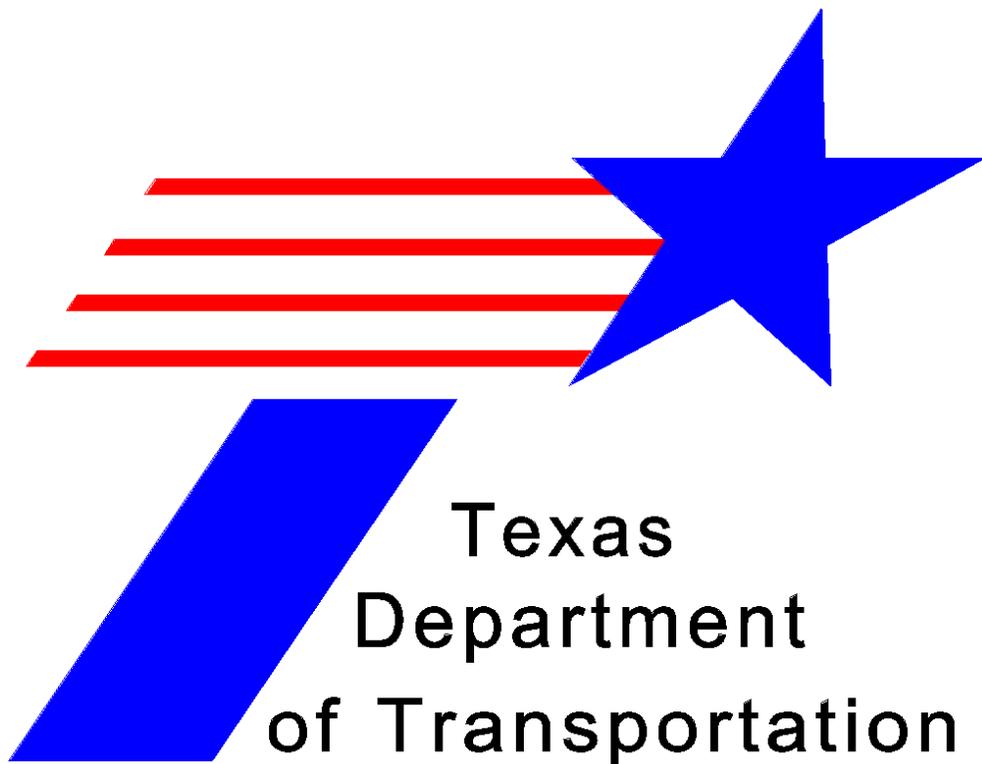


# **Transportation Planning Process Manual**



**September 2001**

# **Transportation Planning Process Manual**

**September 2001**

## **Manual Notices**

## **Manual Notice 2001-1**

**To:** Districts, Divisions and Offices  
**From:** Kirby W. Pickett, P.E.  
**Manual:** *Transportation Planning Process Manual*  
**Effective Date:** June 1, 2001

### **Purpose**

To issue the *Transportation Planning Process Manual*. This manual is contained in the Planning and Programming Collection of the TxDOT Online Manual System.

### **Contents**

The *Transportation Planning Process Manual* contains the following chapters:

- ◆ Transportation Planning and Programming Process,
- ◆ Metropolitan Transportation Plan Development Process,
- ◆ Statewide Rural Transportation Plan Document Development and Update Process,
- ◆ Project Programming and Scheduling Process (Unified Transportation Program),
- ◆ Metropolitan Transportation Improvement Program Development Process,
- ◆ Rural Transportation Improvement Program Development Process,
- ◆ Statewide Transportation Improvement Program Development Process, and
- ◆ Federal Review and Approval Process for Metropolitan Transportation Plan Air Quality Conformity (Document Flow).

### **Supersedes**

Portions of the *Transportation Planning Division Operations Manual* dated April 4, 1985.

### **Instructions**

Please remove and recycle the *Transportation Planning Division Operations Manual* dated April 4, 1985.

The *Transportation Planning Process Manual* will be distributed online only. Manual distributors may print and distribute a hardcopy from the PDF online version for employees not on the TxDOT wide-area-network or those preferring to retain a hardcopy. In this case, manual distributors must retain a distribution list and must also print and distribute all revisions.

**Contact**

Refer questions or suggestions to the Special Projects and Policy Analysis Branch of the Administration Section of the Transportation Planning and Programming Division (TPP).

# Chapter 1

## Transportation Planning and Programming Process

**Contents:**

Section 1 — Process Description ..... 1-3  
    Background.....1-3  
Section 2 — Process Flowchart ..... 1-4



## **Section 1**

### **Process Description**

#### **Background**

The Texas Department of Transportation (TxDOT) envisions achieving an effective planning and programming process through coordination between federal agencies, state agencies, metropolitan planning organizations (MPOs), elected officials, and private and public sectors in different forms of transportation. The chart in Section 2 identifies major steps and documents which move projects from the beginning stage of “identification of need” to the final planning stage of “letting to contract” or “project implementation.” This complicated process has been abbreviated here to indicate “products” developed by TxDOT and its planning partners that lead to project implementation.

## Section 2 Process Flowchart

### Planning and Programming

Figure 1-1 shows the transportation planning and programming process in flowchart form. To view this figure as a PDF file, click [Tppcht](#).

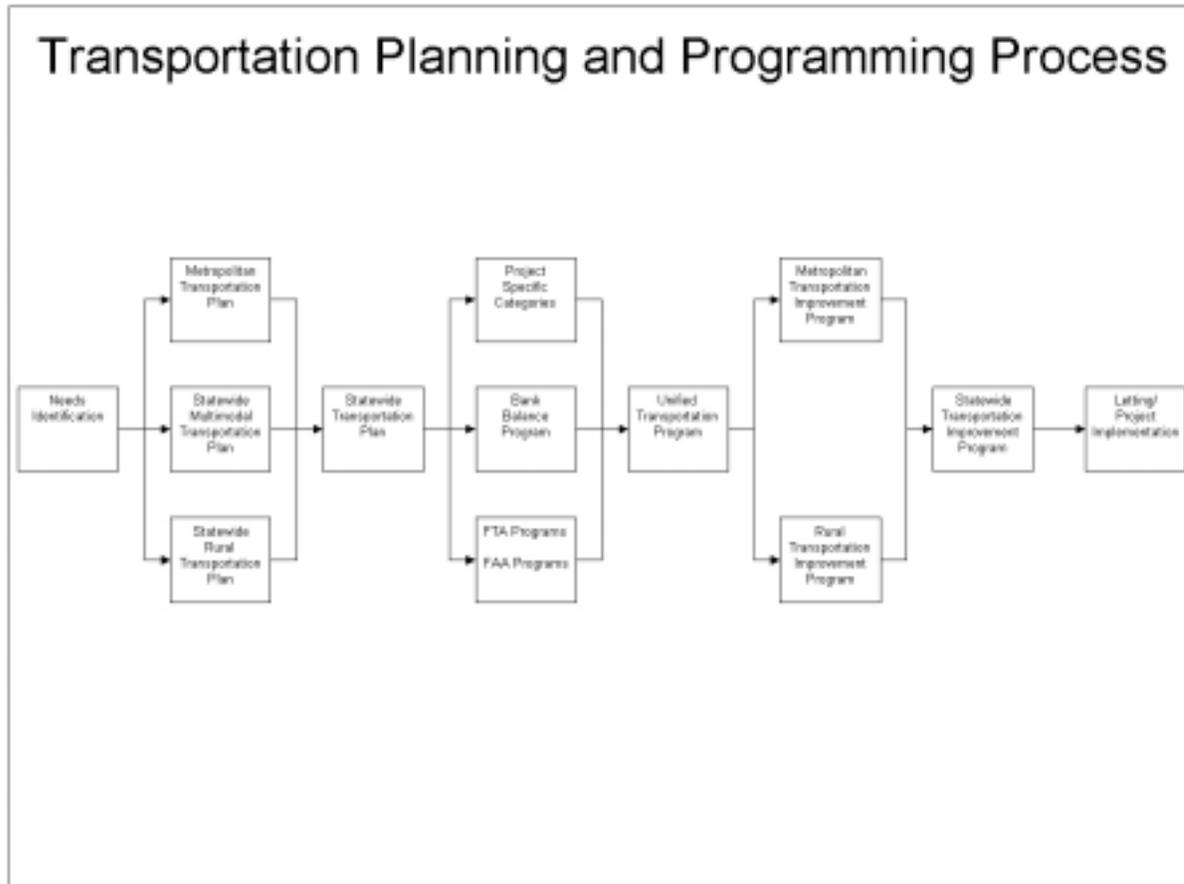


Figure 1-1: Transportation Planning and Programming Process Flowchart

# Chapter 2

## Metropolitan Transportation Plan Development Process

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Background .....	2-3
Section 2 — Process Flowchart .....	2-4



## **Section 1**

### **Process Description**

#### **Background**

TxDOT developed minimum standards for metropolitan transportation planning that prescribe how the state and the metropolitan planning organizations will develop transportation planning processes to ensure effective planning and program development. The chart in Section 2 outlines the basic development process, its coordination with air quality requirements where required, and coordination of the Metropolitan Transportation Plan into a statewide transportation plan.

## Section 2 Process Flowchart

### Metropolitan Transportation Plan Development

Figure 2-1 shows the metropolitan transportation plan development process in flowchart form. To view this figure as a PDF file, click Mtpcht.

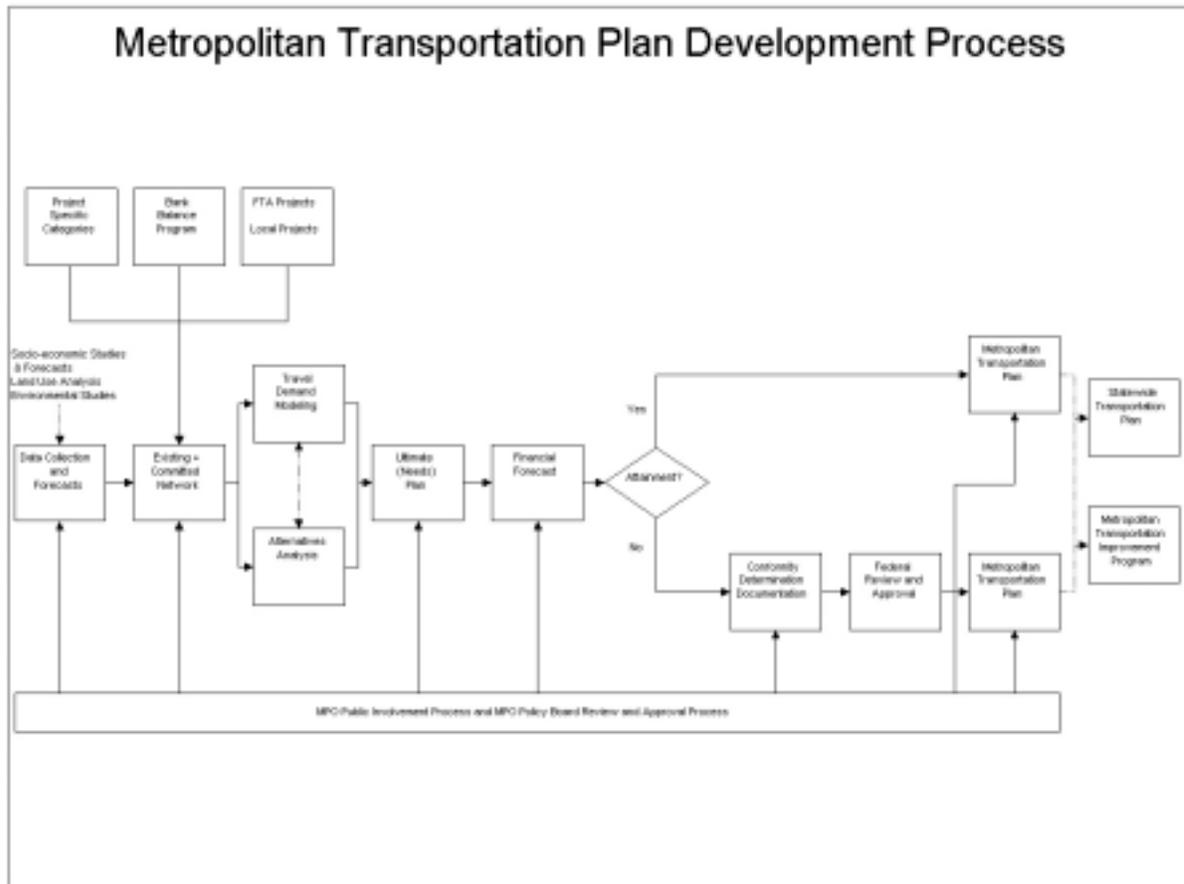


Figure 2-1: Metropolitan Transportation Plan Development Process Flowchart

# Chapter 3

## Statewide Rural Transportation Plan Document Development and Update Process

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Section 2 — Process Flowchart .....	3-4
Statewide Rural Transportation Plan Development .....	3-4



## **Section 1**

### **Process Description**

#### **Background**

TxDOT develops transportation plans and programs for all areas of the state. Preparation of the statewide transportation plan is required by both state legislation as well as by federal law. In 1991, the Texas Legislature charged TxDOT with the task of developing a multimodal statewide transportation plan. The Statewide Transportation Plan provides a framework for long-term planning, development, and preservation of the state's transportation system. Steps necessary for coordinated development of the plan are outlined in the chart shown in Section 2.

## Section 2 Process Flowchart

### Statewide Rural Transportation Plan Development

Figure 3-1 shows the statewide rural transportation plan document development and update process in flowchart form. To view this figure as a PDF file, click [Stpcht](#).

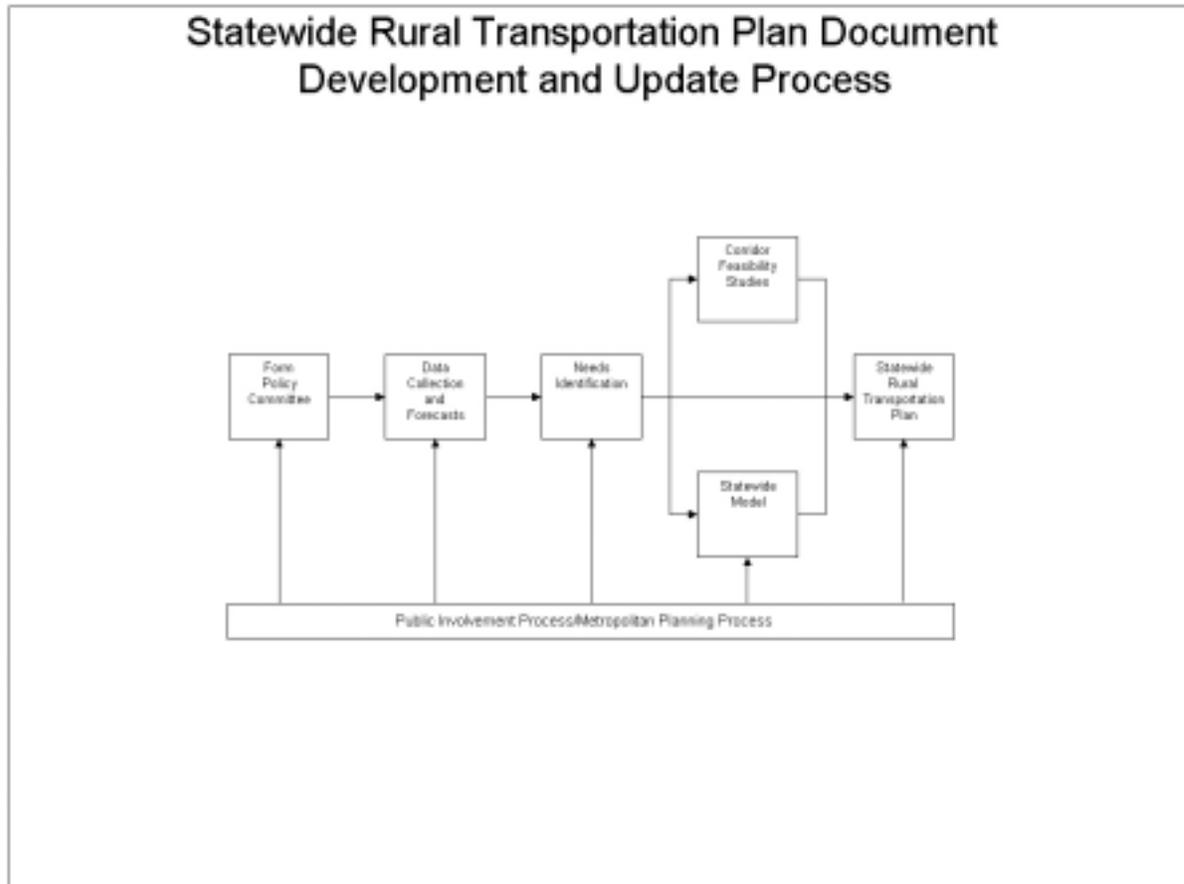


Figure 3-1: Statewide Rural Transportation Plan Document Development and Update Process Flowchart

# Chapter 4

## Project Programming and Scheduling Process (Unified Transportation Program)

**Contents:**

Section 1 — Process Description .....	4-3
Background .....	4-3
Section 2 — Process Flowchart .....	4-4
Project Programming and Scheduling.....	4-4



## **Section 1**

### **Process Description**

#### **Background**

The programming and scheduling process for transportation projects involves numerous steps, including identifying transportation needs, selecting and prioritizing projects, authorizing and scheduling project development, and funding and implementing the work. The Unified Transportation Program (UTP) is the ten-year planning document that guides and controls project development for the Texas Department of Transportation in a feasible and economical manner. The chart in Section 2 outlines the major steps required for accomplishing this planning effort in project development.

## Section 2 Process Flowchart

### Project Programming and Scheduling

Figure 4-1 shows the project programming and scheduling process (Unified Transportation Program) in flowchart form. To view this figure as a PDF file, click Utpcht.

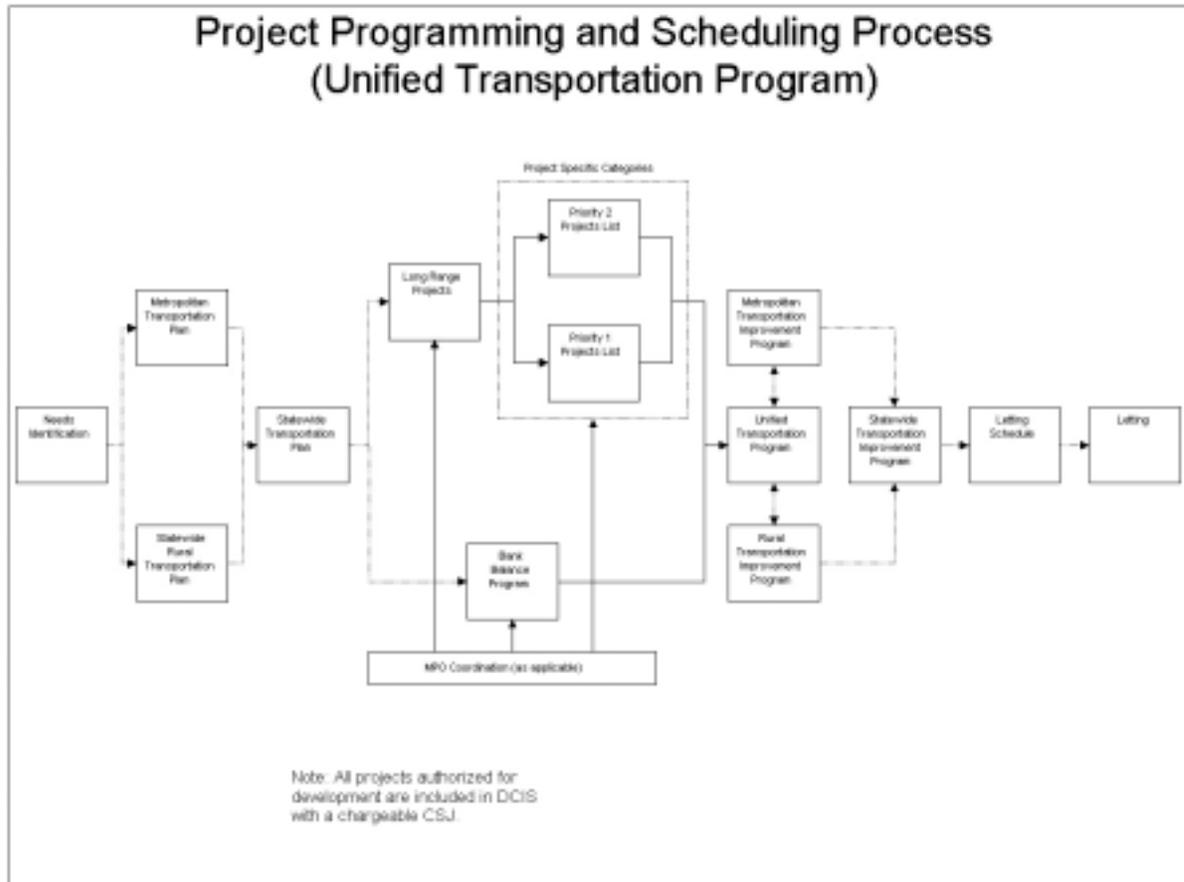


Figure 4-1: Project Programming and Scheduling Process (UTP) Flowchart

# Chapter 5

## Metropolitan Transportation Improvement Program Development Process

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Section 1 — Process Description .....	5-3
Background .....	5-3
Section 2 — Process Flowchart .....	5-4
Metropolitan Transportation Improvement Program Development .....	5-4



## **Section 1**

### **Process Description**

#### **Background**

The Metropolitan Transportation Improvement Programs (TIP) are the regions' spending plans for transportation improvements. They include capital and operating improvements to the metropolitan transportation system. The TIP includes investments in various modes and is the means of implementing the goals and objectives identified in the long-range Metropolitan Transportation Plan (twenty year plan of development). The chart in Section 2 identifies major steps and documents in the metropolitan TIP development process.

## Section 2 Process Flowchart

### Metropolitan Transportation Improvement Program Development

Figure 5-1 shows the metropolitan transportation improvement program development process in flowchart form. To view this figure as a PDF file, click [Mtipcht](#).

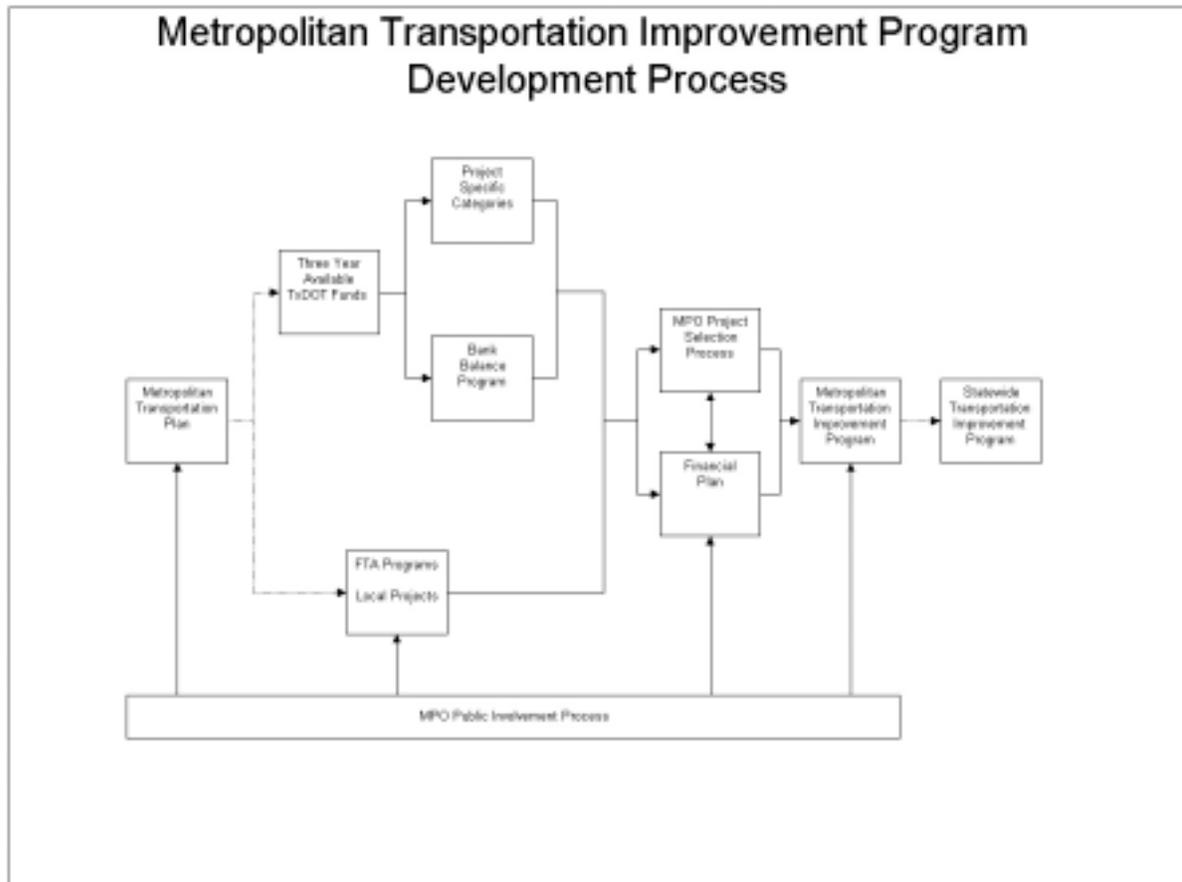


Figure 5-1: Metropolitan Transportation Improvement Program Development Process Flowchart

# Chapter 6

## Rural Transportation Improvement Program Development Process

**Contents:**

Section 1 — Process Description .....	6-3
Background .....	6-3
Section 2 — Process Flowchart .....	6-4
Rural Transportation Improvement Program Development .....	6-4



## Section 1

### Process Description

#### Background

The TxDOT Transportation Planning and Programming Division works with the district offices to address the rural transportation planning process and to develop a rural TIP that is coordinated with the Statewide Transportation Plan. TxDOT districts:

- ◆ prepare the rural TIP
- ◆ coordinate it with local elected officials and other planning agencies and MPOs when appropriate
- ◆ conduct public involvement

The chart in Section 2 outlines the development process for the rural TIP.

## Section 2 Process Flowchart

### Rural Transportation Improvement Program Development

Figure 6-1 shows the rural transportation improvement program development process in flowchart form. To view this figure as a PDF file, click [Rtipcht](#).

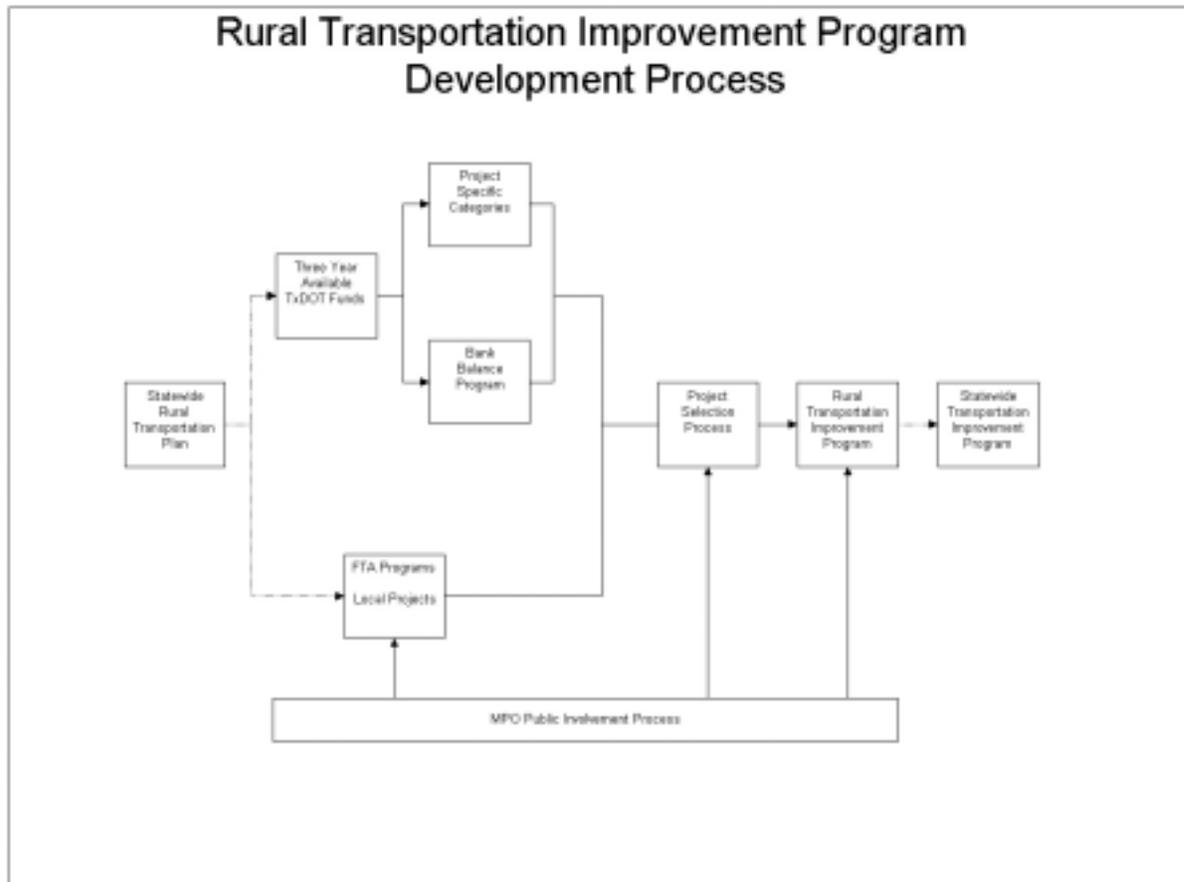


Figure 6-1: Rural Transportation Improvement Program Development Process Flowchart

# Chapter 7

## Statewide Transportation Improvement Program Development Process

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Section 2 — Process Flowchart .....	7-4



## **Section 1**

### **Process Description**

#### **Background**

The Statewide Transportation Improvement Program (STIP) is a staged, multi-year (three years plus one year of letting schedule), statewide, intermodal program of transportation projects that is consistent with the Statewide Transportation Plan, Unified Transportation Program, and Metropolitan Transportation Plans. The metropolitan TIPs and rural TIPs are coordinated to provide this statewide document of programmed work. Projects, or phases of projects, can be included in the STIP only if funding can reasonably be anticipated to be available for the project within the time period contemplated. The STIP also reflects the priorities for programming and expenditure of funds. A financial plan is included in the STIP to document the availability of funding and required matching funds from state and local sources. The chart in Section 2 summarizes the flow process for development of the STIP.

## Section 2 Process Flowchart

### Statewide Transportation Improvement Program Development

Figure 7-1 shows the statewide transportation improvement program development process in flowchart form. To view this figure as a PDF file, click [Stipcht](#).

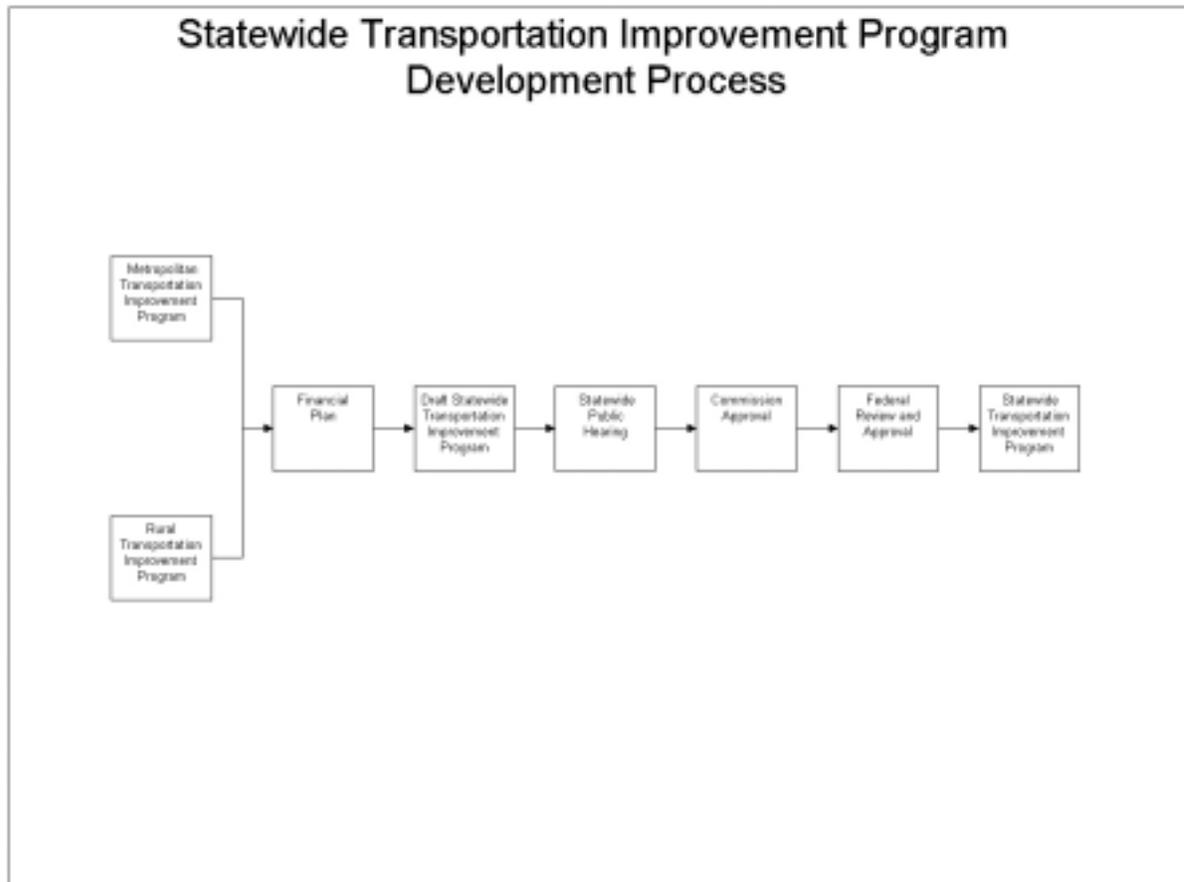


Figure 7-1: Statewide Transportation Improvement Program Development Process Flowchart

# Chapter 8

## Federal Review and Approval Process for Metropolitan Transportation Plan Air Quality Conformity

**Contents:**

Section 1 — Process Description .....	8-3
Background .....	8-3
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Federal Approval for Air Quality .....	8-4



## **Section 1**

### **Process Description**

#### **Background**

The subject of air quality, conformity, nonattainment, and required correction is complex and rapidly changing. In Texas, approximately one-half of the state population resides in areas that do not meet air quality standards. In the year 2000, national standards may change, resulting in additional areas of Texas being declared nonattainment. If this occurs, more than two-thirds of the state's population may be subject to federal air quality regulations. Clean Air Act amendments have established specific criteria that must be met for air quality nonattainment areas. Each MPO must demonstrate "transportation conformity" on its MTP and TIP every three years. Any revision to the TIP or MTP requires the MPO to resubmit conformity documentation to the Environmental Protection Agency for review and approval. The chart in Section 2 outlines the document flow for the federal review and approval process for MTP air quality conformity.

## Section 2 Process Flowchart

### Federal Approval for Air Quality

Figure 8-1 shows the federal review and approval process for metropolitan transportation plan air quality conformity (document flow) in flowchart form. To view this figure as a PDF file, click [Aqccht](#).

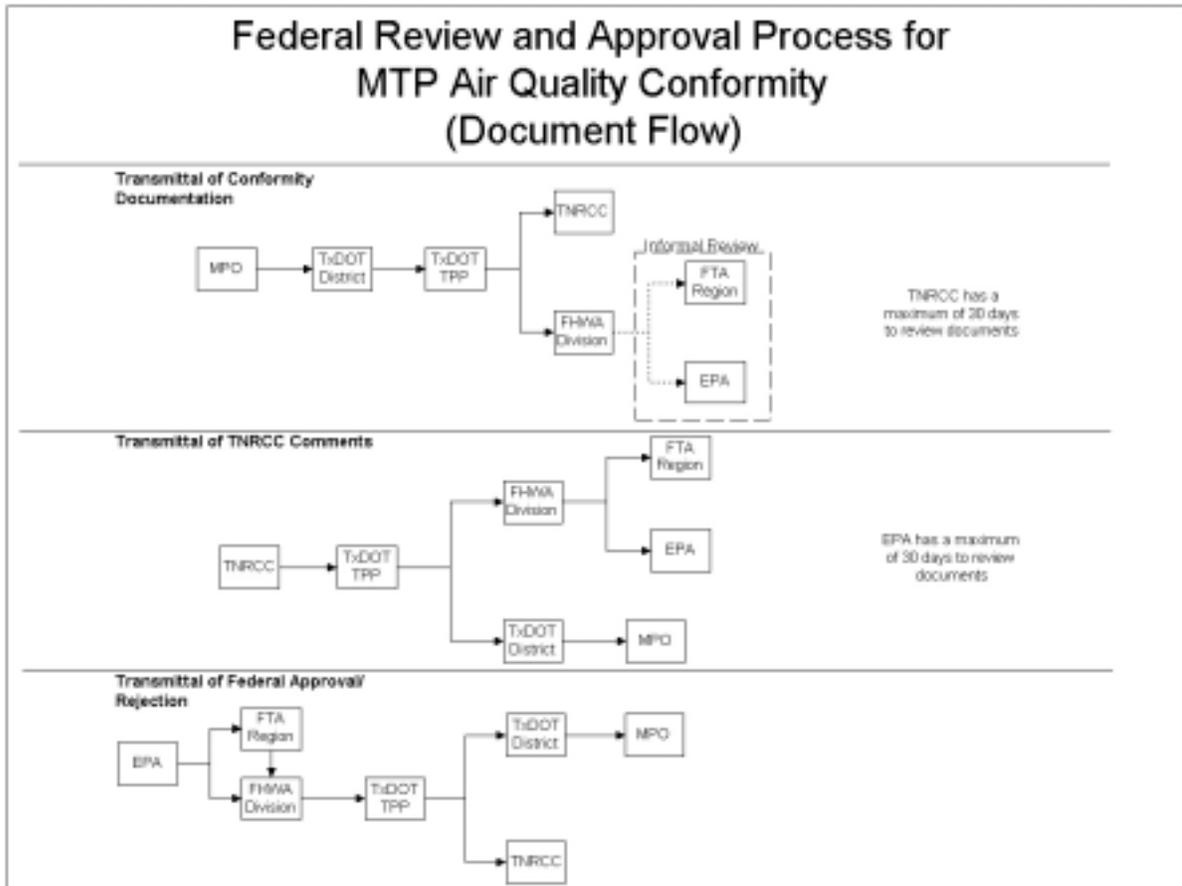


Figure 8-1: Federal Review and Approval Process for Metropolitan Transportation Plan Air Quality Conformity (Document Flow) Flowchart