

# Transportation Planning and Programming



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## **Manual Notice 2020-1**

**From:** Peter Smith, P. E., Director, Transportation Planning and Programming

**Manual:** *Transportation Planning and Programming*

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### **Purpose**

A single Transportation Planning and Programming Manual has been developed to replace several existing manuals concerning transportation planning and programming activities. It complies with federal and state administrative rules and has up-to-date business practices.

### **Supersedes**

This manual supersedes the following manuals:

- ◆ Metropolitan Planning Funds Administration
- ◆ Transportation Planning Manual
- ◆ Transportation Planning Policy Manual
- ◆ Transportation Planning Process Manual
- ◆ Transportation Programming and Scheduling Manual.

### **Contact**

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### **Archives**

This is a first edition manual. There are no archive copies.

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# Chapter 1 — Introduction

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## Section 1 — Overview

### Manual Update Process

At the beginning of each Fiscal Year, Transportation Planning and Programming (TPP) subject matter experts will review:

1. the Division Manual for needed updates,
2. all standard operating procedures and business practices for needed updates, and
3. the appropriate sections of the Texas Administrative Code for needed updates.

### TPP Wiki Library of Standard Operating Procedures (SOP)

TPP maintains a library of SOPs that are located at:

- ◆ [TPP Main](#)
- ◆ [Corridor Planning](#)
- ◆ [Data Management](#)
- ◆ [Freight and International Trade](#)
- ◆ [Grants and Administration](#)
- ◆ [Public Involvement](#)
- ◆ [Systems Planning](#)
- ◆ [Traffic Analysis](#)
- ◆ [UTP/Portfolio Performance](#)

**Section 2 — Transportation Planning and Programming Process**

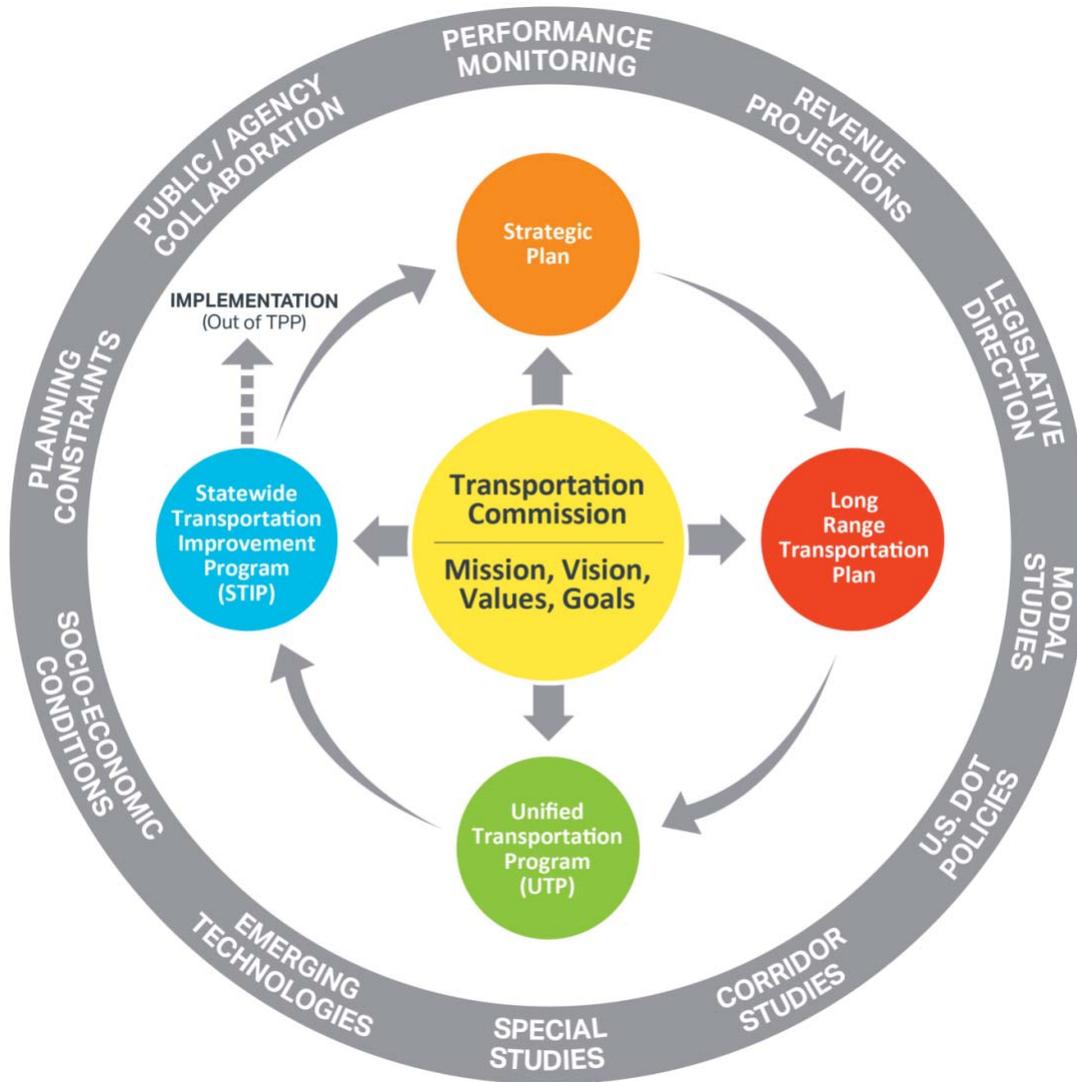


Figure 1-1. Transportation Planning and Programming Process

The transportation and programming process is shown in Figure 1. The Transportation Commission (commission) establishes the mission, vision, values, and goals for the department by engaging internal staff and working collaboratively with external parties like the Governor’s Office, legislators, Metropolitan Planning Organizations, counties, cities, transportation stakeholders and the public. The mission, vision, values, and goals drive the development of several planning and programming processes (Strategic Plan, Long Range Transportation Plan, Unified Transportation Program, and Statewide Transportation Improvement Program) that include a document approved by the commission. The planning and programming processes are also influenced by the factors in the outer ring.

## Chapter 2 — Texas Highway Trunk System

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## Section 1 — Overview

### Purpose of the Texas Highway Trunk System

The Texas Highway Trunk System (Trunk System) is a network of rural divided highways that complements and includes the rural portion of the Interstate Highway System. The minimal design criteria for this network specify that each highway should be at least a four-lane divided facility. The Trunk System serves as a principal connector for all Texas cities with over 20,000 population as well as major ports and points of entry to the state. The total mileage of the Trunk System, as stated in TxDOT Minute Order 910209, is limited to 11,500 miles.

### Laws and Regulations regarding the Texas Highway Trunk System

Route selection criteria for the Trunk System are found in the Texas Administrative Code (TAC), Title 43, Chapter 16, Subchapter B, Section 16.56 ([43 TAC 16.56](#)).

### Texas Highway Trunk System Update Frequency

The 1990 commission minute order adopting the Trunk System included a provision that the Trunk System be reviewed every four years to determine if revisions are needed.

Updates to the Trunk System mileage automatically occur when urbanized areas expand, reducing the number of miles on the system.

### Texas Highway Trunk System Location

The statewide planning map has a layer for the Trunk System. The statewide planning map is located at [TxDOT Statewide Planning Map](#).

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## Section 2 — Texas Highway Trunk System

### Initial Creation of the Texas Highway Trunk System

In response to a downturn in the Texas economy during the mid-1980's and in anticipation of new federal legislation, TxDOT developed a long-range highway plan in 1988 called the Texas Highway Trunk System. The main objective of the Trunk System was to identify rural highway segments, based on specified criteria that are to be upgraded to a four-lane divided cross section to encourage economic development of rural areas. The first Trunk System, consisting of 10,500 miles, was completed and approved in 1990. In 1998, the Trunk System was revisited and refined to accommodate for urban area expansion, as well as to consider other segments to be added to the network. This resulted in the addition of approximately 500 miles to the system. The system was last amended in 2001 to add approximately 475 miles.

A route had to meet one or more of the following criteria to be considered as part of the Trunk System:

- ◆ maximize the use of existing four-lane divided roadways,
- ◆ minimize circuitous or indirect routing,
- ◆ connect with principal roadways from adjacent states (AADT  $\geq$  1,000),
- ◆ connect with principal deep-water ports with channel depths of 40 feet or more,
- ◆ connect with principal Mexican ports of entry (AADT  $\geq$  5,000),
- ◆ serve significant military or other national security installations,
- ◆ serve tourism and/or recreational areas,
- ◆ comprise major truck routes (1,850 trucks per day), or
- ◆ be located within 25 miles or less of cities of 10,000 population or greater.

### Previous updates to the Texas Highway Trunk System

**May 28, 1998 – Minute Order 107484** - TxDOT updated the Trunk System network and proposed the addition of eight new routes consisting of 506 miles. As part of the revision, it was proposed that the Trunk System upgrades should be completed as full corridors to provide increased mobility over long distances. Forty-five corridors became known as Priority (subsequently renamed Phase 1) Corridors. Furthermore, the State was divided into five regions (northwest, northeast, west, southeast, and south) to ensure geographical equity of investments. Corridors not recognized as “priorities” were designated as “Other Trunk Highways”.

**August 31, 2000 – Minute Order 108286** – The TAC was amended concerning the Trunk System to include changes to the selection criteria. Closing gaps in the system and providing system connectivity were added as criteria.

**June 28, 2001 – Minute Order 108541** - Following the public hearing in January 2001, the Trunk System was amended to add certain routes and to delete one route.

**2018** – The Trunk System was reevaluated to determine if segments still met the criteria and if any segments should be added or deleted from the network. Based on the reevaluation, several segments have been identified for addition and one segment has been identified for removal. Action on these findings to update the Trunk System is pending.

### **Phase 1 Corridors**

Phase 1 Corridors were identified by the Texas Transportation Commission in 1998 as priority corridors for allocation of construction funds for expanding two-lane Trunk System highways to four-lane divided highways. Specific criteria used to select Phase 1 corridors included:

- ◆ Truck and total traffic volumes,
- ◆ Gap or percentage of the corridor that is 4-lane highway,
- ◆ Mexico Connector, and
- ◆ Bypass of metro areas.

## Chapter 3 — National Highway System

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## Section 1 — Overview

### Purpose of the National Highway System

The purpose of the National Highway System (NHS) is to provide an interconnected system of principal arterial routes which serve major population centers, international border crossings, ports, airports, public transportation facilities, and other intermodal transportation facilities and major travel destinations; meet national defense requirements; and serve interstate and interregional travel.

### Laws and Regulations regarding the National Highway System

- ◆ The Intermodal Surface Transportation Efficiency Act of 1991, Section 1006 called for the creation of the NHS. See [ISTEA](#). The National Highway System Designation Act of 1995, Section 101 designates that the NHS be developed by the Secretary of Transportation in cooperation with states, local officials, and metropolitan planning organizations (MPOs). See [NHS Act](#).
- ◆ Title 23 Code Federal Regulations Part 470, §470.113 – Defines the NHS modification process. See [23 CFR 470.113](#).
- ◆ Moving Ahead for Progress-21 (MAP-21), Section 1104 expanded the NHS to include all designated principal arterials that were not on the NHS as of 2012. See [MAP-21](#). The designation of the NHS and of principal arterials was taken from the 2011 Highway Performance Monitoring System (HPMS). In Texas, the NHS included 13,611 pre-MAP-21 miles and added 5,111 miles after the legislation. Because of the addition of all principal arterials, the mileage cap on the NHS, previously set at 178,250 miles nationwide, was removed.
- ◆ The Fixing America’s Surface Transportation Act (FAST) provides an estimated average of \$23.3 billion per year for the National Highway Performance Program (NHPP), which will support the condition and performance of the NHS, enable the construction of new facilities on the NHS, and ensure that investments of Federal-aid funds in highway construction are directed to support progress toward achieving performance targets established in a State’s asset management plan for the NHS.

### National Highway System Update Frequency

The NHS is a dynamic system that can change in response to future travel and trade demands. The NHS legislation permits the Secretary of Transportation to approve most modifications to the system without congressional approval. States must cooperate with local and regional officials in proposing modifications to the system. In metropolitan areas, local and regional officials act through their MPOs. The main exceptions to the Secretary’s discretion are connections to major

intermodal terminals (ports, airports, rail terminals, etc.). These require a one-time congressional approval. Proposed changes to the NHS shall use the functional reclassification of roads and streets carried out under ISTEA Section 1006(c).

The NHS modification process is defined in regulations (23 CFR 470) and requires a State to submit a request through the FHWA Division Office.

Requests for modification to the NHS are made by the States (or by MPOs through States) and approved by the Secretary of Transportation. In requesting modifications to the NHS, States must provide the following:

1. A description of the route being modified (route name, number, jurisdiction and extent),
2. A statement justifying the change,
3. Statements of coordination and consultation with affected entities, including adjacent states and MPOs, and
4. A statement describing how the change enhances the national transportation characteristics of the NHS.

Requests for modification are made in writing to the FHWA Division Office. The Division conducts an initial review of the requests and transmits its recommendation to FHWA Headquarters. Final decisions on the requests are passed from FHWA Headquarters to the Division Office who is then responsible for informing states.

### **National Highway System Location**

The statewide planning map has a layer for the NHS. The statewide planning map is located at [TxDOT Statewide Planning Map](#).

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## Section 2 — National Highway System

### Initial Creation of the National Highway System

ISTEA Section 1006 called for the creation of the NHS. The National Highway System Designation Act of 1995 designates that the NHS be developed by the Secretary of Transportation in cooperation with states, local officials, and MPOs.

The NHS consists of highways designated as:

- ◆ part of the Interstate System,
- ◆ urban and rural principal arterials and highways (including toll facilities) which provide motor vehicle access to major ports, airports, and public and intermodal transportation facilities,
- ◆ the strategic network of highways that provides defense access, continuity, and emergency capabilities for the movement of personnel, material, and equipment in both peacetime and wartime, and
- ◆ highway connectors which provide motor vehicle access between major military installations and highways that are part of the strategic highway network.

The first step by FHWA, State, and MPO officials was a nationwide reclassification of the Nation's roads based on their function. The target date for completion was early 1993. This allowed officials to identify all principal arterials. The State transportation departments then worked with local officials to develop recommendations on which principal arterials should be included in the NHS. The FHWA also worked with other elements of the DOT to identify major airport, maritime, port, rail, and transit facilities that were sufficiently important to justify connections to the NHS. A map of the system was created in 1993.

### Previous Updates to the National Highway System

MAP-21 (2012) added over 5,000 miles to the State network.

No other updates to the NHS in Texas, besides the occasional addition of eligible new construction roads, have been made since 2012.

TPP is currently conducting a comprehensive assessment of the NHS network in Texas, with anticipated completion in 2019. Any findings from the assessment will be coordinated with the affected MPOs and FHWA, and recommendations for modifications to the NHS will be submitted by TxDOT to FHWA for consideration.

# Chapter 4 — Public Involvement

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## Section 1 — Overview

### Introduction

The Public Involvement Section of the Transportation Planning and Programming (TPP) division assists Texas Department of Transportation (TxDOT) Districts and Divisions in developing strategies and implementing public involvement efforts throughout the state from project planning all the way through construction. Public involvement and citizen input is fundamental to TxDOT's mission: "Connecting You with Texas." Public involvement connects citizens to the Texas transportation projects that are important to them.

### Purpose of Public Involvement

The purpose of public involvement is to foster two-way communication aimed at incorporating the views, concerns and issues of the public into the decision-making process. Public involvement strategies are aimed at identifying high-quality methods of connecting with the public in ways that improve transportation decisions and increase trust in the agency.

### Mission of the Public Involvement Section

The mission of the TPP Public Involvement Section is to assist districts, divisions and offices with public involvement efforts from project development through construction. The Public Involvement Section serves as an on-site resource for districts to use in their public involvement efforts and be directly engaged in the public involvement initiatives of applicable divisions and offices.

### Laws and Regulations Regarding Public Involvement

Public involvement is mandatory, and the Texas Department of Transportation complies with all federal and state laws and regulations.

Table 4-1 provides a listing, by year of initial enactment, of the more significant federal laws that have required and emphasized public involvement as part of transportation policy. Additional laws and executive orders reinforce the principles that everyone affected or potentially affected by a decision should have an opportunity to be involved in the decision-making process.

**Table 4-1: Federal Laws with Public Involvement Requirements**

Year	Federal Law
1969	<a href="#">National Environmental Policy Act (NEPA)</a>
1991	<a href="#">Intermodal Surface Transportation Equity Act (ISTEA)</a>
1998	<a href="#">Transportation Equity Act for the 21st Century (TEA-21)</a>
2005	<a href="#">Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)</a>
2012	<a href="#">Moving Ahead for Progress in the 21st Century Act (MAP-21)</a>
2015	<a href="#">Fixing America’s Surface Transportation Act (FAST Act)</a>

Public involvement activities are conducted in accordance with the requirements codified in the Texas Administrative Code (TAC) at [43 TAC 2.101 to 2.110](#), as well as in the Code of Federal Regulations (CFR) at 23 CFR Part 771 for federal projects.

In addition, TxDOT complies with the following requirements:

- ◆ [Section 6002](#) of the Safe, Accountable, Flexible, Efficient Transportation Equality Act—A Legacy for Users (SAFETEA-LU)
- ◆ [23 USC 128: Public Hearings](#)
- ◆ [Executive Order 13166](#): Improving Access to Services for Persons with Limited English Proficiency.
- ◆ Title VI of the Civil Rights Act of 1964, as codified at [42 USC 2000d\(1-7\)](#)
- ◆ Council on Environmental Quality NEPA regulations, as codified at [40 CFR 1500 – 1508](#)
- ◆ Section 106 of the National Historic Preservation Act at 16 USC 470 and [36 CFR 800](#)
- ◆ Section 4(f) of the U.S. Department of Transportation Act as codified at [23 USC 138](#) and [49 USC 303](#); de minimis impact determinations under [23 CFR 774.5\(b\)](#)
- ◆ [Memorandum of Understanding between FHWA and TxDOT Concerning State of Texas’ Participation in the Project Delivery Program Pursuant to 23 U.S.C. 327](#) (Assignment MOU)
- ◆ [Chapter 26 of the Texas Parks and Wildlife Code \(PWC\)](#)
- ◆ [Chapter 183 of the Texas Natural Resources Code \(NRC\)](#)
- ◆ Texas Transportation Code §§[201.811](#), [203.021](#), and [203.022](#)
- ◆ TxDOT Environmental Division [Public Involvement Toolkit](#)

Reaching the underserved population is an critical aspect to civic engagement. As such, TxDOT is required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964 and Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency, to promote inclusive public involvement. Refer to the TxDOT [Community Impacts Assessment Toolkit](#).

Federal assistance requirements mandate that TxDOT undertake public involvement specific to historic properties potentially affected by a project. References and appropriate information regarding historic properties are integrated into the standard NEPA public involvement actions outlined in this handbook. Such integration may include the need to accommodate Section 106 consulting parties, such as Tribes, into the schedule created for the project. Refer to the TxDOT [Archeological Sites and Cemeteries Toolkit](#) and [Historic Resources Toolkit](#) for additional guidance on complying with Section 106.

Effective December 16, 2014, FHWA assigned and TxDOT assumed, subject to the terms and conditions in [23 USC 327](#) and the Assignment MOU, select U.S. Department of Transportation Secretary's responsibilities for NEPA compliance with respect to highway projects. TxDOT now acts as FHWA in making NEPA decisions for assigned projects. The Assignment MOU requires specific language as part of public involvement communication materials.

TxDOT may collaborate with local governments, metropolitan planning organizations (MPOs), or other transportation entities to conduct joint public involvement activities. Public involvement activities hosted by local governments designated as project sponsors ([43 TAC 2.14](#)) can satisfy TxDOT public involvement requirements provided the project sponsor follows all TxDOT requirements.

Chapter 26 of the Parks and Wildlife Code outlines public hearing notice requirements for projects that take public lands designated and used as parklands, recreational areas, scientific areas, wildlife refuges, or historic sites ([3 PWC 26.001](#)). Absent unusual circumstances, the hearing should be completed prior to NEPA approval. For additional guidance, refer to the [Chapter 26 Parks and Wildlife Code Toolkit](#).

TxDOT is committed to going beyond minimum requirements for public involvement. TxDOT embraces strategies and procedures that actively involve the public in the decision making for transportation projects and investments that impact their lives and communities.

## Commission Policy

On January 27, 2011, the Texas Transportation Commission adopted [Minute Order 112555](#):

“TxDOT commits to purposefully involve the public in planning and project implementation by providing for early, continuous, transparent and effective access to information and decision-making processes. TxDOT will regularly update public involvement methods to include best practices

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in public involvement and incorporate a range of strategies to encourage broad participation reflective of the needs of the state’s population.”

Additionally, the Commission adopted eight key objectives to implement public involvement more effectively:

- ◆ Ensure continued adherence to all regulatory guidelines that can be fully integrated into the planning process and sound public involvement practice
- ◆ Solicit and encourage proactive public involvement that can be fully integrated into the planning process and incorporated in the various planning activities
- ◆ Provide opportunities for accurate, timely information upon which Texas residents can rely
- ◆ Establish and maintain the TxDOT reputation as a trusted source of information
- ◆ Proactively seek early and continuing public input and involvement and be responsive to inquiries and suggestions
- ◆ Energetically adhere to or exceed all applicable TxDOT, state, and federal public involvement requirements for planning and project implementation
- ◆ Use multiple methods to explain TxDOT processes, priorities, and procedures so the public will have a solid foundation upon which to make requests, inquiries, and suggestions
- ◆ Listen to stakeholders when comments are provided; be responsive and accountable to all stakeholders

## Section 2 — Public Involvement Section

### Public Involvement Section Responsibilities

- ◆ Serves as an on-site resource for districts to use in their public involvement efforts and be directly engaged in the public involvement initiatives of applicable divisions and offices
- ◆ Assists districts, divisions, and offices with a myriad of public engagement strategies, which can occur anytime during or throughout the project life cycle
- ◆ Supports TxDOT employees with their public involvement needs and serves as a repository and an idea generator to find the most appropriate strategy for a particular need
- ◆ Ensures that Minute Order 112555's eight objectives are considered and acted upon when considering public involvement activities

Specific support includes:

- ◆ Develop custom public involvement strategies
- ◆ Create Public Involvement Plans; review consultant Public Involvement Plans
- ◆ Facilitate and develop online public engagement strategies, including virtual open houses and interactive surveys
- ◆ Develop and review project fact sheets and other materials, such as public meeting scrips and presentations
- ◆ Brainstorm appropriate notification techniques such as postcards, newsletters and email blasts
- ◆ Review or improve map schematics; improve language for the public
- ◆ Develop and post materials to the TxDOT website, such as meeting and hearing notices, notice of availability, exhibits, fact sheets, maps, and meeting summary reports
- ◆ Create and revise online project pages
- ◆ Facilitate a variety of public meetings and events
- ◆ Create public event displays
- ◆ Translate public materials into languages other than English
- ◆ Facilitate techniques for reaching out to Limited English Proficient (LEP) and Title VI populations
- ◆ Provide coordination and on-site support with public events

## **Public Involvement Section Processes and Procedures**

Processes and procedures for the Public Involvement Section are separated into the following areas:

- ◆ Public Involvement Planning and Guidance
- ◆ Public Involvement Meeting Notifications and Outreach
- ◆ Public Involvement Materials
- ◆ Public Involvement Best Practices and Resources

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## Section 3 — Public Involvement

### Public Involvement Planning and Guidance

Public involvement is a critical part of the project planning process, and can be a major factor in the overall success of a project. The success of public participation is largely determined by how thoroughly and thoughtfully it is planned. It is imperative that the public involvement process and project goals are carefully considered before choosing the appropriate strategy.

The framework of the public involvement process includes:

- ◆ **Step 1:** Define the project goals
- ◆ **Step 2:** Identify key stakeholders
- ◆ **Step 3:** Understand the levels of involvement and the public promise
- ◆ **Step 4:** Select the public involvement techniques

**Public Involvement Plan.** A fundamental first step in the public involvement planning process is the development of a Public Involvement Plan (PIP). A PIP is a living document that serves as a planning resource for TxDOT staff and consultants to better understand the overall goal, strategy and communication procedures for a specific project or initiative. It is a blueprint to reach a desired outcome and it outlines what is needed to effectively involve the public in the project planning process.

District or division staff can develop a PIP using a template, or they can contact the Public Involvement Section for assistance.

**Develop a PIP using a Template.** A district or division can create their own PIP using the PIP template. This editable document provides the components of the PIP along with instructions and examples. The planning template includes the following:

- ◆ Project description
- ◆ Project goal
- ◆ Purpose of the PIP
- ◆ Public involvement objectives
- ◆ Current issues to address
- ◆ Identification of stakeholders
- ◆ Tactics, tools, roles and responsibilities
- ◆ Timeline
- ◆ Evaluation

- ◆ Media request protocol
- ◆ Branding guidelines
- ◆ Project team

The plan should be continually evaluated and updated as needed to adapt to changing stakeholders and circumstances as the project development progresses.

**Contact the Public Involvement Section for public involvement planning assistance and PIP development.** A staff member from the Public Involvement section will then contact the district or division team member to discuss the project and public involvement goals, the level of public involvement needed and then will research and develop the plan for review and approval.

**Meeting Planning and Facilitation.** Determining the structure and approach of a public meeting or stakeholder meeting is yet another important consideration from a public involvement planning standpoint. The Public Involvement Section team can assist with building effective meeting plans and coordinating meeting logistics, such as designing meeting layouts and providing the appropriate meeting supplies. The Public Involvement Section works with districts and divisions to identify any Americans with Disabilities (ADA) considerations. Compliance with the ADA is not only required under Federal law—it is the right thing to do. Meeting locations must have adequate public parking and accessible entries to be compliant with ADA.

In addition, the Public Involvement Section team of facilitators can assist districts and divisions in providing thoughtful engagement opportunities with innovative collaboration methods. The team can assist districts and divisions to develop facilitation plans; create facilitation materials; provide the necessary supplies; and serve as a neutral facilitator during meetings. Contact the Public Involvement Section to learn more about using creative public engagement methods to create an effective and collaborative meeting.

### **Public Involvement Meeting Notifications and Outreach**

Public meetings and public hearings allow the public to participate in the transportation planning process and to better understand the road, rail and aviation projects that affect their communities, and are often required as part of the NEPA process.

**Legal Notice Requirements.** TxDOT is legally required to notify the public about a public meeting or public hearing opportunity and is a critical aspect of the planning process. In addition, TxDOT is required to develop notices that alert the public about specific milestones in the environmental review process and offers the opportunity to review environmental documents. Notice types include Notice Affording Opportunity for Public Hearing; Notice of Availability of environmental documents, such as an Environmental Impact Statement or Environmental Assessment; and Notice of Finding of no Significant Impact.

Notice requirements vary depending on the type of project and notification. These requirements can be found in the [TxDOT Environmental Division Public Involvement Toolkit](#).

**Online Notice Requirement.** In addition to supporting the legal requirements for public hearings and public meetings notifications, the agency requires districts and divisions to place notices about upcoming public meetings or hearings on TxDOT’s website **at least 15 days prior to the event** as outlined in the TxDOT Environmental Division Public Involvement Toolkit. In many cases, posting information prior to the 15-day requirement can be even more helpful for the public, so early coordination is important. The Public Involvement Section will help develop online notices with the assistance from districts and divisions.

The process of posting a notice to the TxDOT website includes:

- ◆ Plan the content and timing much earlier than the 15-day requirement by contacting the Public Involvement Section to determine the online notice timing and to begin gathering and organizing online materials
- ◆ Coordination with the Public Involvement Section to post online notices should begin one month in advance of the 15-day deadline date; the Public Involvement Section recommends starting this planning process as soon as the public hearing or meeting date has been identified
- ◆ Forward a copy of the legal notice to the Public Involvement Section to include as a hyperlink within the online notice
- ◆ Provide a project location map associated with the public meeting or hearing to the Public Involvement Section as appropriate
- ◆ Discuss any translation needs for the legal notice or other materials prior to posting on the TxDOT website; review the Public Involvement Section translations services fact sheet for more information
- ◆ Public Involvement Section drafts the notice
- ◆ District/division reviews the draft online notice provided by the Public Involvement Section, which shows how the online notice appears will appear on txdot.gov, make any edits and provide approval to the Public Involvement Section
- ◆ Public Involvement Section works with Web Services to get the online notice live on the TxDOT website and have the online notice posted on the [Meetings, Hearings and Notices Schedule](#) page
- ◆ Update the notice with additional project information; for example, forward any schematics, exhibit board or presentation materials that would be helpful for the public
- ◆ Forward the meeting summary report as appropriate to the Public Involvement Section; the public appreciates reviewing how their comments were addressed and any meeting notes.

**Additional Outreach.** Beyond the legal requirements of notifying the public about meetings and hearings, districts and divisions have a duty to support the agency’s Public Involvement Policy to

incorporate a range of strategies to encourage broad participation reflective of the needs of the state's population. It is incredibly important to use every method available to ensure the public is aware of these meeting opportunities.

Building awareness of these opportunities is achieved by using a variety of best practices and outreach strategies. The Public Involvement Section can assist with the development of a Public Involvement Plan to outline additional strategies for outreach; contact the Public Involvement Section early to discuss potential additional notification strategies. Districts and divisions can refer to the Public Involvement Guidebook or consider enrolling in the OPI100 Effective Public Involvement training to learn more about outreach methods.

### **Public Involvement Materials**

The Public Involvement Section assists districts and divisions in developing a variety of public involvement materials in a public-friendly and creative approach. The Public Involvement Section not only assists with creating print materials, but also places these materials on the TxDOT website. For the sake of transparency to the public, all appropriate materials should be placed online for easy access.

The Public Involvement Section develops online materials including the development of online notices and project pages. Project pages summarize key elements of a project, study or initiative in an easy-to-understand and concise manner. Other supporting materials, such as maps, fact sheets and presentations can be added to project pages as hyperlinks. Project pages can include interactive Project Tracker maps and email subscription “buttons.”

**Limited English Proficiency (LEP) Considerations.** Texas is a diverse state, and many communities have high levels of persons with limited proficiency in English. Translating English documents to foreign languages or securing an interpreter benefits the agency by building trust and confidence that public input matters. Translating materials into Spanish should be viewed as a matter of routine.

The Public Involvement Section offers a translation service to districts and divisions to assist with translating materials in a variety of languages. The Public Involvement Section can help with researching the demographics of the community and determining an overall strategy for translating materials, as well as reaching underserved populations.

**ADA Considerations.** The Public Involvement Section can assist with ensuring materials are accessible to all citizens and in compliance with ADA considerations. For example, the Public Involvement Section can assist with translating public involvement meeting materials into Braille. The team is also able to secure an American Sign Language (ASL) interpreter for public meetings or public hearings.

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**TxDOT Branding.** The Public Involvement Section will create and review materials in compliance with TxDOT branding, and will provide branded TxDOT public involvement templates as appropriate.

**Types of Materials for Public Hearings and Meetings.** The Public Involvement Section reviews and develops a variety of materials specific to public hearings or meetings:

- ◆ Fact sheets
- ◆ Comment forms
- ◆ Sign-in sheets
- ◆ Exhibits
- ◆ Handouts
- ◆ Presentations
- ◆ Speaker cards
- ◆ District or project informational cards
- ◆ Frequently Asked Question documents

**Types of Materials for Outreach.** The Public Involvement Section reviews and develops a variety of materials specific to outreach:

- ◆ Newsletters
- ◆ Posters
- ◆ Display ads
- ◆ Door hangers or flyers
- ◆ Creative outreach displays
- ◆ Postcards
- ◆ Presentations
- ◆ Electronic bill promotion
- ◆ Online open house opportunities
- ◆ Online engagement surveys
- ◆ Social media postings

### **Public Involvement Best Practices and Resources**

There are a variety of best practices and resources available to districts and divisions to assist with the planning and execution of outreach activities.

The Public Involvement Section Crossroads website provides many educational materials and training opportunities to build knowledge and offer strategic recommendations.

**Public Involvement Training Opportunities.** The introductory public involvement course, OPI100 “Effective Public Involvement is designed to focus participants about the fundamental principles of the Public Involvement Policy. The course provides district staff new and innovative ways to involve and engage citizens in early, continuous, transparent and effective access to the state's transportation planning and implementation process.

**Public Involvement Section Newsletter – Connecting our Communities.** Connecting our Communities is a quarterly public involvement newsletter on public involvement policy issues and relevant public involvement topics such as open carry at meetings, guidance for construction outreach, accommodations for individuals with disabilities and project spotlight stories.

# Chapter 5 — Traffic

## Contents:

[Section 1 — Traffic Monitoring System](#)

[Section 2 — Traffic Corridor Analysis](#)

[Section 3 — Travel Demand Modeling](#)

[Section 4 — Regional and Project Level Conformity](#)

## Section 1 — Traffic Monitoring System

### Overview

Traffic monitoring is the collection and analysis of traffic data to quantify and assess the use and performance of the roadway system. A comprehensive, interdependent system of continuous counter operations and short-term traffic monitoring yields analyzed traffic data that is fair and unbiased for use by a wide variety of internal and external customers.

The Texas Traffic Monitoring System complies with [23 Code of Federal Regulations 500B](#) Management and Monitoring Systems (CFR), which sets forth the requirements for development, establishment, implementation, and continued operation of a traffic monitoring system.

### Statewide Traffic Analysis and Reporting System (STARS II)

STARS II is the official traffic data source for TxDOT and the State of Texas. It is a cloud-based application used by TPP Traffic Analysis to store, analyze, report, and publish traffic data. STARS II can be publicly accessed using any web browser at [STARS II](#).

An informational STARS II brochure can be found at [STARS II Brochure](#).

District Traffic Maps, Urban Saturation Maps, and Statewide Flowband Maps can be found at [Traffic Maps](#).

### Traffic Data Analysis and Reporting Standard Operations Procedures Manual

The Traffic Analysis System Support (TASS) Data Analysis SOP Manual details the analysis of data, development of adjustment factors, and reporting of Annual Average Daily Traffic (AADT).

### Data Collection Manuals

The Traffic Recorder Instruction Manual detailing the visual categorization of vehicles into a thirteen classification schema can be found at <http://gsd-ultraseek/txdotmanuals/tri/tri.pdf>.

[Accumulative Count Recorder \(ACR\) User Manual and Quick Reference Guide](#)

## Section 2 — Traffic Corridor Analysis

### Overview

As part of the project development process, TPP Traffic Analysis provides the districts with corridor analysis on existing and proposed facilities to be used in planning, pavement, or geometric design analysis. Corridor analysis can include basic highway traffic data for pavement design, vehicle classification for environmental studies, detailed schematic turning movements, consultant corridor information packet, or no-build traffic analysis.

Federal regulations for Transportation Analysis include [23 CFR 450](#) Planning Assistance and Standards.

### Corridor Analysis Options

Districts may have transportation analyses developed using one the following three options:

- ◆ **Option A** – TPP Traffic Analysis responsible for development of traffic data and signs/stamps project
- ◆ **Option B** – District responsible for development of traffic data and TPP Traffic Analysis reviews and signs/stamps project
- ◆ **Option C** – District responsible for development of traffic data and signs/stamps project

### Toll Forecasts

TPP Traffic Analysis does not conduct traffic volume toll forecasts.

## Section 3 — Travel Demand Modeling

### Overview

A Travel Demand Model (TDM) is a tool to support the urban transportation planning process. It is a series of analytical techniques used to predict future demand for transportation facilities and services and estimates the impacts of policies and program on behavior and travel demand. A TDM can predict how changes in size and character of the population will impact the transportation system in the future.

Federal regulations for Urban Travel Demand Modeling include [23 CFR 450](#) Planning Assistance and Standards; [40 CFR 51](#) Requirements for Preparation, Adoption, and Submittal of Implementation Plans; [49 CFR](#) Transportation; [40 CFR 93](#) Determining Conformity of Federal Actions to State or Federal Implementation Plans, 122b&c; and [23 CFR 500](#) Management and Monitoring Systems.

### Statewide Modeling Process

The Statewide Modeling Process includes development and implementation of travel demand modeling (TDM) as part of the Continuous, Cooperative, and Comprehensive (3C) planning process with TxDOT Districts and Metropolitan Planning Organizations (MPOs).

The state development of urban travel demand modeling benefits 20 MPOs directly and 5 indirectly. Five large MPOs develop travel demand models using in-house or contract staff. TxDOT participates in the 3C process with these MPOs including the review of the models developed, as appropriate.

The MPOs gain the benefits of standardized program that allow the use of MPO funds in the use of the models. Model timelines are mutually agreed to by all parties. Schedule deviations are documented and schedules are adjusted within reason or additional resources are assigned to the projects. When models are updated a review of the previous models uses and challenges is undertaken, and the information is used to improve the process.

During the initiation of each model, TPP works with the MPO to define who is responsible for each step of the process. Typically, MPOs develop the locally specific input data, and TPP develops the models and trains staff in the use of the models. Then, the MPOs use the models for Metropolitan Transportation Plan development and project analysis. The breakdown in responsibilities for specific steps can vary between areas.

### **Statewide Analysis Model (SAM)**

The Statewide Analysis Model (SAM) includes expanded coverage of its travel demand modeling to a statewide model that includes different passenger and freight modes and the interaction among those modes. SAM Version 4 (SAM-V4) has 2015 as a base year and 2050 as a horizon year.

[SAM-V4 Documentation](#)

### **Travel Survey Program**

TxDOT obtains information on travel behavior from travel surveys and uses it to develop trip generation and trip attraction rates from each urban area. A typical travel survey in Texas contains a household survey, a workplace survey, external station survey, commercial vehicle survey, special generator survey, and, where needed, an on-board public transit survey. In some nonattainment or near nonattainment areas, an air quality survey may be conducted.

TxDOT's Travel Survey Program supplements internal efforts with InfoGroup data and National Household Travel Survey (NHTS) data.

The Texas Travel Survey Program complies with [23 CFR 500](#).

### **Demographic Assistance Interagency Contract**

TPP Traffic Analysis provides information, training, and assistance to analysts and designated MPOs for the development of base and forecast year demographic data for input into TDMs or for use in transportation analysis.

### **Texas Racing Commission Traffic Impact Analysis**

On an infrequent basis, the Texas Racing Commission contacts TxDOT requesting a traffic impact analysis.

### **TexPACK**

TexPACK is an Integrated Travel Demand Modeling Application that includes a suite of TDM software incorporating trip generation and distribution techniques that are integrated into TransCAD travel demand modeling platform and takes advantage of inherent GIS capabilities.

The implementation of TexPACK increased the use of travel demand model applications by improving the application interface that creates a standard platform to create, apply and deploy models throughout the state. TexPACK also creates a common system for measuring and communicating results as well as permitting flexibility for enhancement.

## **Texas Travel Demand Modeling Dashboard**

The Travel Demand Modeling Dashboard facilitates shared team management of the TDM development and application process and enhances communication, coordination, and collaboration. As an enhanced way of doing business, the Dashboard provides a tool for high level status and progress summary and review.

While providing project management and oversight as well as cultivating team-level ownership and responsibility, the Dashboard continues ongoing efforts to move towards statewide consistency.

## **Help Desk Assistance**

Assistance can be reached at [TPP-TRANSCAD-HELPDESK@txdot.gov](mailto:TPP-TRANSCAD-HELPDESK@txdot.gov) or by calling 512-486-5177.

## **Reference Materials**

[TexPACK TDM Application Guidebook](#)

[TxDOT TDM Application Guidebook](#)

[Network and Zone Editing Guidebook](#)

[Demographic Development Guidebook](#)

[Pre-STARS II Count Annotation Guidebook](#)

[STARS II Count Annotation Guidebook](#)

[TexTown Model Application Guidebook](#)

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## Section 4 — Regional and Project Level Conformity

### Overview

Public transportation projects proposed for federal funding must meet the requirements of the Clean Air Act ([42 USC 85](#) Air Pollution Prevention and Control) in addition to the National Environmental Policy Act (NEPA). To accomplish this, the Act addresses criteria air pollutants that are regulated through the National Ambient Air Quality Standards (NAAQS). Air quality conformity is a process intended to ensure that Federal Transit Administration (FTA) funding goes to transit activities that are consistent with the air quality goals set forth in the Clean Air Act.

### Regional and Project Level Conformity Process

Air quality conformity applies to two levels of transportation activity:

1. To Metropolitan Transportation Plans (MTPs) and Transportation Improvement Plans (TIPs) develop by Metropolitan Planning Organizations (MPOs) in accordance with the Federal Highway Administration-FTA planning regulation ([23 CFR 450](#) Planning Assistance and Standards).
2. To projects funded by FTA and located in areas that do not meet (nonattainment areas), or previously have not met (maintenance areas) the National Ambient Air Quality Standards (NAAQS) for a transportation-related pollutant.

For project-level conformity, FTA must find that a transit project located in a nonattainment or maintenance area meets the project-level conformity requirements before FTA can make a grant for any element of that project's implementation. To conform, a transit project must come from a currently conforming Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP), must not cause or contribute to any air quality hot spots, and must follow any other requirement in the State Implementation Plan (SIP) for air quality that pertain to the project.

### Air Quality and Conformity Interagency Contract

Traffic Analysis guides and supports the Technical Working Group (TWG) on air quality and conformity, develops and documents methods and procedures for on-road mobile emissions estimates for planning and conformity demonstrations, performs air quality and emissions analyses for conformity, and conducts technical and policy analysis on approved air quality topics.

The program oversees and coordinates the air quality conformity interagency contract and reviews conformity documentation ([40 CFR 93.110](#) Criteria and Procedures: Latest Planning Assumptions). Conformity requirements for transportation are found in Section 176(c) of the Clean Air Act ([42 USC 7506\(c\)](#) Limitations on Certain Federal Assistance).

# Chapter 6 — Annual Performance Achievement Report

## Contents:

[Section 1 — Overview](#)

[Section 2 — APAR Process](#)

## Section 1 — Overview

### Purpose

Texas Transportation Code Title 6, Subchapter A, Chapter 201, Section [201.807](#) requires the development of an annual report to document the success rate of transportation projects included in the Texas Department of Transportation's (TxDOT's) work program being completed on time and on budget.

Since 2014, TxDOT's Transportation Planning and Programming Division (TPP) develops the *Annual Portfolio Achievement Report* (APAR) in response to the requirements of the Texas Transportation Code. The APAR facilitates communication between those who plan projects, those who develop and schedule projects, and those who forecast and manage the financial resources of the agency.

### The APAR

- ◆ Reports on the agencies accomplishments in the previous fiscal year and includes any recommendations and next steps for next fiscal year.
- ◆ Reports on the performance measures focused on the TxDOT goal “Deliver the Right Projects—implement effective planning and forecasting processes that deliver the right projects on time and on budget.”
- ◆ Highlights the anticipated next steps and recommendations in TxDOT's continued efforts to ensure the delivery of the right projects.

## Section 2 — APAR Process

### Development cycle steps and timeline

With the passing of a number of federal and state legislative requirements since 2011, and with additional state funding, TxDOT initiated a number of revisions to its business and governance processes. Figure 6-1 shows recent legislative directives (federal and state), the initiatives that TxDOT embarked upon in response to the directives, and how these TxDOT initiatives are documented in the annual reports thus far.

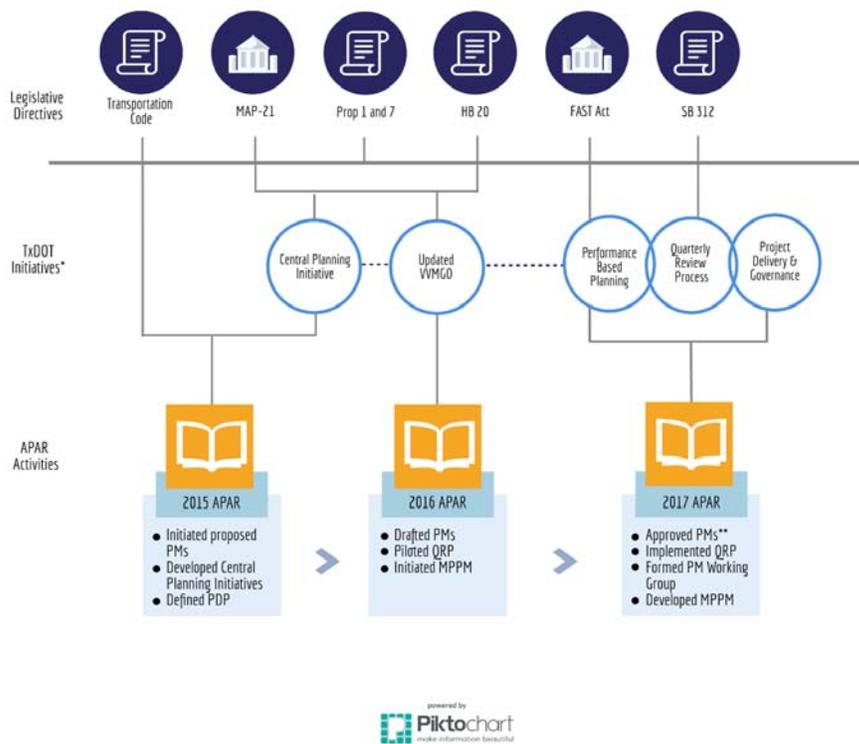


Figure 6-1. Directives and Initiatives Leading Up to the 2017 Annual Portfolio Achievement Report.

\* Focused on “Delivering the Right Projects.”

\*\* Approved by TxDOT Administration January 25, 2017.

Acronyms: Moving Ahead for Progress in the 21st Century Act (MAP-21); Proposition (Prop); House Bill 20 (HB 20); Fixing America’s Surface Transportation (FAST) Act; Senate Bill 312 (SB 312); Vision, Values, Mission, Goals, and Objectives (VVMGO); Performance Measures (PMs);

*Project Development Process (PDP); Quarterly Review Process (QRP); Modernize Portfolio and Project Management (MPPM).*

APAR is produced each fiscal year by the end of October. TxDOT Administration reviews and approves in November. It is part of the Quarterly Review Process (QRP) and approved during Quarterly Review Meeting (QRM), first quarter (QRM1).

TxDOT’s Quarterly Review Process (QRP) relies on a rigorous process involving TxDOT divisions and districts participating in quarterly meetings, monthly data collection, and data analysis. See Figure 6-2. This process allows for the monitoring of the agency’s performance in terms of budgeting, planning, and programming of the department’s project portfolio against a set baseline. The ultimate objective of the QRP is to bring the data-driven project development process into alignment with project funding, prioritization, and development.

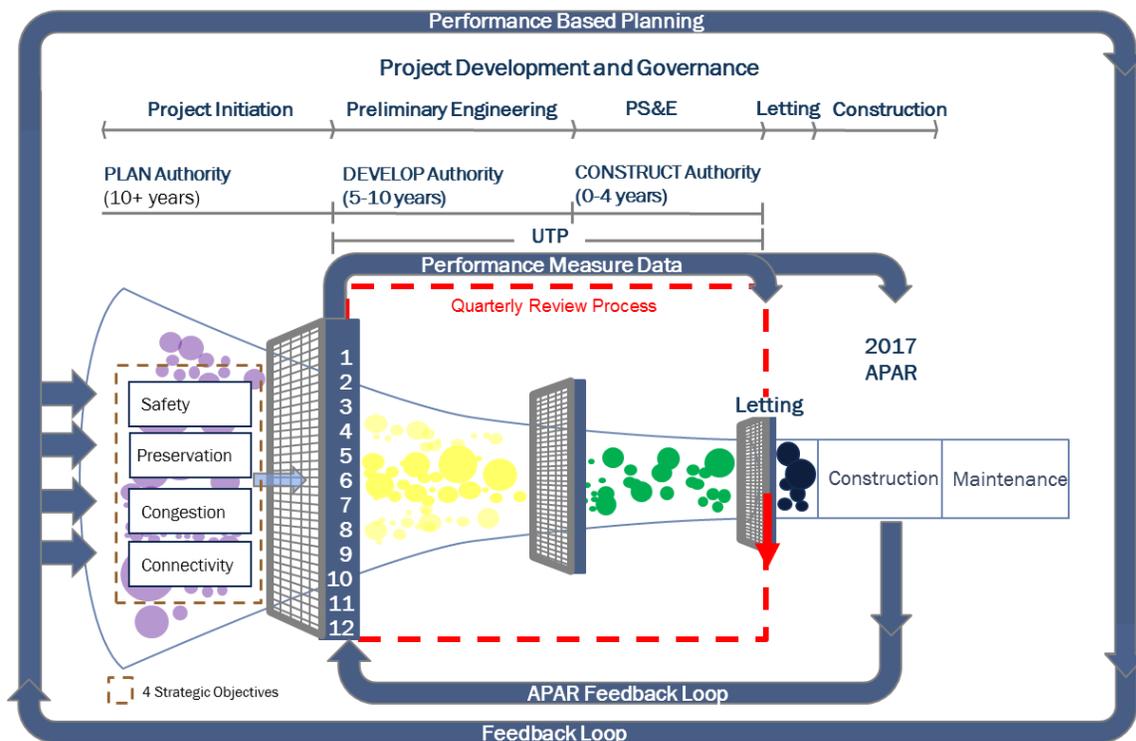


Figure 6-2. The Focus of QRP and APAR.

One example of how the data is measured is by the quarterly and annual review of the Key Performance measures (KPMs) highlighted in the APAR.

The performance measures included in the report are focused on the TxDOT goal “Deliver the Right Projects—implement effective planning and forecasting processes that deliver the right projects on time and on budget.” Figure 6-3 illustrates how the performance measures relate to the project development phase in which the activities are measured in the funnel. While some activities

occur in only one phase, others apply to more than one phase. The latter performance measures are repeated in the funnel.

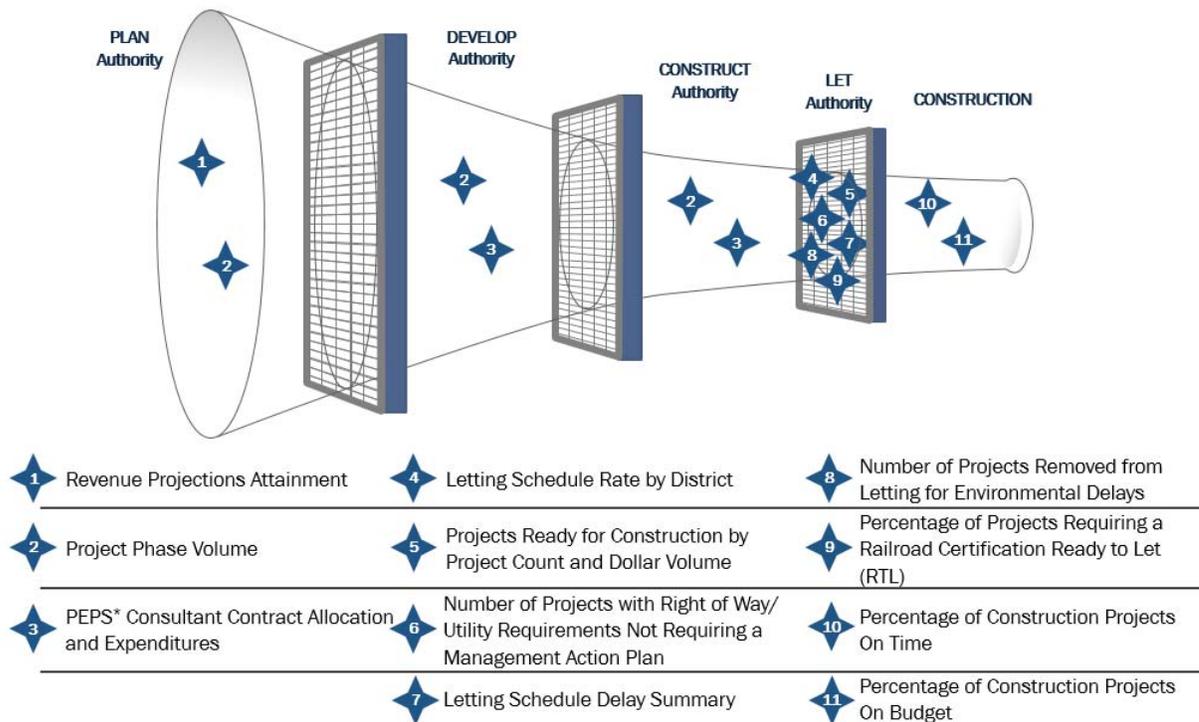


Figure 6-3. Performance Measures and Project Development

TxDOT needs robust forecasting, planning, and programming processes and a cadence of meetings to get projects developed, right-of-way purchased and projects let as funding becomes available. The UTP is the framework that connects long-range and short-term plans by providing investment and distribution strategies (programs and allocations) to achieve the desired performance targets. The UTP serves as the vehicle that sets planning targets for each District, Division, and MPO to enable successful lettings by ensuring enough projects are developed and ready to let. Since transportation projects can take years to develop – especially very complex projects - TxDOT needs to plan the appropriate volume of projects to ensure that letting targets are met (i.e., project can be advanced) if additional funding becomes available and/or if projects are canceled or become inactive during that phase. The planning target volumes therefore need to remain reasonably stable over time to provide the agency with the ability to remain dynamic and successful at meeting target letting volumes. See Figure 6-4.

Therefore, the overall project development process is analyzed emphasizing a review of project milestones and identifying projects that are at high risk to meet their letting dates.

This annual review is reported in the APAR.

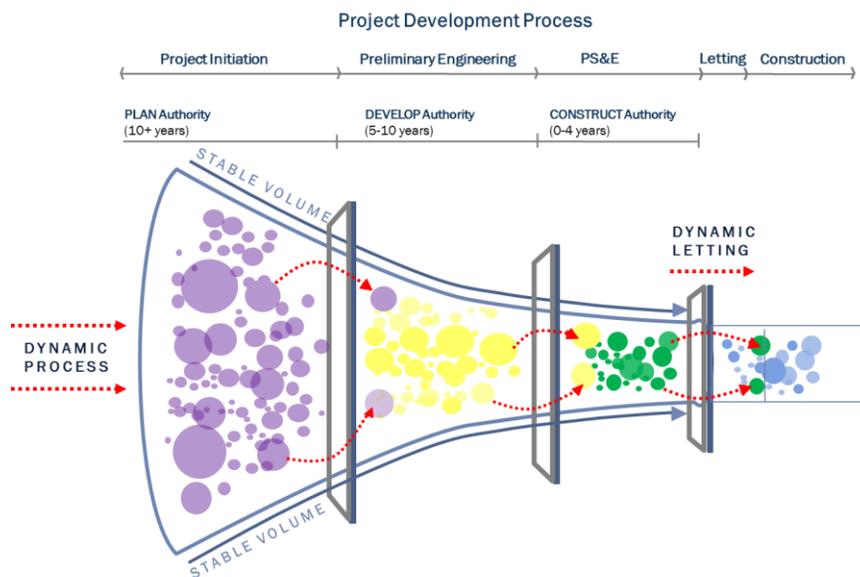


Figure 6-4. The Dynamic Letting Process

### Published APAR Depository

APAR 2015-2017 are located at [APAR](#).

# Chapter 7 — Project Tracker

## Contents:

[Section 1 — Overview](#)

[Section 2 — 2017-18 Project Tracker Review Process](#)

## Section 1 — Overview

### Purpose and Use of Project Tracker

Transportation Code Section [201.807](#) states that the department should have a centralized location on the Internet to list projects in all transportation plans and programs available to the public. Project Tracker was created as a web based/portal tool that maps and tracks TxDOT's transportation projects, including annual reports for other modes such as Aviation and Rail.

Project Tracker contains information about:

- ◆ each TxDOT project, including its status, funding source, benchmarks for evaluation, timelines for completion, and other information;
- ◆ the number of open lanes and the location and duration of lane closures for each construction work zone for a project with a timeline of more than a month or that cost more than \$5 million;
- ◆ road maintenance projects, including criteria for designating a project and the condition of each road before the project; and
- ◆ the source of funds, including type of revenue, for transportation and toll projects, as well as spending by each TxDOT district and by developmental program funding category.

Data from various TxDOT IT systems provides the project-specific information available on Project Tracker.

### Adoption of Rules

Rules for Project Tracker can be found at [Project Tracker rules](#).

### Evaluating Project Tracker

TxDOT will:

- ◆ Establish a Working Group to review the ongoing user feedback and recommend additional improvements when warranted.
- ◆ Conduct a comprehensive review of the reporting system to determine if improvements are necessary at least every four years.
- ◆ In conducting the review, TxDOT will incorporate feedback from internal and external users of the system and advice from its public involvement office.
- ◆ If improvements are necessary, TxDOT will further develop an implementation plan for such improvements.

## Section 2 — 2017-18 Project Tracker Review Process

### Development milestones of enhancements and timeline of outreach activities

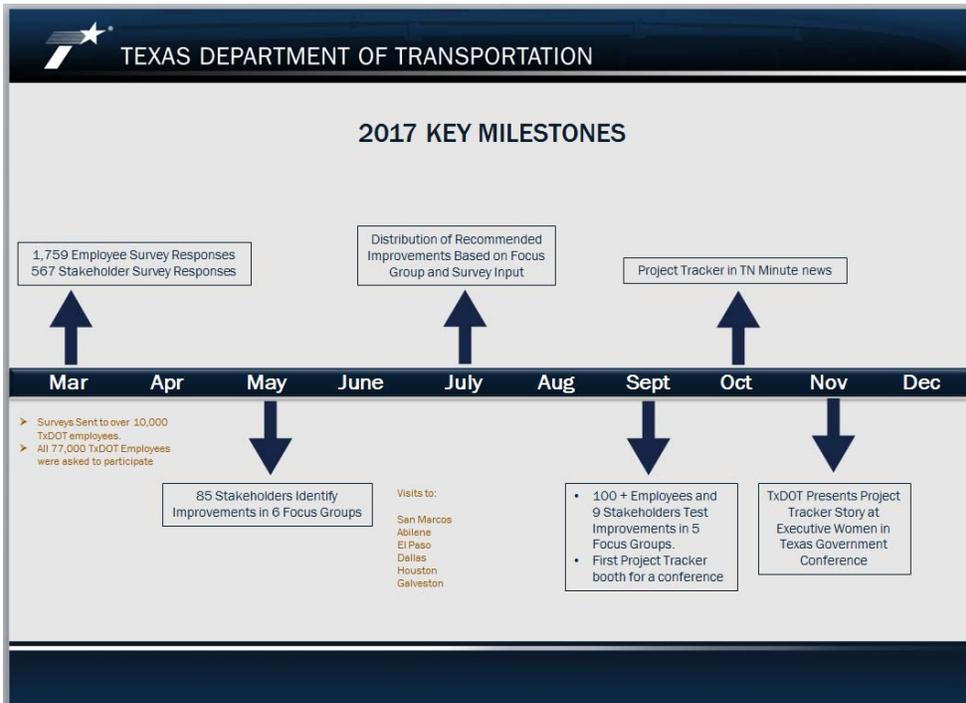


Figure 7-1. 2017 Project Tracker Milestones

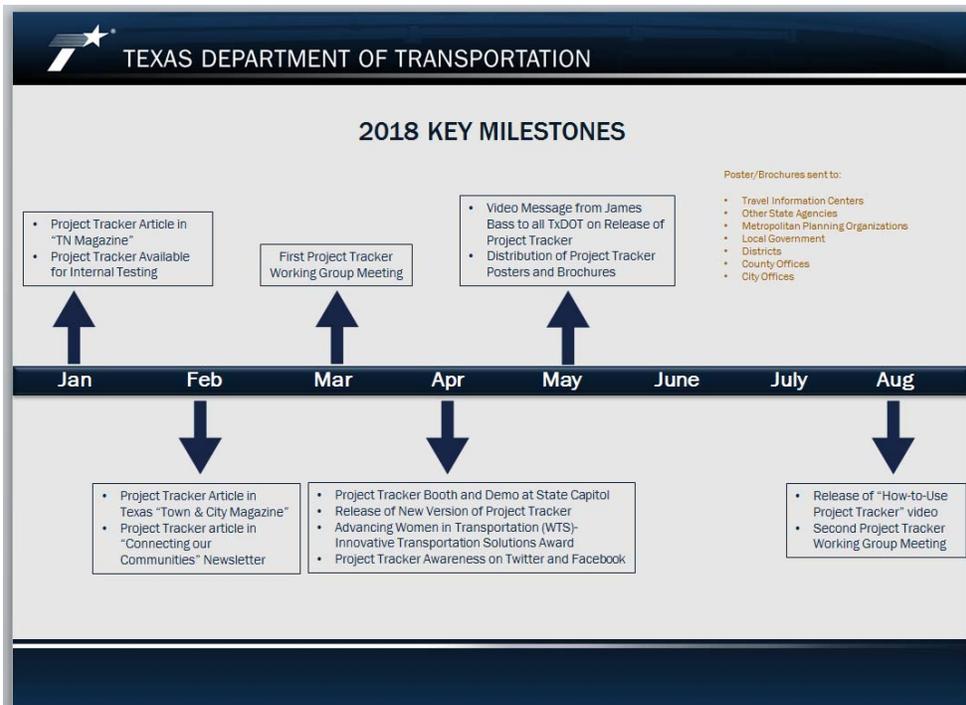


Figure 7-2. Project Tracker 2018 Milestones

**Where to find information**

Project Tracker website: [www.txdot.gov/pt](http://www.txdot.gov/pt)

Landing page: <http://www.txdot.gov/inside-txdot/projects/project-tracker.html>

# Chapter 8 — Quarterly Review Process

## Contents:

[Section 1 — Overview](#)

[Section 2 — QRP Process](#)

## Section 1 — Overview

### Purpose

The Quarterly Review Process (QRP) ties to the overall TxDOT strategic goal to “Deliver the Right Projects”, which means to implement effective planning and forecasting processes that deliver the right projects on-time and on-budget.

QRP is the process the department uses to execute on this strategic goal, through 5 sub-goals:

1. Program and maintain a healthy statewide project portfolio over a 10-year horizon to meet TxDOT’s strategic transportation goals
2. Monitor key milestones against the approved plan and troubleshoot as necessary
3. Deploy budget and staff effectively to meet project needs
4. Establish clear communication between all stakeholders
5. Contribute to the development of reports to meet annual reporting requirements

During the QRP, each project’s progress is monitored. This facilitates an adequate supply of projects in the pipeline ready for letting to fully use the amount of available funding during each year.

The QRP consists of four phases in each fiscal year (Figure 8-1).

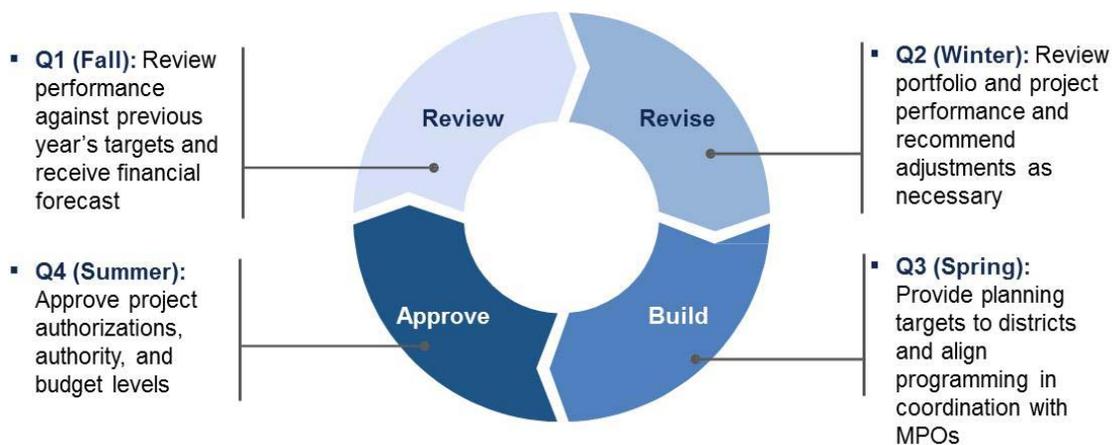


Figure 8-1. Phases of the Quarterly Review Process

## Section 2 — QRP Process

### QRP Activities

The Central Planning team consists of 5 Divisions: TPP, ROW, ENV, PEPS, and FIN. These Divisions meet to consolidate the project portfolios provided by all 25 districts into a consolidated, or central, portfolio. See Figure 8-2.

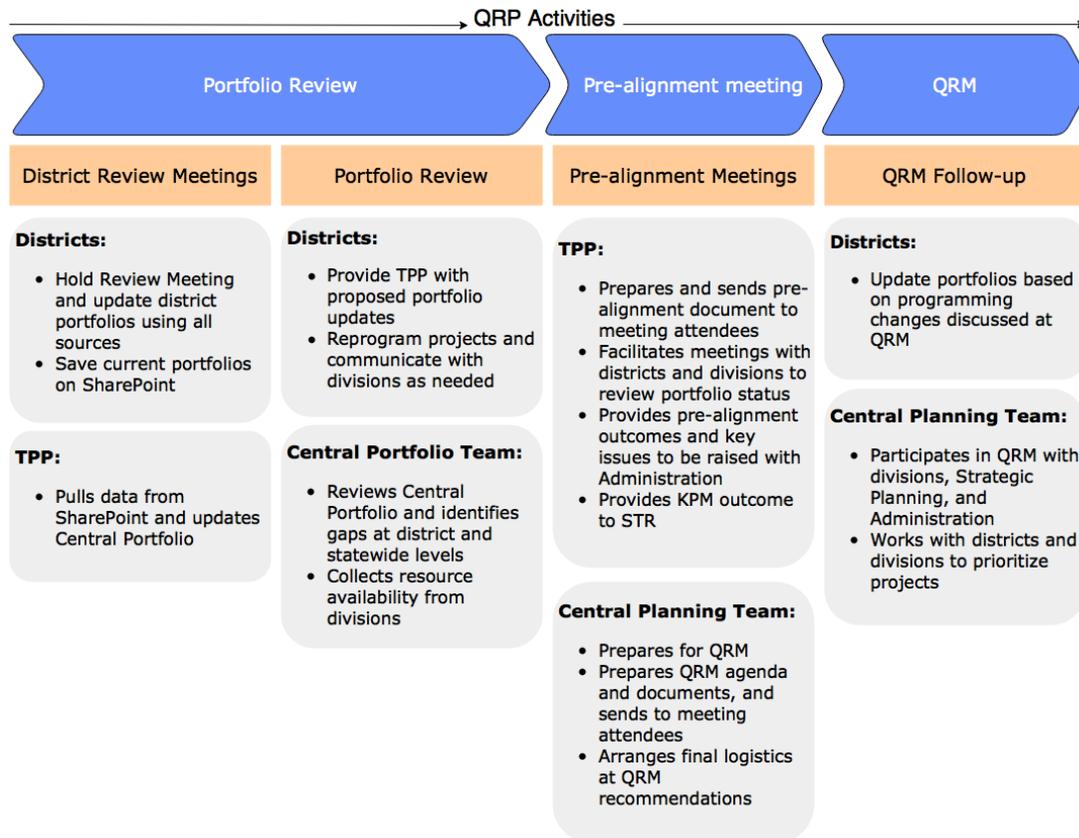


Figure 8-2. QRP Activities

**QRP Outcomes**

The QRP enables achievement of the four outcomes listed in Figure 8-3 through regular coordination among all stakeholders.

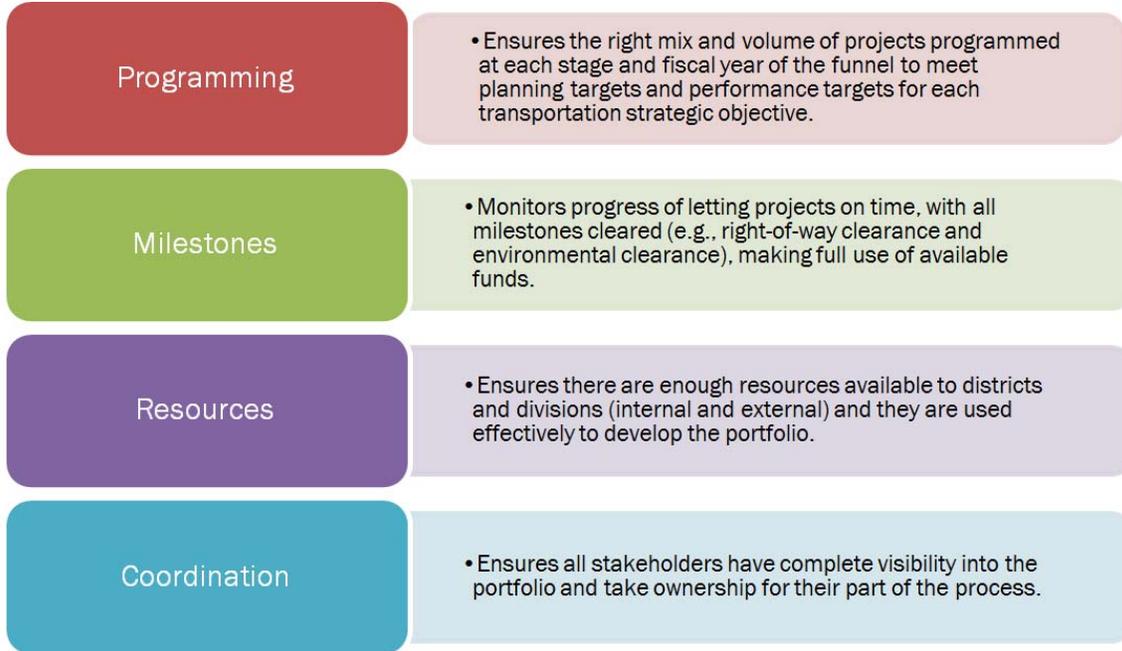


Figure 8-3. QRP Outcomes

Each QRP phase will culminate in an associated Quarterly Review Meeting (QRM) with TxDOT Administration. Each QRM will be preceded by many District Review Meetings and a pre-alignment meeting to assist districts with prioritizing projects and facilitating the efficient delivery of the District Portfolio. Figure 8-4 shows where QRP fits within the other process improvement initiatives.

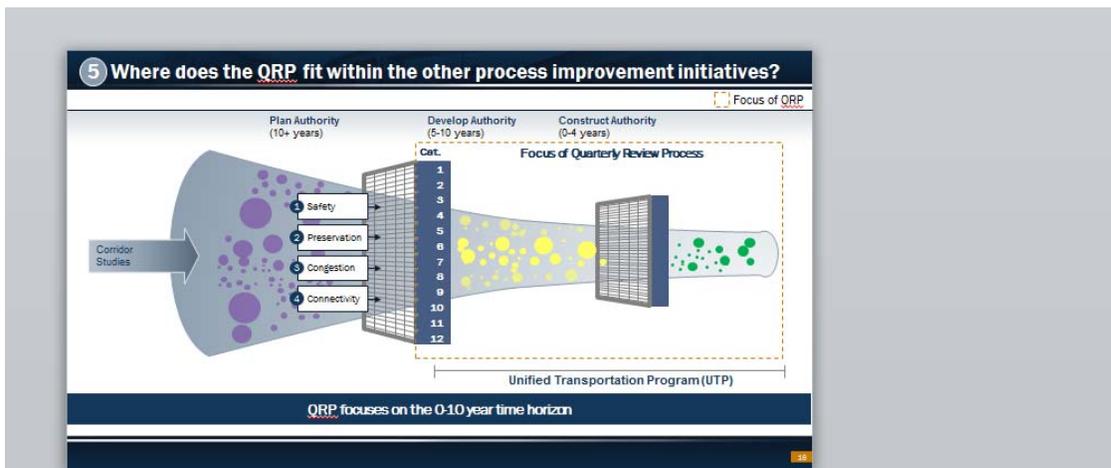


Figure 8-4. QRP and the Planning Process

## Roles & Responsibilities and Critical Path

TxDOT ADM, divisions, and districts are all critical to the success of the QRP. Figure 8-5 lists some of the key activities associated with each TxDOT stakeholder.

Stakeholder	Example of Key Activities
Commission	<ul style="list-style-type: none"> <li>Set strategic direction</li> <li>Adopt UTP, including authorizing specific projects for development and planning activities as required</li> <li>Adopt budget and legislative appropriations request</li> </ul>
Central Planning Committee	<ul style="list-style-type: none"> <li>Guide strategic direction and interface with Commission</li> <li>Ensure timely submission of key inputs / deliverables / decisions</li> <li>Ensure key stakeholder performance is evaluated accordingly (e.g., performance plans, etc.)</li> </ul>
Central Planning /QRP Sponsor	<ul style="list-style-type: none"> <li>Communicate importance of attendance and participation at Admin. and staff level</li> <li>Ensure QRM decisions are made</li> <li>Coordinate with CFO to ensure planning &amp; cash flow forecast is delivered on time, and budgets and resources are adequate to deliver portfolio</li> </ul>
Central Planning /QRP Director	<ul style="list-style-type: none"> <li>Facilitate, prepare, and coordinate QRP and QRM meetings</li> <li>Ensure trainings / educational support opportunities are scheduled / provided</li> <li>Ensure challenges are elevated to QRP sponsor as needed</li> <li>Delegate workloads as needed across QRP team</li> </ul>
Central Planning /QRP Team (TPP)	<ul style="list-style-type: none"> <li>Update Category formulas, distribute Preliminary Planning Targets and produce UTP</li> <li>Consolidate district portfolios into Central Portfolio and facilitate QRP meetings</li> <li>Actively manage and evaluate portfolio against KPMs and produce APAR</li> <li>Provide district and division training on models and KPMs and provide requirements through communication plan</li> </ul>
Districts/MPOs	<ul style="list-style-type: none"> <li>Host district-level meetings and include MPOs as needed</li> <li>Update district portfolios (with proposed changes to current portfolio) and provide to TPP</li> <li>Identify any additional resource needs on priority projects</li> </ul>
Finance	<ul style="list-style-type: none"> <li>Produce annual planning forecast</li> <li>Actively manage and update letting schedule at least monthly per cash flow forecast</li> </ul>
ENV, PEPS, ROW	<ul style="list-style-type: none"> <li>Provide support to districts for timely project delivery activities, accurate milestone status and resource availability</li> <li>Actively manage and evaluate portfolio against KPMs</li> </ul>

Figure 8-5. Stakeholder Roles and Responsibilities

ENV = Environmental Affairs Division; PEPS = Professional Engineering Procurement Services Division; and ROW = Right of Way Division.

**Critical Path**

8-6 through 8-11 show the quarterly review process.

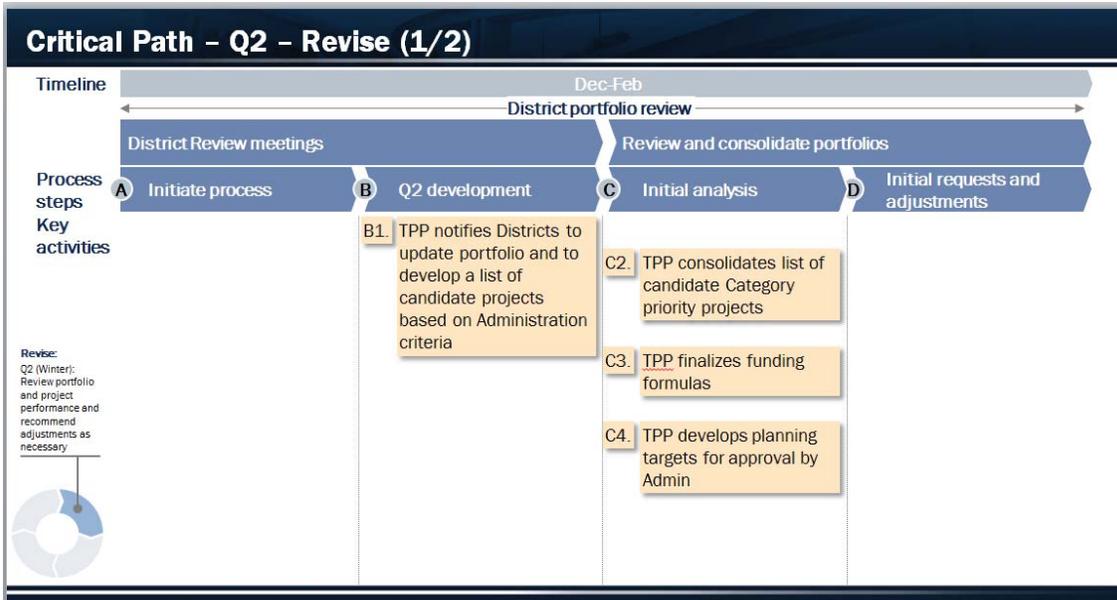


Figure 8-6. QRP Second Quarter Activities A-D

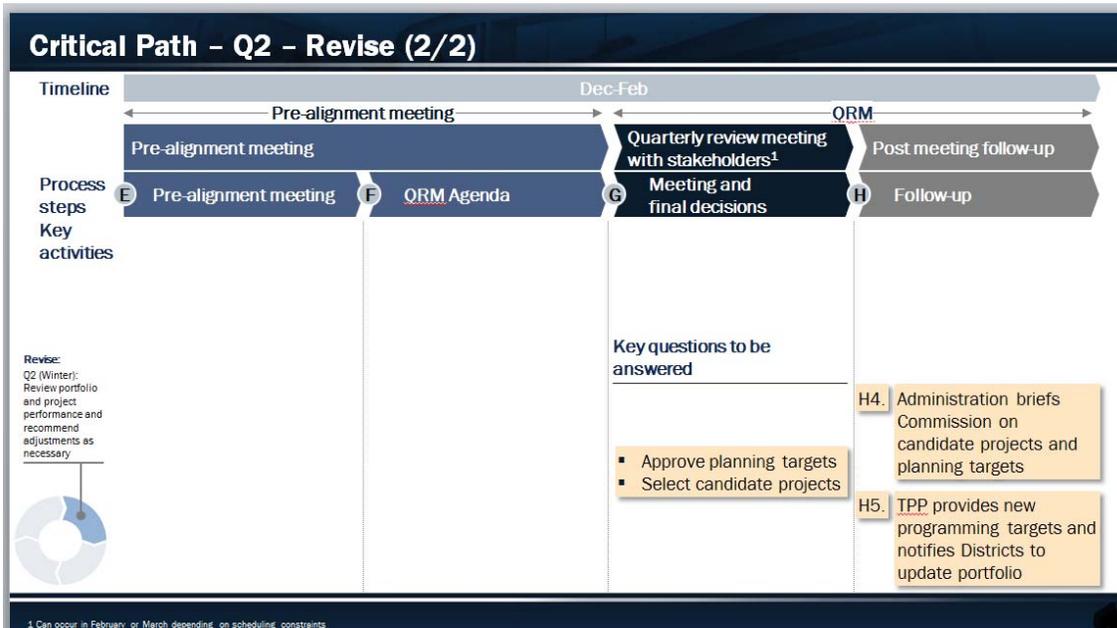


Figure 8-7. QRP Second Quarter Activities E-H

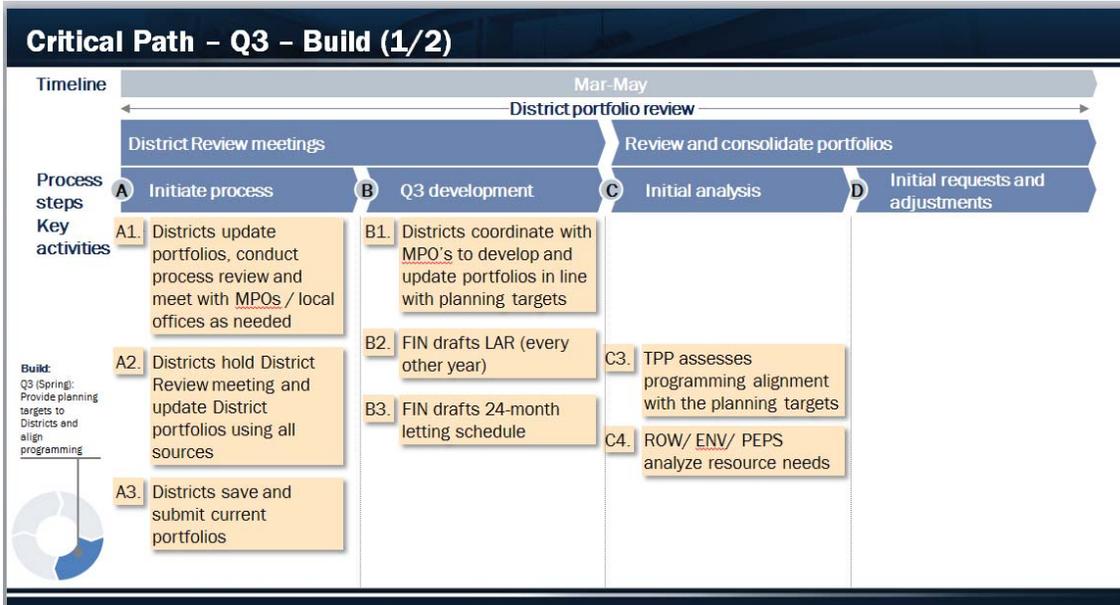


Figure 8-8. QRP Third Quarter Activities A-D

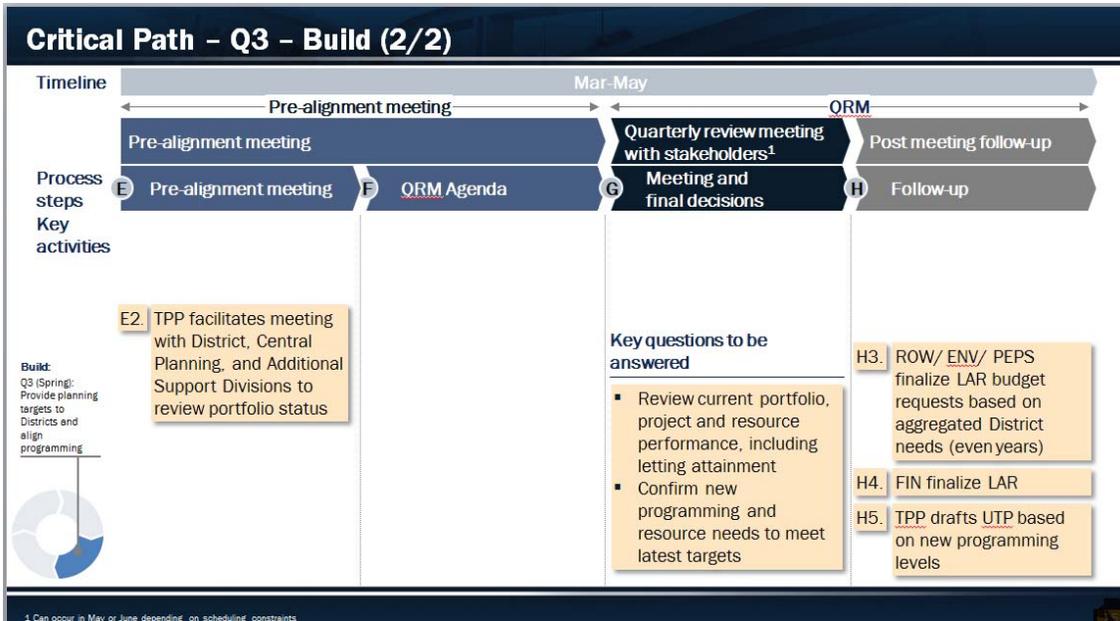


Figure 8-9. QRP Third Quarter Activities E-H

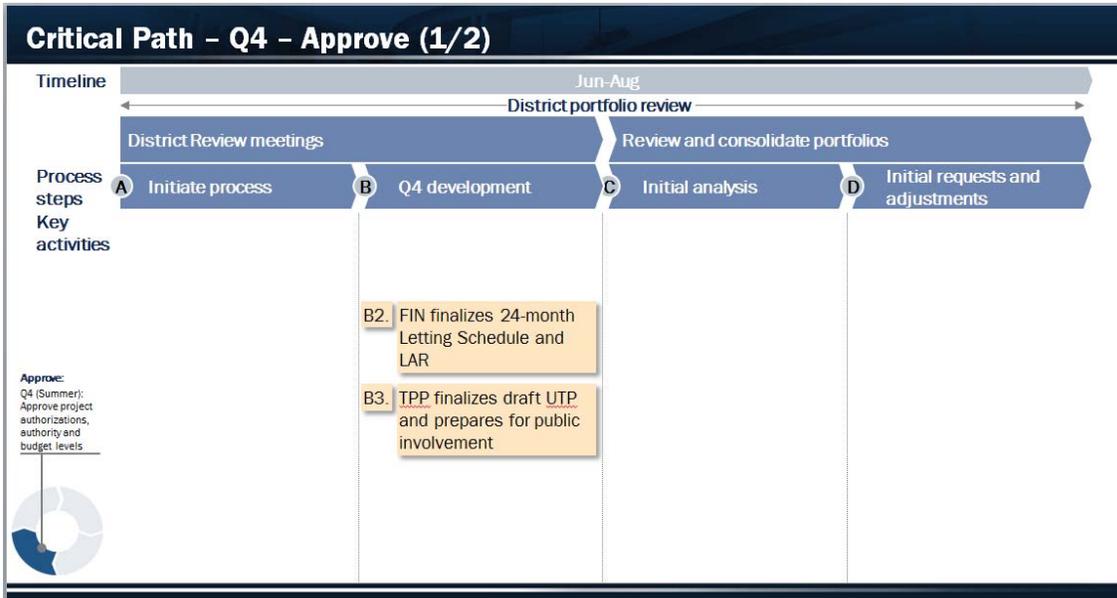


Figure 8-10. QRP Fourth Quarter Activities A-D

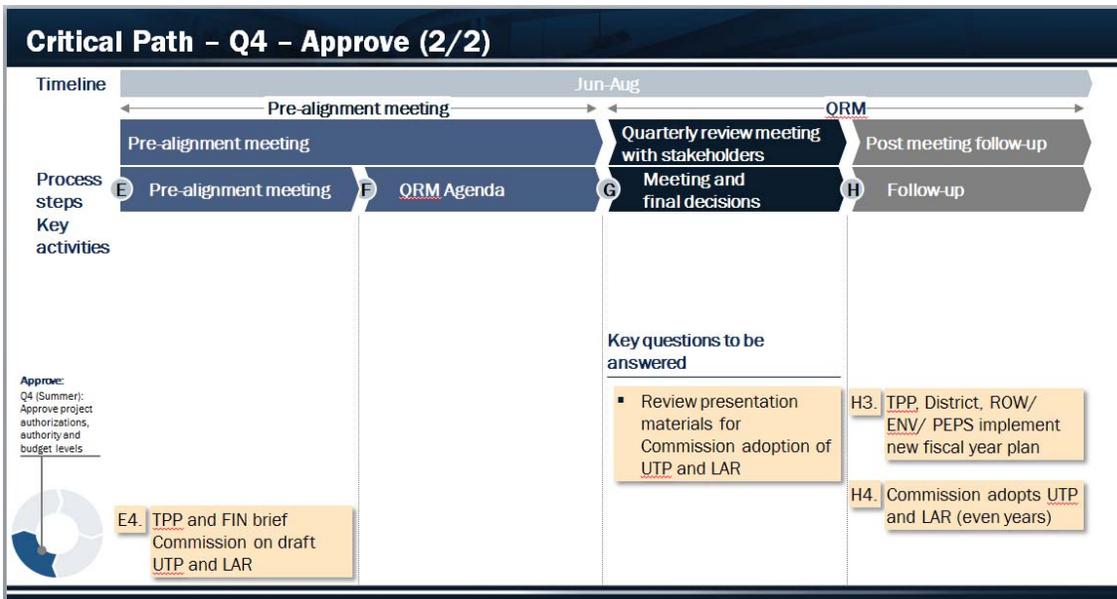


Figure 8-11. QRP Fourth Quarter Activities E-H

## Where to Find More Information

Visit the [Training](#) home page and enroll in the TPD series of training (see Table 8-1). If you have any questions or need assistance, please email [training@txdot.gov](mailto:training@txdot.gov) or call the Training Hotline at (512) 416-2000.

**Table 8-1 TPD Training**

<b>Class Code</b>	<b>Course Name</b>
TPD101	Overview of Project Development & Delivery at TxDOT
TPD102	Project Delivery & Governance (PD&G)
TPD103	Performance Based Planning (PBP)
TPD104	Quarterly Review Process (QRP)

QRM and Pre-alignment meeting information is also located at [UTP SharePoint](#).

# Chapter 9 — Statewide Long-Range Transportation Plan

## Contents:

[Section 1 — Overview](#)

[Section 2 — SLRTP Process](#)

## Section 1 — Overview

### Purpose of the Plan

The Texas Department of Transportation (TxDOT) develops a statewide, long-range transportation plan (SLRTP) that provides for the development and implementation of a system which contains all modes of transportation.

This long-range plan is the state's 24-year planning blueprint which outlines future goals, strategies, and performance measures for the multimodal transportation system. To reach a consensus on transportation needs, the SLRTP guides the collaborative efforts between TxDOT, metropolitan and nonmetropolitan local decision-makers, and all transportation stakeholders.

### Laws and Regulations regarding the Plan

Governing authorities significant to the SLRTP are:

- ◆ [23 USC §135](#), Statewide and Nonmetropolitan Transportation Planning
- ◆ [23 CFR Part 450](#), Planning Assistance and Standards
- ◆ [Texas Transportation Code § 201.601](#), Statewide Transportation Plan
- ◆ [43 TAC §16.54](#), Statewide Long-Range Transportation Plan (SLRTP)

### Plan Frequency

The SLRTP is updated every four years as required by 43 TAC 16.54.

### Plan Location

The 2050 plan (and previous updates) can be found at <https://www.txdot.gov/inside-txdot/division/transportation-planning/statewide-plan.html>.

## Section 2 — SLRTP Process

### Plan Process

The department follows internal processes for developing the statewide long-range transportation plan. This process which includes the selection of a consultant, data collection, public involvement, analysis and report documentation generally takes approximately two years. Figure 9-1 shows the plan’s development processes. Updates to the 24-year plan follow in the same manner every four years.

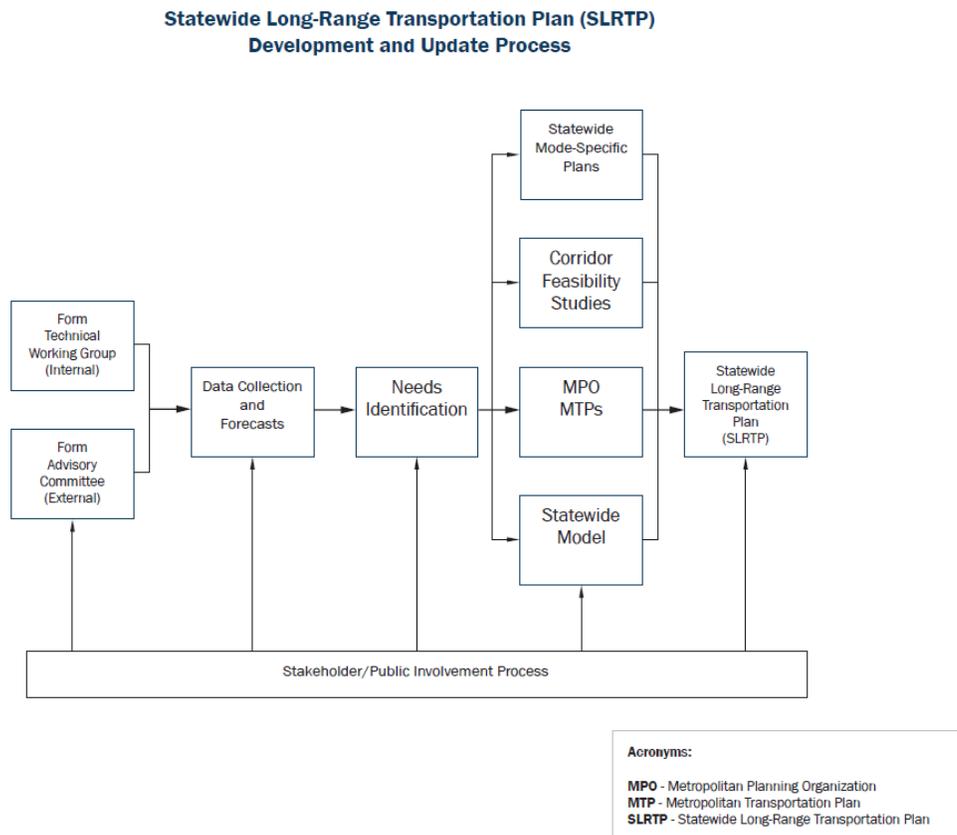


Figure 9-1. Statewide Long-Range Transportation Plan Process

### Collection of Information for the Plan

To develop the SLRTP, the following information is needed:

- ◆ An inventory of the existing transportation system;
- ◆ Current and forecasted demand and needs by mode;
- ◆ A description of existing funding sources by mode;

- ◆ A projection or forecast of future funding by mode.

### **Plan Contents**

The SLRTP includes:

- ◆ A review of the current goals, objectives and performance measures and analysis of the progress towards the current goals and performance targets
- ◆ An infrastructure inventory and their usage;
- ◆ A future infrastructure inventory and service needs;
- ◆ Future funding projections by mode;
- ◆ A description of funding sources and an analysis of alternative and innovative sources to address funding shortfalls; and
- ◆ A system performance report;
- ◆ Performance goals, measures, and targets.

### **Soliciting Comments on the Plan**

Stakeholder and public outreach is a large component of the SLRTP. Subject matter experts are identified and review and provide input into the plan development. Public meetings are also held around the state at the beginning of the work to solicit input and again near the end to present findings and receive input on the draft plan. A public hearing is held prior to final adoption.

### **Plan Approval**

The Texas Transportation Commission adopts, by minute order, the final plan.

# Chapter 10 — Unified Transportation Program

## Contents:

[Section 1 — Overview](#)

[Section 2 — UTP Process](#)

## Section 1 — Overview

### Purpose

Released annually with a ten-year planning horizon, the UTP guides the development of specific transportation projects and programming. It is a medium-range development process that links the goals, performance measures, and approved targets of TxDOT's long-range plans with the specific projects and programs (such as the Statewide Long-Range Transportation Plan) and into shorter-term plans (such as the Statewide Transportation Improvement Program). Within that framework, TxDOT works with elected officials, local planning organizations, and the public to select and fund the state's highest-priority transportation projects. In addition to highway projects, the UTP also incorporates public transportation, maritime, aviation, and rail programs, as well as a section on freight and international trade.

### Laws and Regulations Regarding the UTP

The UTP is in the Texas Transportation Code at [UTP law](#).

The UTP is in the Texas Administrative Code at [UTP regulation](#).

## Section 2 — UTP Process

### UTP

The UTP is organized into 12 funding categories that each address a specific type of work. The UTP authorizes the distribution of transportation dollars expected to be available over the next 10 years. The UTP must be approved by a vote of the Texas Transportation Commission each year and is required by Texas state law. The Texas Transportation Code and Texas Administrative Code requires the UTP to list all projects and programs that TxDOT intends to develop or initiate during the UTP period and identify the applicable funding category from which the project or program is assigned. Funding for roadway-related projects is then aligned with these categories, as seen in Figure 10-1. A project’s funding may be assigned from multiple funding categories, based on the type of project and its characteristics.

FUND DEFINITIONS		12 FUNDING CATEGORIES		
		FEDERAL FUNDS	STATE FUNDS	OTHER STATE & LOCAL FUNDS
<b>FEDERAL FUNDS</b> APPROPRIATED BY CONGRESS THROUGH THE FEDERAL HIGHWAY TRUST FUND	1 PREVENTIVE MAINTENANCE AND REHAB	●	●	○
	2 METRO AND URBAN AREA CORRIDORS	●	●	○
	3 NON-TRADITIONALLY FUNDED PROJECTS	○	○	●
<b>STATE FUNDS</b> APPROPRIATED BY THE TEXAS LEGISLATURE THROUGH THE STATE HIGHWAY FUND	4 STATEWIDE CONNECTIVITY CORRIDORS	●	●	○
	5 CONGESTION MITIGATION AND AIR QUALITY*	●	○	○
<b>OTHER STATE &amp; LOCAL FUNDS</b> INCLUDES THE TEXAS MOBILITY FUND, BOND REVENUE, CONCESSIONS AND REGIONAL TOLL REVENUE, AND LOCAL FUNDS	6 STRUCTURES REPLACEMENT (BRIDGES)	●	●	○
	7 METROPOLITAN MOBILITY & REHAB*	●	○	○
	8 SAFETY	●	●	○
	9 TRANSPORTATION ALTERNATIVES*	●	○	○
	10 SUPPLEMENTAL TRANSPORTATION PROJECTS	●	○	○
	11 DISTRICT DISCRETIONARY	●	●	○
	12 STRATEGIC PRIORITY	●	●	○

\* CAN INCLUDE STATE / LOCAL FUNDS TO COVER MATCH REQUIREMENTS

Figure 10-1. UTP Funding Sources and Categories

The project listings in the UTP document focuses on projects that improve connectivity and relieve congestion. As such, it includes projects with any funds from Categories 2, 4, 10 (Coordinated Border Infrastructure only), and 12.

### Development Cycle Steps and Timeline

The UTP development process includes several key steps that are integrated with the overall performance-based planning approach and coordination between TxDOT divisions, districts and local planning partners in addition to TxDOT administrative leadership and the Texas Transportation Commission. As shown below in Figure 10-2, this cyclical process is conducted on an annual basis and helps TxDOT adjust to changes in funding projections and overall system performance.

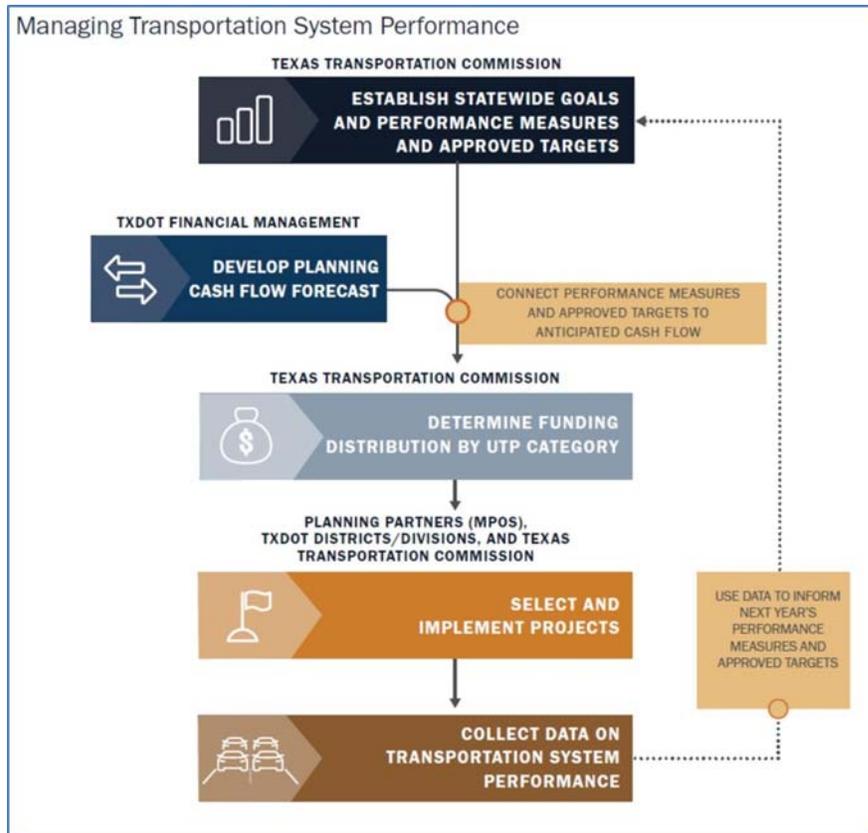


Figure 10-2. Managing Transportation System Performance

As illustrated in Figure 10-2, TxDOT’s mission and goals provide the foundation on which the UTP process is built and each annual UTP adoption provides new revenue forecasts and investment strategies that are based on past system performance as well as system performance measures and approved targets. These forecasts guide funding distribution, project selection, and formation of the new UTP. The funding levels in the UTP are based on transportation revenues anticipated over the first 10 years of the 20-year planning cash flow forecast. The UTP does not serve as a budget or a guarantee that certain projects will be built, and the funding levels may change in the future. The plan authorizes TxDOT and local partnering agencies to prepare projects for construction based on a reasonable expectation of future cash flow. The authorized development activities can include preliminary design, environmental analysis, right-of-way acquisition, and final engineering.

The UTP team uses approved performance measures and approved targets, along with the planning scenario forecast, to set the initial financial planning targets/funding distribution for each of the state-required funding categories. This is based on coordination between TPP, TxDOT administrative leadership, and the Texas Transportation Commission. The financial planning targets, or initial distribution amounts, provide a starting point for the selection of projects.

In 2016, the Texas Transportation Commission and TxDOT established the department’s current overarching mission, values, vision, and goals, setting the trajectory for where the UTP development process is today. In February 2018, the Commission identified system performance measures

and approved targets. Accordingly, TxDOT uses the system performance measures and approved targets to establish funding levels, or planning targets, for each of our funding categories. This step sets the overall framework and planning targets for the UTP project and program decisions. The new system performance metrics and approved targets for 2028 are outlined in Figure 10-3 and the Project Performance Weights relating to project scoring and selection are illustrated in Figure 10-4.

PLAN GOAL	 PROMOTE SAFETY	 PRESERVE OUR ASSETS	 OPTIMIZE SYSTEM PERFORMANCE			
MEASURE	FATALITIES EACH YEAR	FATALITY RATE	PAVEMENT CONDITION	BRIDGE CONDITION	URBAN CONGESTION INDEX	RURAL RELIABILITY INDEX
2028 TARGET	3,708	1.16	90%	90%	1.20	1.12

Figure 10-3. System Performance Measures and Approved Targets

PERFORMANCE OBJECTIVE	WEIGHT
 SAFETY	31.4%
 PRESERVATION	20.9%
 CONGESTION REDUCTION	19.2%
 ENHANCED CONNECTIVITY	13.5%
 ECONOMIC DEVELOPMENT	9.8%
 ENVIRONMENTAL EFFECTS	5.2%

Figure 10-4. Performance Weights

Following the UTP’s adoption by the Texas Transportation Commission and publication, the performance of the state’s system is monitored and evaluated. This portfolio management helps adjust the strategies for the next UTP update.

Figure 10-5 provides a high-level overview of the coordination between TxDOT divisions, districts and local planning partners, as well as TxDOT administrative leadership and the Texas Transportation Commission for an annual UTP Development cycle. It is important to note that items reflected on the timeline are subject to change.

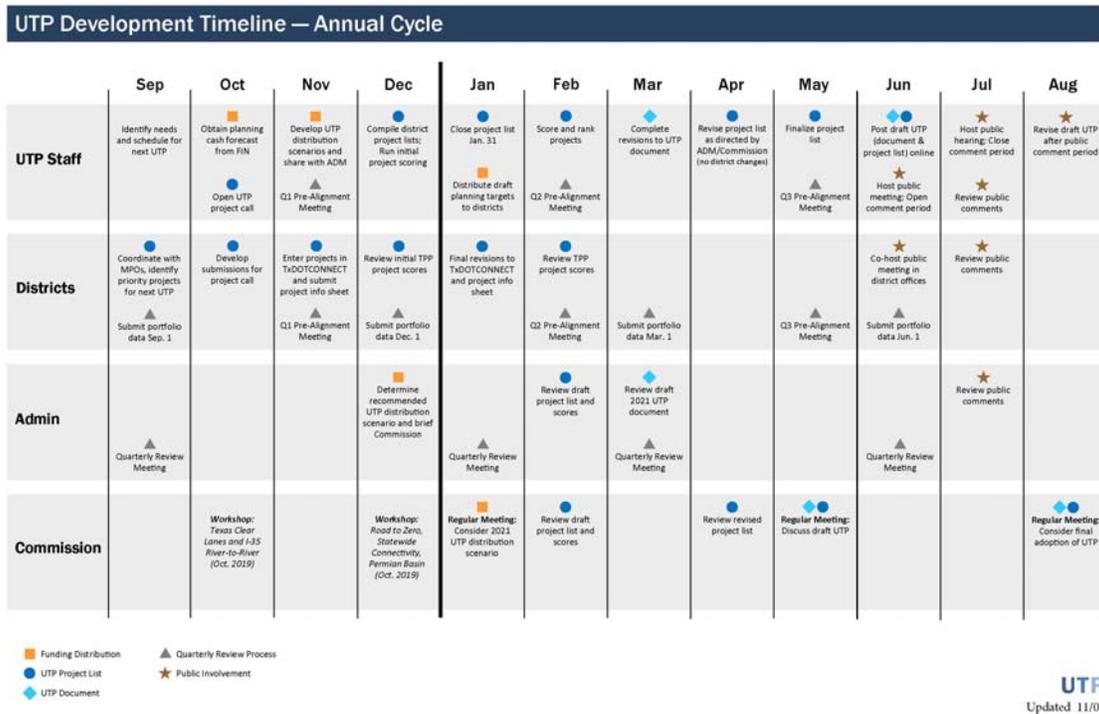


Figure 10-5. UTP Development Timeline – Annual Cycle

# Chapter 11 — Feasibility/Route/Corridor Studies

## Contents:

[Section 1 — Overview](#)

[Section 2 — Feasibility Studies](#)

[Section 3 — Route Studies](#)

[Section 4 — Corridor Studies](#)

## Section 1 — Overview

### Purpose of Feasibility/Route/Corridor Studies

TPP uses three types of studies to identify transportation needs while determining critical elements of engineering and the economic feasibility of a proposed facility/route/corridor. Such studies establish design concepts, general right-of-way requirements and associated project impacts. Various elements associated with a study can include studying various alternatives, analyzing current and future traffic, analyzing potential environmental problems, development of cost estimates and determining feasibility.

### Laws and Regulations Regarding Feasibility/Route/Corridor Studies

The studies comply with all applicable federal and state laws, and codes. There are no federal or state laws or regulations specific to feasibility/route/corridor studies.

### Request for a Feasibility/Route/Corridor Study

Projects may be suggested by maintenance supervisors, area office staff, district staff, local transportation partners, developers, or the society served.

For urban projects, particularly capacity improvements, the need for a project may be determined from traffic modeling of future growth and travel demands. This data may be requested from the TPP Traffic Analysis office or, in some cases, from local government transportation planners. The project should be evaluated for consistency with the approved MPO planning documents.

For some urban projects, the development process may encompass a need for a sustainable street and transit network associated with the potential project in the context of desired land uses and urban design established in regional plans, comprehensive plans, neighborhood plans, other local plans, special district plans, relevant public-private partnerships or economic development plans.

Rural multimodal mobility, safety, and added capacity projects may be identified through local decision makers and stakeholders. Trend analysis and forecasted growth data may be obtained from TPP Traffic Analysis office.

Area Engineers generally determine rehabilitation needs for their areas in consultation with maintenance supervisors and local officials.

Off system projects are generally identified through statewide ranking formulas and through consultation with local officials.

Public meetings may generate comments on area wide transportation needs.

A review of traffic crash information may alert the department to needed improvements.

Needs may be identified through the Pavement Management Information System (PMIS) or the Wet Weather Accident Reduction Program (WWARP).

Studies from adjacent projects may indicate needs in other areas.

### **Feasibility/Route/Corridor Studies Location**

Many studies may be found at <https://www.txdot.gov/inside-txdot/projects/studies/statewide.html>.

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## Section 2 — Feasibility Studies

### Collection of Information for the Feasibility Study

Gather information on pavement conditions from the district pavement engineer. For bridges, coordinate with bridge planning engineers in the Project Development Section of the Bridge Division. Identify community concerns and critical issues. In urban areas, this includes coordinating with the MPO. In some areas, coordination with municipal urban planning organizations, neighborhood land use planning groups, etc. may be appropriate. In urban areas, evaluate compatibility of the project with the Metropolitan Transportation Plan (MTP). Consider all transportation modes, the need for multimodal alternatives, and intermodal freight transport. Coordinate with other disciplines (e.g. planner, landscape architect).

Consider the economic impacts and goals for freight transportation and freight movement patterns of the Freight Mobility Plan (FMP). Review existing geometrics and compare to current rehabilitation and reconstruction design criteria. Review traffic crash information to identify locations having a high incidence of traffic crashes (relative statewide incidence) for potential projects. Refer to the Highway Safety Improvement Program Manual, “Obtaining Crash Data” for information on how to obtain and analyze traffic crash information. Assistance in obtaining or reviewing traffic crash information is available from the Traffic Operations Division (TRF).

### Feasibility Study Contents

- ◆ Roadway Inventory - allows TXDOT to maintain an inventory of all roadway assets (pavement, guardrails, etc.)
- ◆ Linear Referencing (LRS) - provides the capability to store the location of various transportation assets in the system and facilitate the display of this location on a map
- ◆ Crash Analysis - allows TXDOT to conduct an analysis of traffic collisions to help determine roadway deficiencies and improvements needed to reduce traffic collisions, fatalities, and serious injuries
- ◆ Traffic Demand Analysis - allows collection of traffic data that is then used to identify potential congestion issues on various sections of the transportation network and determine possible improvement opportunities to reduce congestion

### Soliciting Comments on the Feasibility Study

Soliciting comments shall be a “collaborative process” that is initiated early, shall be proactive and continuous throughout the project, and shall include support and interaction with citizen committees as part of the corridor development process.

### **Feasibility Study Approval**

Approval from the local TxDOT District office and TPP Division-Corridor Planning takes place once both parties concur that all of the study deliverables as identified in the scope of work have been completed. If a citizen committee such as a task force or stakeholder group has been a component to a feasibility study, TxDOT may request concurrence that the study has been completed to its satisfaction.

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## Section 3 — Route Studies

### Route Studies Process

Route studies are typically conducted in an area around one or two cities/towns that is or is forecasted to experience adverse traffic congestion, has unsafe operating conditions due to outdated roadway design or other circumstances where a route study is warranted. This type of study is typically conducted when it is known from a feasibility study or other data such as vehicle crash information and traffic projections, that a “no-build” option or Transportation Systems Management and Operations-type solutions would not alleviate the problems.

The purpose of a route study is to identify a specific build option(s) for further detailed schematic design and/or environmental impact analysis. There is no guarantee that after the study such an option would be identified and/or implemented due to such variables as public controversy as well as fatal flaws such as excessive cost, extensive right of way acquisition or potentially significant environmental impacts.

As part of the route option development process, broader corridors may first need to be defined in the study area in collaboration with the public where reasonable route options can be developed and would have general community support. Route options typically include the construction of roadways on new alignment or along the existing highway where substantial improvements that would increase capacity, such as new main lanes and/or frontage roads, enhance mobility, such as limiting access and grade separations such as overpasses and interchanges, and improve safety. Route options may also include design elements to accommodate bicyclists, pedestrians, public transportation and railroads. Route studies do not include high-occupancy vehicle lanes, high-occupancy/toll lanes, and tolled facilities or managed lanes as route options.

### Collection of Information for the Route Study

TxDOT will use available data as applicable to conduct the study. This includes but not limited to:

- ◆ feasibility studies,
- ◆ environmental data and documentation,
- ◆ maps,
- ◆ TxDOT District Plans (examples: snow and ice removal, transportation system management)
- ◆ geographic information system (GIS) files,
- ◆ vehicle crash data,
- ◆ as-built plans,
- ◆ traffic data (historical and projected volumes for trucks and cars),

- ◆ Bridge Inventory, Inspection, and Appraisal Program (BRINSAP) data,
- ◆ Light Detection and Ranging (LiDAR) data, and
- ◆ Other documents which are applicable as background information for the route study.

Data is also obtained from literature searches and purchase of materials such as GIS databases and land use plans from other entities such as government agencies (federal, state, regional, local), and private organizations. Counting traffic may be needed to augment traffic data that TxDOT has. Driving along the existing highway corridor and adjacent public roads in the study area can provide additional context and possible identification of land uses and environmental features that were not identified during the literature search. Data collection on private property such as taking photographs or subsurface samples is not conducted during a route study. The need to access private property for a route study is extremely rare and would only be requested by TxDOT and authorized by the landowner(s) only with written authorization.

### **Route Study Contents**

A route study may include the preparation of:

- ◆ Maps and graphics, such as study area limits, environmental features, corridors where route options were developed, and route options
- ◆ Typical section(s) (rural and/or urban, with and without frontage roads)
- ◆ Summaries of meetings with stakeholders, TxDOT personnel, citizen committees, etc.
- ◆ Technical Memoranda
  - traffic analysis (methodology, existing and projected conditions; crash frequency)
  - engineering considerations, including design criteria, typical section(s), route option evaluation, preliminary cost estimates (construction, right-of-way acquisition, utility adjustments)
  - other subject matter as warranted
- ◆ Route study report prepared using the information above and including:
  - Background information, including study area description and information from previously conducted feasibility studies
  - Purpose and need
  - Correspondence/Resolutions from cities, counties and planning organizations (Metropolitan Planning Organization, Rural Planning Organization) supporting the conduct of the route study
  - Inventory of existing transportation system features, modes, operating conditions and safety issues

- Environmental features and land use [including, but not limited to natural resources, water resources, community facilities such as parks, schools, first responder facilities, air quality status (attainment, non-attainment), future land use]
- Descriptions of the route option and evaluation process
- Summary of public outreach and engagement (i.e. brief description of tools used such as a project website, newsletters, stakeholder working group, public meeting(s))
- Findings, which may include recommending a specific route option(s) or course of action by TxDOT

### **Soliciting Comments on the Route Study**

Public outreach and engagement are important elements of the route study. The feedback that TxDOT receives helps TxDOT make informed decisions about project development.

Before TxDOT commences a route study, it will require elected city and/or county officials from the community(ies) where the study will occur to provide TxDOT with resolutions of support to conduct the study. This encourages local involvement and ownership of the study, but does not obligate those governments to endorse a specific route option recommendation or course of action.

There are various tools and methods that TxDOT uses to inform and obtain feedback from interested parties. These include, but are not limited to:

- ◆ Citizen committees such as a stakeholder working group comprised of elected officials, business representatives, agencies, and private citizens;
- ◆ Study information on TxDOT's website [txdot.gov](http://txdot.gov);
- ◆ Fact sheets;
- ◆ Individual meetings with groups, citizens, elected officials, agencies, etc.;
- ◆ Public meetings to exchange information, to vet route options, to present findings and receive written and/or spoken comments during the meeting and usually 10-14 calendar days afterwards;
- ◆ Providing translation services at public meetings for citizens who are limited or non-English speaking and/or hearing and visually impaired;
- ◆ Online surveys; and
- ◆ TxDOT points of contact at the Transportation Planning and Programming (TPP) Division-Corridor Planning and the local TxDOT District office where the study is occurring.

## **Route Study Approval**

Approval that a route study has been successfully completed resides with both the local TxDOT District office and the TPP Division-Corridor Planning. Approval will occur with the acceptance of study deliverables as identified in a scope of work, whether that is prepared by TxDOT or a consultant. If a citizen committee that has been involved with a route study, TxDOT may request concurrence that the study has been completed to its satisfaction.

Route study approval by the District office and TPP Division does not commit TxDOT or the Texas Transportation Commission to implement all recommendations noted in the final route study report. It does not commit TxDOT and the Texas Transportation Commission to proceed to the next phase of project development (detailed schematic design and/or environmental impact analysis).

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## Section 4 — Corridor Studies

### Corridor Studies Process

Corridor studies are typically conducted along an elongated area that spans across multiple counties, cities/towns, and TxDOT districts. Such areas are likely to include multiple transportation modes, including vehicles, railroad, transit, aviation, maritime, bicycle and pedestrian, and a mix of land uses. The corridor should be large enough in length and width to accommodate design alternatives. Corridors are of strategic importance to TxDOT and the communities adjacent to the corridor, such as an interstate highway, hurricane evacuation route, or part of the freight highway network. Other data such as vehicle crash information, traffic projections, pavement condition, and outdated roadway design may also warrant a study to be conducted.

The purpose of a corridor study is to assess existing and forecasted conditions along the highway corridor and develop an implementation plan of prioritized projects based on need and when they should occur [short (0-4 years), middle (5-10 years) and long term (10+ years) timeframes]. From the implementation plan, the TxDOT District(s) can then begin the process of planning and programming these projects into their respective project portfolios for further study and funding. However, there is no guarantee that after the study that any and all identified potential projects would be funded, implemented or implemented in the timeframes recommended in the corridor study.

Alternatives for transportation improvements can vary along a corridor and may include, but are not limited to, constructing new main lanes and/or frontage roads, limiting access, constructing grade separations, changing vehicle clearance height at bridges and overpasses, changing frontage road orientation from two-way to one-way, and changing overpass and interchange configuration (“reversing the stacks”). Transportation system management components such as traffic signal optimization, intersection improvements and intelligent vehicle/highway system elements may also be appropriate solutions. Corridor studies may include consideration of high-occupancy vehicle lanes, high-occupancy/toll lanes, tolled facilities or managed lanes as alternatives.

### Collection of Information for the Corridor Study

TxDOT will use available data as applicable to conduct the study. This includes but not limited to:

- ◆ feasibility and/or route studies,
- ◆ environmental data and documentation,
- ◆ TxDOT District Plans (examples: snow and ice removal, transportation system management),
- ◆ maps,
- ◆ geographic information system (GIS) files,

- 
- ◆ vehicle crash data,
  - ◆ as-built plans,
  - ◆ traffic data (historical and projected volumes for trucks and cars),
  - ◆ Bridge Inventory, Inspection, and Appraisal Program (BRINSAP) data,
  - ◆ Light Detection and Ranging (LiDAR) data, and
  - ◆ other documents which are applicable as background information for the corridor study

Data is also obtained from literature searches and purchase of materials such as GIS databases and land use plans from other entities such as government agencies (federal, state, regional, local), and private organizations. Counting traffic may be needed to augment traffic data that TxDOT has. Driving along the existing highway corridor and adjacent public roads in the study area can provide additional context and possible identification of land uses and environmental features that were not identified during the literature search. There is no need to access private property during a corridor study.

### **Corridor Study Contents**

A corridor study may include the preparation of:

- ◆ Maps and graphics, such as study area limits, environmental features, and conceptual plans
- ◆ Typical section(s) (rural and/or urban, with and without frontage roads)
- ◆ Summaries of meetings with a stakeholder working group, TxDOT personnel, individuals/groups, etc.
- ◆ Technical memoranda
  - traffic analysis (methodology, existing and projected conditions; crash frequency)
  - engineering considerations, including design criteria, typical section(s), route option evaluation, preliminary cost estimates (construction, right-of-way acquisition, utility adjustments)
  - other subject matter as warranted
- ◆ Corridor study report prepared using the information above and including:
  - Background information, including study area description and information from previously conducted feasibility studies
  - Purpose and need
  - Inventory of existing transportation system features, modes, operating conditions and safety issues

- 
- Correspondence/Resolutions from cities, counties and planning organizations (Metropolitan Planning Organization, Rural Planning Organization) supporting the conduct of the corridor study
  - Environmental features and land use [including, but not limited to natural resources, water resources, community facilities such as parks, schools, first responder facilities, air quality status (attainment, non-attainment), future land use]
  - Descriptions of the alternatives development and evaluation process
  - Implementation Plan of prioritized projects
  - Summary of stakeholder working group/citizen committee meeting(s)
  - Other findings and recommendations that are of importance

### **Soliciting Comments on the Corridor Study**

Early identification of issues of concern as well as opportunities in a corridor study will help guide the development of alternatives that can be supported by local constituencies. Given the generally longer length of a highway corridor being studied (some corridors previously studied have been over 100 miles long) and the multiple jurisdictions that a corridor can cross, TxDOT will typically form a stakeholder working group comprised of elected officials, business representatives, agencies, and private citizens representing a wide variety of interests along the length of the corridor. The working group is typically led by a chairperson such as an elected official, who collaborates with TxDOT to identify potential group members to invite to participate in the study. TxDOT and the working group chairperson collaborate on study goals, facilitate meeting agendas and logistics and encourage group participation in sharing information and identifying issues and opportunities. Recommendations from the working group will be taken under consideration by TxDOT, who will ultimately be responsible for implementation.

Other tools and methods that TxDOT uses to inform interested parties include, but are not limited to:

- ◆ Study information on TxDOT's website [txdot.gov](http://txdot.gov);
- ◆ Fact sheets;
- ◆ Individual meetings with groups, citizens, elected officials, agencies, etc.; and
- ◆ TxDOT points of contact at the TPP Division-Corridor Planning and the local TxDOT District office(s) where the study is occurring.

Public meetings are generally not effective as a means of soliciting comments for a high-level planning study such as a corridor study. Alternatives are generally developed at a conceptual level and may not be developed to such a level of detail as to promote interest from communities where the highway corridor is being studied. Depending on the length of the corridor and the number of communities along it, sustaining multiple rounds of public meetings would likely require an

extensive amount of time and resources from TxDOT to conduct, with no guarantee of robust interest from the public.

### **Corridor Study Approval**

Approval that a corridor study has been successfully completed resides with both the local TxDOT District office and the TPP Division-Corridor Planning. Approval will occur with the acceptance of study deliverables as identified in a scope of work, whether that is prepared by TxDOT or a consultant. If a citizen committee that has been involved with a corridor study, TxDOT may request concurrence that the study has been completed to its satisfaction.

Corridor study approval by District offices and the TPP Division does not commit TxDOT or the Texas Transportation Commission to implement all recommendations noted in the final corridor study report and implementation plan. It does not commit TxDOT and the Texas Transportation Commission to program funds for any subsequent phases of project development.

# Chapter 12 — Metropolitan Planning Organization Administration

## Contents:

[Section 1 — Overview](#)

[Section 2 — Organization, Participants, and Responsibilities](#)

[Section 3 — Invoices](#)

[Section 4 — Bi-State MPO Corridor Planning Process](#)

## Section 1 — Overview

### Background

Districts are the primary contact for planning activities and project selection. Districts also attend and participate in policy and technical committees.

TPP develops, negotiates, and maintains the Planning Contracts. TPP develops policy, monitors compliance, and provides support to Districts and MPOs. TPP maintains the primary relationship with Federal Highway Administration and is responsible for the PL funding formula and dissemination of Work Authorizations.

TPP administers and manages the oversight and administration of the Planning contracts and the Planning funds. TPP communicates any findings to FHWA. TPP communicates any FHWA findings to Districts and MPOs.

### Regulations and Rules Regarding MPO Administration

Regulations for MPO Administration are found at:

- ◆ [2 CFR 200](#) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- ◆ [23 CFR 420](#) - Administration of FHWA Planning and Research Funds
- ◆ [23 CFR 450](#) - Metropolitan Transportation Planning and Programming.

Rules for MPO Administration are found at:

- ◆ [43 TAC §16.51](#) - Responsibilities of MPOs
- ◆ [43 TAC §16.52](#) - UPWP.

## Section 2 — Organization, Participants, and Responsibilities

### Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) is a transportation planning and programming document that defines an MPO's work program. The work program can be one or two years depending on the MPO. It is developed by MPO staff, approved by the MPO's policy council, and submitted, via TxDOT, to the FHWA for approval.

TPP will provide the MPO's with a template to use for the development of the UPWP by April 1 of each year, whereupon MPO's develop their UPWP.

TPP is responsible for securing the Federal Project Authorization and Agreement (FPAA) for the Transportation Planning Funds (TPF) for the UPWP and running the formula for funding allocations to the MPOs.

TPP maintains the primary funding spreadsheet, and TPP distributes funding through Work Orders to the MPOs.

TPP is responsible for the operational direction, oversight and contract administration, and quality assurance of projects planned, developed, and/or designed by MPO using Planning funds. TPP submits the MPO-approved UPWP to the FHWA for their approval.

The MPOs may amend their UPWP at any time. These amendments are submitted by TPP to FHWA for informational purposes (for non-Transportation Management Area (TMA) MPOs) and for their approval (for TMA MPOs) as appropriate. TPP and District work cooperatively with the MPO regarding the public involvement for the UPWP and subsequent amendments as may be required by an MPO's public participation rules. TPP provides primary oversight and administration of the UPWP.

TPP reviews and approves TPF invoices and monitors the progress of work conducted under the UPWP. See Section 3 Invoices.

TPP also reviews the Annual Performance and Expenditures Report (APER) and submits with recommendations to FHWA. The APER will use the same format as the UPWP. It will be due to TPP by December 15 for review prior to submission to the FHWA by December 31. See Table 12-1. TPP will also provide the MPOs with their annual listing of grouped, highway, and bicycle/pedestrian projects for submittal to FHWA.

**Table 12-1. Planning Grant Organization, Participants, and Responsibilities**

Organization	Participant	Responsibilities
District	Various (DE, TPD Director, other staff as appropriate)	<ul style="list-style-type: none"> <li>◆ Maintain primary relationship with local governments</li> <li>◆ Serve on Local Policy Board and Technical Committees</li> <li>◆ Coordination with MPO on TIP project selection</li> <li>◆ Serve on consultant selection committees, as needed</li> <li>◆ Serve on contract steering committees, as needed</li> <li>◆ Keep TPP field representatives informed of MPO activities or issues</li> </ul>
TPP	Systems Planning Director Field Representatives	<ul style="list-style-type: none"> <li>◆ Develop annual Transportation Planning Fund (TPF) allocations</li> <li>◆ Distribute TPF work orders</li> <li>◆ Oversight, monitoring, and administration of Planning Grant                             <ul style="list-style-type: none"> <li>● Work performance</li> <li>● Process and approve invoices</li> <li>● Approve travel and meeting expenses</li> <li>● Approve capital expenditures over \$5K and submit to FHWA</li> </ul> </li> <li>◆ Review initial UPWP and submit to FHWA for approval</li> <li>◆ Review and approve (for non-TMAs) or recommend approval (for TMAs) UPWP Amendments and submit to FHWA</li> <li>◆ Review UPWP Annual Performance &amp; Expenditure Report, and submit to FHWA</li> <li>◆ Develop annual project listing and submit to MPOs for processing and submittal to FHWA</li> <li>◆ Ensure MPO compliance with federal &amp; State laws, rules, and guidelines</li> <li>◆ Monitor activities and conduct routine reviews/audits for compliance</li> <li>◆ Attend Certification Reviews</li> <li>◆ Attend meetings, as necessary</li> <li>◆ Serve on selection committees or steering committees, as appropriate</li> <li>◆ Serve as primary FHWA contact/liaison (policy issues, etc.)</li> <li>◆ Develop Planning Contracts</li> <li>◆ Disseminate standard UPWP template to MPOs. Develop &amp; communicate policy, procedures, and guidance</li> <li>◆ Update all manuals</li> <li>◆ Develop and conduct training</li> <li>◆ Coordinate with MPOs on state and MPO federal performance measure reporting</li> </ul>

**Table 12-1. Planning Grant Organization, Participants, and Responsibilities**

Organization	Participant	Responsibilities
MPO	MPO Director and Staff	<ul style="list-style-type: none"> <li>◆ Develop the UPWP and amendments, and submit to TPP</li> <li>◆ Coordinate with District on local transportation planning projects &amp; activities</li> <li>◆ Submit invoices to TPP</li> <li>◆ Coordinate with District on project selection for inclusion in the transportation improvement program</li> <li>◆ Prepare the Annual Performance &amp; Expenditure Report and submit to TPP by December 15, using the same report format as the UPWP.</li> <li>◆ Process the Annual Listing of Projects and submit</li> <li>◆ Annual certification of compliance with federal, state, environmental, and civil rights regulations (or Self Certification) in coordination with TPP</li> </ul>
FHWA	Planning Staff	<ul style="list-style-type: none"> <li>◆ Review and approve initial UPWP and amendments from TMAs</li> <li>◆ Review and approve Annual Performance &amp; Expenditures Reports and annual project listings for:                             <ul style="list-style-type: none"> <li>◆ (i) Comparison of actual performance with established goals;</li> <li>◆ (ii) Progress in meeting schedules;</li> <li>◆ (iii) Status of expenditures in a format compatible with the work program, including a comparison of budgeted (approved) amounts and actual costs incurred;</li> <li>◆ (iv) Cost overruns or underruns;</li> <li>◆ (v) Approved work program revisions; and</li> <li>◆ (vi) Other pertinent supporting data.</li> </ul> </li> <li>◆ Approve legal expenditures and capital expenditures of \$5,000 or more</li> </ul>

## Section 3 — Invoices

### Invoice Submittal

The MPO must submit monthly TPF invoices to TPP for UPWP activities.

The billing should include:

- ◆ Certification statement signed by the MPO Director attesting to the accuracy of the billing
- ◆ Invoice
- ◆ Collateral material to support the charges
- ◆ Any other applicable documents
- ◆ Spreadsheet of monthly expense budget

When the invoice is submitted to TPP/MPO billing mailbox, the document is time-stamped. The 15-day prompt payment clock starts at that time.

### Invoice Review and Processing

The TPP Billing Submittal Cover Form is filled in by TPP Business Operations:

- ◆ Is it allocable to the Program?
- ◆ Is it allowable to the Program?
- ◆ Is it reasonable to the Program?

If submittal fails to meet these requirements, the field office contacts MPO to resubmit their form.

If backup documentation is missing, the business operations representative notifies the field representative. The field representative will review the billing packet and confirm if there is an error. If there is an error, the field representative will contact the MPO to request additional information and resubmit their form with the adequate support. The prompt payment clock stops at this point. The clock starts back up when the additional information is submitted to the TPP/MPO billing mailbox.

The reviewed and approved document is submitted to TPP Business Operations for processing. Business Operations prepares the invoice for the Section Director and the Grants and Administration Director for signature. Once signed, Business Operations submits the invoice to Finance Division for payment.

The field representative updates the billing summary spreadsheet and sends it back to the MPO.

## Annual Closeout

At the end of the fiscal year, when all the MPOs have certified that their final billing has been submitted, all billings will be reviewed to ensure the amount paid matches the amount billed. Once any necessary reconciliations are completed, the amount billed by each MPO will be subtracted from the amount allocated. This constitutes the previous year's carryover.

TPP will submit a request to FHWA to de-obligate these funds from the previous year's federal project number. Once this approval is received, an email is sent to FIN Division requesting they obligate these funds to the current year's project number.

Once funds have been obligated, TPP will submit a work order to the MPOs allocating the carryover to their UPWPs.

## Procurements

The MPO must maintain approved written procurement procedures that meet or exceed the requirements of 2 CFR 200.318, as it may be revised or superseded. These procedures will be used for all acquisitions authorized in any UPWP.

Any subcontract for services rendered by individuals or organizations not a part of the MPO's organization shall not be executed without prior authorization and approval of the subcontract by the Department and, when federal funds are involved, the USDOT.

All work in the subcontract is subject to the state's Uniform Grant Management Standards. If the work for the subcontract is authorized in the current approved UPWP, and if the MPO's procurement procedures for negotiated contracts have been approved by the Department either directly or through self-certification by the MPO, the subcontract shall be deemed to be authorized and approved, provided that the subcontract includes all provisions required by the Department and the USDOT. Subcontracts more than \$25,000 shall contain all required provisions of this agreement. No subcontract will relieve the MPO of its responsibility under this MPO planning agreement.

## Property Management

The regulations also require the MPO to observe the following standards in its property management system:

- ◆ Develop a control system that includes adequate safeguards to prevent loss, damage, or theft of property, and provides for the investigation of any loss, damage, or theft.
- ◆ Use adequate maintenance procedures to keep the property in good condition.
- ◆ Use proper sales procedures to ensure the highest possible return if property is to be sold.

TPP field representatives review yearly the property management of the MPO.

### **Disposition**

Per 2 CFR 200.313, when equipment has exceeded its useful life or is no longer needed for the original program or for other activities, the regulations allow disposition in accordance with the following procedures:

- ◆ If current per-unit fair market value is less than \$5,000, it may be retained, sold, or otherwise disposed of with no further obligation to the federal agency.
- ◆ If current per-unit fair market value is more than \$5,000, it may be retained or sold, and the federal agency shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the federal agency's share of the acquisition cost of the equipment.

If the MPO fails to take appropriate disposition actions, the federal agency may direct the State or MPO to take final disposition action, including remittance of proceeds of sale, assignment of equipment to another federal project, etc.

## **Section 4 — Bi-State MPO Corridor Planning Process**

### **Bi-State MPO Corridor Planning Process**

For corridor studies crossing state boundaries, steering committees are encouraged, with each state represented.

# Chapter 13 — Data Management

## Contents:

[Section 1 — Overview](#)

## Section 1 — Overview

### Introduction

The Data Management section of TPP has developed a Wiki environment to document their procedures.

### Data Management Wiki Topics

The Data Management Wiki home page is [DM Wiki](#).

Major topics in Wiki are:

- ◆ Data Management Knowledge Repository (Miscellaneous topics relevant to multiple processes)
- ◆ End of Year
- ◆ Functional Classification-National Highway System (NHS)
- ◆ Geographic Information System (GIS) - Mapping & Editing
- ◆ GIS - Web Services
- ◆ Geospatial Roadway Inventory Database (GRID)
- ◆ Highway Designation Files & Minute Orders
- ◆ Highway Performance Management System (HPMS)
- ◆ Mileage Response and Tracking Database (MRT)
- ◆ Onboarding New Employees
- ◆ Project Tracker
- ◆ Reference Markers
- ◆ Roadway Inventory
- ◆ Straight Line Diagrams (SLD) - Road Analyzer
- ◆ Statewide Planning Map
- ◆ STRAP (Statewide Review of Assets Project)

# Chapter 14 — State Planning Research

## Contents:

[Section 1 — Overview](#)

[Section 2 — SPR Program Process](#)

## Section 1 — Overview

### Purpose of the SPR Program

The State Planning and Research Program (SPR) funds States' statewide planning and research activities. The funds are used to establish a cooperative, continuous, and comprehensive framework for making transportation investment decisions and to carry out transportation planning and research activities throughout the State.

### Laws and Regulations regarding the SPR Program

- ◆ [Title 23 US Code, Section 505](#)
- ◆ [23 CFR Part 420](#)
- ◆ [49 CFR Part 18](#)
- ◆ [49 CFR Part 19](#)

### SPR Program Frequency

The Transportation Planning and Programming Division (TPP) submits the SPR Part 1 Work Program on an annual basis. Changes during the program year are addressed through an amendment process.

### SPR Program Location

SPR Part 1 Work Program is located in the Business Operations Section of the Transportation Planning and Programming Division. The approved program and final documents are stored on the TPP local drive, and will be available on the new Enterprise Content Management (ECM) system once available.

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## Section 2 — SPR Program Process

### Collection of information for the SPR Program

TPP Business Operations staff collaborates with all program partners to obtain section overview, project descriptions, deliverables, cost estimates and timeframes needed for each program year. This information is then compiled to produce the annual work program and submitted to FHWA for approval.

Program participants and FHWA meet quarterly to discuss project and expenditure status for each activity. Program changes are addressed through an amendment process, subject to FHWA approval.

### SPR Program Contents

The SPR Work Program must contain the following elements to be approved by FHWA:

1. Summaries and References
  - Estimated expenditures page summarizing all program activity estimates with state match or Transportation Development Credits (TDC) estimates
  - Estimated expenditures page for all non SPR activities within the division
  - Acronyms and abbreviations page
  - Statement on Planning emphasis areas of MAP-21 page (PEAs)
  - Division organization chart
2. Description of all project and planned activities for each program year. Descriptions must include details and deliverables for each activity, along with estimated costs.
3. Formal letter requesting approval of the SPR Work Program, Part 1; noting the overall program costs with estimated use of Transportation Development Credits (TDCs).

### SPR Program Approval and Authorization Process

FHWA authorizes the annual program in writing through a formal letter process. Final program approval is issued through a Federal Project Authorization Agreement (FPAA) obligating the funds for use during for each program year.

# Chapter 15 — Title VI of the Civil Rights Act of 1964

## Contents:

[Section 1 — Overview](#)

[Section 2 — Title VI Monitoring Activities Process](#)

## Section 1 — Overview

### Background

Title VI of the Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. Pursuant to [23 CFR Part 200.9\(b\)\(6\)](#), the Office of Civil Rights (OCR) conducts program reviews, provides recommendations to assure compliance and adequately supports the Texas Department of Transportation's (TxDOT) Transportation Planning and Programming Division Title VI requirements and activities. TPP adheres to any Department-wide goals/policies set by the Administration or OCR, and are very open to any suggestions made by OCR staff members or the Title VI Interdisciplinary Team.

TPP's Title VI Liaison will be responsible for maintaining, updating, publishing and reporting on a quarterly basis, or as required by OCR, any language assistance provided or requested in the previous year, using the LEP Data Collection Report. If there was not any assistance provided, they will report by email that there were no instances of assistance provided or requested during the reporting time to the Business Operations Administrator (BOA).

### Purpose of Title VI Monitoring Activities

A key element for addressing Title VI at the planning phase is having an effective public involvement process that is continuing, cooperative and comprehensive. Communication and transparency are critical to building trust with stakeholders and the public.

TPP's public participation activities include measures for seeking input from and considering the needs of those traditionally underserved by existing transportation systems as defined in [Title VI of the Civil Rights Act of 1964](#) (Title VI), such as low-income, minority, and non-English speaking households who may face challenges accessing employment and other services.

### Laws and Regulations regarding Title VI Monitoring Activities

The Transportation Planning and Programming Division, as a recipient of federal financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per [42 U.S.C. § 2000d-3](#)), color, national origin, sex, age, or disability be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any TxDOT programs or activities. [Executive order 13166](#), titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a

person's inability to speak, read, write, or understand English is a type of national origin discrimination in accordance with requirements of FHWA and Federal Transit Administration.

### **Title VI Monitoring Activities Frequency**

TPP Liaison will provide to the BOA and OCR, on an annual basis or as changes occur, a list of those employees who are willing to assist in translation and interpreting services using the Employee Language Report (ELR) (Form 2491).

### **Title VI Monitoring Activities Location**

Any interaction with the public has the potential to interact with Limited English Proficiency (LEP) individuals. These could include, but are not limited to, program applicants and participants; hotline or information line calls; outreach programs; public meetings and hearings; public access to agency websites; written materials or complaints sent in; and brochures intended for public distributions. It is important to examine the manner in which the agency interacts with the public or LEP individuals (e.g. in-person consultations versus correspondence) as this can dictate the type of language assistance services provided.

## **Section 2 — Title VI Monitoring Activities Process**

### **TPP Language Assistance Plan**

The Transportation Planning and Programming (TPP) Division's Language Assistance Plan (LAP) is to ensure that Texas Department of Transportation (TxDOT) and TPP communicate effectively with Limited English Proficient (LEP) individuals. A LEP individual is a person who does not speak English, or has a limited ability to speak, read, write or understand English. This plan will provide guidelines for implementing the LAP Program, and assisting those with limited English capabilities.

### **Collection of Information for Title VI Monitoring Activities**

The BOA will report annually or as requested by TxDOT's Office of Civil Rights, the number of LEP assistance provided or requested in the previous year, using the LEP Data collection report.

### **Title VI Monitoring Activities Contents**

To determine the appropriateness and need for assistance with specific languages, the Division's Business Operations Administrator (BOA) performs an annual review of the following areas:

1. Demographics: As reported below in Texas Language Demographics.
2. Frequency: Will be identified in annual reports received from division's section directors and administrative support, and reported annually to the Office of Civil Rights (OCR).
3. Nature and Importance: Will be reviewed with directors and senior level managers and the Public Information Office based on project importance and effect on local populace.
4. Available Resources and Costs: Will be reviewed annually to determine if employees available in the division have capabilities required if the need should arrive, and identify available translation/interpretation support as needed.

### **Title VI Monitoring Activities Approval**

LEP individuals can submit complaints regarding LEP services to an individual in charge of the event or activity of concern to TPP's Title VI Liaison or BOA, to TxDOT's Office of Civil Rights.

If needed, employees can contact OCR for additional guidance or assistance.

# Chapter 16 — Economically Disadvantaged County Program

## Contents:

[Section 1 — Overview](#)

[Section 2 — EDCP Requirements](#)

## Section 1 — Overview

### Purpose

Transportation Code, Title 6, Chapter 222, [§222.053](#) provides for relief from local matching funds requirements for certain eligible counties (and municipalities within those counties).

Administrative rules pertaining to the program were incorporated into Title 43, Texas Administrative Code (TAC), Chapter 15, [Subchapter E](#), which describe federal, state, and local responsibilities for cost participation in highway improvement projects. Section 15.55(b) specifically addresses the Economically Disadvantaged County Program (EDCP).

## Section 2 — EDCP Requirements

### Definition of Economically Disadvantaged County

An economically disadvantaged county is a county that, in comparison to other counties in the state, has:

- ◆ below average per capita taxable property value,
- ◆ below average per capita income, and,
- ◆ above average unemployment, or
- ◆ met the standard criteria within the last six years and has been included in no less than five federally declared disasters within the same time.

TxDOT identifies the counties that meet all three of the above criteria derived from data obtained from the Texas Comptroller of Public Accounts on an annual basis or, a county that has met the 3 criteria within the past six years and has been included in no less than five federally declared disasters within the same time obtained by the Federal Emergency Management Agency. These counties are eligible for the program during the fiscal year in which they are determined eligible. Since the list is updated every fiscal year, a county may be eligible one year and not the other, or vice versa.

The most current data available for each of the criteria precedes the current fiscal year by three years. For example, data used to compile the list of eligible counties for Fiscal Year (FY) 2018 is from Calendar Year 2015.

### Project Eligibility

Both on-system and off-system highway improvement projects in a county are eligible for some relief of the local match requirement. However, on-system projects are required to be both commission-authorized (i.e. the project must be in the Unified Transportation Program) and not let to contract. Off-system projects must have a Federal/Local required participation, be commission-authorized or approved within a district bank balance program and not let to contract. If a project meets the requirements, the second factor to consider is the project components.

Most highway projects involve four project components that carry a cost and participation ratio. The four common components are:

- ◆ preliminary engineering,
- ◆ construction engineering and construction,
- ◆ right of way, and,
- ◆ eligible utility adjustments.

The local match requirements for each of the above components vary based on the project's funding category. Most components that require a local match are eligible for some relief with a few notable exceptions:

1. Right of way and utility costs on off-system projects are not eligible for an adjustment.

Non-roadway items on off-system projects funded under any category are not eligible for an adjustment. These include items such as storm sewers, curb and gutter, driveways. In addition, activities which do not involve or lead directly to construction, such as feasibility studies, planning and research, engineering to define elements of a proposed action or alternatives so that social, economic, and environmental effects can be assessed, are not eligible.

2. Off-roadway projects such as recreation trails and hike and bike paths not adjacent to a roadway (typically eligible for federal Transportation Alternatives funding) are not eligible.

Additionally, the local participation requirements for some projects are project specific as detailed in the project's minute order.

### **Relief Available for Eligible Projects**

While the amount of relief granted is at the Texas Transportation Commission's discretion, the commission has not deviated from the adjustments recommended by TPP. TPP recommends adjustments based on a percentage formula developed by the Finance Division. The formula serves as a measure of a local government's "effort" and "ability" to provide their local match for projects.

Cities within an economically disadvantaged county may receive higher percentage adjustments beyond their respective county's adjustment under two conditions: if they have a local economic development sales tax and their population is less than 5000. A city within an economically disadvantaged county receives an adjustment equal to the adjustment for the county in which it is located, with the possibility of up to 10 additional percentage points based on its population and the existence of an economic development sales tax. An adjustment cannot exceed 95 percent in total (including percentage points for economic development sales tax) or be less than 15 percent.