

Policy 1: Guidelines for Funding Planning Studies in the Unified Planning Work Program

A. Development of the Budget Document (Unified Planning Work Program)

As required by federal and state regulations, the Alamo Area Metropolitan Planning Organization (AAMPO) adopts a document detailing the transportation planning tasks and their budgets for the study area for a given time period. This document is referred to as the Unified Planning Work Program (UPWP). The Alamo Area MPO currently adopts a two-year UPWP.

In January of the UPWP development year, AAMPO's Technical Advisory Committee (TAC), in coordination with AAMPO staff, will identify priorities for the upcoming two-year time period. Priorities may include refinements to AAMPO's processes; development of databases; or other aspects of multimodal transportation planning to include demographic development and travel demand modeling; public involvement; analysis of geographic subareas or corridors, transit, bicycle and/or pedestrian, freight, environmental, congestion management, air quality or other priorities. These priorities must be sufficiently defined because they will then become planning studies to be considered for funding.

In March, TAC and AAMPO staff will develop scopes of work (specifically noting data requirements, including data that already exists and data that will need to be collected) and budgets for the priorities identified in January. A recommendation will be made for the work to be performed by AAMPO staff, partner agency staff or consultants. For each identified planning study, AAMPO staff will identify previously related work and a reasonable timeframe for completing the scope of work.

Throughout April of the UPWP development year, AAMPO staff, in consultation with TAC as necessary, will prepare a draft UPWP and present it to TAC for review in May. A draft UPWP is also submitted to TxDOT (Austin) by the required deadline.

Prior to the final deadline established by TxDOT for UPWP submittal, TAC will review the final draft UPWP, make a recommendation on its approval, and submit it to the Transportation Policy Board for final adoption.

The Transportation Policy Board gives final approval of studies and budgets for inclusion in the Unified Planning Work Program.

B. Reporting Requirements

Monthly Progress Report

For studies and projects undertaken by AAMPO member agency staff or consultants, a written monthly progress report (Form "C") will be prepared and submitted to AAMPO with each monthly billing package. This monthly progress report will outline specifically the work accomplished under each work element/deliverable and compare that work, specifically with the objectives and tasks outlined to be accomplished. The progress report will specify and delineate any problems that have occurred as well as indicate whether the study will be completed on time and within the budget as approved. This report will be submitted along with monthly billings and signed in accordance with the agency or consultant's internal procedures.

Annual Performance and Expenditure Report

The Annual Performance and Expenditure Report will be prepared by AAMPO staff and forwarded to the Texas Department of Transportation and the Federal funding agencies by the required deadline. The annual report documents work completed for each subtask listed in the UPWP, and provides a year-to-date funding summary.

Technical Memorandum

A Technical Memorandum is a status report of work completed for one or more work elements/deliverable as outlined in the agency or consultant contract, with a timeframe of less than a complete fiscal year. The effort required for each technical memorandum is dependent on the amount of work performed in the timeframe specified in the contract. The technical memorandum format of those products being reviewed by the Technical Advisory Committee will be in report document form. Agencies and consultants will be responsible for providing an electronic version from which to make hardcopies as necessary.

Technical Report

A Technical Report is the documentation of work accomplished within an entire fiscal year for a subtask that extends beyond one fiscal year. This document will fully describe the work performed without a requirement for final recommendations or conclusions. Agencies and consultants will be responsible for providing an electronic version to post on AAMPO's website and from which to make hardcopies as necessary.

Final Report

A Final Report is a stand-alone document that states the objective of the study, describes the planning work accomplished, and provides recommendations or conclusions (this report may consist of work accomplishments in more than a single fiscal year). Agencies and consultants will be responsible for providing an electronic version to post on AAMPO's website and from which to make hardcopies as necessary.

C. Budget Amendment Approval

The AAMPO Director is authorized to approve/disapprove agency and consultant line-item budget amendments that stay within the total contract amount.

The following amendments shall be presented to the Technical Advisory Committee and Transportation Policy Board for review and subsequent approval:

- a. Any proposed change in scope of work for any study (Agency or consultant) regardless of dollar amount.
- b. Any request for additional funding.

D. Participation in Planning Studies

Member agencies of AAMPO are ineligible to compete for studies identified in the UPWP as consultant studies.

Adopted: September 28, 2020