

# **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 (MPO) 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 or UPWP. The Alamo Area MPO currently adopts a two-year UPWP.

In January of the UPWP development year, the MPO's Technical Advisory Committee (TAC), in coordination with MPO staff, will identify priorities for the upcoming two-year time period. Priorities may include refinements to the MPO's processes; development of databases; or other aspects of multi-modal 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 MPO 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 MPO staff, partner agency staff or consultants. For each identified planning study, MPO staff will identify previous related work and a reasonable timeframe for completing the scope of work.

Throughout April of the UPWP development year, MPO 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 either agency staff or consultant, a written monthly progress report (Form "C") will be prepared and submitted to the MPO 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 the MPO staff and forwarded to the Texas Department of Transportation and the Federal funding agencies by the required deadline. The annual report work documents work completed for each subtask, 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 the MPO'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 the MPO's website and from which to make hardcopies as necessary.

### **C. Budget Amendment Approval**

The MPO 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 the MPO are ineligible to compete for studies identified in the UPWP as consultant studies.

Adopted: September 28, 2020

# Policy 2: Public Participation Plan

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This text is the Alamo Area Metropolitan Planning Organization's (MPO) plan to involve the public. It is called a Public Participation Plan (PPP) and is required by law. People were able to comment on the plan for 45 days. This comment period took place before the plan was approved.

## Purpose of the Public Participation Plan

This plan provides a guide for how MPO staff can involve the public. It includes goals, procedures, and tools the MPO will use. It also includes metrics used to measure and evaluate plan performance.

## MPO's Commitment to Public Participation

People should have a say in transportation decisions that affect their lives. To help make this possible, the MPO commits to:

1. Welcome all people into the planning process.
2. Identify people affected and involve them in the process.
3. Get people involved early and keep them involved throughout the process.
4. Provide people with a variety of ways to participate.
5. Hold meetings at convenient dates, times, and locations.
6. Hold meetings at accessible places (see attachment 1).
7. Make meetings accessible for people with disabilities.
8. Provide interpreters (spoken or sign) if requested at least five (5) working days in advance of a meeting.
9. Use information and graphics that are easy to understand.
10. Talk to people and record their comments.
11. Consider comments in the planning process.

# Public Participation Goals

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- Goal 1** • The MPO will **engage people in the transportation planning process**. The MPO will do this **according to the goals in this plan and applicable laws**.
- Goal 2** • The MPO will **keep people informed** of transportation news.
- Goal 3** • The MPO will **encourage everyone in the study area to get involved**. This includes those traditionally underserved.
- Goal 4** • The MPO will **strive to improve** public participation.
- Goal 5** • The MPO will **work closely with other transportation agencies**.

# Federal and State Requirements

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This plan reflects the MPO's commitment to the public. It also outlines their role in the regional planning process. It follows the federal and local laws listed below.

## **Federal Highway Administration (FHWA) and Federal Transit Administration (FTA)**

Federal rules for metropolitan transportation planning (23 CFR 450.316) and FHWA guidelines say that Metropolitan Planning Organizations (MPOs) shall develop and use a documented participation plan. The plan defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. The MPO complies with the 10 MPO requirements listed in 23 CFR 450.316.

## **Fixing America's Surface Transportation Act (FAST Act)**

The current transportation bill is the Fixing America's Surface Transportation (FAST) Act. It was passed by Congress and signed by President Obama on December 4, 2015. The FAST Act authorizes \$305 billion nationwide over fiscal years 2016 through 2020 for transportation spending. It is the first law enacted in over 10 years that provides long-term funding certainty for surface transportation.

## **Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990**

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination based on disability. The AAMPO is required to ensure people with disabilities have equal opportunity to participate in, and enjoy the benefits of, our programs and services. This includes the stipulation of involving those with disabilities in the development and improvement of services.

## **The Age Discrimination Act of 1975**

The Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities receiving Federal financial assistance. The Act prohibits recipients of Federal financial assistance from taking actions that result in denying or limiting services or otherwise discriminating based on age.

## **Title VI of the Civil Rights Act of 1964**

Title VI states that "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title VI serves as the legal foundation for what is today referred to as environmental justice. The MPO adheres to Title VI and environmental justice principles.

### **Executive Order 13166 – Limited English Proficiency**

Executive Order 13166 was created to "... improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency ..." Federal agencies were directed to provide guidance and technical assistance to recipients of federal funds as to how they can provide meaningful access to limited English proficient users of federal programs. Consistent with Executive Order 13166 and U.S. Department of Transportation (DOT) guidance, the MPO has developed a Limited English Proficiency Plan in order to ensure meaningful input opportunities for persons with limited English proficiency. The MPO LEP plan is available on the MPO website ([www.alamoareampo.org](http://www.alamoareampo.org)) and calls for translations of vital documents, such as public notices, into Spanish. The MPO may, at its discretion, translate documents into additional languages if the nature of the document and the character of the document's target audience justify additional translation. The LEP plan provides further guidance for serving limited English-speaking populations.

### **Executive Order 12898 on Environmental Justice**

This order was signed by President Clinton in 1994. It reinforced the requirements of Title VI of the Civil Rights Act of 1964 that focused federal attention on the environmental and human health condition in minority and low-income communities:

*Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.*

### **Executive Order 13175 – Consultation and Coordination with Tribal Governments**

Executive Order 13175 states that "in formulating or implementing policies that have tribal implications, agencies shall establish regular and meaningful consultation and collaboration with tribal officials to reduce the imposition of unfunded mandates upon Indian tribes."

At least one American Indian tribe has expressed an interest in being notified of activities throughout the state of Texas. Though there are no tribal governments located in the Alamo Area MPO study area, the MPO will actively seek to keep tribal governments informed of major decisions affecting the region. The MPO will continue to communicate with Native American Indian tribal leaders on an ongoing basis to identify issues of common concern.

### **Disclaimers**

In order to share appropriate requirements with the public related to various laws and regulations, the MPO regularly uses the following disclaimers. Their purpose and use is described below.

## **Nondiscrimination Statements**

The following statement will be included on public meeting notices as appropriate:

*Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. To arrange for translation services or assistance due to disability (free of charge), please contact the MPO at [aampo@alamoareampo.org](mailto:aampo@alamoareampo.org) or (210) 227-8651 (or Relay Texas at 7-1-1) at least five working days in advance.*

The following statement will be included on all public documents as appropriate:

*For complaints, questions or concerns about civil rights or discrimination, please contact the MPO's Public Information Officer/ADA Coordinator/Title VI Liaison at (210) 227-8651 or [aampo@alamoareampo.org](mailto:aampo@alamoareampo.org).*

## **Report Language**

The following language shall be included in all reports published by the MPO:

*Prepared in cooperation with the Texas Department of Transportation and the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration.*

This language shall be displayed on the interior front cover page in a place of prominence in accordance with the contract between TxDOT and the Alamo Area MPO.

## **Federal Transit Administration Section 5307 Language**

For newspaper ads in support of the development of the Transportation Improvement Program, by agreement with the transit provider, the language shown below must be included in the ad text itself:

*The TIP development process is being used to satisfy the public hearing requirements of FTA's Section 5307 program and this notice and associated review period will satisfy FTA's Program of Projects requirements.*

# Target Audiences

The MPO takes great pride in working with people and other agencies. The MPO strongly believes that people should have a say in decisions that impact their lives. MPO staff keeps a contact list updated on a continuous basis. People and groups that the MPO targets are listed below. This list is not exhaustive but is meant to give an understanding of key stakeholder groups.

Target Audiences
Airport operators
Board and committee members
Business and trade organizations
Carpool/vanpool/shuttle program users
Civic and public interest groups
College and university students, faculty and staff
Community-based associations
Commuters
People with disabilities
Elected local, state and federal officials
Emergency response agencies
Employers
Environmental groups
Faith-based organizations
Federal land management agencies (National Park Service, Natural Resources Conservation Service)
Freight shippers
Freight transportation service providers
Homeowner, neighborhood and resident associations
Individuals
Micromobility users (bicycles, scooters, etc.)
Military Bases
Motorcyclists and motorcycle groups
Natural disaster risk reduction agencies
Pedestrians
Private providers of transportation (including intercity bus operators, employer-based commuting programs, rideshare and bikeshare providers, etc..)
Public agencies and staff
Public health organizations
Public ports
Public transportation providers
Public transportation users
Rideshare users (Uber, Lyft, etc)
School districts
Social service organizations

Target Audiences
Tourism industry
Traditionally underserved populations (described in greater detail in the following section)
Transportation advocates
Tribal governments
Workforce development organizations and programs

# Diversity and Inclusiveness

The MPO identifies traditionally underserved groups to help meet our commitment to public participation. These groups include low-income and minority populations. Federal laws protect additional groups. Protected groups are listed here.

## Protected Categories

Both Title VI of the Civil Rights Act of 1964 (Title VI) and Executive Order 12898 (EO 12898) on Environmental Justice (EO 12898) are specific in the description of the populations they protect. Title VI prohibits discrimination based on race, color and national origin. EO 12898 protects minority and low-income populations. Discrimination against persons based on gender, age, and disability are addressed by other nondiscrimination statutes. Collectively, these populations are often referred to as “traditionally underserved” in the transportation planning process.

### Minority

Persons considered minorities are identified by the U.S. Census as people of African, Hispanic, Asian, American Indian, or Alaskan Native origin. Executive Order 12898 and the DOT and FHWA Orders on Environmental Justice consider minority persons as persons belonging to any of the following groups:

- **Black** – a person having origins in any of the black racial groups of Africa
- **Hispanic** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
- **Asian** – a person having origins in the Far East, Southeast Asia, or the Indian subcontinent
- **American Indian and Alaskan Native** – a person having origins in North America and who maintains cultural identification through tribal affiliation or community recognition

### Low Income

A person whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines. The national poverty guidelines are issued annually by the Department of Health and Human Services and are available at <http://aspe.hhs.gov/poverty/poverty.shtml>.

### Older Adults

Any persons over the age of 65

### **People with Disabilities**

Under the Americans with Disabilities Act of 1990, a qualified individual with a disability is a person that 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

### **Limited English Proficiency**

People who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English may be considered limited English proficient

### **Additional Categories**

Additionally, MPO includes low-literacy populations and households without personal transportation as traditionally underserved populations, although they are not protected by either a federal act or an executive order.

### **Low Literacy**

People who have difficulty using certain reading, writing, and computational skills considered necessary for functioning in everyday life may be considered to have low literacy. Persons with low literacy are generally defined as having less than fifth-grade reading and comprehension skills.

### **Zero Car Households**

Households without cars or access to one.

# Board and Committees

The MPO board and committees provide one of the most regular and consistent ways for public involvement. Following is a list of committees supported by MPO staff. The table below identifies the day of the month, time, and location of their meetings. These meetings may be held in person, online (via a service) or a combination of both.

Committee	Date/Time*	Location*
Technical Advisory Committee (TAC)	First Friday of the month at 1:30 p.m.	TxDOT District Office Building 2 Hearing Room 4615 NW Loop 410 San Antonio, TX 78229
Bicycle Mobility Advisory Committee (BMAC)	Second Wednesday of the month at 9:00 a.m.	MPO Conference Room B 825 South Saint Mary's Street San Antonio, TX 78205
Pedestrian Mobility Advisory Committee (PMAC)	Third Wednesday of the month at 3:30 p.m.	MPO Conference Room B at 825 South Saint Mary's Street, San Antonio, TX 78205
Transportation Policy Board (TPB)	Fourth Monday of the month at 1:30 p.m.	VIA Metro Center Community Room 1021 San Pedro San Antonio, TX 78212

\* Meeting dates and locations are subject to change. The BMAC and PMAC committees hold joint evening meetings several times a year. Some committees choose to cancel meetings in July and December. For the most current information, please visit [www.alamoareampo.org/calendar](http://www.alamoareampo.org/calendar).

MPO meetings are open to all. For a translator or assistance due to a disability, call 210-227-8651. You can also call Relay Texas at 7-1-1. Please call at least five working days before the meeting. Meeting dates, times, and locations may change. You can call 210-227-8651 to confirm the meeting. The table below lists by when the MPO commits to posting information on the website.

Materials	What is available on the web?	When is it posted on the web?
Meeting agendas and packages	Transportation Policy Board <a href="http://www.alamoareampo.org/Committees/TPB/">www.alamoareampo.org/Committees/TPB/</a>	One week prior to the meeting
	Technical Advisory Committee <a href="http://www.alamoareampo.org/Committees/TAC/">www.alamoareampo.org/Committees/TAC/</a>	
	Bicycle Mobility Advisory Committee <a href="http://www.alamoareampo.org/Committees/BMAC/">www.alamoareampo.org/Committees/BMAC/</a>	One week prior to the meeting
	Pedestrian Mobility Advisory Committee <a href="http://www.alamoareampo.org/Committees/PMAC/">www.alamoareampo.org/Committees/PMAC/</a>	One week prior to the meeting

Materials	What is available on the web?	When is it posted on the web?
Meeting Information	Board and committee meeting dates and times <a href="http://www.alamoareampo.org/Calendar/">www.alamoareampo.org/Calendar/</a>	Online calendar is posted and updated throughout the year, along with board/committee web pages.  Meeting information pages updated monthly.
Livestreaming	Transportation Policy Board meetings only <a href="http://www.alamoareampo.org/mpolive">www.alamoareampo.org/mpolive</a>	Listen or watch the Transportation Policy Board meetings live or in a searchable archive available 24 hours after the event.
News releases	News and media items, published or broadcast <a href="http://www.alamoareampo.org/news/">www.alamoareampo.org/news/</a>	Timing of the news release varies depending on the news item or event.

**Meeting Notices**

The Texas Open Meetings Act requires written notice of all meetings. Section 551.041 provides:

A governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body.

The MPO regularly posts MPO Transportation Policy Board (TPB), Executive Committee, Technical Advisory Committee (TAC), Bicycle Mobility Advisory Committee (BMAC) and Pedestrian Mobility Advisory Committee (PMAC) meetings in the Texas Register, at the Bexar County Courthouse Bulletin Board, and with Comal, Guadalupe and Kendall Counties. Whether in-person or online, committee meetings follow Open Meetings Act Procedures.

**Public Comments**

The MPO accepts public comments at every regular meeting of the board and committees. Comments can be spoken or in writing. Written comments will be accepted until the calendar day before the meeting. Your comments will be read at the meeting.

# Public Participation Toolbox

The MPO communicates with the public in a variety of ways. Information shared covers the MPO’s programs, projects and studies. MPO information materials display the MPO logo and include contacts. This section describes some of the communication tools the MPO uses.

## Philosophy of External Communications

Guiding principles for external communications include:

- **Informative:** The MPO will provide information. The MPO does not advocate on issues.
- **Concise:** The MPO will provide clear and concise information.
- **Clear:** The MPO will use easy to understand text and graphics.
- **Engaging:** The MPO will hold meetings that are fun, interactive, and meaningful.

The MPO uses the “Spectrum of Public Participation.” It was developed by the International Association of Public Participation. The spectrum helps groups define the public’s role in any public participation process. The public’s impact on decision making increases from left to right.

IAP2’s Public Participation Spectrum

	Inform	Consult	Involve	Collaborate	Empower
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

The table shows different communication tools. The last column shows the level of participation. It corresponds to the Spectrum of Participation. Some strategies, such as outreach tools, are solely informational. Others can include multiple points on the spectrum.

<b>Meetings /Speaking Engagements</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
Public Meetings	An organized large-group meeting usually used to make a presentation and give the public an opportunity to ask questions and give comments. Public meetings are open to the public at large. They are set up to be welcoming and as receptive as possible to ideas and opinions. This format allows for greater interaction between technical staff and the public.	Inform Consult Involve Collaborate
Project Workshops/Open-Houses	This type of public meeting is open and more informal. Team members interact with the public on a one-on-one basis. Short presentations may be given at these meetings. They will be followed by small group exercises or exhibits that people can visit on their own.	Inform Consult Involve Collaborate
Public Hearings	Formal meetings with scheduled presentations offered. Typically, members of the public individually state opinions/positions that are recorded without an immediate response. Instead, comments are collected and responded to after the hearing through a formal comment response process.	Inform Consult
Speakers Bureau	MPO staff actively looks for opportunities to present to the community on a variety of topics including MPO 101, air quality, active transportation, walkability, bicycle safety, and travel demand management. Staff is trained to deliver presentations and answer associated questions prior to going out into the community.	Inform Consult Involve
Pop-Up Outreach	MPO staff will conduct pop-up outreach in busy locations to inform, consult, and involve the community. This outreach method has been used effectively for Bike to Work Day and the MPO's annual Fiesta Medal Outreach Campaign.	Inform Consult Involve
MPO Exhibit Tables	MPO staff attend other agency events and staff tables or booths. These include activities, maps, charts and	Inform

<b>Meetings /Speaking Engagements</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
	informational brochures. Exhibit tables may also be used at malls or other public venues.	Consult
Small Group Meetings	During projects such as planning studies, meetings are held with small groups that have an interest in the project. Meetings could be with homeowners or neighborhood associations, civic groups, special interest groups, or other groups of affected or interested parties.	Inform Consult Involve
Partner Agency Meetings	MPO staff attends and participates in as many transportation partner public participation activities as is feasible to enhance public consideration of transportation issues, plans, and programs and to reduce redundancies and costs.	Inform Consult Involve Collaborate

<b>Online/Electronic Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
MPO Website	The website was established in 1998 with basic information about the MPO process, members, meeting times and contact information. The site has been expanded to include information about specific projects undertaken by the MPO. Bicycle, pedestrian and trails information and event schedules are also included. Work products such as the UPWP, TIP and MTP are available from the website. The site provides many links to other transportation related sites from the local to national level. The site is continually maintained and updated by MPO staff and is used to promote regular and special meetings, planning studies, bicycle and pedestrian events, publications and work products.	Inform
FastTrack E-Newsletter	The MPO publishes an electronic newsletter on a bi-weekly basis and distributes it according to the database e-mail list. Citizens are added to the distribution list at their own request. Opportunities to be added to the list occur during public meetings hosted by	Inform

Online/Electronic Tools		
Type	Description	Level of Participation
	the MPO, during public events attended by the MPO, on the MPO website, and when citizens contact MPO staff. Each issue of the newsletter includes staff contact information, upcoming meeting schedules, the MPO website address, project highlights, and current planning project status reports. Information regarding significant transportation issues, MPO awards, and other one-time activities are also included.	
Social Media	The MPO will utilize appropriate social media avenues to post pertinent information and notices on a frequent basis. This also provides another opportunity for the public to provide public input to the MPO's on-going planning process.	Inform Consult Involve
Project-specific Web Sites	For individual projects, project-specific websites may be used. These sites are used when project information is too extensive to be included on the MPO site. Project websites can contain study area maps, meeting announcements, descriptions of alternatives, comment forms, user surveys and project team contact information. Links to project sites are provided from the MPO site.	Inform Consult Involve
Crowdsourcing	The MPO will utilize different online tools to solicit input, ideas, and suggestions from the public. This could be in the form of comments on a map or submitted via an online form.	Inform Consult
Virtual public meetings	The MPO will provide online participation opportunities as appropriate. Virtual public meetings will include the same information provided at in-person public meetings and will be advertised at the same time as in-person opportunities. Further, virtual public meetings will typically be up for a period of at least two weeks and the beginning and end dates for the virtual public meeting will be included in the meeting notice. Depending on circumstances related to public health, some or all of the MPO's public meetings related to planning studies, the Transportation Improvement Program, Metropolitan Transportation Plan and/or	Inform Consult Involve

<b>Online/Electronic Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
	Transportation Conformity document, may be held virtually in lieu of in-person meetings.	
Online meetings	Meetings of MPO committees that occur online and follow Open Meetings Act procedures. The agenda includes the online link and a toll-free phone number. The meeting is audible to the public and allows for two-way communication. An audio recording of the webinar-hosted meeting is made available on the committee's MPO webpage.	Inform Consult
Live webinars	Meetings that occur online and/or livestreamed. These meetings combine telephone and video technology to allow people to see each other and view information online using web-based technology.	Inform Consult Involve Collaborate
Online surveys	Qualitative surveys conducted online and disseminated via email and social media. Respondents self-select whether or not to respond.	Inform Consult Involve

<b>Public Notice Delivery Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
US Postal Service	Traditional mail service is used for formal public hearing notices, as well as to publicize public meetings/workshops.	Inform
Email	Email blasts are used in addition to traditional mailing to stakeholders and community members. Recipients have previously opted in to communications by providing their email addresses.	Inform
Phone	The MPO regularly contacts members of the public and potential meeting participants via telephone to notify them of upcoming meetings and events.	Inform

Flyer/Notice Distribution	Meeting notices are posted in high-traffic gathering places, including but not limited to: schools, parks, libraries, community centers, and other such gathering places. This method of communication is especially helpful in environmental justice areas.	Inform
Transit	Meeting flyers and related collateral material may also be available on buses, notifying riders of upcoming meetings.	Inform

Print and Broadcast Media Tools		
Type	Description	Level of Participation
Display Ads	These ads are used to promote meetings or activities that are not regularly scheduled such as corridor or subarea workshops, project specific meetings, open houses, public meetings, or public hearings. They are published in local/regional newspapers and/or through social and digital media sites that provide the best coverage at an economical price.	Inform
Social Media Ads	Social media advertising is a way to target audiences on specific networks through demographic information. The MPO uses social media ads to targeted stakeholders with messages that appear in their feeds.	Inform
Press Releases	Formal press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by MPO committees.	Inform
TV and Radio Public Affairs Shows	MPO staff will solicit radio and talk show appearances to provide information or to promote events and topics as appropriate.	Inform
Video and Audio Public Service Announcements	MPO staff will produce audio and video public service announcements for selected events and distribute them to the appropriate metro area radio, TV and cable stations.	Inform

<b>Multimedia Tools</b>		
<b>Type</b>	<b>Description</b>	<b>Level of Participation</b>
Project Newsletters	For individual projects, such as corridor or subarea studies, that are typically performed using consulting services, newsletters are often used to address specific project issues. These newsletters are mailed to targeted residents, businesses and property owners in the area affected by a particular study. Information regarding upcoming project meetings, alternatives being proposed in the area, and other project news is reported in these newsletters.	Inform
Other Newsletters	When project-specific newsletters are not used, articles may be prepared for publication in other newsletters produced by municipalities, homeowner associations, church groups, civic groups, or others that may have an interest in the project. These articles are subject to the publication dates and space restrictions of publishers.	Inform
Videos	The MPO produces brief videos focused on topics of interest several times per month. These are shared on social media, through the MPO's e-Newsletter and/or on the MPO website.	Inform
Flyers, Posters, Fact Sheets and Rack Cards	To provide summary information regarding MPO policy, programs and projects, flyers, posters, fact sheets and rack cards may be distributed at public meetings, posted on the MPO web site, and displayed in public places such as libraries and community centers. Individuals and special interest groups can also request these items directly from the MPO staff office.	Inform
Shareable content	The MPO creates shareable information for social media to support MPO meetings, programs, and initiatives. The type of content can vary from shareable graphics sized for different social media platforms, infographics, videos, and sample posts. This content is shared to other public information officers via email and social media, as part of media kits, and with partner organizations.	Inform
Bus Placards	The MPO will use advertising space in VIA buses whenever possible as provided by VIA Metropolitan Transit for various MPO events.	Inform

Multimedia Tools		
Type	Description	Level of Participation
Banners	The MPO will consider using banner advertising such as physical street banners and internet page banners as appropriate for MPO events and activities.	Inform

## Public Participation Procedures

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The MPO generates major planning documents that require public input and community consensus. As a result, they are made available for public comment using various outreach strategies. Members of the public can view all of the required documents, and any amendments, on the MPO website at [www.alamoareampo.org](http://www.alamoareampo.org) or call 210-227-8651 to receive a copy. Following is a list of the major planning documents produced by the MPO.

- Metropolitan Transportation Plan, or long-range plan
- Transportation Improvement Program, or short-range plan
- Unified Planning Work Program
- Public Participation Plan
- Performance Measures Report
- Transportation Conformity Document

The Transportation Policy Board has set different approval processes depending on the item agendized for action. The two-step approval process is for new TIP, MTP and Transportation Conformity documents, as well as amendments to the TIP and MTP. The two-step process means that items will be presented to the Transportation Policy Board one month with action scheduled for the following month, allowing for a minimum public comment period of 30 days.

The MPO also has a process for an expedited, or one-step process, for the adoption of the Transportation Conformity document, a new TIP and MTP, in addition to TIP and MTP amendments that allows the board to hear the item presented and take action within one meeting.

Other items such as amendments to the Unified Planning Work Program, consultant contract awards and resolutions of support, as examples, are acted upon by the Transportation Policy Board in a one-step approval process.

Below, please find a description of the two-step and expedited one-step processes. For more information on these processes, please reference Policy 3. The following page identifies the planning steps required for each planning document produced by the MPO along with the minimum outreach strategies recommended for each. Whenever possible, the MPO will strive to go beyond the minimum outreach strategies.

## Two-Step Approval Process

1. Present, for informational purposes, the Proposed Action to the Technical Advisory Committee/Transportation Policy Board in month one
2. Present, for Action, to the Technical Advisory Committee/Transportation Policy Board in month two

## Expedited One-Step Approval Process

- Transportation Policy Board hears a presentation and takes action at one meeting as opposed to two board meetings
- Reserved for items requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest)
- Requires a 75% vote by the Transportation Policy Board to enter into a time certain public hearing and the Board will solicit input into the adoption or amendment(s) prior to taking action

	Two-Step Approval Process	One-Step Approval Process	Expedited One Step Process w/ 75% Board Vote for public hearing	Partner Agency Coordination	News release	Newspaper Ads	Social media	E-newsletter	Public Meeting	Neighborhood presentations
<b>TIP/MTP Development Process &amp; Adoption of the TIP/MTP</b>	★		★	★	★	★	★	★	★	★
<b>Routine amendments to the TIP/MTP occurring between annual updates</b>	★		★	★						
<b>Transportation Conformity</b>	★		★	★	★	★	★	★	★	
<b>Adoption of the Unified Planning Work Program</b>	★		★	★						
<b>Amendments to the Unified Planning Work Program</b>		★		★						
<b>Public Participation Plan</b>	★			★			★	★		
<b>Consultant Contract Award</b>		★		★						

<b>Performance Measures and Targets</b>	★			★						
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# Monitoring and Evaluation

MPO staff reviews this PPP at least every three (3) years to ensure that strategies for public involvement are meeting community vision and the goals of this plan.

MPO staff evaluates and may adjust its public participation activities during and after each plan development or campaign. Staff track the following performance measures. Information comes from meeting sign-in sheets, surveys, public comments received and website and social media data. Where appropriate, the Deputy Director and the Transportation Planning Program Manager will set yearly targets.

Goals Addressed	Public Involvement Tool	Evaluation Method
Goals 1, 2, 3, 4, and 5	Public Participation Plan	To be reviewed every three years
Goal 2	MPO Website	Unique visitors
Goal 2	FastTrack E-Newsletter	Contacts Unique views Unique clicks
Goals 1, 2, and 3	Public Meetings (in person and virtual), Open Houses, Workshops, Pop-up outreach, MPO exhibit tables and Public Hearings	Total attendees Geographic distribution of meeting attendees Geographic distribution of comments Nature of comments and meeting evaluations received
Goals 1, 2, and 3	Newspaper Advertisements	Sign-in sheets – “How did you hear about this meeting?”
Goals 1, 2, and 3	Direct Mailings	Distribution
Goals 1, 2, and 3	Press Releases	Press mentions
Goals 1, 2, and 3	Surveys	Number of responses Familiarity with MPO
Goals 1, 2, and 3	Facebook	Followers  Post reach Post engagement Engagement rate
Goals 1, 2, and 3	Twitter	Followers

Goals Addressed	Public Involvement Tool	Evaluation Method
		Tweet impressions Tweet engagement Engagement rate
Goal 2	Instagram	Followers Post reach Post engagement Engagement rate
Goal 2	YouTube	Subscribers Watch time
Goals 1, 2, and 3	Livestreaming	Number of people watching Watch time
Goal 5	Attend Partner Agency Events	Number of Events

In addition to the measures listed above, the MPO will provide meeting evaluation forms at public meetings, workshops, and hearings to collect qualitative feedback from participants that can be used to improve meeting processes for future events.

### Revisions and Amendments

This Public Participation Plan reflects the current policies of the Alamo Area MPO. At a minimum, these policies will be reviewed, revised if necessary and adopted every three (3) years.

**Administrative amendments** to the PPP include changes to the public involvement tools and strategies, revision of references to applicable regulations, misspellings, omissions or typographical errors. Staff performs these updates, with no notification required.

**Amendments** to the Participation Plan include any other changes that do not fit the administrative definition above. A two-step process and 45 days of public comment are required before adoption. If the document changes significantly due to public comments, an additional 45-day comment period is required.

Development of a new Public Participation Plan follows a two-step process and requires a 45-day comment period.

### Policies Regarding Electronic Communications

#### Social Media

The MPO recognizes the value in reaching out to the public on social media platforms such as Facebook, Twitter, Instagram, YouTube, and Nextdoor. The MPO uses these tools to communicate information to the public. They are also a convenient option for the public to communicate comments and questions directly to MPO staff. Following is the MPO's official social media policy:

Comments on the MPO's social media sites do not necessarily reflect the opinions and position of the MPO, its individual board members, administrators, officers, or employees.

Further, the MPO reserves the right to remove or hide a comment that is in violation of the MPO's policy without prior notification. The MPO does not endorse any content, viewpoint, product, or service linked from its social media sites and shall not be held liable for any losses caused by reliance on the accuracy, reliability, or timeliness of shared information. In addition to information provided by the MPO, the MPO's social media sites may contain comments and opinions from unrelated third parties which are being provided as a convenience to the public and for informational purposes only. These comments or opinions do not constitute an endorsement or an approval by the MPO of any of the views or comments posted on the MPO's social media platforms. More importantly, comments received and exchange via the MPO's social media platforms do not count as official comments during a published comment period. MPO staff will make every effort to communicate the appropriate channels to submit comments, which typically include in-person, mail, fax, email, or through the organization's online virtual public meetings.

The MPO's social media sites serve as a limited public forum and all content published is subject to monitoring. In the same manner as a public forum, user-generated posts should be suitable in terms of time, manner and place. The MPO reserves the right to publish any posting, or to later remove it based on the following guidelines. Third party comments will be rejected or removed (if possible) when the content:

- Is off-subject or out of context
- Contains obscenity or material that appeals to the prurient interest
- Contains personal identifying information or sensitive personal information
- Contains offensive terms that target protected classes
- Is threatening, harassing, defamatory or discriminatory
- Contains any copyrighted material owned by a third party
- Circumvents Public Records and Open Meetings Laws
- Incites or promotes violence or illegal activities
- Contains information that reasonably could compromise individual or public safety
- Advertises or promotes a commercial product or service, or any entity or individual

MPO social media sites contain communications that are subject to applicable public records laws. Any content maintained in a social media format related to MPO business, including communication posted by the Agency and communication received from citizens, is a public record. Records are maintained following Texas' adopted records retention schedule.

### **Section 508 Compliant Website**

The AAMPO is committed to making its information and communication technologies accessible to individuals with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act. Section 508 is a federal law that requires agencies to provide individuals with disabilities access to electronic and information technology and data comparable to those who do not have disabilities. To meet this commitment, we will conduct twice yearly scans to detect non-conformance issues with Section 508 standards and W3C Web Content Accessibility Guidelines (WCAG) 2.1, Level AA. If you have ideas or comments to help us improve the accessibility and usability of our website, or would like to file a 508 complaint, please contact the MPO's Public

Information Officer / Title VI Liaison at (210) 227-8651 or [aampo@alamoareampo.org](mailto:aampo@alamoareampo.org). If applicable, please include the web address or URL and specific problems you encountered.

## Relevant Documents

Sample Outreach Checklist  
Sample Checklist for Planning an Accessible Meeting  
Environmental Justice Plan  
Limited English Proficiency Plan  
Social Media Plan

Revised: October 26, 2020

## **Policy 3: Guidelines for Programming Projects in the Metropolitan Transportation Plan and the Transportation Improvement Program**

This document constitutes the Alamo Area Metropolitan Planning Organization's process for programming projects in the Metropolitan Transportation Plan and the Transportation Improvement Program. When considered for amendment, this document shall be subject to a public comment period of approximately 30 days prior to adoption by the Metropolitan Planning Organization Transportation Policy Board.

### **A. Purpose**

The Alamo Area Metropolitan Planning Organization (MPO) develops a Transportation Improvement Program (TIP) that programs projects for a minimum of the following four (4) fiscal years. The TIP is forwarded to the Texas Department of Transportation (TxDOT) for inclusion into the Statewide Transportation Improvement Program. The TIP project selection process begins with the long-range Metropolitan Transportation Plan process. The public is invited to fully participate in the Metropolitan Transportation Plan development process thus assisting in the selection and prioritization of transportation improvement projects. Implementing agencies which include the Alamo Area Council of Governments, Alamo Regional Mobility Authority, cities and counties within the MPO study area, the Texas Department of Transportation (TxDOT), and VIA Metropolitan Transit, participate in the Metropolitan Transportation Plan development process with one of the final products of the process being a prioritized list of transportation projects to be eventually considered for inclusion in the TIP.

Projects in the TIP are either selected by the Transportation Policy Board in consultation with the State (TxDOT) and transit operator (VIA) or selected by the State (TxDOT) in cooperation with the MPO. Projects selected by the Transportation Policy Board are those that are to be funded with Surface Transportation Block Grant (STBG), Transportation Alternatives (TA), Congestion Mitigation & Air Quality (CMAQ), and any other future U.S. Department of Transportation (USDOT) or TxDOT funds suballocated to the local level.

### **B. Project Funding Categories**

Project funding categories in the TIP and MTP include but are not limited to:

- Category 1 Preventative Maintenance & Rehabilitation
- Category 2 Metropolitan and Urban Corridor Projects
- Category 3 Non-Traditional Funding
- Category 4 Statewide Connectivity Corridor
- Category 5 Congestion Mitigation & Air Quality (CMAQ)
- Category 6 Structure Rehabilitation
- Category 7 Surface Transportation Block Grant (STBG)
- Category 8 Safety
- Category 9 Transportation Alternatives

- Category 10 Miscellaneous
- Category 11 District Discretionary
- Category 12 Strategic Priority
- Federal Transit Administration Section 5307 (Urbanized Area Formula Grant Program)
- Federal Transit Administration Section 5309 (Capital Grant Program)
- Federal Transit Administration Section 5310 (Elderly and Disabled Transportation Assistance Grant Program)
- Federal Transit Administration Section 5339 (Bus and Bus Facilities Infrastructure Investment Program)

### **C. Use of 'Grouped' Control Section Job (CSJ) Numbers**

A CSJ (Control Section Job number) is an identifying project number used by the Texas Department of Transportation. The MPO will use 'Grouped' CSJs for the following types of projects:

- Preliminary Engineering
- Right-of-Way Acquisition
- Preventive Maintenance and Rehabilitation
- Bridge Replacement and Rehabilitation
- Railroad Grade Separations
- Safety
- Landscaping
- Intelligent Transportation Systems Deployment
- Bicycle and Pedestrian
- Safety Rest Areas and Truck Weigh Stations
- Transit Improvements

Projects that fall within these categories will be listed in an appendix of the Transportation Improvement Program. Generally these Grouped CSJs will be used for projects funded under Category 1 (Preventive Maintenance & Rehabilitation), Category 6 (Structure Rehabilitation), Category 8 (Safety), and Category 10 (Miscellaneous). These projects are initially included in an Appendix of a new TIP and are revised or amended administratively as allowed in Section G Administrative Revisions.

Grouped CSJs will not be used for wholly or partially funded Category 2 (Metropolitan and Urban Corridor), Category 5 (CMAQ), Category 7 (STBG), or Category 9 (Transportation Alternatives) projects.

### **D. Use of Appendix D - Projects Undergoing Environmental Assessment**

The purpose of Appendix D is to identify projects that are undergoing preliminary engineering and environmental analysis (PE/EA) consistent with early project development. The Federal Highway Administration allows these projects to be referenced in the current Transportation Improvement

Program in order to facilitate the feasibility and PE/EA phases. This Appendix contains projects that are scheduled for implementation beyond the four years of the TIP time frame, and it in no way implies that these projects are programmed in the TIP. Cost estimates are preliminary and do not represent any commitment of construction funding. Consistency with the Metropolitan Transportation Plan will be verified as alternatives are examined in studies or environmental clearance efforts.

Appendix D is adopted with a new TIP. Since projects in Appendix D are also included in the MTP and Bexar County is non-attainment for ozone, Appendix D can only be amended if there is no impact to transportation conformity.

Projects listed in Appendix D will include, at a minimum, MPO ID number, county, sponsoring entity, street name, project limits, project description, and estimated let date and preliminary project cost.

## **E. Quarterly Review of Projects**

### Category 2 (Metropolitan and Urban Corridor) Projects

The implementing agency will submit amendments to the Category 2 (Metropolitan and Urban Corridor) projects to the MPO in writing. For cost increases greater than 10%, the implementing agency will also submit to the MPO justification for the cost increase and the funding source of the additional amount. For new projects being amended into the TIP that are not part of the current Unified Transportation Program, the implementing agency will also submit to the MPO which other Category 2 projects are being amended to allow for the inclusion of the new project unless the new projects are funded using additional allocation.

### Category 5 (CMAQ) Category 7 (STBG) and Category 9 (TA) Projects

Every three (3) months, a detailed review of Category 5 (CMAQ), Category 7 (STBG) and Category 9 (TA) funded projects in the TIP will be conducted. These projects will be reviewed for progress towards their letting (contract) dates, cost estimates, description and limits. If warranted by the detailed review, projects may be re-prioritized at the discretion of the Transportation Policy Board.

If the quarterly review warrants amendment(s) to the TIP, such amendment(s) will be presented to the Transportation Policy Board for consideration in sufficient time to allow the amendment(s) to be incorporated into the next regularly scheduled quarterly amendment of the Statewide Transportation Improvement Program. CMAQ project limits and scope changes would require emissions reductions equal to or greater than the awarded project.

## **F. Amendment Process**

The following changes will require an amendment to the TIP and MTP:

- Adding or deleting project(s)
- Revising the project scope of work

- Revising the project cost
- Revising funding categories
- Revising the phase of work (ex: from P.E. to construction)
- Revising project limits

Amendments to and/or the adoption of a new TIP and MTP require a two-step approval process. To permit adequate public review and comment, amendments to and/or the adoption of the new TIP and MTP will be presented at a Transportation Policy Board meeting with action on the amendment occurring at the following Transportation Policy Board meeting (approximately 30 days after initial presentation). TIP and MTP amendments and/or new document will be provided in the meeting package which is posted on the MPO's website a week prior to TAC and TPB meetings. Amendments to both the TIP and the MTP may be initiated concurrently.

Amendments to and/or the adoption of a new TIP or MTP requiring quick action due to impending federal or state requirements or deadlines (or for other reasons deemed in the community's best interest) may be accomplished by a 75% vote of the TPB quorum present to waive the routine two-step process. In these cases, the Transportation Policy Board will hold a special public hearing within their normal meeting agenda to specifically solicit public comment on the proposed TIP or MTP amendment or new TIP and/or MTP document. These actions will be emphasized on the meeting agenda that is both mailed and e-mailed out ten (10) days prior to the Transportation Policy Board meeting. This will alert the public and permit special attendance to comment on the action prior to adoption by the Transportation Policy Board.

Governing bodies of the sponsoring agencies will promptly notify the MPO in writing of any currently programmed projects that are proposed to be deleted from the TIP. The governing body of the sponsoring agency shall state its preference for project replacement in the written notification. The Transportation Policy Board will provide direction and/or may consider action at the next appropriate meeting with respect to amending the TIP.

To the extent possible, any project amended outside the timeframe of the current TIP due to funding limitations will have priority consideration in being amended back into the TIP when additional funding becomes available.

## **G. Administrative Revisions**

The MPO Director is authorized to approve certain "administrative changes" to the TIP and/or MTP with the notification of such to the appropriate transportation planning partners. The intent of this section is not to circumvent the public process for amending the TIP and/or MTP, but to allow for minor corrections to the TIP and/or MTP that do not materially change a project's function including minor revisions to project limits, scope or cost.

## **H. General Project Considerations**

Unless expressly approved by the Transportation Policy Board, under funding Categories 5 CMAQ, 7 STBG, and 9 TA, the MPO will not reimburse any project development costs associated with project

administration, preliminary engineering, environmental analysis or mitigation, right-of-way, or utilities.

Although the Transportation Policy Board makes all funding decisions associated with these funds, TxDOT is the federal designated pass-through agency for Category 5 CMAQ, 7 STBG, and 9 TA. Entities awarded funding under these categories will enter into agreements with TxDOT. TxDOT will charge the entity the direct state cost for review of all aspects of the project

## **I. Category 7 (STBG) Projects**

### Basic Requirements for STBG Projects

All projects submitted for consideration for funding through normal Category 7 (STBG) program allocations will compete through a standard project call when a new TIP is being developed. The Transportation Policy Board will approve a schedule, parameters and project selection criteria prior to the formal project call. Submitted projects must meet the following basic requirements:

1. Projects will be submitted to the MPO through an implementing agency (Alamo Area Council of Governments, Alamo Regional Mobility Authority, Texas Department of Transportation, VIA Metropolitan Transit and cities and counties within the MPO Study Area) and appropriate commitments of local match shall be made. Approval of the commitment of the local match from the Texas Department of Transportation District Engineer or the policy body of the local agency submitting the project for consideration will be obtained and submitted to the MPO. An 'in-kind' match is not allowed.
2. All submitted projects shall be developed in accordance with minimum standards as defined by AASHTO and/or NACTO, as applicable.
3. Each implementing agency is encouraged to address Title VI and Environmental Justice considerations in submitting projects to the MPO for consideration.
4. Agencies should consider the transit service area when submitting projects.
5. Pedestrian and bicycle facilities will be included in all future transportation improvement projects. Any exceptions will need to be adequately justified by management of the implementing entity. Bicycle and pedestrian components included in a funded project may not be deleted from the project at a future date.
6. Funded STBG projects will also be included in the MTP. Note: Amendments to the MTP and the TIP are made through the amendment process at the discretion of the Transportation Policy Board. Amendments to the MTP and TIP, can be made simultaneously.
7. A roadway project submitted for funding consideration in the TIP must be on a federally functionally classified facility as defined by the MPO and approved by the Federal Highway

Administration through the State. Roadway projects on facilities classified as a local street or minor collector do NOT qualify for Federal funding.

8. All deadlines set by the MPO are firm.

### STBG Call for Projects Process

Prior to each STBG project call, MPO staff will develop the schedule, submittal form and call for projects process, to include workshop(s) jointly hosted by the MPO and TxDOT. These items will be reviewed and acted upon by the Bicycle Mobility Advisory Committee (BMAC), Pedestrian Mobility Advisory Committee (PMAC), and Technical Advisory Committee (TAC) with final action by the Transportation Policy Board.

A subcommittee of BMAC and PMAC will score standalone bicycle and pedestrian projects. A subcommittee of TAC will score added capacity, operational, and transit projects.

### STBG Project Selection

The TAC will review the technical scoring, public input, project readiness and agency priorities and provide a funding recommendation to the MPO's Executive Committee and/or Transportation Policy Board, as directed by the approved call for projects process. The TAC may request presentations by implementing agencies.

### STBG Project Implementation

1. Unless allocated a fixed amount, each STBG project will have a cost figure in the approved TIP that is an estimate. This TIP "Estimated Construction Bid" shall include all construction costs at 100% and shall designate what percent match is required by the local agency.

"Estimated Construction Bid" is defined as all anticipated bid item costs of the improvement project, other than for right-of-way acquisition, utility relocation or betterment, preliminary engineering, environmental analysis/clearance, contingency, change orders and construction engineering. The amount programmed as the "Construction Cost" in the TIP shall equal the "Estimated Construction Bid".

2. Unless allocated a fixed amount, each selected STBG project may be adjusted when bids are approved.
  - a. If bids are higher than the TIP Construction Cost, the TIP estimate shall become a fixed construction funding cap.
  - b. If the Approved Construction Bid is lower than the TIP Construction Cost, the TIP shall be administratively revised by MPO staff to reflect the approved Construction bid (excludes any right-of-way acquisition, utility relocation or betterment,

preliminary engineering, environmental analysis/clearance, contingency, and construction engineering)

- c. Following the establishment of the project construction amount in items 2a and 2b above, the sponsoring entity is then eligible for up to 10% contingency of STBG project funding towards eligible change orders and up to 11% of STBG project funding towards eligible construction engineering and construction management costs. An under run in contingency cannot cover an over run in construction engineering/construction management and vice versa.

As these eligible change orders and eligible construction engineering costs are potential costs, they are not specifically programmed in the TIP towards the STBG funding levels. These costs, if incurred, would impact future fiscal allocations and it must be acknowledged that this could require the delay and/or re-scoping of existing TIP projects to remain fiscally constrained by fiscal year.

3. Once a project is included in the TIP, TxDOT and the local governmental entity (implementing agency) shall execute a Funding Agreement.

- a. Prior to letting, the executed Funding Agreement will be based on the Estimated Construction Bid (identified as Construction Cost in the TIP) and reflect:

Estimated Construction Bid + maximum 10% contingency of STBG project funding for eligible change orders + maximum 11% of STBG funding for eligible construction engineering and construction management costs.

- b. Post Letting, if the Approved Construction Bid (excluding any right-of-way acquisition, utility relocation or betterment, preliminary engineering, environmental analysis/clearance, contingency, and construction engineering) is lower than the TIP Construction Cost, the Funding Agreement will be amended and re-executed to reflect:

Approved Construction Bid + maximum 10% contingency of STBG project funding for eligible change orders + maximum 11% of STBG funding for eligible construction engineering and construction management costs.

4. Owner requested change orders will be covered 100% by the local agency. Owner requested change orders are the result of changes requested by the local agency, not included in the original TPB approved scope of work.
5. Non-let programs and studies are considered a fixed amount and are not subject to this section.

## **J. Category 9 (TA) Projects**

### Basic Requirements for TA Projects

The MPO will hold a competitive call for projects for TA funding. The Transportation Policy Board will approve a schedule, parameters and project selection criteria prior to the formal project call. Submitted projects must meet the following basic requirements:

1. Projects will be submitted to the MPO through an implementing agency and appropriate commitments of local match shall be made. Approval of the commitment of the local match from the agency submitting the project for consideration will be obtained and submitted to the MPO. An 'in-kind' match is not allowed.
2. All submitted projects shall be developed in accordance with minimum standards as defined by AASHTO and/or NACTO, as applicable.
3. Each implementing agency is encouraged to address Title VI and Environmental Justice considerations in submitting projects to the MPO for consideration.
4. Agencies should consider the transit service area when submitting projects.
5. Funded TA projects will also be included in the MTP. Note: Amendments to the MTP and the TIP are made through the amendment process at the discretion of the Transportation Policy Board. Amendments to the MTP and TIP, can be made simultaneously.
6. All deadlines set by the MPO are firm.

### TA Call for Projects Process

Prior to each TA project call, MPO staff will develop the schedule, submittal form and call for projects process to include informational workshop(s) jointly hosted by the MPO and TxDOT. These items will be reviewed and acted upon by the Bicycle Mobility Advisory Committee (BMAC), Pedestrian Mobility Advisory Committee (PMAC), and Technical Advisory Committee (TAC) with final action by the Transportation Policy Board.

### TA Project Selection

A subcommittee of BMAC and PMAC will score TA projects. BMAC and PMAC will review the technical scoring, public input, project readiness and agency priorities and make a funding recommendation to the Technical Advisory Committee on a slate of projects to be funded. The TAC may request project presentations by implementing agencies and will provide a funding recommendation to the MPO's Executive Committee and/or Transportation Policy Board, as directed by the approved call for projects process.

## **K. Category 5 (CMAQ) Projects**

### Basic Requirements for CMAQ Projects

All projects submitted for consideration for funding through normal Category 5 CMAQ program allocations will compete through a standard project call. The Transportation Policy Board will approve a schedule, parameters and project selection criteria prior to the formal project call. Submitted projects must meet the following basic requirements:

1. Projects will be submitted to the MPO through an implementing agency (Alamo Area Council of Governments, Alamo Regional Mobility Authority, Texas Department of Transportation, VIA Metropolitan Transit and cities and counties within the non-attainment area) and appropriate commitments of local match shall be made. Approval of the commitment of the local match from the Texas Department of Transportation District Engineer or the policy body of the local agency submitting the project for consideration will be obtained and submitted to the MPO. An 'in-kind' match is not allowed.
2. All submitted projects shall be developed in accordance with minimum standards as defined by AASHTO and/or NACTO, as applicable.
3. Each implementing agency is encouraged to address Title VI and Environmental Justice considerations in submitting projects to the MPO for consideration.
4. Agencies should consider the transit service area when submitting projects.
5. Funded CMAQ projects will also be included in the MTP. Note: Amendments to the MTP and the TIP are made through the amendment process at the discretion of the Transportation Policy Board. CMAQ project limits and scope changes would require emissions reductions equal to or greater than the awarded project. Amendments to the MTP and TIP, can be made simultaneously.
6. A roadway project submitted for funding consideration in the TIP must be on a federally functionally classified facility as defined by the MPO and approved by the Federal Highway Administration through the State. Roadway projects on facilities classified as a local street or minor collector do NOT qualify for Federal funding.
7. All deadlines set by the MPO are firm.

### CMAQ Call for Projects Process

Prior to each CMAQ project call, MPO staff will develop the schedule, submittal form and call for projects process, to include informational workshop(s) jointly hosted by the MPO and TxDOT. These items will be reviewed and acted upon by the Bicycle Mobility Advisory Committee (BMAC),

Pedestrian Mobility Advisory Committee (PMAC), and Technical Advisory Committee (TAC) with final action by the Transportation Policy Board.

Implementing agencies will be responsible for submitting verifiable emissions reductions for each project/program.

#### CMAQ Project Selection

A multiagency workgroup will score projects. The TAC will review the technical scoring, public input, and agency priorities. The TAC may also request project presentations by implementing agencies and will provide a funding recommendation to the MPO's Executive Committee and/or Transportation Policy Board, as directed by the approved call for projects process.

### **K. Public Involvement**

The MPO commits to a public involvement process that includes the provision of timely information, provides reasonable public access to technical and policy information, provides adequate public notice, seeks out and considers traditionally underserved populations, and documents significant comments. Please see the MPO Policy 2: Public Participation Plan for additional information on public involvement.

Adopted: September 28, 2020

## **Policy 4: Ethics Policy**

### **A. Purpose**

The Alamo Area Metropolitan Planning Organization (MPO) is committed to conducting its business in an ethical and open manner. To ensure ethical conduct by current and former members of the Transportation Policy Board and its employees, and to ensure compliance with the Transportation Code and other provisions under state law.

### **B. Rules**

The following rules have been adopted:

#### **I. Chapter 472. Transportation Code Requirements:**

- a) No policy board member or employee of the MPO may accept or solicit any gift, favor or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct.
- b) No policy board member or employee of the MPO may accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position.
- c) No policy board member or employee of the MPO may accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of official duties.
- d) No policy board member or employee of the MPO may make personal investments that could reasonably be expected to create a conflict between the member's or employee's private interest and the public interest.
- e) No policy board member or employee of the MPO may intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised official powers or performed the official duties in favor of another.

#### **II. Chapter 171. Local Government Code Requirements:**

- a) If a policy board member has a substantial interest in a business entity or in real property, the policy board member shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter if:

(1) in the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or

(2) in the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

b) If a policy board member is required to file and does file an affidavit, the policy board member is not required to abstain from further participation in the matter requiring the affidavit if a majority of the policy board members are likewise required to file and do file affidavits of similar interests on the same official action.

c) A person has a substantial interest in a business entity if:

(1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns 10 percent or more or \$15,000 or more of the fair market value of the business entity; or

(2) funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year.

d) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.

e) A policy board member is considered to have a substantial interest in a person related to the policy board member in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a substantial interest.

### **III. Former Official and Employee Restriction**

Within one (1) year of the termination of official duties, a former Transportation Policy Board member, Technical Advisory Committee member and MPO staff member shall not have a financial interest, direct or indirect, in any discretionary contract with the MPO. This includes the former Transportation Policy Board member, Technical Advisory Committee member or MPO staff member and shall also include his or her parent, child or spouse.

Financial interest is defined as having a business entity in which the former Transportation Policy Board member, Technical Advisory Committee member and MPO employee, or his or her parent, child or spouse, directly or indirectly owns:

(A) ten (10) percent or more of the voting stock or shares of the business entity, or

(B) ten (10) percent or more of the fair market value of the business entity.

Any violation of this Section, with the knowledge, expressed or implied, of the individual or business entity contracting with the MPO shall render the proposal or contract involved voidable by the Executive Director or the Transportation Policy Board; this determination is based on who approved the contract.

### **C Incorporation of Statutes**

All provisions of Section 472.034 of the Transportation Code and Chapter 171, Local Government Code, are intended to be incorporated into this ethics policy. In the case of any uncertainty as to the applicability of any of these statutes, the policy board member or employee should refer to the actual statutes.

### **D. Penalties**

Any employee who violates the Ethics Policy is subject to termination or other employment related sanctions per personnel policy. Any board member or employee of the MPO who violates the Ethics Policy is subject to applicable civil or criminal penalty if the violation also constitutes a violation of a state statute.

### **E. Distribution**

Upon adoption of the Ethics Policy by the Transportation Policy Board, a copy shall be distributed to each policy board member and MPO employee. Each policy board member and employee will acknowledge receipt of the Ethics Policy. The Ethics Policy adopted by the Transportation Policy Board shall be provided to each new employee no later than three (3) business days after the date on which the person begins employment. The Ethics Policy adopted by the Transportation Policy Board shall be provided to each new board member no later than three (3) business days after the person qualifies for office.

### **F. Policy Amendment**

When considered for amendment, this policy shall be subject to the MPO's two-step approval process which allows for a public comment period of approximately 30 days prior to adoption by the Metropolitan Planning Organization Transportation Policy Board.

Adopted: September 28, 2020

## **Policy 5: Technical Advisory Committee**

### Roles and responsibilities

The Technical Advisory Committee (TAC) is a standing committee. The role of the TAC is to provide technical advice to the Transportation Policy Board on elements of the transportation planning process. Any changes to this policy are subject to majority approval by the Transportation Policy Board.

At a minimum, the TAC provides technical, planning and policy review and recommendations and/or action on:

- Metropolitan Transportation Plan and amendments
- Transportation Improvement Program and amendments
- Unified Planning Work Program (UPWP) and amendments
- Transportation Conformity document
- Final reports, technical reports, and technical memoranda resulting from studies undertaken with planning funds programmed in the UPWP

In addition, the TAC provides other technical recommendations as requested by the Transportation Policy Board.

### Membership

The voting membership of TAC shall be structured as follows:

Advanced Transportation District	1 representative
Alamo Area Council of Governments	1 representative
Alamo Regional Mobility Authority	1 representative
Bexar County	1 representative
City of New Braunfels	1 representative
City of San Antonio	3 representatives
(Note: the CoSA Planning Department will have, at a minimum, one alternate representative serve on TAC)	
City of Seguin	1 representative
Comal County	1 representative
Greater Bexar County Council of Cities	1 representative
Guadalupe County	1 representative
Joint Base San Antonio	1 representative
Kendall County Geographic Area	1 representative
MPO Bicycle Mobility Advisory Committee	1 representative
MPO Pedestrian Mobility Advisory Committee	1 representative
Northeast Partnership	1 representative
Private Transportation Providers	1 representative
Texas Department of Transportation	1 representative
VIA Metropolitan Transit	1 representative

The representative(s) and alternate(s) of each entity on the TAC will be designated in writing through each agency's/entity's internal procedures. The Private Transportation Providers representative and

alternate will be selected by the TAC through an application process. The representative from the Northeast Partnership and the Greater Bexar County Council of Cities will be appointed through letters to the MPO from the Northeast Partnership and the Chairman of the Greater Bexar County Council of Cities, respectively.

Each agency/entity on the TAC will be allowed to designate one alternate from within the same agency or entity for each representative serving on the TAC. If the representative cannot attend the TAC meeting, the designated alternate may attend and vote as the representative of the agency or entity. Proxies will not be allowed. Members (both primary and alternate) may not represent more than one entity at a time.

A primary member of the Transportation Policy Board may not serve simultaneously on the TAC or any TAC committee; however, this rule regarding committees will apply to any new committee appointment and not the committee makeup at the time of adoption of this Policy amendment. Alternate Transportation Policy Board members may serve on the TAC.

In addition to the voting and ex-officio members, the TAC recognizes individuals and organizations within the community can provide meaningful input into the transportation planning process. These resources will be informed of TAC meetings and invited to provide input in a non-voting capacity as appropriate.

#### Ex-Officio Membership

Ex-officio members shall hold non-voting status on the TAC:

Texas Dept. of Transportation - Transportation Planning and Programming Division  
Texas Commission on Environmental Quality  
Utility Coordination Council

#### Election of Chair and Vice-Chair

Every two years, the TAC will elect a Chair and Vice-Chair from its current membership. The Chair and Vice-Chair shall be elected by a majority of the members present at the meeting. Elections of Chair and Vice-Chair will occur in June 2014 and then in June of every even year.

#### Chair and/or Vice Chair Vacancies

Vacancies in Chair and/or Vice-Chair whether created by resignation or otherwise, shall be filled by election of the TAC for the remainder of the unexpired term and election to be held at the next regular TAC meeting.

#### Quorum

A quorum for meetings will consist of fifty (50) percent plus one or greater of the voting members or designated alternates of the TAC. Vacancies are defined as positions on the TAC that are not filled. Vacancies on the TAC will not count against the quorum.

## Committees

The TAC will have the following committees:

### A. Bicycle Mobility Advisory Committee

The role of the Bicycle Mobility Advisory Committee (BMAC) is to improve bicycle mobility within the Alamo Area MPO Study Area. BMAC will provide bold and visionary leadership in all matters affecting bicycle mobility in the MPO study area and be expansive in its vision with its mission throughout the entire region. BMAC will adopt Committee By-laws to outline its goals, desired membership and procedures. BMAC by-laws will be approved by the TAC and the Transportation Policy Board.

### B. Pedestrian Mobility Advisory Committee

The role of the Pedestrian Mobility Advisory Committee (PMAC) is to improve pedestrian mobility within the Alamo Area MPO Study Area. PMAC will provide bold and visionary leadership in all matters affecting pedestrian mobility in the MPO study area and be expansive in its vision with its mission throughout the entire region. PMAC will adopt Committee By-laws to outline its goals, desired membership and procedures. PMAC by-laws will be approved by the TAC and the Transportation Policy Board.

Both BMAC and PMAC are advisory committees, and subject to this Policy, will directly advise the TAC on technical matters and the Transportation Policy Board on relevant bicycle and pedestrian-related policy issues.

### C. Land Use and Regional Thoroughfare Planning Committee

The role of the Land Use and Regional Thoroughfare Planning Committee is to oversee the development and monitoring of the selected land use (growth) scenario for use in the development of the Metropolitan Transportation Plan and will provide input into the development of a Regional Thoroughfare Plan. The committee will operate on an informal basis and will meet as needed.

### D. Freight, Rail and Transit Committee

The role of the Freight, Rail and Transit Committee is to review and provide input on regional freight, passenger rail, and transit initiatives as requested. The committee will operate on an informal basis and will meet as needed.

### E. TSMO/TIM Committee

The role of the TSMO/TIM (Transportation Systems Management and Operations / Traffic Incident Management) Committee is to review and provide input into a regional TSMO framework and to consider input from the regional TIM group, provide direction as necessary, incorporate TSMO/TIM into regional transportation planning practices, and to foster partnerships and agreements where possible. The committee will operate on an informal basis and will meet as needed.

F. Transportation Demand Management (TDM) Committee

The role of the Transportation Demand Management Committee is to review and provide input on transportation demand management (TDM) programs, projects and plans in the MPO study area, and to foster partnerships and collaboration where possible. The committee will operate on an informal basis and will meet as needed.

Adopted: September 28, 2020