

100 W Houston St, Sherman, TX 75090

PUBLIC COMMENT PERIOD - The MPO Policy Board (PB) will allow for a public comment period, not to exceed fifteen minutes, to receive public comment on any other matter that is under the jurisdiction of the PB. No action will be taken. Each speaker will be allowed a maximum of three minutes. The use of a single spokesperson to represent a group of people is encouraged. Where there are large numbers of persons who wish to address the PB on a single matter, the Chairman may decrease the amount of time available to each person who wishes to address the PB. Speakers must be signed up prior to the beginning of the public comment period.

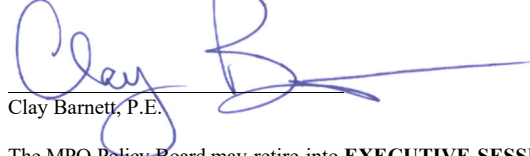
All meetings of the Grayson County Metropolitan Planning Organization (MPO) are open to the public. The MPO is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal opportunity for effective communications will be provided upon request. Please contact Clay Barnett at (903) 328-2091 at least 24 hours in advance if accommodation is needed.

Notice of Possible Quorum:

Pursuant to Chapter 551 of the Texas Government Code, notice is hereby given of a possible quorum of members of the Commissioners Court of Grayson County at a meeting of the Grayson County MPO Policy Board. No formal business or action will be taken by any of the Commissioners in attendance at this meeting.

The above notice was posted at the Grayson County Courthouse in a place readily accessible to the public and made available to the Grayson County Clerk on or before June 6, 2025.

NOTE: The MPO Policy Board (PB) agenda/packet is only distributed digitally, no paper copies will be sent. If you need a printed copy please contact MPO staff.

A handwritten signature in blue ink, appearing to read "Clay Barnett", is written over a horizontal line.

Clay Barnett, P.E.

The MPO Policy Board may retire into **EXECUTIVE SESSION** pursuant to the Texas Government Code, Chapter 551, Subchapter D, to discuss any item posted on this agenda and take appropriate action as necessary.

Grayson County Metropolitan Planning Organization (MPO)
POLICY BOARD

Commissioners Courtroom, Grayson County Courthouse
100 W Houston St, Sherman, TX 75090
Wednesday, April 2, 2025 at 8:00 am

Board Members Present:

Mayor Robert Crawley, Chairman	City of Denison
Mayor Shawn Teamann	City of Sherman
Judge Bruce Dawsey	Grayson County
Mayor Jim Atchison	City of Van Alstyne
Noel Paramanantham, P.E.	TxDOT Paris District Engineer

Board Members Absent:

None

Ex-Officio Members Present:

None

Ex-Officio Members Absent:

Shellie White	Texoma Area Paratransit System
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Non-Voting Members Present:

Barbara Maley	Federal Highway Administration (FHWA)
Phillip Tindall	TxDOT-TPP Division

Non-Voting Members Absent:

Michelle Bloomer	Federal Transit Administration (FTA)
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Technical Advisory Committee Members Present:

Mary Tate	City of Denison
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Staff Present:

Clay Barnett, P.E.	Grayson County MPO
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Guests Present:

Josh Marr	Grayson County, Commissioner, Pct. 1
Art Arthur	Grayson County, Commissioner, Pct. 2
Lindsay Wright	Grayson County, Commissioner, Pct. 3
Matt Hardenberg	Grayson County, Commissioner, Pct. 4
Mayor Karla McDonald	City of Howe
Nickie Harrison	Grayson County
Steven Flores	Huitt-Zollars, Inc.

1 **I. Call to Order**

2
3 Chairman Crawley called the meeting to order at 8:21 a.m.

4
5 **II. Acknowledgment of Quorum by Chairman**

6
7 Chairman Crawley declared a quorum of the Policy Board present.

8
9 **III. Public Comment Period**

10
11 No Public Comments

12
13 **IV. Consider approval of the minutes of the MPO Policy Board meeting of February 2,**
14 **2025**

15
16 Chairman Crawley inquired if all members had reviewed the minutes from the previous Policy
17 Board meeting on February 2, 2025.

18
19 Motion to approve by Judge Dawsey, seconded by Mayor Atchison. Motion Carries.

20
21
22 **V. Review and Consider Approval of an Amendment to the 2024-2025 Unified Planning**
23 **Work Program (UPWP)**

24
25 Mr. Barnett explained this is the second amendment to the UPWP. This amendment adds roughly
26 \$125,000 plus \$7,000 staff time to get the demographics a year early. He stated there was also an
27 increase in funding from TXDOT, increasing the funding of \$180,000 to \$375,000 and along with
28 that, TXDOT requested our demographics a year early. He stated that to estimate population
29 growth, they analyze the growth patterns across the county by looking at large subdivisions built,
30 and the number of permits issued in the last five years. They then estimate the population growth
31 through 2055. He stated that it is a part of the selection criteria for projects and then the state takes
32 that information, plugs it into the statewide model, and uses it to determine where the needs are
33 across the state. Mr. Barnett explained that there are some disagreements with the state
34 demographer, as they are required by the Census Bureau to do their demographics backwards. This
35 allows them to look at the historic population growth, which for Grayson County has not been
36 impressive until recently. So, when looking at the last fifty years' worth of history, they see we've
37 grown at one percent per decade so they will continue to use that. Mr. Barnett continued, the last
38 time we did the model updates, the City of Gunter's population projection in 2050 was at roughly
39 2,800, but the City of Celina was at 375,000, which doesn't make any most sense. Traditionally,
40 discussions must happen about demographics in our county. Mr. Barnett continued to Task 4.2 and
41 explained there is a requirement for 2% of the PL funds to be used for complete streets. TxDOT
42 had an error in the way they processed this and is in the process of fixing this. Due to this error,
43 this money will not be spent this fiscal year. Because of this, the money will be split between Tasks
44 2.3 & 5.3. Task 5.3 was already in the UPWP, but the money was taken out when the Safe Streets
45 for All grant was not funded. Mr. Barnett continued onto Task 5.4, staff anticipated receiving SPR
46 funds but will not be receiving any due to the increase in money the MPO received this year. There

1 is not sufficient funding for the resiliency study to be completed this year. This will be delayed to
2 the 2026-2027 UPWP. Mr. Barnett explained that the \$400,000 safe streets for all grant was placed
3 in the wrong column and asked for permission to put it in the correct column. Mr. Barnett asked if
4 there were any questions. Mayor Atchison asked if the demographic study is an input to the travel
5 demand model. Mr. Barnett responded that it was. Mayor Atchison asked if the demographics
6 study would be done in house. Mr. Barnett responded that it would be outsourced and awarded at
7 the June meeting. Mr. Barnett explained how the demographics are inputs into the travel demand
8 models. Mayor Atchison asked if the result to be seen is which roads in the study are overloaded.
9 Mr. Barnett explained that the model is in a program called TransCAD that shows levels of
10 congestion through different roads. Mayor Teamann asked if when demographics are submitted if
11 there is anything that will change based off of what we submit. Mr. Barnett responded that there
12 is an ongoing back and forth with getting the state demographer to change the demographics of
13 the MPO. Mr. Barnett explained how the demographics play a major role in deciding funding to
14 the MPO's across the state. Mayor Atchinson explains that auto registration information and
15 school registration information play a part in the population projection as well. He also brought up
16 the statewide demographic conference happening in Dallas at the end of May. Mayor Teamann
17 asked if any technology, GPS data, or anything of the sort will be used to bolster the local studies
18 numbers. Mr. Barnett responded that because they must prove their numbers to TxDOT, they will
19 need to do it traditionally.

20
21 Motion to approve by Mayor Teamann, seconded by Mayor Atchison. Motion Carries.
22
23

24 **VI. Review and Consider Approval of the FY 2023 Annual Listing of Obligated Projects**
25 **(ALOP)**
26

27 Mr. Barnett explained that the state has been behind on this process and is catching up. There have
28 been changes to this process to try to make it more efficient moving forward. All projects listed in
29 this come from either TxDOT or TAPS. Mr. Paramanatham specified that these were all projects
30 under construction or about to be under construction. Chairman Crawley asked if the conversations
31 with Senator Hagenbuch and representative Luther will have any impact on these projects. Mr.
32 Paramanatham specified that there would be no impact. Mr. Barnett asked if there were any
33 questions.
34

35 Motion to approve by Judge Dawsey, seconded by Mayor Atchinson. Motion Carries.
36

37 **VII. Review and Consider Approval of the FY 2024 Annual Listing of Obligated Projects**
38 **(ALOP)**
39

40 Mr. Barnett explained that this will bring the ALOP to current as it is for the last fiscal year.
41 Assuming there are no changes from TxDOT there will be no other ALOP items until December.
42 Mr. Barnett asked if there were any questions.
43

44 Motion to approve by Mayor Teamann, seconded by Judge Dawsey. Motion Carries.
45
46

1 **VIII. Review of the Draft 2026-2027 Unified Planning Work Program (UPWP)**

2
3 Mr. Barnett explained that this would be the next 2-year budget. It is on the agenda as an
4 informational item at this time. The final draft of the UPWP should be brought in front of the
5 Policy Board for the June meeting. Mr. Barnett requested that the Policy Board read this and reach
6 out to him with any questions or comments. He mentioned that in 2027, an item was added for a
7 complete street study at a cost of 200,000. Mr. Barnett stated that this may be a bit aggressive and
8 can be fit into 2026 to use towards the 2.5% set aside for smart streets. This item will be discussed
9 at the TAC meeting in May. Mr. Barnett asked if there were any questions. Mayor Atchison asked
10 about appendix A and what the green hatch on Sherman/Dennison was. Mr. Barnett clarified that
11 it was a hatch for the Sherman/Dennison urbanized area.
12

13 No action was taken.
14

15 **IX. Authorizing Execution of an Agreement between the Grayson County MPO, the**
16 **Texas Department of Transportation (TxDOT) and Grayson County**
17

18 Mr. Barnett explained that this is an information item only at this time. This item is here for the
19 policy board to review. This is a planning agreement, required by legislation, between the MPO,
20 TxDOT and the fiscal agent. This agreement spells out what each agency's duty is in the
21 transportation planning process. This agreement must be executed by all agencies involved. Mr.
22 Barnett stated that this is a policy matter and not a technical matter and that if there are any
23 questions to please bring them to him. This is the only item on the agenda that did not go through
24 the TAC.
25

26 No action was taken.
27

28 **X. Update on the status of the revisions to the Bylaws**
29

30 Mr. Barnett stated that progress has been made on updating the bylaws and that he would be
31 seeking feedback on the revisions soon. Mr. Barnett reached out to TxDOT asking for other
32 examples of bylaws where they take population distributions into account. Mr. Barnett stated that
33 he has received good suggestions from these examples to incorporate into the revisions. Mr.
34 Barnett explained that the MTP, UTP, UPWP could be based on population. But other items such
35 as the ALOP and thoroughfare plan, will be based on popular vote and not have an opportunity to
36 be based on population. Mayor Teamann suggested a policy for removing members who do not
37 appear 3 meetings in a row. Mayor Atchinson brought up that 3 in a 12-month period may also be
38 appropriate. Mr. Barnett brought up removing the language to allow for a proxy in the bylaws.
39 Mayor Atchinson asked for clarification on how the population would work. Mr. Barnett
40 responded that it would be 1 vote for every 2,000 population. This would allow an opportunity for
41 the smaller cities in the MPO bylaws to apply to be on the Policy Board. This would also give an
42 opportunity to Whitesboro and 1 other city to qualify to apply to join the MPO.
43

44 No action was taken.
45
46

1 **XI. Pursuant to Tex. Gov't Code, Sec. 551.074, the Grayson County MPO Policy Board**
2 **reserves the right to convene in an executive session to discuss a personnel matter.**
3

4 The policy board broke for executive session at 9:10 a.m.

5 Motion to approve by Judge Dawsey, seconded by Mayor Teamann. Motion Carries.

6 The policy board reconvened at 9:52 a.m.
7

8 **XII. Consider and take action on any matter discussed during executive session.**
9

10 Chairman Crawley stated that no action was taken.
11

12 **XIII. Announcements**
13

14 Mr. Barnett stated that the next TAC meeting will be on May 21, 2025 at 9:00 a.m. The next Policy
15 Board meeting will be on June 4, 2025 at 8 a.m. He stated that we will hold both of those meetings.

16 Mr. Barnett stated that the July TAC meeting and August Policy Board meeting may be cancelled
17 as it is unlikely that there will be any business.
18

19 **XIV. Adjournment**
20

21 Having no further business to discuss, Chairman Crawley adjourned the meeting at 9:53 am.
22
23

24 _____
25 Robert Crawley, Chairman, GCMPO Policy Board

GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
POLICY BOARD (PB)
AGENDA ITEM V
ACTION ITEM

June 11, 2025

PUBLIC HEARING: Review and Consider Approval of a Draft Amendment to the 2024 – 2025 Unified Planning Work Program (UPWP)

BACKGROUND:

The Unified Planning Work Program (UPWP) is the two year program budget for the MPO. This document identifies the funding sources and projects/plans that the MPO intends to undertake over a two (2) fiscal year period.

Following is a brief summary of the requested changes:

- Task 1.1 – Grayson County is requesting that we increase the fee paid to Grayson County to act as the MPO’s fiscal agent from \$500 to \$1000 per month. The fee has been \$500 since the MPO changed fiscal agents from TCOG to Grayson County in 2010.
- Task 1.2 – The Policy Board training session held on December 11, 2024, was not anticipated when the 2024-2025 UPWP was drafted in March, 2023. Although it is unlikely we will have another Policy Board meeting in FY 2025, it is likely we will hold another TAC meeting. Additionally, posting the agenda for the October Policy Board meeting will be covered by this UPWP. This amendment will consolidate all of the funds remaining in other tasks into this task and provide the funds necessary to hold the TAC meeting and post the October Policy Board meeting agenda.
- Task 1.3 – Included in the contract with Huitt-Zollars that was approved by the Policy Board on October 2, 2024 was \$2,160 for reimbursable expenses associated with TEMPO meetings. However, the additional funds have not been reflected in the UPWP. This amendment will budget those funds.

ACTION REQUESTED:

Approve the Draft Amendment to the 2024-2025 Unified Planning Work Program (UPWP) As Presented

ATTACHMENTS: *click underlined items for attachment*

- [Draft Amendment to the 2024-2025 UPWP](#)
- [Summary of Changes to the Draft Amendment to the 2024-2025 UPWP](#)

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UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS 2024 - 2025

Approved by the Policy Board on: July 19, 2023

Amended by the Policy Board on: February 7, 2024

Amended by the Policy Board on: April 2, 2025

Amended by the Policy Board on: June 11, 2025

Prepared by:

Grayson County Metropolitan Planning Organization

SPONSORING AGENCIES:

CITIES OF: SHERMAN and DENISON in cooperation with urban area small cities

COUNTY OF: GRAYSON

TEXAS DEPARTMENT OF TRANSPORTATION

IN COOPERATION WITH:

FEDERAL HIGHWAY ADMINISTRATION

FEDERAL TRANSIT ADMINISTRATION

"The preparation of this report was funded in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation."

UNIFIED PLANNING WORK PROGRAM

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I. INTRODUCTION

The Governor of the State of Texas has designated Grayson County as the fiscal agent for the Grayson County Metropolitan Planning Organization (MPO). Acting through its Policy Board, the MPO, in cooperation with the Texas Department of Transportation (TxDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), administers the transportation planning process in the Sherman-Denison urbanized area. The **Unified Planning Work Program (UPWP)** for the MPO describes the transportation planning process and MPO activities for the period of October 1, 2023 through September 30, 2025. The program documents each project's funding by source (federal, state, and local), explains how funds will be expended (type of project), and assigns responsibility for each work task. Federal Planning Rules for MPOs are described in Title 23, United States Code, Section 134 (The Urban Transportation Planning Process), and further regulated by Title 23 Code of Federal Regulations 420 and 450. Key federal legislation that further refines the planning processes was brought about by the Infrastructure Investment and Jobs Act (IIJA) and previous federal transportation legislation, such as ISTEA, TEA-21, SAFETEA-LU, MAP-21 and the FAST Act. The FY 2024-2025 UPWP was developed in accordance with regulations set forth in the IIJA, which was signed into law on November 15, 2021. The MPO is responsible, together with the State of Texas, for carrying out the provisions of the IIJA.

A. PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM (UPWP)

The UPWP is a two (2) year planning budget, which outlines those planning activities to be undertaken by the MPO, which are funded by federal, state, and local sources. The UPWP work elements were developed using a performance-based approach to meet the goals, planning factors, and planning emphasis areas of the IIJA, which are continued from MAP-21 and the FAST Act. Additionally, these planning factors will continue to be utilized throughout the transportation decision-making process. The planning factors included in 23 U.S.C. §134 and established in 23 CFR 450.306, are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency,
2. Increase the safety of the transportation system for motorized and non-motorized users,
3. Increase the security of the transportation system for motorized and non-motorized users,
4. Increase the accessibility and mobility of people and for freight,
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns,
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight,
7. Promote efficient system management and operation,
8. Emphasize the preservation of the existing transportation system,
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation, and

10. Enhance travel and tourism.

The UPWP work elements were specifically selected to meet the seven national goals. These goals, as listed in 23 USC §150, are as follows:

1. Safety: To achieve a significant reduction in traffic fatalities and serious injuries on all public roads,
2. Infrastructure condition: To maintain the highway infrastructure asset system in a state of good repair,
3. Congestion reduction: To achieve a significant reduction in congestion on the National Highway System,
4. System reliability: To improve the efficiency of the surface transportation system,
5. Freight movement and economic vitality: To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development,
6. Environmental sustainability: To enhance the performance of the transportation system while protecting and enhancing the natural environment, and
7. Reduced project delivery delays: To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

The latest version of the Public Participation Plan (PPP) for the MPO was approved on June 23, 2021. These procedures include posting on our web site www.gcmpo.org, and maintaining a current mailing list of those persons who are interested in the transportation process. The PPP is available for review at the MPO and can be found on our website. Additionally, MPO staff is available to answer stakeholders' questions and requests for information. All meetings are advertised and are open to the public. To foster an atmosphere of public cooperation and in the spirit of the IIJA, the MPO staff actively participates in various public organizations. A mailing list of those who have expressed interest is maintained.

The American with Disabilities Act (ADA) of 1990 encourages the involvement of people with disabilities in the development and improvement of transportation and para-transit plans and services. In accordance with ADA guidelines, all meetings conducted by the MPO take place in locations that are accessible to persons with mobility limitations and other aids as needed.

The MPO website, www.gcmpo.org, provides additional opportunities for public involvement. Stakeholders may view and download MPO publications, as well as send e-mail to MPO staff with any questions regarding transportation planning. The website contains transportation planning information, and public transportation planning information. Links to public documents and agencies such as the latest Federal Transportation Law (IIJA), FHWA, FTA, TxDOT, cities, and county governments may also be found on the MPO web site.

B. DEFINITION OF AREA

The Sherman - Denison Metropolitan Planning Area is located in the north central portion of the State of Texas, sharing the northern boundary with the Red River/Oklahoma border and touches Lake Texoma, Eisenhower State Park and the Hagerman National Wildlife Refuge. The southern, eastern and western boundaries extend to the limits of Grayson County and are shared with Collin and Denton Counties to the south, Fannin County to the east, and Cooke County to the west. US 75 running North/South splits the area in half and US 82 running East/West intersects US 75 and splits the urban area into quadrants. The MPO is comprised of the following cities: Sherman, Denison, Howe, Gunter, Pottsboro, Van Alstyne, Bells, Collinsville, Dorchester, Pilot Point, Sadler, Southmayd, Tioga, Tom Bean, Whitesboro, and Whitewright. The MPO is also comprised of unincorporated areas of Grayson County, which is likely to become urbanized in the next 20 years. A map depicts the area in Appendix A.

C. ORGANIZATION

The Grayson County MPO Policy Board (PB) is the governing body of the MPO, performs its duties in accordance with state & federal laws, and is organized under its published By-Laws. The Grayson County MPO also has a Technical Advisory Committee (TAC) whose membership consists of technical staff from the member local governments. The TAC is responsible for advising the PB on all urban transportation planning matters and to help guide the metropolitan planning process. Additionally, this committee advises on issues of a technical nature and provides recommendations of MPO policy issues, provides input regarding the development of all of the MPO's planning documents, any special studies that may arise, and has developed a project selection process that has been adopted by the PB as part of the development of the 2045 MTP. The Grayson County MPO, its staff and its fiscal agent, are responsible along with the State, for carrying out this work program. The voting members of the PB and TAC are found in Appendix B. The UPWP is reviewed and approved by the PB.

D. PRIVATE SECTOR INVOLVEMENT

The MPO encourages the participation of both public and private organizations. Since the technology required to properly plan for the future transportation network is both complicated and constantly changing, the MPO from time to time hires private consultants to accomplish part of the planning process. The MPO has also strived to do its part by purchasing equipment from a Historically Underutilized Business (HUB) when possible and Disadvantaged Business Enterprises (DBE) are actively solicited for each contract.

E. PLANNING ISSUES AND EMPHASIS AREAS

The UPWP emphasizes Federal requirements for transportation, especially those included in the IIA. Along with those requirements, the MPO has identified planning issues and emphasis areas, which illustrate the key highway and transit planning issues facing the MPO. These are listed in the following subcategories:

Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan is the MPO's long-range plan that has a twenty-five (25) year focus and is updated every five (5) years. The 2045 MTP was adopted on December 4, 2019, and covers fiscal years 2020 to 2045. This long-range plan focuses on multi-modal transportation needs within the MPO area and serves as the basis for the planning needs and decision-making guidelines for the MPO Board. This is accomplished through identifying present and future transportation corridors, forecasting transportation needs and growth patterns, providing estimated costs for implementation of those needs, and including other innovative approaches to transportation. Updates to the MTP will be part of the planning process and changes will be incorporated as they become necessary.

A major part of this UPWP will be to complete the next update to the MTP, namely the 2050 MTP. This effort began last fiscal year and is partially complete. The 2050 MTP is expected to be adopted at the October 2, 2024 Policy Board meeting.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is the MPO's short-term planning document. The TIP is a four (4) year program of highway and transit projects proposed for funding by Federal, State, and local resources within the Sherman-Denison study area. The TIP is updated at least every two (2) years and approved by the MPO. The FHWA and the FTA must jointly find that each metropolitan TIP is based on a continuing, comprehensive transportation process carried on cooperatively by the States, MPOs and transit operators in accordance with the provisions of 23 U.S.C. 134 and section 8 of the Federal Transit Act (49 U.S.C. app. 1607). The TIP may be amended as transportation needs or funding levels change.

The TIP is financially constrained by year and includes a financial plan that demonstrates which projects can be implemented using current revenue sources and which projects can be implemented using proposed revenue sources while at the same time maintaining and operating the existing transportation system. Only projects for which construction and operating funds can reasonably be expected to be available are included.

Projects listed in the TIP must be consistent with the long-range transportation plan. In addition to those projects, regionally significant transportation projects are included. A regionally significant project means a transportation project that is on a facility which serves regional transportation needs regardless of

funding source (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal and major arterials and all fixed guide way transit facilities that offer an alternative to regional highway travel.

Travel Demand Model (TDM)

The latest update to the Travel Demand Model (TDM) for the Sherman-Denison Urbanized Area was completed in 2022. Part of the process includes working closely with TxDOT staff to improve the roadway network and data collection needs associated with the TDM. The TDM is an important part of the MPO's functions and includes updates to the Geographic Information System (GIS); analysis of demographic data; updates to the roadway network; analysis of land use data for impacts on the transportation network; analysis and review of traffic count data and patterns; and analysis and review of traffic accident data and patterns.

Public Participation and Education

Emphasis is also placed on improving the public participation and the education of those interested in the transportation planning process. This could include fostering issues such as multi-modal studies, land-use analysis, and many others related to the improvement of transportation within our MPO boundary. This process is continually analyzed and evaluated to ensure that the public is aware and active with transportation issues in their community.

Transportation Awareness

Another area includes broadening the staff capabilities of the MPO to incorporate changes necessary for the smooth functioning of transportation planning. This is an on-going process to promote more efficient use of transportation elements, plans, and documents and improvements for the transit reporting procedures; and consideration of safety and security in all modes of the transportation planning process.

Environmental Justice

The MPO continues to monitor and ensure compliance with Federal and State guidance on Title VI and Environmental Justice. A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations." Environmental Justice and Title VI are not new concerns; however, because of the evolution of the planning process, greater emphasis is being placed on understanding and addressing the unique needs of different socioeconomic groups. The MPO's Environmental Justice initiatives strive to involve potentially affected citizens in developing transportation projects that fit harmoniously within their communities without sacrificing safety or

mobility using its Public Participation Plan (PPP). By involving the public in transportation decisions in their neighborhoods, the MPO strives to make sure that every transportation project considers the effect on the human environment and provides as much positive benefit to them as possible. Work on Environmental Justice and Title VI will be completed with Tasks 1.1, 1.2, 2.1, 2.2, 3.1, 3.3, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3 and 5.4.

Planning Areas

This document is organized under the ten planning factors of the IIJA. The IIJA requires MPOs to organize its planning process, which is to be continuous, cooperative and comprehensive (3C), around consideration of the general guidelines of ten broad areas as enumerated in the Act itself. The work tasks, special emphasis items, and special studies contained in the UPWP have considered the ten areas, some more directly than others have.

In addition to the ten planning emphasis areas, eight areas of additional emphasis have been identified as strategic objectives for the Surface Transportation Program:

1. Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future – Ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change;
2. Equity and Justice⁴⁰ in Transportation Planning – advance racial equity and support for underserved and disadvantaged communities;
3. Complete Streets – review current policies, rules, and procedures to determine their impact on safety for all road users;
4. Public Involvement – increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices;
5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination – coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities;
6. Federal Land Management Agency (FLMA) Coordination – coordinate with FLMA in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands;
7. Planning and Environment Linkages (PEL) – implement PEL as part of the transportation planning and environmental review processes; and
8. Data in Transportation Planning – incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.

II. TASK 1.0 – ADMINISTRATION AND MANAGEMENT

A. OBJECTIVE

Work elements in this activity are administrative and management tasks associated with the function, coordination and day-to-day activities of the MPO and the multimodal transportation planning process. The development of goals, objectives, and policies; committee structures and staffing; interagency linkage and information; and staffing of various work elements are the main concerns of transportation planning coordination. Required duties include informing the public and committee members of meetings, preparation of meeting packets, attendance at meetings, coordination of projects/programs, and oversight of planning activities. Additionally, this task will meet the technical objectives of the organization regarding computer equipment and/or software packages.

B. EXPECTED PRODUCTS

Expected products include correspondence, memoranda, agreements, agenda, record keeping, and minutes necessary to document on-going activities of the study office. This task includes the purchase of office supplies, office furniture, and the associated costs to post public notices and other expenses as appropriate. Specific projects include: Annual Project Listing; Program Management and Coordination, Annual Performance and Expenditure Report; Self-Certification Statement; Interagency Planning Agreements; Public Participation Plan update as needed; Staff Education and Training; and Web site maintenance and update as needed. Other products of this task are training and expenses incurred while staff members travel to training, meetings, conferences, and/or workshops. The MPO will work with member agencies to prevent duplication of effort. The MPO may use interns to assist staff when appropriate. Grayson County, the MPO's fiscal agent, may provide additional resources as needed. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO. Staff will attend training courses and seminars as appropriate. All out of state travel must have prior approval by TxDOT.

C. PREVIOUS WORK

This is an ongoing planning activity as required by 23 CFR 450. All PB, TAC and public meetings were conducted under this task. Staff attended all Texas Metropolitan Planning Organization (TEMPO) meetings and workshops, various workshops/conferences and made presentations at various city council and civic meetings. Previous year projects and products also included the FHWA Annual Performance and Expenditure Report and Annual List of Federally Funded Projects. Additionally, staff began preparation of an update to the PPP that included a Title VI/Nondiscrimination Plan and a Limited English Proficiency Plan in FY 2020 that was completed and formally adopted on June 23, 2021.

D. DESCRIPTION OF SUBTASKS

1.1 Administration

Prepare and submit required reports, certification and administrative documentation to maintain continuity and credibility of the Study. Prepare budgets, maintain financial records, equipment inventory and ensure monies are spent appropriately. Coordinate activities between participating agencies and other public and private interests. Prepare request for proposals, as required, and solicit for contractual services and supervise the work. Assist participating agencies as needed. The MPO will review and evaluate the work accomplished during the previous fiscal year under this work program. An Annual Performance and Expenditure Report will be prepared at the end of each fiscal year (2023 & 2024) in accordance with TxDOT policy and procedures.

Maintain the computer equipment and software, funding is allocated and/or service contracts are in operation for the maintenance and upgrade of all automated information processing equipment and software purchased. Staff will continue updating MPO equipment and software when appropriate. Staff must stay abreast of current trends in technology, as they are applicable to the urban transportation planning process and effectiveness of operations and the planning process. All computer equipment will continue to be inventoried by identification number, physical location and staff member(s) responsible. Purchases of office supplies, materials, furniture, equipment, computers, monitors, printers, plotters and related computer equipment or computer software: equipment purchases exceeding \$5,000 per unit require prior approval from TxDOT-TPP.

Monitor, evaluate and implement Title VI Civil Rights/Environmental Justice compliance, guidance and requirements for plans and programs; continue to collect and analyze data related to minority or low income populations and the effect of the transportation programs and system on those populations; identify ways to mitigate impacts of the system and programs on the identified populations; expand the database of citizens and businesses in low income or minority areas to facilitate effective outreach to those populations.

1.2 Public Involvement

Community involvement and input, vital elements in transportation planning and design, will be sought in the developmental stages of all transportation plans, MTP, TIP, and UPWP, to acknowledge community transportation needs, demands, and goals. Public participation will include public and private agencies, transit providers, civic groups, local and regional interest groups, elected officials and concerned citizens. In accordance with the MPO's published PPP, all PB meetings will be advertised and open to the public. Open

forums will precede any changes in the MTP and the TIP. Media outlets will be used whenever necessary to ensure public notification and encourage maximum public participation.

This sub-task for Public Involvement covers the day-to-day responses to the public (via email and/or phone) as well as maintenance of the MPO's website. The internet web site: www.sdmpo.org will be maintained and updated as needed.

The Annual Project Listings document will be developed and published. On-going emphasis is placed in ensuring Environmental Justice issues are addressed and a complaint procedure is included into the PPP.

The PPP was updated in 2021. The MPO continues its visibility among minority and low income communities. This is accomplished through announcements of meetings, etc. via neighborhood churches, or other local organizations.

1.3 Staff Education and Training

To ensure that the local urban transportation planning process remains viable and productive, the MPO staff will attend relevant seminars, workshops, conferences, and courses appropriate to a continued increase in staff expertise with regard to urban transportation planning techniques, methodologies, and recent developments. In addition, the Director will attend all TEMPO meetings as well as participate in TEMPO applicable subcommittee and executive committee meetings. The participation in training events, which include FHWA, FTA, TxDOT meetings, workshops, conferences, and Association of MPOs (AMPO) and Transit Association's meetings, as well as local options (community and four year college courses on pertinent skill sets) will assist the staff in developing skills and expertise in all forms of transportation planning and gather information to share with communities and transit service providers. This Subtask includes funds to reimburse MPO staff, for travel expenses when traveling on MPO related duties.

E. FUNDING SUMMARY**TASK 1.0 - FY 2024 - 2025 (Amended 06-11-2025)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
1.1	MPO	\$42,250	\$42,250							\$84,500
1.2	MPO	\$43,320	\$31,480							\$74,800
1.3	MPO	\$15,760	\$18,320							\$34,080
TOTAL		\$101,330	\$92,050	\$0	\$0	\$0	\$0	\$0	\$0	\$193,380

¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

III. TASK 2.0 – DATA DEVELOPMENT & MAINTENANCE

A. OBJECTIVE

Urban transportation planning requires constant monitoring and maintenance of a myriad of databases and mapping/graphic inventories. This provides the knowledge necessary to make accurate evaluations of existing conditions and to make logical estimates of future transportation system upgrades. This is a continuing ongoing process.

B. EXPECTED PRODUCTS

Expected products of this task will be the on-going maintenance of the MPO's Travel Demand Model (TDM) and various datasets in the MPO's Geographic Information System (GIS). The TDM is utilized during the development of the MTP to identify and anticipate needs in the transportation network. The GIS is utilized in a myriad of applications, including analyzing data necessary to comply with Title VI/Environmental Justice directives and limited English proficiency guidance. This ongoing process of maintenance of the TDM and GIS data has become critical to the proper execution of transportation management functions.

Grayson County, the MPO's fiscal agent, will provide the bulk of needed GIS services to the MPO, typically at no cost to the MPO. The MPO may use consultants or interns to assist when appropriate. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO.

C. PREVIOUS WORK

The latest update to the TDM, which had a base year of 2013, was completed in FY 2020. This model was supplied to Texas Transportation Institute (TTI) for their use in updating the statewide model. Staff began the effort with the assistance of a consultant to update the TDM to a base year of 2018 in FY 2021 and was completed in FY 2022. The model has been given to TxDOT-TPP to complete the remaining work. TxDOT-TPP has committed to return the model to the MPO by the end of FY 2023, so the MPO may utilize the model in the development of the 2050 TMP. A presentation on the updates made to the TDM was presented to the TAC prior to final acceptance. GIS data was updated as necessary to revise the updates to the TIP and PPP as well as provide maps necessary for PB and TAC presentations and for the PB Chairman and staff to make presentations to city councils and area civic groups.

D. DESCRIPTION OF SUBTASKS

2.1 TDM Updates and Maintenance

The TDM is an integral tool in the MPO's decision making process. Additionally, it is given to TTI for use in the statewide model that is used by decision makers at the state level.

To ensure that the model kept up to date, the MPO with the assistance of a consultant began the process of updating the TDM in FY 2021 to a base year of 2018 and a forecast year of 2055 with interim years of 2023, 2028, 2033 and 2050. The process for updating the model includes the following:

1. Review the latest Model Area Boundary (MAB) and prepare recommendations in accordance with TxDOT's practices;
2. Prepare and update all data for the new Master network using TexPACK application standards and formats;
3. Using the revised MAB and network geography, prepare zonal boundary recommendations in accordance with TxDOT's practice as described in "*Master Network Editing Guidebook*", "*TexPACK Model Documentation*" and "*Socio-Economic Guidelines*" documentation; and
4. Update the base, interim and forecast demographics for each model year in accordance with TxDOT's "*Socio-Economic Guidelines*" documentation.

The TDM has been given to TxDOT-TTP to complete. TxDOT-TTP has committed to return the TDM to the MPO by the fourth quarter of FY 2023. Once complete, the model will be delivered to TTI for use in the statewide model.

2.2 Geographic Information System

To fully allow the MPO to utilize the GIS in its work program, there are necessary enhancements and routine maintenance efforts that must be undertaken as part of its work program. Maps will be produced for staff projects, planning, technical and PB meetings, and public information, showing various population and transportation related characteristics within the planning area based on a variety of factors. The MPO intends to use staff provided by its fiscal agent to complete this effort. A consultant may assist staff as needed on completion of this subtask. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO. Maps will be made available to the public according to the fiscal agent's approved policies.

2.3 Demographics

MPO staff will work with local governmental staff to determine anticipated areas of growth, possible changes to land uses over the next 25 years, and to incorporate local comprehensive land use plans into the MTP. On-going updates and maintenance of data and maps related to population, minority populations, low-income population, building permits, land use, housing, and employment within the current Metropolitan Planning Area (MPA) would be geared towards developing a socio-economic base for the MTP.

Areas of primary trip-generation activity will be inventoried, tabulated and grouped by Traffic Analysis Zones (TAZ).

In addition, staff will work with Grayson County staff and consultants as needed to:

1. Collect and maintain databases that identify, rank and analyze traffic accident locations, up-to-date-traffic counts, and the transportation system.
2. Collect and organize data for the Geographic Information System.
3. Collect and analyze data regarding Title VI/Environmental Justice on minority and low-income populations.

In an effort to address the requirements of Environmental Justice, additional work will be undertaken including the following:

1. Identify low-income/minority populations relevant to environmental justice issues;
2. Define the geographic areas where the noted low-income/minority conditions exist in the MPO area, utilizing data from the 2020 Census if available, and other relevant data sets;
3. Examine the existing transportation and transit system as it relates to the areas noted above;
4. Examine the location of future transportation projects via the MTP and the TIP, and study the correlation of these future projects to the areas noted above;
5. Create maps, and/or charts, and/or other relevant graphics to depict the existing and potential future conditions relevant to environmental justice, utilizing GIS and other automated tools;
6. Reference these maps in the MPO's/PB discussion of its Title VI activities (UPWP, MTP, Public Participation Plan);
7. Consider maps when organizing public involvement activities and consulted during project selection; and
8. Create a summary report that documents the process and findings of this analysis.

The findings of this analysis should be taken into consideration for future transportation planning and capital projects in the MPO study area.

E. FUNDING SUMMARY**TASK 2.0 - FY 2024 - 2025 (Amended 06-11-2025)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
2.1	MPO	\$26,730	\$0							\$26,730
2.2	MPO	\$2,480	\$2,480							\$4,960
2.3	MPO	\$0	\$132,815							\$132,815
TOTAL		\$29,210	\$135,295	\$0	\$0	\$0	\$0	\$0	\$0	\$164,505

¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

IV. TASK 3.0 - SHORT RANGE PLANNING

A. OBJECTIVE

The objective of this task is to complete those planning activities that are more specific and are necessary for the planning process. This includes those required by the FAST Act such as the update of the 2022-2023 Unified Planning Work Program (UPWP) and revisions to the 2023-2026 Transportation Improvement Program (TIP), and development of the new 2025-2028 TIP.

B. EXPECTED PRODUCTS

Comprehensive networking within the communities in an overall planning effort will continue to be pursued, monitored and evaluated through coordination agreements with local transit operators. Some specific products may include: Monitor and maintain the 2023-2026 TIP; Recommend any needed changes to the MTP and TIP; Look at community and regional involvement in transportation issues that may have an effect on the MPO's transportation network. Grayson County, the MPO's fiscal agent, may provide additional resources as needed. The MPO may use interns to assist staff when appropriate. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO. Staff will attend planning seminars and work sessions as appropriate. MPO staff will also participate in TEMPO subcommittees through teleconferences as well as any scheduled meetings/seminars as appropriate.

C. PREVIOUS WORK

Previous work includes the preparation of the 2022-2023 UPWP, implementation of and amendments to the 2023-2026 TIP, and other documents as appropriate. In cooperation with TxDOT's area and district offices, staff developed and conducted public involvement meetings for the 2023-2026 TIP.

In FY 2020, MPO staff worked with Texoma Area Paratransit System (TAPS), our local transit provider, in development of the Transit Asset Management (TAM) Plan, Public Transportation Agency Safety Plan (PTASP), the 2022-2023 UPWP, the 2023-2026 TIP, and the 2022 Annual List of Federally Funded Projects. Additionally, staff assisted TCOG with the development of a Coordinated Human Services Transportation Plan. The Coordinated Human Services Transportation Plan was funded by Federal 5307 Planning Funds as received by TCOG. The objective of the Coordinated Human Services Transportation Plan is to improve transportation services for everyone who uses them in the region—including, but not limited to, people with disabilities, seniors, and individuals with lower incomes.

D. DESCRIPTION OF SUBTASKS

3.1. Transportation Improvement Plan (TIP) and Self Certification

Projects in the TIP will be consistent with the 2045 MTP. Any TIP updates will incorporate input from citizens, public agencies, transit operators and other interested parties. Project selection will ultimately rest with the State, via TxDOT, in cooperation with the PB. Update or amend the 2023-2026 TIP as needed and allow citizens, public agencies, and private transportation providers an opportunity to comment on the program.

The MPO, in cooperation with the State(s) and any affected public transportation operator(s), shall develop a TIP for the metropolitan planning area. The TIP shall reflect the investment priorities established in the current metropolitan transportation plan and shall cover a period of no less than 4 years, be updated at least every 4 years, and be approved by the MPO and the Governor. In FY 2024, the MPO will develop a TIP covering the years 2025 through 2028.

The Self-Certification Statement requires that the planning process is being carried out in accordance with all applicable requirements including:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 U.S.C. 450.336;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
3. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the IIJA (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
5. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

3.2. Unified Planning Work Program (UPWP)

The 2024-2025 UPWP will be monitored and revised as necessary by the PB and submitted for review and approval by appropriate committees and agencies. Work program tasks

will be dedicated to providing continuing and coordinated multimodal transportation planning for the MPO region.

Each MPO, in cooperation with the State(s) and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the MPA. The UPWP shall identify work proposed for the next 1- or 2-year period by major activity and task. The 2026-2027 UPWP will be developed incorporating all appropriate provisions of appropriate federal transportation re-authorization bill.

3.3. Short Range Transit Planning

TAPS with the assistance of MPO staff utilizing a combination of FTA Sect. 5307 and local funding will perform short range planning projects needed to meet federal requirements recognizing established Planning Emphasis Areas. Such activities include: researching solutions to connect urban area riders to medical facilities, commuter route planning for the urbanized area, and identifying gaps in transit services. This subtask will be used for any assistance given to TAPS.

Every five (5) years, all planning regions in the United States must complete a Regionally Coordinated Transportation Plan (RCTP) in order to qualify for federal transit funding. Grayson County, along with Cooke and Fannin Counties comprise Planning Region 22. The current RCTP for Planning Region 22 was adopted on March 24, 2022. The Regionally Coordinated Transportation Planning Committee must meet on a regular basis to implement the Goals and Objectives outlined in the RCTP. The GCMPO director currently serves as chair of the Regionally Coordinated Transportation Planning Committee. This subtask will be used for any preparation time and meetings held by the Regionally Coordinated Transportation Planning Committee or any associated subcommittees.

E. FUNDING SUMMARY

TASK 3.0 - FY 2024 - 2025 (Amended 06-11-2025)

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
3.1	MPO	\$14,880	\$4,960							\$19,840
3.2	MPO	\$4,960	\$12,360							\$17,320
3.3	TAPS/MPO	\$4,960	\$4,960			\$45,000	\$45,000	\$9,000	\$9,000	\$117,920
TOTAL		\$24,800	\$22,280	\$0	\$0	\$45,000	\$45,000	\$9,000	\$9,000	\$155,080

¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

V. TASK 4.0 – METROPOLITAN TRANSPORTATION PLAN (MTP) UPDATE

A. OBJECTIVE

The MTP process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date. In formulating the transportation plan, the MPO shall consider factors described in §450.306 as the factors relate to a minimum 20-year forecast period. The next installment of this document will be the 2050 MTP. The update to the MTP will extend the planning horizon out to the year 2050 and will include the following components:

- Update of the current Bicycle and Pedestrian Plan;
- Revenue and Expenditure Projections; and
- Development of Draft and Final Metropolitan Transportation Plan.

It should be noted that one or more of the sub-tasks listed above may be undertaken by a consulting firm contracted by the MPO.

B. EXPECTED PRODUCTS

The MPO will develop and follow a time line to ensure the development of the next MTP addresses needs within the study area. The process will ensure that analytical techniques are properly used. The finished product should be a comprehensive document that reflects the vision and includes the set of actions to accomplish the objectives established by the public and the Policy Board. The current plan will continue to be monitored for any dynamics and will be updated and changed as needed. Community and regional involvement in transportation issues that may have an effect on the MPO's transportation network will be reviewed.

C. PREVIOUS WORK

Staff began the effort on the 2050 MTP update along with the Bicycle and Pedestrian Plan, and Complete Streets Planning Activities in FY 2023 and is approximately fifty percent (50%) complete. One of the two meetings required by the MPO's PPP for the MTP update has been held.

D. DESCRIPTION OF SUBTASKS

4.1 Metropolitan Transportation Plan

MPO will continue to update the current 2045 MTP as needed. MPO will publish any revisions to the MTP on the MPO website. Staff will review the 2045 MTP to ensure all TIP projects are listed, and to ensure that the MTP conforms to revised Federal and State guidelines, such as those for Environmental Justice.

Additionally, staff will complete the effort to update the MTP to reflect the new horizon of 2050. Adoption of the 2050 plan will occur at the October 2, 2024 Policy Board meeting. The MPO intends to use a consultant to complete this task.

4.2 Complete Streets Planning Activities

For FY 2024, a minimum of 2.5% of the MPO's PL funds were included in the contract with the consultant on the MTP to develop a Complete Streets Assessment. The Complete Streets Assessment will be utilized by staff in planning activities for complete streets.

In FY 2025, MPO staff will ensure that, at a minimum, 2.5% of its PL funds will be used to increase safe and accessible options for multiple travel modes for people of all ages and abilities as prescribed in Section 11206 of the Infrastructure Investment and Jobs Act.

- Staff will compile and share data and information on active transportation;
- Evaluate active transportation system to understand system performance needs to identify regional activities;
- Hold public outreach sessions to share information and encourage active transportation;
- Work with other interested parties to advance and improve the program;
- Look for innovative ways to optimize funding for active transportation projects; and
- Support and align statewide and regional active transportation strategies and actions.

4.3 Bicycle and Pedestrian Plan Update

For FY 2024, funds were included in the contract with the consultant on the MTP to complete the update to the Bicycle and Pedestrian Plan. The Bicycle and Pedestrian Plan will include all of the Metropolitan Planning Area. Scope of services for the project include:

- Assessment of existing bicycle and pedestrian facilities;
- Identify safe school access needs;
- Identify potential intercity trails;
- Identify potential transportation alternatives funding sources; and
- Prepare a map of existing and proposed conditions.

E. FUNDING SUMMARY**TASK 4.0 - FY 2024 - 2025 (Amended 06-11-2025)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
4.1	MPO/Consultant	\$99,500	\$2,520							\$102,020
4.2	MPO/Consultant	\$7,600	\$0							\$7,600
4.3	MPO/Consultant	\$24,000	\$0							\$24,000
TOTAL		\$131,100	\$2,520	\$0	\$0	\$0	\$0	\$0	\$0	\$133,620.00

¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

VI. TASK 5.0 – SPECIAL STUDIES

A. OBJECTIVE

Occasionally, a study is warranted for projects of special interests that staff does not have the resources to complete without support staff. The objective of this task is to provide funding for the completion of such projects. Information gathered will aid staff in transportation plan development and revisions. These studies may include, but are not limited to: long range transit planning, thoroughfare planning, freight mobility planning, safety issues, and other issues as they arise.

B. EXPECTED PRODUCTS

Expected products for this task vary by subtask. The MPO may use consultants or interns to assist staff when appropriate. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO. Staff will attend planning seminars and work sessions as appropriate. Databases developed and maintained in Task 2 will be refined and used in these subtasks.

C. PREVIOUS WORK

The MPO completed the Grayson County Thoroughfare Plan in FY 2018. Since that time, it has become necessary to revise the thoroughfare plan based on the fast paced growth occurring across Grayson County. The MPO began the first phase of this effort in FY 2020 with the assistance of a consultant. At the completion of the first phase, MPO staff discussed the possibility of utilizing fiscal agent's staff to complete subsequent phases. Under this approach, Phases 2 and 3 were successfully completed in FY 2021 and FY 2022. The fourth and final phase of the Grayson County Thoroughfare Plan was completed in FY 2023. The Grayson County Thoroughfare Plan will continue to be monitored and may be included in a future task when updates are needed.

In FY 2020 and FY 2021, staff assisted TAPS with the development of a Long-Term Transit Plan. The Long-Range Transit Plan was funded by Federal 5307 Planning Funds as received by TAPS. The objective of the Fixed Route Study was to identify challenges, investment strategies, policies and data needed to operate a fixed route transit system in the Sherman-Denison Urbanized Area. When the Long-Term Transit Plan was completed in FY 2021, it was obvious that an additional phase would be needed give TAPS all of the information needed to implement a fixed route service.

In FY 2023, TxDOT-TPP began a long-term, comprehensive analysis of the US 82 Corridor from a multimodal approach. The study includes the entire US 82 Corridor from the Texas/New Mexico state line to the Texas/Arkansas state line, approximately 575 miles. The US 82 Corridor Study will examine currently planned transportation projects, analyze safety, connectivity, and mobility concerns, as well as identify short-, medium-, and long-term improvements to address the needs of the corridor. Findings and recommendations will assist in guiding the future of the corridor as it evolves.

The director of the Grayson County MPO was asked to serve on the working group for the eastern segment as well as the steering committee for the entire corridor. This effort is anticipated to be complete in the third quarter of FY 2024.

The Grayson County Safety and Operations Strategic Plan was completed in FY 2022. The purpose of the Grayson County Safety and Operations Strategic Plan was to identify and prioritize potential improvements to the transportation system that can increase safety, reduce congestion, improve travel time reliability, and support increased reliance on renewable energy for transportation in the region. This plan will be instrumental in the development of a Safe Streets for All Grant should the region commit the local resources needed to apply for the grant.

D. DESCRIPTION OF SUBTASK

5.1 Long Range Transit Planning

Texoma Area Paratransit System (TAPS) utilizing a combination of FTA Sect. 5307 and local funding will perform long range planning projects needed to meet federal requirements recognizing established Planning Emphasis Areas. Such activities include: development of a plan to provide a high quality fixed-route service in the urbanized area that balances the needs of the riders for transit service within the constraints of the transit budget, defining parameters of an acceptable level of service (fixed-route, demand responsive service etc.) that TAPS can provide, and performing studies necessary to ensure that TAPS continues to comply with Title VI guidelines and all other federal service requirements. MPO staff will assist TAPS when requested. This subtask will be used for any assistance of this nature given to TAPS.

Prior to beginning fixed route service in the Sherman-Denison Urbanized Area, TAPS must determine the following:

- Utilize community engagement to identify potential refinement to the route concepts, schedules, transit facility concept definition and locations, standards of service, equity review, vehicle needs, and sequence of service roll-out;
- Identify steps required to initiate the system, including designation of agencies for direct receipt of future FTA Section 5307 funding, development of the full funding grant agreement, and an overall program of projects;
- Identify steps required to apply for and receive funding from the FTA Section 5307 program; and
- Complete the oversight policy documents required to address FTA requirements such as a transit development plan, agency safety plan, ADA complementary service evaluation, public participation statement and plan, Title VI evaluation, service standard development, etc.

This task will be utilized by MPO staff for any assistance TAPS requests in this regard.

5.2 **US 82 Texas Corridor Study**

TxDOT-TPP has begun the process of conducting a long-term, comprehensive analysis of the US 82 Corridor from a multimodal approach. The study includes the entire US 82 Corridor from the Texas/New Mexico state line to the Texas/Arkansas state line, approximately 575 miles. The US 82 Corridor Study will examine currently planned transportation projects, analyze safety, connectivity, and mobility concerns, as well as identify short-, medium-, and long-term improvements to address the needs of the corridor. Findings and recommendations will assist in guiding the future of the corridor as it evolves.

The director of the Grayson County MPO was asked to serve on the working group for the eastern segment as well as the steering committee for the entire corridor. This effort is anticipated to be complete in the third quarter of FY 2024. This subtask will be used to participate in the eastern working group and steering committee for the project and any additional assistance requested by TxDOT-TPP.

5.3 **Safe Streets for All – Grayson County Safety Action Plan**

The IIJA established the new Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over 5 years. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries.

The program supports the development of a comprehensive safety action plan (Action Plan) that identifies the most significant roadway safety concerns in a community and the implementation of projects and strategies to address roadway safety issues. Action Plans are the foundation of the SS4A grant program. SS4A requires an eligible Action Plan be in place before applying to implement projects and strategies. The SS4A program provides funding for two types of grants, namely: Planning and Demonstration Grants and Implementation Grants. In order to qualify for the Implementation Grants, an Action Plan must have already been completed. This task will utilize a Planning and Demonstration Grants for the Sherman-Denison Metropolitan Planning Area.

Planning and Demonstration Grants provide Federal funds to develop, complete, or supplement a comprehensive safety action plan. The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribe, or region. Planning and Demonstration Grants also fund supplemental planning and/or demonstration activities that inform the development of a new or existing Action Plan. The Department encourages including demonstration activities in an application.

The comprehensive safety action plan that a Safe Streets and Roads for All grant funds includes the following key components:

- Leadership commitment and goal setting that includes a goal timeline for eliminating roadway fatalities and serious injuries.
- Planning structure through a committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.
- Safety analysis of the existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region.
- Engagement and collaboration with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback.
- Equity considerations developed through a plan using inclusive and representative processes.
- Policy and process changes that assess the current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize transportation safety.
- Strategy and project selections that identify a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan.
- Progress and transparency methods that measure progress over time after an Action Plan is developed or updated, including outcome data.

The application window for a Planning and Demonstration Grant closes on July 10, 2023. The local contribution required by the grant is anticipated to be \$100,000.

The MPO intends to utilize a consultant to develop the Grayson County Safety Action Plan. This subtask will be used for any assistance the consultant needs during the development of the Grayson County Safety Action Plan.

5.4 Grayson County Resiliency Plan

The objective of the Grayson County Resiliency Plan is to:

- Improve the resilience of the surface transportation system, including highways and public transportation,
- Provide continued operation or rapid recovery of crucial local, regional, or national surface transportation facilities;

- Identify and utilize nature-based solutions to reduce flood risks, erosion, and heat impacts while also creating habitat, filtering pollutants, and providing recreational benefits;
- Reduce damage and disruption to the transportation system;
- Improve the safety of the traveling public; and
- Improve equity by addressing the needs of disadvantaged populations that are often the most vulnerable to hazards.

The MPO intends to utilize a consultant to develop the Grayson County Resiliency Plan. This subtask will be used for any assistance the consultant needs during the development of the Grayson County Resiliency Plan.

5.5 Grayson County Thoroughfare Plan

An analysis of water features, topography, built features, and parcel boundaries in relationship to the existing Grayson County Thoroughfare Plan will be conducted, and adjustments will be made to proposed alignments to mitigate constraints and minimize impacts to both the built and natural environment. Scope will include working with participating developers and land owners to refine alignments to be consistent with approved and proposed site plans and adjust alignments to optimize the efficient use of productive land as well as to support drainage plans, circulation plans and effective ingress and egress for residents, emergency response and service vehicles. The goal is a supportive interaction of land use and transportation that supports community resiliency and economic vitality. The MPO intends to use to complete Phases 3 and 4 of this effort.

E. FUNDING SUMMARY

TASK 5.0 - FY 2024 - 2025 (Amended 06-11-2025)

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		Other Federal Funds		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
5.1	TAPS/MPO	\$4,960	\$0			\$60,000	\$60,000	\$12,000	\$12,000	\$148,960
5.2	TxDOT-TPP/MPO	\$4,960	\$0							\$4,960
5.3	MPO/Consultant	\$0	\$7,015		\$400,000				\$100,000	\$507,015
5.4	MPO/Consultant	\$0	\$0							\$0
5.5	MPO/Consultant	\$31,914	\$0							\$31,914
TOTAL		\$41,834	\$7,015	\$0	\$400,000	\$60,000	\$60,000	\$12,000	\$112,000	\$692,849

¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

VII. BUDGET SUMMARY

**TABLE 1 - SHERMAN-DENISON MPO URBAN TRANSPORTATION STUDY - FY 2024 - 2025
(Amended 06-11-2025)**

UPWP Task	Description	TPF Funds ¹	Other Federal Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	Administration - Management	\$193,380	\$0	\$0	\$0	\$193,380
2.0	Data Development and Maintenance	\$164,505	\$0	\$0	\$0	\$164,505
3.0	Short Range Planning	\$47,080	\$0	\$90,000	\$18,000	\$155,080
4.0	Metropolitan Transportation Plan	\$133,620	\$0	\$0	\$0	\$133,620
5.0	Special Studies	\$48,849	\$400,000	\$120,000	\$124,000	\$692,849
TOTAL		\$587,434	\$400,000	\$210,000	\$142,000	\$1,339,434

¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

Combined Transportation Planning Funds ²	\$561,267
Estimated Unexpended Carryover	\$148,563
TOTAL TPF	\$709,830

²Estimate based on prior years' authorizations



APPENDIX B

POLICY BOARD MEMBERSHIP

Grayson County Metropolitan Planning Organization

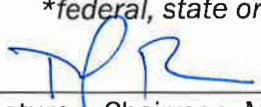
Policy Board Voting Members		
Shawn Teamann	Mayor	City of Sherman
Robert Crawley	Mayor, Chairman	City of Denison
Bruce Dawsey	County Judge, Vice-Chairman	Grayson County
Jim Atchison	Mayor	City of Van Alstyne
Noel Paramanantham, P.E.	District Engineer	TxDOT – Paris District
Policy Board Non-Voting Members		
Barbara Maley, AICP	Air Quality Specialist and Transportation Planner	FHWA – Texas Division Austin
Michelle Bloomer	Community Planner	FTA – Region 6 – Fort Worth
Phillip Tindall	Planner	TxDOT – Transportation Planning and Programming Division
Shellie White	General Manager	Texoma Area Paratransit System (TAPS)
Technical Advisory Committee		
Clay Barnett, P.E.	Executive Director	Grayson County MPO
Rob Rae, AICP	Director of Development Services	City of Sherman
Mary Tate	Executive Director of Planning & Community Development	City of Denison
Bill Benton	Commissioners Court Appointee	Grayson County
Alex Glushko, AICP	Director of Development Services	City of Van Alstyne
Aaron Bloom, P.E.	Area Engineer	TxDOT – Paris District

APPENDIX C


DEBARMENT CERTIFICATION (Negotiated Contracts)

- (1) The **Grayson County MPO** as **CONTRACTOR** certifies to the best of its knowledge and belief that it and its principals;
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public* transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity* with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions* terminated for cause or default.
- (2) Where the **CONTRACTOR** is unable to certify to any of the statements in this certification, such **CONTRACTOR** shall attach an explanation to this certification.

**federal, state or local*


Signature - Chairman, MPO Policy Board


Title


Date

APPENDIX D**LOBBYING CERTIFICATION****CERTIFICATION FOR CONTRACTS, GRANTS,
LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Signature - Chairman, MPO Policy Board

MAYOR, CITY OF SHERMAN

Title

GRAYSON COUNTY MPO

Agency

JULY 19, 2023

Date

APPENDIX E

CERTIFICATION OF COMPLIANCE


I, DAVID PLYLER, CHAIRMAN, MAYOR, CITY OF SHERMAN,
(Name and Position, Typed or Printed)

a duly authorized officer/representative of GRAYSON COUNTY MPO


(MPO)

do hereby certify that the contract and procurement procedures that are in effect and used by the forenamed MPO are in compliance with 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," as it may be revised or superseded.

July 19, 2023
Date


Signature - Chairman, MPO Policy Board

Attest:


Name

DIRECTOR, GRAYSON COUNTY MPO
Title

APPENDIX F**CERTIFICATION OF INTERNAL ETHICS AND COMPLIANCE PROGRAM**

I, DAVID PLYLER CHAIRMAN, MAYOR, CITY OF SHERMAN
(Name and Position, Typed or Printed)

a duly authorized officer/representative of GRAYSON COUNTY MPO

(MPO)

do hereby certify that the forenamed MPO has adopted and does enforce an internal ethics and compliance program that is designed to detect and prevent violations of law, including regulations and ethical standards applicable to this entity or its officers or employees and that the internal ethics and compliance program satisfies the requirements of by 43 TAC § 31.39 "Required Internal Ethics and Compliance Program" and 43 TAC § 10.51 "Internal Ethics and Compliance Program" as may be revised or superseded.

July 19, 2023
Date

[Signature]
Signature - Chairman, MPO Policy Board

Attest:

[Signature]
Name

DIRECTOR, GRAYSON COUNTY MPO
Title

TASK 1.0 - FY 2024 - 2025 (Amended 02-07-2024)

Subtask	Responsible Agency	Transportation Planning Funds (TPF)		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
1.1	MPO	\$42,250	\$36,250							\$78,500
1.2	MPO	\$43,320	\$13,320							\$56,640
1.3	MPO	\$15,760	\$16,160							\$31,920
TOTAL		\$101,330	\$65,730	\$0	\$0	\$0	\$0	\$0	\$0	\$167,060

TASK 1.0 - FY 2024 - 2025 (Amended 06-11-2025)

Subtask	Responsible Agency	Transportation Planning Funds (TPF)		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
1.1	MPO	\$42,250	\$42,250							\$84,500
1.2	MPO	\$43,320	\$31,480							\$74,800
1.3	MPO	\$15,760	\$18,320							\$34,080
TOTAL		\$101,330	\$92,050	\$0	\$0	\$0	\$0	\$0	\$0	\$193,380

TASK 3.0 - FY 2024 - 2025

Subtask	Responsible Agency	Transportation Planning Funds (TPF)		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
3.1	MPO	\$14,880	\$4,960							\$19,840
3.2	MPO	\$4,960	\$14,880							\$19,840
3.3	TAPS/MPO	\$4,960	\$4,960			\$45,000	\$45,000	\$9,000	\$9,000	\$117,920
TOTAL		\$24,800	\$24,800	\$0	\$0	\$45,000	\$45,000	\$9,000	\$9,000	\$157,600

TASK 3.0 - FY 2024 - 2025 (Amended 06-11-2025)

Subtask	Responsible Agency	Transportation Planning Funds (TPF)		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
3.1	MPO	\$14,880	\$4,960							\$19,840
3.2	MPO	\$4,960	\$12,360							\$17,320
3.3	TAPS/MPO	\$4,960	\$4,960			\$45,000	\$45,000	\$9,000	\$9,000	\$117,920
TOTAL		\$24,800	\$22,280	\$0	\$0	\$45,000	\$45,000	\$9,000	\$9,000	\$155,080

TASK 5.0 - FY 2024 - 2025 (Amended 04-02-2025)

Subtask	Responsible Agency	Transportation Planning Funds (TPF)		Other Federal Funds		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
5.1	TAPS/MPO	\$4,960	\$4,960			\$60,000	\$60,000	\$12,000	\$12,000	\$153,920
5.2	TxDOT-TPP/MPO	\$4,960	\$0							\$4,960
5.3	MPO/Consultant	\$0	\$7,815		\$400,000				\$100,000	\$507,815
5.4	MPO/Consultant	\$0	\$0							\$0
5.5	MPO/Consultant	\$31,914	\$0							\$31,914
TOTAL		\$41,834	\$12,775	\$0	\$400,000	\$60,000	\$60,000	\$12,000	\$112,000	\$698,609

TASK 5.0 - FY 2024 - 2025 (Amended 06-11-2025)

Subtask	Responsible Agency	Transportation Planning Funds (TPF)		Other Federal Funds		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
5.1	TAPS/MPO	\$4,960	\$0			\$60,000	\$60,000	\$12,000	\$12,000	\$148,960
5.2	TxDOT-TPP/MPO	\$4,960	\$0							\$4,960
5.3	MPO/Consultant	\$0	\$7,015		\$400,000				\$100,000	\$507,015
5.4	MPO/Consultant	\$0	\$0							\$0
5.5	MPO/Consultant	\$31,914	\$0							\$31,914
TOTAL		\$41,834	\$7,015	\$0	\$400,000	\$60,000	\$60,000	\$12,000	\$112,000	\$692,849

TABLE 1 - SHERMAN-DENISON MPO URBAN TRANSPORTATION STUDY - FY 2024 - 2025 (Amended 04-02-2025)

UPWP Task	Description	TPF Funds	Other Federal Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	Administration - Management	\$167,060	\$0	\$0	\$0	\$167,060
2.0	Data Development and Maintenance	\$171,945	\$0	\$0	\$0	\$171,945
3.0	Short Range Planning	\$49,600	\$0	\$90,000	\$18,000	\$157,600
4.0	Metropolitan Transportation Plan	\$136,060	\$0	\$0	\$0	\$136,060
5.0	Special Studies	\$54,609	\$400,000	\$120,000	\$124,000	\$698,609
TOTAL		\$579,274	\$400,000	\$210,000	\$142,000	\$1,331,274

TABLE 1 - SHERMAN-DENISON MPO URBAN TRANSPORTATION STUDY - FY 2024 - 2025 (Amended 06-11-2025)

UPWP Task	Description	TPF Funds	Other Federal Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	Administration - Management	\$193,380	\$0	\$0	\$0	\$193,380
2.0	Data Development and Maintenance	\$164,505	\$0	\$0	\$0	\$164,505
3.0	Short Range Planning	\$47,080	\$0	\$90,000	\$18,000	\$155,080
4.0	Metropolitan Transportation Plan	\$133,620	\$0	\$0	\$0	\$133,620
5.0	Special Studies	\$48,849	\$400,000	\$120,000	\$124,000	\$692,849
TOTAL		\$587,434	\$400,000	\$210,000	\$142,000	\$1,339,434

TASK 1.0 - FY 2024 - 2025 (Amended 02-07-2024)

Subtask	Responsible Agency	Transportation Planning Funds (TPF)		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
1.1	MPO	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
1.2	MPO	\$0	\$18,160	\$0	\$0	\$0	\$0	\$0	\$0	\$18,160
1.3	MPO	\$0	\$2,160	\$0	\$0	\$0	\$0	\$0	\$0	\$2,160
TOTAL		\$0	\$26,320	\$0	\$0	\$0	\$0	\$0	\$0	\$26,320

TASK 2.0 - FY 2024 - 2025 (Amended 04-02-2025)

Subtask	Responsible Agency	Transportation Planning Funds (TPF)		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
2.1	MPO	\$0	-\$7,440	\$0	\$0	\$0	\$0	\$0	\$0	-\$7,440
2.2	MPO	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.3	MPO	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL		\$0	-\$7,440	\$0	\$0	\$0	\$0	\$0	\$0	-\$7,440

TASK 5.0 - FY 2024 - 2025

Subtask	Responsible Agency	Transportation Planning Funds (TPF)		Other Federal Funds		FTA Sect. 5307		Local		Total
		2024	2025	2024	2025	2024	2025	2024	2025	
5.1	TAPS/MPO	\$0	-\$4,960	\$0	\$0	\$0	\$0	\$0	\$0	-\$4,960
5.2	TxDOT-TPP/MPO	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.3	MPO/Consultant	\$0	-\$800	\$0	\$0	\$0	\$0	\$0	\$0	-\$800
5.4	MPO/Consultant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.5	MPO/Consultant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL		\$0	-\$5,760	\$0	\$0	\$0	\$0	\$0	\$0	-\$5,760

TABLE 1 - SHERMAN-DENISON MPO URBAN TRANSPORTATION STUDY - FY 2024 - 2025

UPWP Task	Description	TPF Funds	Other Federal Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	Administration - Management	\$26,320	\$0	\$0	\$0	\$26,320
2.0	Data Development and Maintenance	-\$7,440	\$0	\$0	\$0	-\$7,440
3.0	Short Range Planning	-\$2,520	\$0	\$0	\$0	-\$2,520
4.0	Metropolitan Transportation Plan	-\$2,440	\$0	\$0	\$0	-\$2,440
5.0	Special Studies	-\$5,760	\$0	\$0	\$0	-\$5,760
TOTAL		\$8,160	\$0	\$0	\$0	\$8,160

GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
POLICY BOARD (PB)
AGENDA ITEM VI
ACTION ITEM

June 11, 2025

Review and Consider Approval of the 2024-2025 Unified Planning Work Program (UPWP)

BACKGROUND:

The Unified Planning Work Program (UPWP) is the federally-required document that identifies transportation planning work tasks to be completed within the Sherman-Denison Metropolitan Planning Area. The UPWP covers a two-year period and follows the Federal Fiscal Calendar that runs from October 1 to September 30 on any given year. The UPWP is broken down into five specific tasks: Administration and Management, Data Development and Maintenance, Short Range Planning, Metropolitan Transportation Plan and Special Studies. It consists of transportation planning projects for which federal assistance is sought for FY 2026-2027. The UPWP is required to have annual Compliance Certifications.

The proposed changes are intended to focus on the emphasis areas for the next two fiscal years. In FY 2026, we are focusing on:

- Developing the 2027-2030 Transportation Improvement Program (TIP),
- Completing the 2055 Demographics Study,
- Completing the Grayson County Resiliency Plan,
- Completing a complete streets assessment, and
- Continuing efforts related to a Safe Streets for All Grant.

In FY 2027, we are focusing on:

- Developing the 2028-2029 Unified Planning Work Program (UPWP),
- Completing the 2055 Travel Demand Model in conjunction with TxDOT-TTP, and
- Complete any remaining projects from FY 2026.

The anticipated unexpended carryover from FY 2027 is roughly \$390k, so there are funds available for an additional project if desired.

The draft FY 2026-2027 UPWP was posted on the MPO's website at www.gcmpo.org. The draft 2026-2027 UPWP was forwarded to TxDOT for review. TxDOT has reviewed the UPWP and requested a few changes in response to the latest issued Executive Orders. The changes were made subsequent to the Technical Advisory Committee (TAC) meeting on May 17, 2023. However, there were no changes to the funding tables. A public hearing was held in conjunction with the TAC meeting. No comments were received. The TAC recommended approval of the draft 2026-2027 UPWP.

ACTION REQUESTED:

Approve the 2026-2027 Unified Planning Work Program (UPWP) As Presented

ATTACHMENTS: *click underlined items for attachment*

- [Draft 2026-2027 UPWP](#)

STAFF CONTACT: Clay Barnett, P.E., 903.328.2090, cbarnett@huitt-zollars.com



FY 2026 and FY 2027

UNIFIED PLANNING WORK PROGRAM (UPWP)

**Grayson County
Metropolitan Planning Organization (MPO)**

TRANSPORTATION MANAGEMENT AREA (TMA) STATUS:

Non-Transportation Management Area (Non-TMA)

AIR QUALITY STATUS:

Attainment

The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), U.S. Department of Transportation (USDOT), under the State Planning and Research Program, Section 505 [or Metropolitan Planning, Section 104(d)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

**This UPWP complies with federal and state requirements, is true and correct, and is approved by
the Grayson County MPO Policy Board: June 4, 2025**

Federal Approval:

**Grayson County MPO - 1800 Teague Dr, Suite 100 - Sherman, TX 75090
903.870.6543 - www.gcmpo.org**

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EXECUTIVE SUMMARY

The Governor of the State of Texas has designated Grayson County as the fiscal agent for the Grayson County Metropolitan Planning Organization (MPO). Acting through its Policy Board, the MPO, in cooperation with the Texas Department of Transportation (TxDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), administers the transportation planning process in the Sherman-Denison urbanized area. The **Unified Planning Work Program (UPWP)** for the MPO describes the transportation planning process and MPO activities for the period of October 1, 2025 through September 30, 2027. The program documents each project's funding by source (federal, state, and local), explains how funds will be expended (type of project), and assigns responsibility for each work task.

The UPWP is a two (2) year planning budget, which outlines those planning activities to be undertaken by the MPO, which are funded by federal, state, and local sources. The UPWP work elements were developed using a performance-based approach to meet the goals, and planning factors of the IIJA, which are continued from MAP-21 and the FAST Act.

The Sherman - Denison Metropolitan Planning Area is located in the north central portion of the State of Texas, sharing the northern boundary with the Red River/Oklahoma border and touches Lake Texoma, Eisenhower State Park and the Hagerman National Wildlife Refuge. The southern, eastern and western boundaries extend to the limits of Grayson County and are shared with Collin and Denton Counties to the south, Fannin County to the east, and Cooke County to the west. US 75 running North/South splits the area in half and US 82 running East/West intersects US 75 and splits the urban area into quadrants. The MPO is comprised of the following cities: Sherman, Denison, Howe, Gunter, Pottsboro, Van Alstyne, Bells, Collinsville, Dorchester, Pilot Point, Sadler, Southmayd, Tioga, Tom Bean, Whitesboro, and Whitewright. The MPO is also comprised of unincorporated areas of Grayson County, which is likely to become urbanized in the next 20 years. A map depicts the area in Appendix A.

In order to facilitate progression on each of these planning factors and national goals, the UPWP is broken into five (5) tasks each with a number of subtasks, namely:

- Task 1 – Administration and Management,
 - Task 1.1 – Administration
 - Task 1.2 – Public Involvement
 - Task 1.3 – Staff Education and Training
- Task 2 – Data Development and Maintenance
 - Geographic Information Systems
 - Demographics
 - TDM Updates and Maintenance
- Task 3 – Short Range Planning
 - Short Range Transit Planning
 - Transportation Improvement Plan (TIP) and Self Certification
 - Unified Planning Work Program (UPWP)
- Task 4 – Metropolitan Transportation Plan (MTP)
- Task 5 – Special Studies
 - Long Range Transit Planning
 - Grayson County Thoroughfare Plan

- Grayson County Safety Action Plan
- Complete Streets Assessment and Action Plan
- Grayson County Resiliency Plan

Funding for the UPWP is provided by TxDOT and is referred to as Transportation Planning Funds (TPF). This includes both FHWA PL-112 and FTA Section 5303 Funds. Funds allocated to the Texoma Area Paratransit System (TAPS) for the Sherman-Denison Urban Area are also shown in the UPWP. These funds are referred to FTA Section 5307 Funds. Other federal funds shown in the UPWP are from grants received from the federal government to the MPO. Local funds are funds contributed by local governments. Funding for this UPWP totals \$1,290,700.

INTRODUCTION

The Governor of the State of Texas has designated Grayson County as the fiscal agent for the Grayson County Metropolitan Planning Organization (MPO). Acting through its Policy Board, the MPO, in cooperation with the Texas Department of Transportation (TxDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), administers the transportation planning process in the Sherman-Denison urbanized area. The **Unified Planning Work Program (UPWP)** for the MPO describes the transportation planning process and MPO activities for the period of October 1, 2025 through September 30, 2027. The program documents each project's funding by source (federal, state, and local), explains how funds will be expended (type of project), and assigns responsibility for each work task. Federal Planning Rules for MPOs are described in Title 23, United States Code, Section 134 (The Urban Transportation Planning Process), and further regulated by Title 23 Code of Federal Regulations 420 and 450. Key federal legislation that further refines the planning processes was brought about by the Infrastructure Investment and Jobs Act (IIJA) and previous federal transportation legislation, such as ISTEA, TEA-21, SAFETEA-LU, MAP-21 and the FAST Act. The FY 2026-2027 UPWP was developed in accordance with regulations set forth in the IIJA, which was signed into law on November 15, 2021. The MPO is responsible, together with the State of Texas, for carrying out the provisions of the IIJA.

A. PURPOSE

The UPWP is a two (2) year planning budget, which outlines those planning activities to be undertaken by the MPO, which are funded by federal, state, and local sources. The UPWP work elements were developed using a performance-based approach to meet the goals, planning factors, and planning emphasis area of the IIJA, which are continued from MAP-21 and the FAST Act. Additionally, these planning factors will continue to be utilized throughout the transportation decision-making process. The planning factors included in 23 U.S.C. §134 and established in 23 CFR 450.306, are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency,
2. Increase the safety of the transportation system for motorized and non-motorized users,
3. Increase the security of the transportation system for motorized and non-motorized users,
4. Increase the accessibility and mobility of people and for freight,
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns,
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight,
7. Promote efficient system management and operation,
8. Emphasize the preservation of the existing transportation system,
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation, and
10. Enhance travel and tourism.

The UPWP work elements were specifically selected to meet the seven national goals. These goals, as listed in 23 USC §150, are as follows:

1. Safety: To achieve a significant reduction in traffic fatalities and serious injuries on all public roads,
2. Infrastructure condition: To maintain the highway infrastructure asset system in a state of good repair,
3. Congestion reduction: To achieve a significant reduction in congestion on the National Highway System,
4. System reliability: To improve the efficiency of the surface transportation system,
5. Freight movement and economic vitality: To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development,
6. Environmental sustainability: To enhance the performance of the transportation system while protecting and enhancing the natural environment, and
7. Reduced project delivery delays: To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

In order to facilitate progression on each of these planning factors and national goals, the UPWP is broken into five (5) tasks each with a number of subtasks.

Funding for the UPWP is provided by TxDOT and is referred to as Transportation Planning Funds (TPF). This includes both FHWA PL-112 and FTA Section 5303 Funds. Funds allocated to the Texoma Area Paratransit System (TAPS) for the Sherman-Denison Urban Area are also shown in the UPWP. These funds are referred to FTA Section 5307 Funds. Other federal funds shown in the UPWP are from grants received from the federal government to the MPO. Local funds are funds contributed by local governments. Funding for this UPWP totals \$1,290,700.

The latest version of the Public Participation Plan (PPP) for the MPO was approved on June 23, 2021. These procedures include posting on our web site www.gcmpo.org, and maintaining a current mailing list of those persons who are interested in the transportation process. The PPP is available for review at the MPO and can be found on our website. Additionally, MPO staff is available to answer stakeholders' questions and requests for information. All meetings are advertised and are open to the public. To foster an atmosphere of public cooperation and in the spirit of the IIJA, the MPO staff actively participates in various public organizations. A mailing list of those who have expressed interest is maintained.

The American with Disabilities Act (ADA) of 1990 encourages the involvement of people with disabilities in the development and improvement of transportation and para-transit plans and services. In accordance with ADA guidelines, all meetings conducted by the MPO take place in locations that are accessible to persons with mobility limitations and other aids as needed.

The MPO website, www.gcmpo.org, provides additional opportunities for public involvement. Stakeholders may view and download MPO publications, as well as send e-mail to MPO staff with any questions regarding transportation planning. The website contains transportation planning information, and public transportation planning information. Links to public documents and agencies such as the latest Federal Transportation Law (IIJA), FHWA, FTA, TxDOT, cities, and county governments may also be found on the MPO web site.

B. DEFINITION OF AREA

The Sherman - Denison Metropolitan Planning Area is located in the north central portion of the State of Texas, sharing the northern boundary with the Red River/Oklahoma border and touches Lake Texoma, Eisenhower State Park and the Hagerman National Wildlife Refuge. The southern, eastern and western boundaries extend to the limits of Grayson County and are shared with Collin and Denton Counties to the south, Fannin County to the east, and Cooke County to the west. US 75 running North/South splits the area in half and US 82 running East/West intersects US 75 and splits the urban area into quadrants. The MPO is comprised of the following cities: Sherman, Denison, Howe, Gunter, Pottsboro, Van Alstyne, Bells, Collinsville, Dorchester, Pilot Point, Sadler, Southmayd, Tioga, Tom Bean, Whitesboro, and Whitewright. The MPO is also comprised of unincorporated areas of Grayson County, which is likely to become urbanized in the next 20 years. A map depicts the area in Appendix A.

C. ORGANIZATION

The Grayson County MPO Policy Board (PB) is the governing body of the MPO, performs its duties in accordance with state & federal laws, and is organized under its published By-Laws. The Grayson County MPO also has a Technical Advisory Committee (TAC) whose membership consists of technical staff from the member local governments. The TAC is responsible for advising the PB on all urban transportation planning matters and to help guide the metropolitan planning process. Additionally, this committee advises on issues of a technical nature and provides recommendations of MPO policy issues, provides input regarding the development of all of the MPO's planning documents, any special studies that may arise, and has developed a project selection process that has been adopted by the PB as part of the development of the 2050 MTP. The Grayson County MPO, its staff and its fiscal agent, are responsible along with the State, for carrying out this work program. The voting members of the PB and TAC are found in Appendix B. The UPWP is reviewed and approved by the PB.

D. NON-MPO INVOLVEMENT

The MPO encourages the participation of both public and private organizations. Since the technology required to properly plan for the future transportation network is both complicated and constantly changing, the MPO from time to time hires private consultants to accomplish part of the planning process. The MPO has also strived to do its part by purchasing equipment from a Historically Underutilized Business (HUB) when possible and Disadvantaged Business Enterprises (DBE) are actively solicited for each contract.

E. PLANNING ISSUES AND EMPHASIS

The UPWP emphasizes Federal requirements for transportation, especially those included in the IIJA. Along with those requirements, the MPO has identified planning issues and emphasis areas, which illustrate the key highway and transit planning issues facing the MPO. These are listed in the following subcategories:

Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan is the MPO's long-range plan that has a twenty-five (25) year focus and is updated every five (5) years. The 2050 MTP was adopted on October 2, 2024, and covers fiscal years 2025 to 2050. This long-range plan focuses on multi-modal transportation needs within the MPO area and serves as the

basis for the planning needs and decision-making guidelines for the MPO Board. This is accomplished through identifying present and future transportation corridors, forecasting transportation needs and growth patterns, providing estimated costs for implementation of those needs, and including other innovative approaches to transportation. Updates to the MTP will be part of the planning process and changes will be incorporated as they become necessary.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is the MPO's short-term planning document. The TIP is a four (4) year program of highway and transit projects proposed for funding by Federal, State, and local resources within the Sherman-Denison study area. The TIP is updated at least every two (2) years and approved by the MPO. The FHWA and the FTA must jointly find that each metropolitan TIP is based on a continuing, comprehensive transportation process carried on cooperatively by the States, MPOs and transit operators in accordance with the provisions of 23 U.S.C. 134 and section 8 of the Federal Transit Act (49 U.S.C. app. 1607). The TIP may be amended as transportation needs or funding levels change.

The TIP is financially constrained by year and includes a financial plan that demonstrates which projects can be implemented using current revenue sources and which projects can be implemented using proposed revenue sources while at the same time maintaining and operating the existing transportation system. Only projects for which construction and operating funds can reasonably be expected to be available are included.

Projects listed in the TIP must be consistent with the long-range transportation plan. In addition to those projects, regionally significant transportation projects are included. A regionally significant project means a transportation project that is on a facility which serves regional transportation needs regardless of funding source (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal and major arterials and all fixed guide way transit facilities that offer an alternative to regional highway travel.

Travel Demand Model (TDM)

The latest update to the Travel Demand Model (TDM) for the Sherman-Denison Urbanized Area was completed in 2023. Part of the process includes working closely with TxDOT staff to improve the roadway network and data collection needs associated with the TDM. The TDM is an important part of the MPO's functions and includes updates to the Geographic Information System (GIS); analysis of demographic data; updates to the roadway network; analysis of land use data for impacts on the transportation network; analysis and review of traffic count data and patterns; and analysis and review of traffic accident data and patterns.

Public Participation and Education

Emphasis is also placed on improving the public participation and the education of those interested in the transportation planning process. This could include fostering issues such as multi-modal studies, land-use analysis, and many others related to the improvement of transportation within our MPO boundary. This process is continually analyzed and evaluated to ensure that the public is aware and active with transportation issues in their community.

Transportation Awareness

Another area includes broadening the staff capabilities of the MPO to incorporate changes necessary for the smooth functioning of transportation planning. This is an on-going process to promote more efficient use of transportation elements, plans, and documents and improvements for the transit reporting procedures; and consideration of safety and security in all modes of the transportation planning process.

Planning Areas

This document is organized under the ten planning factors of the IIJA. The IIJA requires MPOs to organize its planning process, which is to be continuous, cooperative and comprehensive (3C), around consideration of the general guidelines of ten broad areas as enumerated in the Act itself. The work tasks, special emphasis items, and special studies contained in the UPWP have considered the ten areas, some more directly than others have.

In addition to the ten planning emphasis areas, eight areas of additional emphasis have been identified as strategic objectives for the Surface Transportation Program:

1. Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future – Ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change;
2. Deleted;
3. Complete Streets – review current policies, rules, and procedures to determine their impact on safety for all road users;
4. Public Involvement – increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices;
5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination – coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities;
6. Federal Land Management Agency (FLMA) Coordination – coordinate with FLMA in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands;
7. Planning and Environment Linkages (PEL) – implement PEL as part of the transportation planning and environmental review processes; and
8. Data in Transportation Planning – incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.

I. TASK 1 – ADMINISTRATION AND MANAGEMENT

A. OBJECTIVE

Work elements in this activity are administrative and management tasks associated with the function, coordination and day-to-day activities of the MPO and the multimodal transportation planning process. The development of goals, objectives, and policies; committee structures and staffing; interagency linkage and information; and staffing of various work elements are the main concerns of transportation planning coordination. Required duties include informing the public and committee members of meetings, preparation of meeting packets, attendance at meetings, coordination of projects/programs, and oversight of planning activities. Additionally, this task will meet the technical objectives of the organization regarding computer equipment and/or software packages.

B. EXPECTED PRODUCTS

Expected products include correspondence, memoranda, agreements, agenda, record keeping, and minutes necessary to document on-going activities of the study office. This task includes the purchase of office supplies, office furniture, and the associated costs to post public notices and other expenses as appropriate. Specific projects include: Annual Project Listing; Program Management and Coordination, Annual Performance and Expenditure Report; Self-Certification Statement; Interagency Planning Agreements; Public Participation Plan update as needed; Staff Education and Training; and Web site maintenance and update as needed. Other products of this task are training and expenses incurred while staff members travel to training, meetings, conferences, and/or workshops. The MPO will work with member agencies to prevent duplication of effort. The MPO may use interns to assist staff when appropriate. Grayson County, the MPO's fiscal agent, may provide additional resources as needed. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO. Staff will attend training courses and seminars as appropriate. All out of state travel must have prior approval by TxDOT.

C. PREVIOUS WORK

This is an ongoing planning activity as required by 23 CFR 450. All PB, TAC and public meetings were conducted under this task. Staff attended all Texas Metropolitan Planning Organization (TEMPO) meetings and workshops, various workshops/conferences and made presentations at various city council and civic meetings. Previous year projects and products also included the FHWA Annual Performance and Expenditure Report and Annual List of Federally Funded Projects. Additionally, staff began preparation of an update to the PPP that included a Title VI/Nondiscrimination Plan and a Limited English Proficiency Plan in FY 2025 that was completed and will be formally adopted on October 1, 2025.

D. SUBTASKS

Subtask 1.1: Administration

Prepare and submit required reports, certification and administrative documentation to maintain continuity and credibility of the Study. Prepare budgets, maintain financial records, equipment inventory and ensure monies are spent appropriately. Coordinate activities between participating agencies and other public and private interests. Prepare request for proposals, as required, and solicit for contractual services and supervise the work. Assist participating agencies as needed. The MPO will review and evaluate the work accomplished during the previous fiscal year under this work program. An Annual Performance and Expenditure Report will be prepared at the end of each fiscal year (2025 & 2026) in accordance with TxDOT policy and procedures.

Maintain the computer equipment and software, funding is allocated and/or service contracts are in operation for the maintenance and upgrade of all automated information processing equipment and software purchased. Staff will continue updating MPO equipment and software when appropriate. Staff must stay abreast of current trends in technology, as they are applicable to the urban transportation planning process and effectiveness of operations and the planning process. All computer equipment will continue to be inventoried by identification number, physical location and staff member(s) responsible. Purchases of office supplies, materials, furniture, equipment, computers, monitors, printers, plotters and related computer equipment or computer software: equipment purchases exceeding \$10,000 per unit require prior approval by federal agency.

Monitor, evaluate and implement Title VI Civil Rights/Environmental Justice compliance, guidance and requirements for plans and programs; continue to collect and analyze data related to minority or low income populations and the effect of the transportation programs and system on those populations; identify ways to mitigate impacts of the system and programs on the identified populations; expand the database of citizens and businesses in low income or minority areas to facilitate effective outreach to those populations.

Subtask 1.2: Public Involvement

Community involvement and input, vital elements in transportation planning and design, will be sought in the developmental stages of all transportation plans, MTP, TIP, and UPWP, to acknowledge community transportation needs, demands, and goals. Public participation will include public and private agencies, transit providers, civic groups, local and regional interest groups, elected officials and concerned citizens. In accordance with the MPO's published PPP, all PB meetings will be advertised and open to the public. Open forums will precede any changes in the MTP and the TIP. Media outlets will be used whenever necessary to ensure public notification and encourage maximum public participation.

This sub-task for Public Involvement covers the day-to-day responses to the public (via email and/or phone) as well as maintenance of the MPO's website. The internet web site: www.sdmpo.org will be maintained and updated as needed.

The Annual Listing of Obligated Projects (ALOP) document will be developed and published. On-going emphasis is placed in ensuring Environmental Justice issues are addressed and a complaint procedure is included into the PPP.

The PPP was updated in 2021. The MPO continues its visibility among minority and low-income communities. This is accomplished through announcements of meetings, etc. via neighborhood churches, or other local organizations.

Subtask 1.3: Staff Education and Training

To ensure that the local urban transportation planning process remains viable and productive, the MPO staff will attend relevant seminars, workshops, conferences, and courses appropriate to a continued increase in staff expertise with regard to urban transportation planning techniques, methodologies, and recent developments. In addition, the Director will attend all TEMPO meetings as well as participate in TEMPO applicable subcommittee and executive committee meetings. The participation in training events, which include FHWA, FTA, TxDOT meetings, workshops, conferences, and Association of MPOs (AMPO) and Transit Association's meetings, as well as local options (community and four-year college courses on pertinent skill sets) will assist the staff in developing skills and expertise in all forms of transportation planning and gather information to share with communities and transit service providers. This Subtask includes funds to reimburse MPO staff, for travel expenses when traveling on MPO related duties.

E. FUNDING SUMMARY

Table 1a: Task 1 – FY 2026 Funding Summary Table

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding ²
1.1	MPO	\$44,700				\$44,700	
1.2	MPO	\$16,500				\$16,500	
1.3	MPO	\$18,300				\$18,300	
Total		\$79,500				\$79,500	

Table 1b: Task 1 – FY 2027 Funding Summary Table

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ³	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding ⁴
1.1	MPO	\$46,600				\$46,600	
1.2	MPO	\$19,100				\$19,100	
1.3	MPO	\$21,300				\$21,300	
Total		\$87,000				\$87,000	

¹ TPF – This includes both FHWA PL-112 (including the 2.5% Safety/Complete Streets Set-Aside) and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor work hours, they are not reflected in the funding tables.

² 2.5% Safety/Complete Streets Set-Aside – This funding must come from the PL funds within TPF.

³ TPF – This includes both FHWA PL-112 (including the 2.5% Safety/Complete Streets Set-Aside) and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor work hours, they are not reflected in the funding tables.

⁴ 2.5% Safety/Complete Streets Set-Aside – This funding must come from the PL funds within TPF.

II. TASK 2 - DATA DEVELOPMENT AND MAINTENANCE

A. OBJECTIVE

Urban transportation planning requires constant monitoring and maintenance of a myriad of databases and mapping/graphic inventories. This provides the knowledge necessary to make accurate evaluations of existing conditions and to make logical estimates of future transportation system upgrades. This is a continuing ongoing process.

B. EXPECTED PRODUCTS

Expected products of this task will be the on-going maintenance of the MPO's Travel Demand Model (TDM) and various datasets in the MPO's Geographic Information System (GIS). The TDM is utilized during the development of the MTP to identify and anticipate needs in the transportation network. The GIS is utilized in a myriad of applications, including analyzing data necessary to comply with Title VI/Environmental Justice directives and limited English proficiency guidance. This ongoing process of maintenance of the TDM and GIS data has become critical to the proper execution of transportation management functions.

Grayson County, the MPO's fiscal agent, will provide the bulk of needed GIS services to the MPO, typically at no cost to the MPO. The MPO may use consultants or interns to assist when appropriate. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO.

C. PREVIOUS WORK

The latest update to the TDM, which had a base year of 2018, was completed in FY 2023. This model was supplied to Texas Transportation Institute (TTI) for their use in updating the statewide model. Staff began the effort with the assistance of a consultant to update the demographics to a base year of 2023 in FY 2025. Once the demographics are complete, the model will be given to TxDOT-TPP to complete the remaining work. TxDOT-TPP has committed to return the model to the MPO by the end of FY 2028, so the MPO may utilize the model in the development of the 2055 MTP. A presentation on the demographic updates made to the TDM will be presented to the TAC prior to final acceptance. GIS data was updated as necessary to revise the updates to the TIP and PPP as well as provide maps necessary for PB and TAC presentations and for the PB Chairman and staff to make presentations to city councils and area civic groups.

D. SUBTASKS

Subtask 2.1: Geographic Information System

To fully allow the MPO to utilize the GIS in its work program, there are necessary enhancements and routine maintenance efforts that must be undertaken as part of its work program. Maps will be produced for staff

projects, planning, technical and PB meetings, and public information, showing various population and transportation related characteristics within the planning area based on a variety of factors. The MPO intends to use staff provided by its fiscal agent to complete this effort. A consultant may assist staff as needed on completion of this subtask. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO. Maps will be made available to the public according to the fiscal agent's approved policies.

Subtask 2.2: Demographics

MPO staff will work with local governmental staff to determine anticipated areas of growth, possible changes to land uses over the next 25 years, and to incorporate local comprehensive land use plans into the MTP. On-going updates and maintenance of data and maps related to population, minority populations, low-income population, building permits, land use, housing, and employment within the current Metropolitan Planning Area (MPA) would be geared towards developing a socio-economic base for the MTP. Areas of primary trip-generation activity will be inventoried, tabulated and grouped by Traffic Analysis Zones (TAZ).

In addition, staff will work with Grayson County staff and consultants as needed to:

1. Collect and maintain databases that identify, rank and analyze traffic accident locations, up-to-date-traffic counts, and the transportation system.
2. Collect and organize data for the Geographic Information System.
3. Collect and analyze data regarding Title VI/Environmental Justice on minority and low-income populations.

The findings of this analysis should be taken into consideration for future transportation planning and capital projects in the MPO study area.

Subtask 2.3: TDM Updates and Maintenance

The TDM is an integral tool in the MPO's decision making process. Additionally, it is given to TTI for use in the statewide model that is used by decision makers at the state level. To ensure that the model kept up to date, the MPO with the assistance of a consultant began the process of updating the demographics used in the TDM in FY 2025 to a base year of 2013 and a forecast year of 2055 with interim years of 2028, 2033, 2038 and 2055. The process for updating the model upon completion of the demographics includes the following:

1. Review the latest Model Area Boundary (MAB) and prepare recommendations in accordance with TxDOT's practices;
2. Prepare and update all data for the new Master network using TexPACK application standards and formats;
3. Using the revised MAB and network geography, prepare zonal boundary recommendations in accordance with TxDOT's practice as described in "Master Network Editing Guidebook", "TexPACK Model Documentation" and "Socio-Economic Guidelines" documentation; and
4. Update the base, interim and forecast demographics for each model year in accordance with TxDOT's "Socio-Economic Guidelines" documentation.

Once the demographics are complete, the TDM will be given to TxDOT-TTP to complete. TxDOT-TTP has committed to return the TDM to the MPO by the fourth quarter of FY 2028. Once complete, the model will be delivered to TTI for use in the statewide model.

E. FUNDING SUMMARY

Table 2a: Task 2 – FY 2026 Funding Summary Table

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ⁵	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding ⁶
2.1	TAPS/MPO	\$2,600				\$2,600	
2.2	MPO/CONSULTANT	\$7,800				\$7,800	
2.3	MPO	\$7,800				\$7,800	
Total		\$18,200				\$18,200	

Table 2b: Task 2 – FY 2027 Funding Summary Table

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ⁷	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding ⁸
2.1	TAPS/MPO	\$2,600				\$2,600	
2.2	NOT FUNDED						
2.3	MPO	\$16,900				\$16,900	
Total		\$19,500				\$19,500	

⁵ TPF – This includes both FHWA PL-112 (including the 2.5% Safety/Complete Streets Set-Aside) and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor work hours, they are not reflected in the funding tables.

⁶ 2.5% Safety/Complete Streets Set-Aside – This funding must come from the PL funds within TPF.

⁷ TPF – This includes both FHWA PL-112 (including the 2.5% Safety/Complete Streets Set-Aside) and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor work hours, they are not reflected in the funding tables.

⁸ 2.5% Safety/Complete Streets Set-Aside – This funding must come from the PL funds within TPF.

III. TASK 3 - SHORT RANGE PLANNING

A. OBJECTIVE

The objective of this task is to complete those planning activities that are more specific and are necessary for the planning process. This includes those required by IIJA such as revisions to the 2025-2028 Transportation Improvement Program (TIP), and development of the new 2027-2030 TIP as well as amendments to this UPWP as well as development of the new 2028-2029 UPWP in FY 2027.

B. EXPECTED PRODUCTS

Comprehensive networking within the communities in an overall planning effort will continue to be pursued, monitored and evaluated through coordination agreements with local transit operators. Some specific products may include: Monitor and maintain the 2025-2028 TIP; Recommend any needed changes to the MTP and TIP; Look at community and regional involvement in transportation issues that may have an effect on the MPO's transportation network. Grayson County, the MPO's fiscal agent, may provide additional resources as needed. The MPO may use interns to assist staff when appropriate. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO. Staff will attend planning seminars and work sessions as appropriate. MPO staff will also participate in TEMPO subcommittees through teleconferences as well as any scheduled meetings/seminars as appropriate.

C. PREVIOUS WORK

In previous fiscal years, MPO staff worked with Texoma Area Paratransit System (TAPS), our local transit provider, in development of the Transit Asset Management (TAM) Plan, Public Transportation Agency Safety Plan (PTASP), all previous UPWPs, all previous TIPs, and the Annual List of Federally Funded Projects. Additionally, staff has served as chair of the Regionally Coordinated Human Services Transportation Planning Committee. The Regionally Coordinated Human Services Transportation Planning Committee is funded by Federal 5307 Planning Funds as received by TAPS. The objective of the Regionally Coordinated Human Services Transportation Planning Committee is to improve transportation services for everyone who uses them in the region—including, but not limited to, people with disabilities, seniors, and individuals with lower incomes.

D. SUBTASKS

Subtask 3.1: Short Range Transit Planning

TAPS with the assistance of MPO staff utilizing a combination of FTA Sect. 5307 and local funding will perform short range planning projects needed to meet federal requirements recognizing established Planning Emphasis Areas. Such activities include: researching solutions to connect urban area riders to medical facilities, commuter route planning for the urbanized area, and identifying gaps in transit services. This subtask will be used for any assistance given to TAPS.

Every five (5) years, all planning regions in the United States must complete a Regionally Coordinated Transportation Plan (RCTP) in order to qualify for federal transit funding. Grayson County, along with Cooke and Fannin Counties comprise Planning Region 22. The current RCTP for Planning Region 22 was adopted on March 24, 2022. The Regionally Coordinated Transportation Planning Committee must meet on a regular basis to implement the Goals and Objectives outlined in the RCTP. The GCMPO director currently serves as chair of the Regionally Coordinated Transportation Planning Committee. This subtask will be used for any preparation time and meetings held by the Regionally Coordinated Transportation Planning Committee or any associated subcommittees.

Subtask 3.2: Transportation Improvement Plan (TIP) and Self Certification

Projects in the TIP will be consistent with the 2050 MTP. Any TIP updates will incorporate input from citizens, public agencies, transit operators and other interested parties. Project selection will ultimately rest with the State, via TxDOT, in cooperation with the PB. Work includes updating or amending the 2025-2028 TIP as needed and allow citizens, public agencies, and private transportation providers an opportunity to comment on the program.

The MPO, in cooperation with the State(s) and any affected public transportation operator(s), shall develop a TIP for the metropolitan planning area. The TIP shall reflect the investment priorities established in the current metropolitan transportation plan and shall cover a period of no less than 4 years, be updated at least every 4 years, and be approved by the MPO and the Governor. In FY 2026, the MPO will develop a TIP covering the years 2027 through 2030.

The Self-Certification Statement requires that the planning process is being carried out in accordance with all applicable requirements including:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 U.S.C. 450.336;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
3. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the IIJA (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
5. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Subtask 3.3: Unified Planning Work Program (UPWP)

This UPWP will be monitored and revised as necessary by the PB and submitted for review and approval by appropriate committees and agencies. Work program tasks will be dedicated to providing continuing and coordinated multimodal transportation planning for the MPO region.

Each MPO, in cooperation with the State(s) and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the MPA. The UPWP shall identify work proposed for the next 1- or 2-year period by major activity and task. The 2028-2029 UPWP will be developed incorporating all appropriate provisions of appropriate federal transportation re-authorization bill.

E. FUNDING SUMMARY

Table 3a: Task 3 – FY 2026 Funding Summary Table

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ⁹	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding ¹⁰
3.1	TAPS/MPO	\$5,200	\$48,000		\$12,000	\$65,200	
3.2	MPO	\$11,700				\$11,700	
3.3	MPO	\$5,200				\$5,200	
Total		\$22,100	\$48,000		\$12,000	\$82,100	

Table 3b: Task 3 – FY 2027 Funding Summary Table

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹¹	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding ¹²
3.1	TAPS/MPO	\$6,500	\$48,000		\$12,000	\$66,500	
3.2	MPO	\$6,500				\$6,500	
3.3	MPO	\$11,700				\$11,700	
Total		\$24,700	\$48,000		\$12,000	\$84,700	

⁹ TPF – This includes both FHWA PL-112 (including the 2.5% Safety/Complete Streets Set-Aside) and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor work hours, they are not reflected in the funding tables.

¹⁰ 2.5% Safety/Complete Streets Set-Aside – This funding must come from the PL funds within TPF.

¹¹ TPF – This includes both FHWA PL-112 (including the 2.5% Safety/Complete Streets Set-Aside) and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor work hours, they are not reflected in the funding tables.

¹² 2.5% Safety/Complete Streets Set-Aside – This funding must come from the PL funds within TPF.

IV. TASK 4 - METROPOLITAN TRANSPORTATION PLAN (MTP)

A. OBJECTIVE

An MTP must look into the future to address a twenty-five (25) year planning horizon to include both long and short-range strategies that will lead to the development of an integrated intermodal metropolitan transportation system. The current plan, the 2050 MTP, which was adopted on October 2, 2024, will be reviewed on a regular basis to ensure that it accommodates any changes that may occur prior to the next major update.

B. EXPECTED PRODUCTS

The current plan will continue to be monitored for any dynamics and will be updated and changed as needed. Community and regional involvement in transportation issues that may have an effect on the MPO's transportation network will be reviewed.

C. PREVIOUS WORK

The 2050 MTP update and public involvement process was successfully completed and the document was approved by the PB on October 2, 2024. The process was implemented in accordance with the planning requirements of 23 CFR 450.324. Previous work, which supports the MTP, focused on the continual collection and refinement of data. Updated project costs to reflect total project cost (TPC) as well as year of expenditure (YOE) figures to address federal requirements. Staff worked with TxDOT Traffic Analysis Section to update TAZ's and demographic information to better reflect expanded boundary. The MPO's PPP was formally adopted. Project ranking criteria were developed by the TAC that yielded the following results:

- Safety (28.00%);
- Preservation (18.58%);
- Congestion (17.12%);
- Connectivity (12.02%)
- Economic (8.74%);
- Environment (4.64%);
- Transportation Choices (3.90%); and
- Community Support (7.00%).

These project ranking criteria were adopted by the PB and utilized in Decision Lens to rank projects for the 2050 MTP.

D. SUBTASKS

Subtask 4.1: Metropolitan Transportation Plan (MTP)

MPO will continue to update the current 2050 MTP as needed. MPO will publish any revisions to the MTP on the MPO website. Staff will review the 2050 MTP to ensure all TIP projects are listed, and to ensure that the MTP conforms to revised Federal and State guidelines, such as those for Environmental Justice.

E. FUNDING SUMMARY

Table 4a: Task 4 – FY 2026 Funding Summary Table

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹³	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding ¹⁴
4.1	MPO	\$5,200				\$5,200	
Total		\$5,200				\$5,200	

Table 4b: Task 4 – FY 2027 Funding Summary Table

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹⁵	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding ¹⁶
4.1	MPO	\$6,500				\$6,500	
Total		\$6,500				\$6,500	

¹³ TPF – This includes both FHWA PL-112 (including the 2.5% Safety/Complete Streets Set-Aside) and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor work hours, they are not reflected in the funding tables.

¹⁴ 2.5% Safety/Complete Streets Set-Aside – This funding must come from the PL funds within TPF.

¹⁵ TPF – This includes both FHWA PL-112 (including the 2.5% Safety/Complete Streets Set-Aside) and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor work hours, they are not reflected in the funding tables.

¹⁶ 2.5% Safety/Complete Streets Set-Aside – This funding must come from the PL funds within TPF.

V. TASK 5 - SPECIAL STUDIES

A. OBJECTIVE

Occasionally, a study is warranted for projects of special interests that staff does not have the resources to complete without support staff. The objective of this task is to provide funding for the completion of such projects. Information gathered will aid staff in transportation plan development and revisions. These studies may include, but are not limited to: long range transit planning, thoroughfare planning, freight mobility planning, safety issues, and other issues as they arise.

B. EXPECTED PRODUCTS

Expected products for this task vary by subtask. The MPO may use consultants or interns to assist staff when appropriate. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO. Staff will attend planning seminars and work sessions as appropriate. Databases developed and maintained in Task 2 will be refined and used in these subtasks.

C. PREVIOUS WORK

The Grayson County Thoroughfare Plan was completed in FY 2024.

In FY 2020 and FY 2021, staff assisted TAPS with the development of a Long-Term Transit Plan. The Long-Range Transit Plan was funded by Federal 5307 Planning Funds as received by TAPS. The objective of the Fixed Route Study was to identify challenges, investment strategies, policies and data needed to operate a fixed route transit system in the Sherman-Denison Urbanized Area. When the Long-Term Transit Plan was completed in FY 2021, it was obvious that an additional phase would be needed give TAPS all of the information needed to implement a fixed route service.

In FY 2023, TxDOT-TPP began a long-term, comprehensive analysis of the US 82 Corridor from a multimodal approach. The study includes the entire US 82 Corridor from the Texas/New Mexico state line to the Texas/Arkansas state line, approximately 575 miles. The US 82 Corridor Study will examine currently planned transportation projects, analyze safety, connectivity, and mobility concerns, as well as identify short-, medium- and long-term improvements to address the needs of the corridor. Findings and recommendations will assist in guiding the future of the corridor as it evolves. The director of the Grayson County MPO was asked to serve on the working group for the eastern segment as well as the steering committee for the entire corridor. This effort was completed in FY 2024.

Staff is anticipating applying for and receiving a Safe Streets for All (SS4A) grant and beginning the process of developing the Grayson County Safety Action Plan in FY 2025. It is anticipated the project will not be complete by the conclusion of the fiscal year.

D. SUBTASKS

Subtask 5.1: Long Range Transit Planning

Texoma Area Paratransit System (TAPS) utilizing a combination of FTA Sect. 5307 and local funding will perform long range planning projects needed to meet federal requirements recognizing established Planning Emphasis Areas. Such activities include: development of a plan to provide a high quality fixed-route service in the urbanized area that balances the needs of the riders for transit service within the constraints of the transit budget, defining parameters of an acceptable level of service (fixed-route, demand responsive service etc.) that TAPS can provide, and performing studies necessary to ensure that TAPS continues to comply with Title VI guidelines and all other federal service requirements. MPO staff will assist TAPS when requested. This subtask will be used for any assistance of this nature given to TAPS.

Prior to beginning fixed route service in the Sherman-Denison Urbanized Area, TAPS must determine the following:

- Utilize community engagement to identify potential refinement to the route concepts, schedules, transit facility concept definition and locations, standards of service, equity review, vehicle needs, and sequence of service roll-out;
- Identify steps required to initiate the system, including designation of agencies for direct receipt of future FTA Section 5307 funding, development of the full funding grant agreement, and an overall program of projects;
- Identify steps required to apply for and receive funding from the FTA Section 5307 program; and
- Complete the oversight policy documents required to address FTA requirements such as a transit development plan, agency safety plan, ADA complementary service evaluation, public participation statement and plan, Title VI evaluation, service standard development, etc.

This task will be utilized by MPO staff for any assistance TAPS requests in this regard.

Subtask 5.2: Grayson County Thoroughfare Plan

The Grayson County Thoroughfare Plan was completed in FY 2024. However, Grayson County continues to face rapid growth. This results in numerous questions regarding alignments contained in the Thoroughfare Plan. Additionally, Staff continues to receive shifts in alignment from Grayson County and member cities as a result of the rapid growth. This subtask will be used to respond to inquiries and track changes requested by Grayson County and member cities. This subtask does not include production of an update to the thoroughfare plan, only to respond to inquiries and keep track of requested changes.

Subtask 5.3: Grayson County Safety Action Plan

The IIJA established the new Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over 5 years. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries.

The program supports the development of a comprehensive safety action plan (Action Plan) that identifies the most significant roadway safety concerns in a community and the implementation of projects and strategies to address roadway safety issues. Action Plans are the foundation of the SS4A grant program. SS4A requires an eligible Action Plan be in place before applying to implement projects and strategies. The SS4A program provides funding for two types of grants, namely: Planning and Demonstration Grants and Implementation Grants. In

order to qualify for the Implementation Grants, an Action Plan must have already been completed. This task will utilize a Planning and Demonstration Grants for the Sherman-Denison Metropolitan Planning Area.

Planning and Demonstration Grants provide Federal funds to develop, complete, or supplement a comprehensive safety action plan. The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribe, or region. Planning and Demonstration Grants also fund supplemental planning and/or demonstration activities that inform the development of a new or existing Action Plan. The Department encourages including demonstration activities in an application.

The comprehensive safety action plan that a Safe Streets and Roads for All grant funds includes the following key components:

- Leadership commitment and goal setting that includes a goal timeline for eliminating roadway fatalities and serious injuries.
- Planning structure through a committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.
- Safety analysis of the existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region.
- Engagement and collaboration with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback.
- Equity considerations developed through a plan using inclusive and representative processes.
- Policy and process changes that assess the current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize transportation safety.
- Strategy and project selections that identify a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan.
- Progress and transparency methods that measure progress over time after an Action Plan is developed or updated, including outcome data.

Staff is anticipating applying for and receiving a Safe Streets for All (SS4A) grant and beginning the process of developing the Grayson County Safety Action Plan in FY 2025. It is anticipated the project will not be complete by the conclusion of the fiscal year. Therefore, staff time has been included under this subtask for the completion of the Grayson County Safety Action Plan. An amendment to this UPWP will be needed to roll-over any remaining funding for the project at the conclusion of FY 2025.

Subtask 5.4: Complete Streets Assessment and Action Plan

This subtask will conduct a comprehensive assessment of all state-maintained roadways in Grayson County and identify any and all roadways in need of a fresh look from a complete street perspective and develop an action plan in regards to these roadways. The MPO may utilize a consultant to assist with this subtask.

Subtask 5.5: Grayson County Resiliency Plan

The objective of the Grayson County Resiliency Plan is to:

- Improve the resilience of the surface transportation system, including highways and public transportation,

- Provide continued operation or rapid recovery of crucial local, regional, or national surface transportation facilities;
- Identify and utilize nature-based solutions to reduce flood risks, erosion, and heat impacts while also creating habitat, filtering pollutants, and providing recreational benefits;
- Reduce damage and disruption to the transportation system;
- Improve the safety of the traveling public; and
- Improve equity by addressing the needs of disadvantaged populations that are often the most vulnerable to hazards.

The MPO intends to utilize a consultant to develop the Grayson County Resiliency Plan. This subtask will be used for any assistance the consultant needs during the development of the Grayson County Resiliency Plan.

E. FUNDING SUMMARY

Table 5a: Task 5 – FY 2026 Funding Summary Table

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹⁷	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding ¹⁸
5.1	TAPS		\$63,000		\$18,750	\$81,750	
5.2	MPO	\$5,200				\$5,200	
5.3	MPO/CONSULTANT	\$7,800		\$400,000	\$100,000	\$507,800	
5.4	MPO/CONSULTANT	\$25,000				\$25,000	\$25,000
5.5	MPO/CONSULTANT	\$200,000				\$200,000	
Total		\$238,000	\$63,000	\$400,000	\$118,750	\$819,750	\$25,000

Table 5b: Task 5 – FY 2027 Funding Summary Table

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹⁹	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding ²⁰
5.1	TAPS		\$63,000		\$18,750	\$81,750	
5.2	MPO	\$6,500				\$6,500	
5.3	NOT FUNDED						
5.4	NOT FUNDED						
5.5	NOT FUNDED						
Total		\$6,500	\$63,000		\$18,750	\$88,250	

¹⁷ TPF – This includes both FHWA PL-112 (including the 2.5% Safety/Complete Streets Set-Aside) and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor work hours, they are not reflected in the funding tables.

¹⁸ 2.5% Safety/Complete Streets Set-Aside – This funding must come from the PL funds within TPF.

¹⁹ TPF – This includes both FHWA PL-112 (including the 2.5% Safety/Complete Streets Set-Aside) and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor work hours, they are not reflected in the funding tables.

²⁰ 2.5% Safety/Complete Streets Set-Aside – This funding must come from the PL funds within TPF.

BUDGET SUMMARY

Table 6a: Funding Summary - FY 2026

UPWP Task	Description	TPF ²¹	FTA Sect. 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding ²²
1.0	Administration – Management	\$79,500				\$79,500	
2.0	Data Development and Maintenance	\$18,200				\$18,200	
3.0	Short Range Planning	\$22,100	\$48,000		\$12,000	\$82,100	
4.0	Metropolitan Transportation Plan	\$5,200				\$5,200	
5.0	Special Studies	\$238,000	\$63,000	\$400,000	\$118,750	\$819,750	\$25,000
Total		\$363,000	\$111,000	\$400,000	\$130,750	\$1,004,750	\$25,000

²¹ TPF – This includes both FHWA PL-112 (including the 2.5% Safety/Complete Streets Set-Aside) and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor work hours, they are not reflected in the funding tables.

²² 2.5% Safety/Complete Streets Set-Aside – This funding must come from the PL funds within TPF.

Table 6b: Funding Summary - FY 2027

UPWP Task	Description	TPF ²³	FTA Sect. 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding ²⁴
1.0	Administration – Management	\$87,000				\$87,000	
2.0	Data Development and Maintenance	\$19,500				\$19,500	
3.0	Short Range Planning	\$24,700	\$48,000		\$12,000	\$84,700	
4.0	Metropolitan Transportation Plan	\$6,500				\$6,500	
5.0	Special Studies	\$6,500	\$63,000		\$18,750	\$88,250	
Total		\$144,200	\$111,000		\$30,750	\$285,950	

Combined TPF Allocations (WO 1 and WO 2) for FY 2026 and FY 2027

\$750,000

Estimated Unexpended TPF Carryover (WO 3) from Previous FYs

\$146,539

TOTAL TPF for FY 2026 and FY 2027

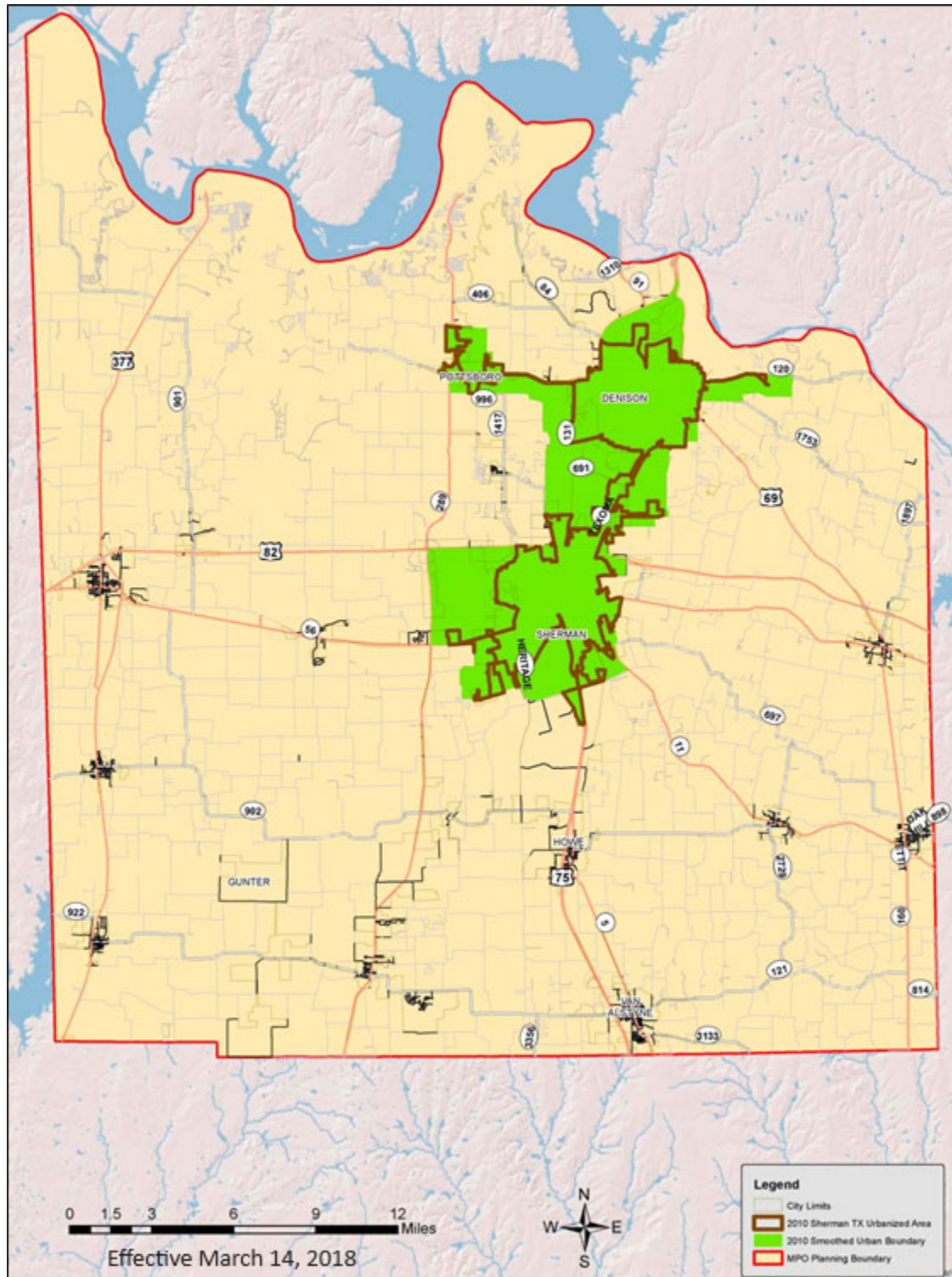
\$896,539

²³ TPF – This includes both FHWA PL-112 (including the 2.5% Safety/Complete Streets Set-Aside) and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor work hours, they are not reflected in the funding tables.

²⁴ 2.5% Safety/Complete Streets Set-Aside – This funding must come from the PL funds within TPF.

APPENDIX A

Metropolitan Planning Area Boundary Map



As approved by Greg Abbott, Governor, State of Texas on March 14, 2018

APPENDIX B

Grayson County Metropolitan Planning Organization

Policy Board Voting Members		
Shawn Teamann	Mayor	City of Sherman
Robert Crawley	Mayor, Chairman	City of Denison
Bruce Dawsey	County Judge, Vice-Chairman	Grayson County
Jim Atchison	Mayor	City of Van Alstyne
Noel Paramanantham, P.E.	District Engineer	TxDOT – Paris District
Policy Board Non-Voting Members		
Barbara Maley, AICP	Air Quality Specialist and Transportation Planner	FHWA – Texas Division Austin
Michelle Bloomer	Community Planner	FTA – Region 6 – Fort Worth
Phillip Tindall	Planner	TxDOT – Transportation Planning and Programming Division
Shellie White	General Manager	Texoma Area Paratransit System (TAPS)
Technical Advisory Committee		
Clay Barnett, P.E.	Executive Director	Grayson County MPO
Rob Rae, AICP	Director of Development Services	City of Sherman
Mary Tate	Executive Director of Planning & Community Development	City of Denison
Bill Benton	Commissioners Court Appointee	Grayson County
Alex Glushko, AICP	Director of Development Services	City of Van Alstyne
Aaron Bloom, P.E.	Area Engineer	TxDOT – Paris District

APPENDIX C

Debarment Certification

(Negotiated Contracts)

(1) The **Grayson County MPO** as **CONTRACTOR** certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public* transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity* with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions* terminated for cause or default.

(2) Where the **CONTRACTOR** is unable to certify to any of the statements in this certification, such **CONTRACTOR** shall attach an explanation to this certification.

**federal, state or local*

Title of elected official / Name / Entity or Agency

Date

Name of MPO Policy Committee – Chair

Name of MPO

APPENDIX D

Lobbying Certification

The undersigned certifies to the best of their knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Title of elected official / Name / Entity or Agency

Date

Name of MPO Policy Committee – Chair

Name of MPO

APPENDIX E

Certification of Contract and Procurement Procedures Compliance

I, Robert Crawley, Mayor, City of Denison,

a duly authorized officer/representative of Grayson County MPO

do hereby certify that the contract and procurement procedures that are in effect and used by the forenamed MPO are in compliance with 2 CFR §200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," as it may be revised or superseded.

Title of elected official / Name / Entity or Agency

Date

Name of MPO Policy Committee – Chair

Name of MPO

Attest:

Name

Title

APPENDIX F

Certification of Internal Ethics and Compliance Program

I, Robert Crawley, Mayor, City of Denison,

a duly authorized officer/representative of Grayson County MPO

do hereby certify that the forenamed MPO has adopted and does enforce an internal ethics and compliance program that is designed to detect and prevent violations of law, including regulations and ethical standards applicable to this entity or its officers or employees and that the internal ethics and compliance program satisfies the requirements of 43 TAC § 31.39 "Required Internal Ethics and Compliance Program" and 43 TAC § 10.51 "Internal Ethics and Compliance Program" as it may be revised or superseded.

Title of elected official / Name / Entity or Agency

Date

Name of MPO Policy Committee – Chair

Name of MPO

Attest:

Name

Title

APPENDIX G

Amendment Summary

Grayson County MPO

FY 2026 and 2027 UPWP Amendment Summary

Policy Board Action DATE	Federal Approval DATE	UPWP Amendment Resolution Number	UPWP Page #(s)	CIV Reporting- DBE Goal	UPWP Amendment Summary

GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
POLICY BOARD (PB)
AGENDA ITEM VII
ACTION ITEM

June 11, 2025

Authorize Execution of an Agreement for Professional Services with Alliance Transportation Group for the Grayson County 2055 Demographics

BACKGROUND:

A Travel Demand Model (TDM) is required to be utilized in developing the Metropolitan Transportation Plan (MTP) as part of the transportation planning process. The preparation for the latest Travel Demand Model began on December 2, 2020 and was completed on September 5, 2023. TxDOT-TPP has committed to completing the model given we supply them with the demographics. This is approximately an \$85,000 value to the MPO. As a condition of completing the TDM on behalf of the MPO, TxDOT-TPP has requested that we begin the process of producing the demographics approximately six months earlier than normal.

An RFP for the Grayson County Travel Demand Model Update was issued on April 15, 2025 with a closing date of May 14, 2025 when we received four (4) proposals. The Technical Advisory Committee (TAC) reviewed the proposals on May 21, 2025 and recommended entering into a contract with Alliance Transportation Group.

ACTION REQUESTED:

Approve Execution of an Agreement for Professional Services with Alliance Transportation Group for the Grayson County 2055 Demographics

ATTACHMENTS: *click underlined items for attachment*

- [Agreement for Professional Services with Alliance Transportation Group for the Grayson County Travel Demand Model Update](#)

AGREEMENT FOR PROFESSIONAL SERVICES

THIS Agreement for Professional Services ("Agreement") is entered into _____ by and between the GRAYSON COUNTY MPO, hereinafter referred to as the "MPO", and Alliance Transportation Group, LLC, a Texas corporation, hereinafter referred to as "Company".

WHEREAS, the MPO desires Company to perform certain work and services set forth in the Scope of Services attached hereto as Exhibit A and incorporated herein (the "Scope of Services") (the work and services to be provided by the Company under this Agreement, including all plans, drawings, specifications, designs, reports, records, and other work product, and estimates, set forth in the Scope of Services and otherwise described or referred to herein are referred to in this Agreement as the "Services"); and

WHEREAS, the Company has expressed a willingness and desires to perform the Services as set forth in this Agreement.

NOW, THEREFORE, the Grayson County MPO and Alliance Transportation Group, LLC in consideration of the covenants and agreements set forth herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, do hereby contract and agree as follows:

ARTICLE I

GENERAL

The Company shall furnish and pay for all labor, tools, materials, equipment, supplies, transportation and management necessary to perform all Services set forth in Article II hereof for the MPO in accordance with the terms, conditions and provisions of the Scope of Services, attached hereto as Exhibit "A" and incorporated herein for all purposes, and all of the terms, conditions, and provisions of this Agreement. The MPO may, at any time, stop any Services by the Company upon giving the Company written notice; notice shall be effective on receipt by Company. Company shall be bound to MPO by the terms, conditions and responsibilities toward

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the MPO for Company's services set forth in this Agreement.

Company shall serve as MPO's representative for the project for which the Services are being provided by Company, providing professional consulting services, consultation and advice with respect thereto. Company's work and services consist of that work and services performed by Company and its owners, directors, officers, employees, agents, contractors, subcontractors, representatives, and consultants.

Company shall perform all work hereunder in a manner satisfactory and acceptable to MPO in accordance with the terms and conditions of this Agreement, including (without limitation) the standard of care set forth in this Agreement. Company shall perform all of its services in a timely and professional manner, utilizing at all times an economical and expeditious manner for performing such services. No less than monthly, Company shall keep MPO informed, orally or in writing (as requested by MPO), as to the status of all services of Company in process. All oral information shall be subsequently confirmed in writing.

Company shall not begin work on any Services described herein or other work until MPO directs Company in writing to proceed.

Company will use its professional skill, judgment and abilities in the performance of its work and Services hereunder, and all work and Services performed under this Agreement shall be conducted in a manner consistent with that level of care and skill ordinarily exercised by reputable members of its profession currently practicing in the same locality in which the work and Services hereunder are being provided under similar conditions. Company shall re-perform and otherwise remedy any work or Services provided by or for Company not meeting or satisfying this standard of care without additional compensation. Further, Company shall perform all services in accordance with, and Company's work product shall comply with, any applicable law, rule, statute, ordinance, regulation, standard, policy or order of any federal, state or local governmental entity or agency having jurisdiction over any matter related to this Agreement or the project for which

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the Services are being provided by the Company. Company shall be wholly and solely responsible for any work or Services provided by any officer, employee, agent, representative, contractor or subcontractor of Company.

Company represents that it is authorized to perform services in the State of Texas and that any necessary licenses, permits or other authorization to provide the Services set forth herein have been heretofore acquired as required by law, rule or regulation. Company agrees and acknowledges that MPO is entering into this Agreement in reliance on Company's professional abilities with respect to performing the Services set forth herein.

Notwithstanding anything to the contrary in this Agreement, the Company is and shall be construed to be an independent contractor exercising control over its work and services and the manner in which it is performed. Nothing in this Agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture, a joint enterprise relationship, or to allow the MPO to exercise discretion or control over the professional manner in which the Company performs the work and Services which are the subject matter of this Agreement; provided always however that the work and Services to be provided by Company shall be provided in a manner consistent with all applicable laws, standards, rules and regulations governing such work and Services. The method and manner in which Company's work and Services hereunder shall be performed shall be determined by Company in its sole discretion. The officers, employees, agents, and representatives of, and the methods, equipment and facilities used by, the Company shall at all times be under the Company's exclusive direction and control.

ARTICLE II

SERVICES

A. The following services, when authorized in writing by a Notice to Proceed, shall be performed by the Company in accordance with the MPO's requirements:

PREPARATION OF ALL PLANS, SPECIFICATIONS, DRAWINGS,

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DESIGNS, DOCUMENTS, REPORTS, RECORDS, OTHER WORK
PRODUCT, AND ESTIMATES NECESSARY FOR THE GRAYSON COUNTY
2055 DEMOGRAPHICS PROJECT DESCRIBED IN THE SCOPE OF
SERVICES ATTACHED HERETO AS EXHIBIT "A".

B. Company shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, plans and other work and Services furnished by for, or on behalf of Company under this Agreement. Company shall, without additional compensation, correct or revise any of Company's errors or deficiencies in its work and Services.

C. Neither MPO's review, approval or acceptance of, nor payment for any of the Services required or provided under this Agreement, shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement or a release of the responsibility and liability of Company, its owners, officers, employees, subcontractors, agents and consultants for the accuracy and competency of the same, and Company shall be and remain liable to MPO in accordance with applicable law for all damages to MPO caused by Company's negligent performance of or willful misconduct in connection with any of the Services or any other services or work furnished by or on behalf of Company under or in connection with this Agreement, nor shall such review, approval, acceptance, or payment be deemed to be an assumption of or an indemnification for such responsibility or liability by MPO for any defect, error or omission in the same, and shall not constitute nor be deemed a release of the responsibility and liability of Company, its employees, associates, agents and consultants for the accuracy or competency of its Services, documents and work, it being understood that MPO at all times is relying on Company's skill and knowledge in preparing and providing the Services.

D. The rights and remedies of MPO and Company under this Agreement are as provided by law.

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E. Notwithstanding MPO's review, approval, or acceptance of, or payment for, any plans, drawings, specifications, or any other work product or Services of Company, Company represents that (i) such plans, drawings, specifications, and other work product or Services (and including, without limitation, as the same may be amended or supplemented by Company), shall be sufficient and adequate for the project and fit for the purposes for which they are intended.

ARTICLE III

PAYMENT

A. MPO shall pay Company for all Services authorized in writing and properly performed by Company in accordance with Exhibit A, subject to additions or deletions for changes or extras agreed upon in writing, and subject to the MPO's right to withhold payment pursuant to the terms of this Agreement.

B. Partial payment shall be paid monthly based upon a percentage of work completed. Company shall submit to MPO monthly invoices for its Services under this Agreement. Each invoice shall be accompanied by such documentation as the MPO may require to verify the accuracy of the invoice, including an itemized statement of reimbursable costs incurred (if any), and the sum of all prior payments under this Agreement. Company shall not be entitled to any compensation for any Services or work not actually performed or for any lost profits as a result of any abandonment or suspension of any Services or work by the MPO.

Any provision hereof to the contrary notwithstanding, MPO shall not be obligated to make payment to Company hereunder if:

1. Company is in default of any of its obligations under this Agreement or any other documents in connection with the Services or the project (and payment may be withheld to the extent of any such default);

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2. Any part of such payment is attributable to any work or Services of Company which are not performed in accordance with this Agreement;

3. Company has failed to make payment promptly to subcontractors or consultants or other third parties used by Company in connection with Company's Services or other work hereunder for which the MPO has made payment to Company; or

4. If MPO, in its good faith judgment and after consultation with Company, determines that the portion of the compensation then remaining unpaid will not be sufficient to complete the Company's Services or other work under this Agreement, no additional payments will be due Company hereunder unless and until Company performs a sufficient portion of its Services so that such portion of the compensation remaining unpaid is determined by MPO to be sufficient to complete the Company's Services or other work.

C. Upon complete performance of this Agreement by Company and final approval and acceptance of Company's Services by MPO, MPO will make final payment to Company of the balance due under this Agreement within thirty (30) days of the following month after final payment for such Services has been billed by Company.

D. MPO may deduct from any amounts due or to become due to Company any sum or sums owing by Company to MPO pursuant to the terms of this Agreement. In the event of any breach by Company of any provision or obligation of this Agreement, or in the event of the assertion by other parties of any claim or lien against MPO, or the MPO's premises or property, arising out of Company's performance of this Agreement, MPO shall have the right to retain out of any payments due or to become due to Company an amount sufficient to completely protect the MPO from any and all loss, damage or expense there from, until the breach, claim or lien has been satisfactorily remedied or adjusted by the Company.

E. Company shall not be entitled to any compensation for any Services or work not

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actually performed or for any lost profits as a result of any abandonment or suspension of any Services or other work by the MPO.

ARTICLE IV

TIME FOR PERFORMANCE

A. Company shall perform all Services and any other work as provided for under this Agreement in a proper, efficient and professional manner. Subject to the terms and provisions of this Agreement, both parties have agreed to the provisions of this Agreement in anticipation of the orderly and continuous progress of the Services through completion of the Scope of Services specified in Exhibit "A", attached hereto.

B. In the event Company's performance of this Agreement is delayed or interfered with by acts of the MPO or others, Company may request an extension of time for the performance of same as hereinafter provided, but shall not be entitled to any increase in fee or price, or to damages or additional compensation as a consequence of such delays.

C. No allowance of any extension of time, for any cause whatsoever, shall be claimed by or made to the Company, unless Company shall have made written request upon MPO for such extension within two business days after the cause for such extension occurred, and unless MPO and Company have agreed in writing upon the allowance of additional time to be made.

ARTICLE V

DOCUMENTS

A. All instruments of service [including all plans, specifications, drawings, reports, information, designs, documents, computations, computer programs, estimates, surveys, other data or work items, etc., in whatever form or format (whether electronic or otherwise) first prepared by or for Company under or in connection with this Agreement] shall be submitted for approval of the MPO.

B. All such instruments of service, together with necessary supporting documents, shall be delivered to MPO, and shall be, belong to, and remain the property of the MPO for the MPO's reuse at any time, and the MPO shall have unlimited rights, for the benefit of MPO, in all instruments of service, including the right to use same on any other work of MPO without additional cost to MPO. The MPO shall have the right to use such instruments of service for the purpose of completing the project for which the instruments of service were prepared or for such other purposes as the MPO may deem appropriate; provided, however, that should the MPO use the same for a purpose not in connection with the project, the MPO does so at its own risk.

C. Subject to subparagraph E. below, Company agrees to and does hereby grant and assign to MPO all intellectual property rights (whether copyright or otherwise) in and to all such instruments of service in which Company may have a copyright or other intellectual property interest, and to all designs as to which Company may assert any rights or establish any claim under patent, copyright, or other intellectual property laws. Company, after completion of the Services and final payment, agrees to furnish the originals of all such instruments of service to the MPO (or, if this Agreement is terminated or the project for which the Services are being provided is abandoned prior to such completion, Company shall provide the originals of all such instruments of service (whether finished or unfinished) to the MPO upon such termination or abandonment and the payment of any amounts then due the Company pursuant to this Agreement).

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D. . All documents or other instruments of service supplied by or on behalf of Company to MPO as provided herein shall be in version(s) compatible with current manufacturer supported version(s) of Microsoft Word.

E. Provided, the rights of the MPO as described in this Article shall not apply to: proprietary information, data, findings, recommendations, proposals, methodologies, processes or software that are secured, developed, written or produced by the Company or third parties prior to the execution of this Agreement or were developed concurrently with this Agreement, which shall remain the property of the Company and respective third party; commercially available software; and third party intellectual property which will be used by Company consistent with the terms of the applicable, standard license agreement governing its use. Company and respective third parties shall retain their respective copyright and ownership rights in databases, computer software and other proprietary property owned by Company and third parties and used to prepare the deliverables hereunder. Intellectual property utilized or modified in the performance of services shall remain the property of the respective party. Provided further, nothing contained herein is intended nor shall it be construed to preclude the Company from marketing, developing, using and performing services or products similar to or competitive with the services and products furnished under this Agreement to the extent that such services and products do not include confidential information of the MPO.

ARTICLE VI

TERMINATION

A. MPO may suspend or terminate this Agreement at any time and for any reason (or for no reason), in its sole discretion, by giving 30 days written notice to the Company. In the event of such suspension or termination by MPO, Company shall have no recourse against MPO, except for payment for the Services of Company, in accordance with the terms of this Agreement, reasonably determined by the MPO to have been properly performed hereunder prior to the

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suspension or termination and for which Company has not been paid. Such payment will be due upon delivery of all finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items, or any other instruments of service, in whatever form or format, prepared by, for, or on behalf of Company in connection with this Agreement, to MPO.

B. Either MPO or Company may suspend or terminate this Agreement because of a breach of this Agreement by the other party, such suspension or termination to be effective ten (10) days after receipt by the breaching party of a written notice specifying such breach, unless the breaching party corrects such breach or presents a mutually agreeable plan to cure such breach within such time. In the event of such suspension or termination, payment to the Company, in accordance with the terms of this Agreement, will be made on the basis of Services reasonably determined by MPO to be satisfactorily performed prior to the date of suspension or termination. Such payment will be due upon delivery of all finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items, or any other instruments of service, in whatever form or format, prepared by, for, or on behalf of Company in connection with this Agreement, to MPO.

In the event of such termination, MPO may proceed to complete the Services in any manner deemed proper by MPO, either by the use of its own forces or by resubmitting to others.

In the event of such termination, MPO may, without terminating this Agreement or taking over the Services, furnish the necessary materials, equipment, supplies and/or help necessary to remedy the situation, at the expense of the Company.

C. Should the MPO require a modification of this Agreement, and in the event MPO and Company fail to agree upon such modification, either MPO or Company shall have the option in their respective sole discretion of terminating this Agreement. In the event of such termination, payment to Company shall be made by the MPO in accordance with the terms of this Agreement, for the Services mutually agreed upon by the MPO and the Company to be properly

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performed by the Company prior to such termination date. Such payment will be due upon delivery of all finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items, or any other instruments of service, in whatever form or format, prepared by, for, or on behalf of Company in connection with this Agreement, to MPO.

D. In the event of termination of this Agreement for cause or breach of this Agreement, Company shall promptly deliver to MPO all finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items, or any other instruments of service, in whatever form or format, prepared by, for, or on behalf of Company in connection with this Agreement, to MPO.

ARTICLE VII

INSURANCE

A. In connection with this Agreement, Company shall provide and maintain the minimum insurance coverages set forth below:

1. Company shall provide and maintain Workers Compensation at statutory limits, including Employers Liability coverage a minimum limits of \$500,000 each-occurrence each accident/\$500,000 by disease each-occurrence/\$500,000 by disease aggregate.

2. Company shall provide and maintain in full force and effect during the time of this Agreement, commercial automobile liability insurance (including, but not limited to, insurance covering the operation of owned, non-owned, and hired automobiles, trucks and other vehicles) protecting Company and MPO as an additional Insured at minimum combined single limits of \$1,000,000 per occurrence for bodily injury and property damage.

3. Company shall provide Commercial General Liability Insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations (\$1,000,000 products/ completed operations aggregate) and

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contractual liability. Coverage for products/completed operations must be maintained for at least two (2) years after the Services have been completed. Coverage must be amended to provide for an each project aggregate limit of insurance. Provided, in lieu of providing project specific coverage, Company may provide evidence of excess liability coverage in the amount of \$5,000,000.

4. Company shall also provide and maintain Professional Liability coverage at minimum limits of \$2,000,000.00 covering claims resulting from professional errors and omissions. Such insurance shall be kept in effect for at least four (4) years after the completion of the Services and this Agreement. If Company fails to maintain the insurance covered during that time, MPO may pay the premiums to keep the insurance in effect and recover the cost from the Company. If coverage is written on a claims-made basis, a policy retroactive date equivalent to the inception date of this Agreement (or earlier) must be maintained during the full term of this Agreement and for the four year period thereafter.

B. With reference to the foregoing insurance, Company shall specifically endorse applicable insurance policies as follows:

1. Grayson County MPO shall be named as an additional insured with respect to General Liability and Automobile Liability.

2. All liability policies with the exception of professional liability shall contain no cross liability exclusions or insured versus insured restrictions.

3. A waiver of subrogation in favor of the Grayson County MPO shall be contained in the Workers Compensation and all liability policies except professional liability insurance.

4. All insurance policies shall be endorsed to the effect that the Grayson County MPO will receive at least sixty (60) days' notice prior to cancellation or non-renewal of the insurance.

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5. All insurance policies, which name the Grayson County MPO as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.

6. Required limits may be satisfied by any combination of primary and umbrella liability insurances.

7. Company may maintain reasonable and customary deductibles, subject to approval by the Grayson County MPO.

8. Insurance must be purchased from insurers that are financially acceptable to the Grayson County MPO.

C. All insurance, except professional liability insurance, must be written on forms filed with and approved by the Texas Department of Insurance. The professional liability carrier shall be authorized to do business in Texas. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, delivered to the MPO simultaneously with the execution of this Agreement, and shall contain provisions representing and warranting the following:

1. Set forth all endorsements and insurance coverages according to requirements and instructions contained herein.

2. Shall specifically set forth the notice-of-cancellation or termination provisions to the Grayson County MPO,

3. Upon request, Company shall furnish the Grayson County MPO with certified copies of all insurance policies.

D. MPO reserves the right to review the insurance requirements contained herein and to adjust coverages and limits when deemed necessary and prudent by MPO.

ARTICLE VIII

COMPANY'S INDEMNIFICATION OBLIGATION

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Company covenants and agrees to FULLY INDEMNIFY AND HOLD HARMLESS the Grayson County MPO and the elected officials, the officers, employees, representatives, and volunteers of the Grayson County MPO, individually or collectively, in both their official and private capacities (the Grayson County MPO, and the elected officials, the officers, employees, representatives, and volunteers of the Grayson County MPO each being a “MPO Person” and collectively the “MPO Persons”), from and against any and all costs, claims, liens, harm, damages, losses, expenses, fees, fines, penalties, proceedings, judgments, actions, demands, causes of action, liability and suits, of any kind and nature whatsoever, made upon or incurred by any MPO Person, whether directly or indirectly, (collectively, the “Claims”), to the extent that Claims arise out of, result from, or relate to an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier committed by the Company or the Company’s agent, consultant under contract, or another entity over which the Company exercises control (such agent, consultant under contract, or another entity being “Company Persons”). SUCH INDEMNITY AND HOLD HARMLESS OBLIGATION SHALL AND DOES INCLUDE CLAIMS FOUND TO HAVE BEEN CAUSED IN PART BY THE NEGLIGENCE OF A MPO PERSON. However when Claims arise out of the co-negligence of a MPO Person and the Company or any Company Persons, Company’s liability under this clause shall be reduced by that portion of the total amount of the Claims equal to the MPO Person or Persons’ proportionate share of the negligence that caused the loss attributable to such negligence. Likewise, Company’s liability for MPO Person’s defense costs and attorneys’ fees shall be reduced by that portion of the defense costs and attorneys’ fees equal to MPO Person or Persons’ proportionate share of the negligence that caused the loss attributable to such negligence.

Company shall promptly advise the MPO in writing of any claim or demand against any MPO Person or Company or Company Person related to or arising out of Company's

activities under this Agreement. The MPO Persons shall have the right, at the MPO Persons' option and at own expense, to participate in such defense without relieving Company of any of its obligations hereunder. The provisions of any indemnity, and hold harmless obligation set forth in this Agreement shall survive the termination or expiration of this Agreement.

ARTICLE IX

COMPANY INDEMNIFICATION FOR EMPLOYEES

Company agrees that it is an independent contractor and not an agent of the MPO, and that Company is subject, as an employer, to all applicable unemployment compensation statutes, laws, rules, and regulations, so as to relieve MPO of any responsibility or liability from treating Company's employees as employees of MPO for the purpose of keeping records, making reports or payments of unemployment compensation taxes or contributions. WITHOUT LIMITING THE INDEMNITY, AND HOLD HARMLESS OBLIGATION SET FORTH IN ARTICLE VIII AND ANY OTHER INDEMNITY, AND HOLD HARMLESS PROVISION INCLUDED IN THIS AGREEMENT, COMPANY FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE GRAYSON COUNTY MPO AND ALL OTHER MPO PERSONS (AS DEFINED IN ARTICLE VIII) FROM AND AGAINST AND REIMBURSE THE SAME FOR ANY CLAIMS, COSTS, LIENS, HARM, DAMAGES, LOSSES, FEES, PROCEEDINGS, ACTIONS, CAUSES OF ACTION, DEMANDS, PENALTIES, FINES, JUDGMENTS, SUITS, EXPENSES OR LIABILITY OF ANY KIND OR NATURE INCURRED UNDER OR RELATED TO SAID STATUTES OR IN CONNECTION WITH EMPLOYEES OF COMPANY.

ARTICLE X

ASSIGNMENT

Company shall not and has no power or authority to sell, assign, transfer, or otherwise convey (by any means, including by operation of law or otherwise), or subcontract, this Agreement or any

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right, duty, obligation or part thereof, without the prior written consent of MPO. Sale of more than 50% ownership of Company shall be construed as an assignment, transfer, or other conveyance, and any such sale, assignment, transfer, or other conveyance, or subcontract, without the MPO's prior written consent shall be null and void ab initio.

ARTICLE XI

APPLICABLE LAWS; GOVERNING LAW; VENUE

Company shall comply with all Federal, State, County and Municipal laws, ordinances, regulations, safety orders, resolutions and codes (including, without limitation, building and related codes), including but not limited to the Americans With Disabilities Act and Chapter 469 of the Texas Government Code (relating to elimination of architectural barriers), relating or applicable to the work and Services to be performed under this Agreement.

This Agreement is performable in Grayson County, State of Texas and shall be governed by the laws of the State of Texas; and, with respect to any conflict of law provisions, the parties agree that such conflict of law provisions shall not affect the application of the law of Texas (without reference to its conflict of law provisions) to the governing, interpretation, validity and enforcement of this Agreement. Venue on any suit or matter hereunder shall be exclusively in Grayson County, Texas.

ARTICLE XII

ADJUSTMENTS IN SERVICES

No claims for extra services, additional services or changes in the services will be made by Company without a written agreement with MPO prior to the performance of such services.

ARTICLE XIII

EXECUTION BECOMES EFFECTIVE

This Agreement will be effective upon the last of the representatives of the parties to execute this Agreement, as set forth below.

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ARTICLE XIV

AGREEMENT AMENDMENTS

This Agreement contains the entire and integrated understanding of the parties with respect to the subject matter hereof and there are no oral understandings, statements or stipulations bearing upon the meaning or effect of this Agreement which have not been incorporated herein. This Agreement may only be modified, amended, supplemented or waived by a written instrument executed by duly authorized representatives of the parties, except as may be otherwise provided therein.

ARTICLE XV

GENDER AND NUMBER; HEADINGS

The use of any gender in this Agreement shall be applicable to all genders, and the use of singular number shall include the plural and conversely. Article and section headings are for convenience only and shall not be used in interpretation of this Agreement.

ARTICLE XVI

NOTICES AND AUTHORITY

A. The Company agrees to send all notices required under this Agreement to the Executive Director of the Grayson County MPO at 100 W Houston St, 3rd Floor, Sherman, TX 75090.

B. The MPO agrees to send all notices required under this Agreement to the Company at 11701 Stonehollow Dr., Ste 100, Austin, Texas 78758.

C. For purposes of this Agreement, notices and all other communications provided for herein shall be in writing, addressed as provided hereinafter to the party to whom the notice or request is given, and shall be either (i) delivered personally, (ii) sent by United States certified mail, postage prepaid, return receipt requested, or (iii) placed in the custody of Federal Express Corporation or other nationally recognized carrier to be delivered overnight. Notice shall be

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deemed given when received. From time to time either party may designate another address within the 48 contiguous states of the United States for all purposes of this Agreement by giving the other party not less than ten (10) days advance notice of such change of address in accordance with the provisions hereof.

D. The undersigned officers and/or agents of each of the parties hereto are the properly authorized officials or representatives and have the necessary authority to execute this Agreement on behalf of each of the respective parties.

ARTICLE XVII

MISCELLANEOUS

A. No Third Party Benefits. This Agreement and each of its provisions are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any third person or entity.

B. Rights and Remedies Cumulative; No Waiver; Survival of Remedies. The rights and remedies provided by this Agreement are cumulative, and the use of any one right or remedy by either party shall not preclude or waive its right to use any or all other remedies. Said rights and remedies are given in addition to any other rights the parties may have by law statute, ordinance, or otherwise. The failure by either party to exercise any right, power, or authority given to it by this Agreement, or to insist upon strict compliance with the terms of this Agreement, shall not constitute a waiver of the terms and conditions of this Agreement with respect to any other or subsequent breach thereof, nor a waiver by such party of its rights at any time thereafter to require exact and strict compliance with all the terms hereof. Any rights and remedies either party may have with respect to the other arising out of this Agreement shall survive the cancellation, expiration or termination of this Agreement.

C. Severability. The terms and provisions of this Agreement are severable, and if any term or provision is held to be illegal, invalid or unenforceable under present or future laws, such

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provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable term or provision is not a part hereof, and the remaining provisions hereof shall remain in full force and effect. In lieu of any illegal, invalid or unenforceable term or provision herein, the parties agree to seek to negotiate the insertion of a term or provision as similar in its terms to such illegal, invalid or unenforceable term or provision as may be possible, with the intent that such added term or provision is legal, valid and enforceable.

D. Release of Information. Company shall not divulge or release any information concerning the project or this Agreement to the public, including any media representative, without MPO's prior written consent unless such release is deemed necessary to comply with applicable laws and regulations.

E. Force Majeure. Neither party is liable to the other for any damages for delay in performance caused by acts of God, strikes, lockouts, accidents, fire, casualty, labor trouble, failure of power, governmental authority, riots, insurrections, war, acts or threats of terrorism, or other events or reasons which are beyond the control of the party obligated to perform and not avoidable by the diligence of that party ("Event of Force Majeure"); in such event, the party obligated to perform give the other party prompt notice of such delay and the performance of this Agreement shall be excused for the period of such delay. If such an event necessitates a change in the time required for performance of any act or services hereunder, subject to the other terms and provisions of this Agreement, the parties shall make an equitable adjustment of the schedule and price; provided, however, that the party obligated to perform shall continue to promptly perform all of its obligations under this Agreement while the parties are determining the nature and extent of any such adjustments.

F. Authorized Signatories. The undersigned officers and/or agents of the parties hereto are the properly authorized officials or representatives and have the necessary authority to execute this Agreement on behalf of each of the respective parties, and each party hereby certifies

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to the other that any necessary resolutions or other act extending such authority have been duly passed and are now in full force and effect.

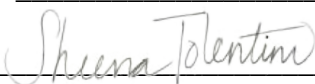
IN WITNESS WHEREOF, parties have caused this Agreement to be executed in duplicate this _____ day of _____ 2025, with an original to each party.

COMPANY: Alliance Transportation Group, LLC

BY: 

NAME: Ed Elam, AICP, PTP, TSSP-Rail/Bus

TITLE: Sr. Vice President - Planning Practice Leader

ATTEST: **BY:** 

NAME: Sheena Tolentino

TITLE: Operations Manager

MPO: **GRAYSON COUNTY MPO**

BY: _____

NAME: **Robert Crawley**

TITLE: **Chairman**

ATTEST: **BY:** _____

NAME: **Clay Barnett**

TITLE: **Executive Director**

SECTION 2 – SCOPE OF SERVICES

The successful Respondent shall provide zonal level demographic data for the new base year and for the forecast years. The demographics will be provided in the traffic analysis zone (TAZ) geography and will be consistent with TexPACK standards. The model has a 2023 base year and a 2055 forecast year. Interim years of the model are 2028, 2033, and 2038.

TASK A: PROJECT MANAGEMENT

The successful Respondent shall provide project administration and oversight of identified tasks and coordination on all technical and content issues with the MPO.

A.1 Project Meetings

The successful Respondent shall maintain ongoing communication and coordination with the MPO and with any sub-providers regarding this Work Authorization (WA) scope, objectives, and timeline including maintenance of schedule. Communications shall be carried out in accordance with the overall contract Communication Management Plan (CMP). The successful Respondent shall prepare, schedule, conduct and document meetings throughout the course of this WA. The successful Respondent shall plan and carry out these meetings to promote clear communication and keep all participants party to the study, including the MPO and TWGs, well informed on progress achieving project objectives. Meetings shall include:

A.1.1. Kick-off Meeting – The successful Respondent shall prepare and conduct a Kick-off meeting with the MPO PD and TWV to confirm schedules for tasks under this WA and to set dates for key milestones. The successful Respondent shall coordinate with the MPO PD and TWG to determine a communications plan for various activities under this WA. During the Kick-off meeting, the successful Respondent shall work with the MPO PD and TWG to establish and define goals for the project. The successful Respondent shall at a minimum perform the following activities:

- Verify and identify each member of the TWG;
- Identify each year needed by the Grayson County MPO to be addressed in the network, TAZ and MAB geographies;
- Discuss base and forecast year demographic collection process; and
- Verify data that needs to be provided by the MPO to support the scope in this WA.

A1.2. Project Meetings – The successful Respondent shall prepare and conduct *monthly* meetings to maintain communication and coordination with the MPO PD and TWG regarding this WA scope, various project objectives, and timeline, including maintenance of schedule. Monthly meetings shall primarily be conducted via Microsoft Teams, but may also include conference calls, or the successful Respondent may be in-person at MPO offices as appropriate. Meetings shall be carried out and documented in accordance with the overall contract CMP.

Deliverables for A.1

- Agendas for each meeting will be submitted electronically to the MPO at least seven (7) calendar days prior to the meetings; and
- Meeting notes of each meeting with action items and timelines, will be submitted electronically to the MPO within seven (7) calendar days of the meetings.

A.2 Quality Assurance

The successful Respondent shall review all work before it is submitted to the MPO to ensure it meets project objectives and aligns with the MPO's goals. The successful Respondent shall ensure that it is written at a level appropriate with and sensitive to the intended audience, and that it is completed in a timely and efficient manner according to this WA or the PMP (see Task A.4) for various tasks or both.

Exhibit A

Quality assurance reviews will include a log that documents how issues raised by the MPO were addressed.

Deliverables for A.2

- Quality Assurance Review – A copy of the quality control review process for major work product submittals (e.g., comment matrix, issues log, or sign-off sheet).

A.3 Monthly Progress Reports and Invoicing

A.3.1 Progress Reports – The successful Respondent shall submit a written progress report to the MPO showing actual vs. schedule work accomplished during each month, and the estimated work to be accomplished for the following month.

A.3.2 Invoices – The successful Respondent shall prepare and submit to the MPO an invoice consolidating all work performed by the successful Respondent and its sub-providers. The successful Respondent shall invoice in accordance with the rate schedule and function codes authorized in this WA and any associated supplemental to this WA.

Deliverables for A.3

- Electronic Monthly Progress Reports throughout the duration of the project; and
- Electronic Monthly Consolidated Invoices covering all labor, overhead, fee, and reimbursable expenses.

A.4 Project Management Plan

The successful Respondent shall prepare a Project Management Plan (PMP) with milestone, action items and timeline for all tasks and subtasks under this WA to define expectations and facilitate timely execution of project activities and submission of project deliverables. The successful Respondent shall consult with the MPO during development of the PMP to ensure formatting and contents conform to the MPO's needs. The PMP will include:

- An introduction to the overall project and establishment of project goals and objectives;
- Identification of all parties that will be involved in the initiative;
- A living schedule for all project-related meetings and workshops;
- Definition of the anticipated roles and responsibilities of the successful Respondent, the MPO, and other parties for each task and subtask identified in this WA;
- Identification of work activities, milestones, cross-task and cross-WA coordination, and deliverable dates for each tasks and subtask in this WA;
- Identification of specific requirements for deliverable reviews, review times, and completion times; and
- Identification of challenges and issues that could affect successful and timely project completion and recommendations for how to mitigate them.

The successful Respondent shall maintain the PMP throughout the project and provide bi-weekly updates on project status relative to the PMP milestones and schedule. The successful Respondent shall inform the MPO immediately and request approval if any changes are needed to the PMP.

Deliverables for A.4

- A draft and final (living) PMP document; and
- Project management timeline (Gantt chart) and work plan in excel format or other format approved by the MPO containing agreed upon task and subtask descriptions, milestones, deliverables, and assignment of responsibility.

Bi-weekly updates to the PMP, notification and justification and request for approval by the MPO for any changes to the PMP contents or timeline.

TASK B. PREPARE DEMOGRAPHIC DATA FOR ALL YEARS

The successful Respondent shall update the base, interim and forecast demographics for each model year in accordance with TxDOT's "*Socio-Economic Guidelines*" documentation.

B.1. Obtain and Review the Demographic Data Control Totals for the new Base Year, Interim Years, and Forecast Years

The successful Respondent shall develop demographic data with input from MPO PD that takes into consideration the region's household, population and employment (by type) control totals prepared by IDSR at UTSA. The control total memorandum (CTM) will be obtained from the TxDOT TWG member(s). The successful Respondent shall request the model area demographic control totals for use in this project and use these data when developing the needed zonal level population, household and employment estimates. Any subsequent adjustments or changes to the demographic control totals in the CTM for either the base or forecast years will be reviewed and approved by the MPO and TWG in writing.

B.2. Obtain the Previous Grayson County TAZ

The successful Respondent shall obtain and review the previous Grayson County demographics. The demographics for all previous model years will be available in the TAZ geography dataview. This data will help inform existing demographic inventories as well as previous forecast socio-economic scenarios.

B.3. Obtain the Household Survey Technical Memorandum

The successful Respondent shall obtain the, "*Household Survey Technical Memorandum*," from the MPO PD and TWG for the study area. Using this documentation, the successful Respondent will identify which trip purposes will be modeled. The dedicated production and attractions for each trip purpose for special generators must be added to the TAZ dataview in accordance with the, "*Socio-Economic Guidelines*," documentation.

B.4. Prepare the Zonal Level Demographic Data

The successful Respondent shall prepare the base and forecast year estimates for population, numbers of households, average household size, median household income (in base year dollars), employment by type (i.e., Basic, Retail, Service, and Education), total employment and identify special generator information for each TAZ. Additionally, in the data set, the successful Respondent shall identify the major group quarters data (type and population) for each TAZ (if present). The successful Respondent shall prepare the TAZ level demographic data for each year in accordance with TxDOT's practice as described in the State's, "*Socio-Economic Guidelines*" documentation. The successful Respondent shall perform the following:

- Separate group quarter demographic estimates from the TAZ population and household data to avoid double counting relative to TxDOT's guidelines for preparing zonal level socio-economic data;
- Use the State (TxDOT) provided InfoGroup employment database as the source of the employment data for each TAZ. The successful Respondent shall verify and correct (i.e., correcting for parent-child relationships, incorrectly geo-coded locations and identify sites were not properly geo-coded) in the InfoGroup data. The successful Respondent shall use the four standard types of employment (i.e., basic, retail, service, and education (K thru 12)), which will be consistent with the North

Exhibit A

American Industrial Classification System (NAICS) codes listed in the, “*Socio-Economic Guidelines*” documentation;

- Annotate the updated population, household, median income, employment, and special generator information in the TAZ dataview in accordance with the, “TexPACK Guidelines” and “*Socio-Economic Guidelines*” documentation.
- Maintain forecast median income in terms of constant dollars.

As a part of the zonal level demographic development, if the successful Respondent identifies a reason to deviate from the independently developed CTM, then the successful Respondent shall schedule a meeting with the MPO PD and TWG to discuss. The discussion may potentially pivot on what was available in the previous TAZ level demographics.

The MPO PD and TWG will be given reasonable time to review the zonal level demographics for all years as a part of this task. The successful Respondent shall be expected to respond to any findings that arise from the internal review.

Deliverables for B

- An updated TAZ geography containing the initial base year demographics in TexPACK format standards. The successful Respondent shall submit the base year demographics prior to developing and finalizing the forecast year(s) demographics for review;
- Revised TAZ geography containing the base year demographics in TexPACK format standards that reflect comments and findings from the MPO PD and TWG review;
- An updated TAZ geography containing the initial forecast year(s) demographics in TexPACK format standards. The successful Respondent shall submit the base year demographics prior to developing and finalizing the forecast year(s) demographics for review;
- Revised TAZ geography containing the forecast year(s) demographics in TexPACK format standards that reflect comments and findings from the MPO PD and TWG review.
- Meeting summaries capturing changes to the recommended regional CTM or general discussions associated with previous or updated socio-economic data;
- A forecast demographic data Technical Memorandum containing the following:
 - The data sources used;
 - The methodology used;
 - A list of special generators (and note new special generator sites) for which forecast demographic estimates were developed;
 - Summaries of the demographic data by sector and regional totals;
 - Summaries indicating the magnitude of the growth experienced in the study area by different zonal characteristics (e.g., households, population, and employment categories); and
 - Summaries indicated the magnitude of the growth experienced in the MAB between the new base year and for each forecast year.

TASK C. PREPARE AND PRESENT REVISED DEMOGRAPHICS

The successful Respondent shall prepare and deliver up to two presentations to the MPO’s Technical Advisory Committee as determined by the MPO PD and TWG that details the changes to the demographics that describes sources, methodologies, and summaries of changes at the region, sector and potentially zonal level.

The MPO PD and TWG will be given reasonable time to review the presentation and to discuss specific suggestions with the MPO PD and TWG regarding information to be included in the presentation as a part of this task. The successful Respondent shall be expected to respond to any findings that arise from the

Exhibit A

internal review and/or comments from the MPO PD and TWG. Copies of the forecast demographic technical memorandum may be expected to be distributed during the presentation(s).

Deliverables for C

1 electronic copy of each presentation to the MPO Technical Advisory Committee in PowerPoint format.

Cost Proposal Details

ATG DCCM Labor Category		Task A: Project Management		Task B: Prepare Demographic Data for All Years		Task C: Prepare and Present Revised Demographics		TOTAL	
	Loaded Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Principal	\$480	2	\$960	-	-	-	-	2	\$960
Quality Manager	\$340	2	\$680	20	\$6,800	4	\$1,360	26	\$8,840
Senior Modeler	\$290	24	\$6,960	140	\$40,600	12	\$3,480	176	\$51,040
Travel Demand Modeler III	\$228	-	-	88	\$20,064	12	\$2,736	100	\$22,800
Travel Demand Modeler II	\$165	-	-	164	\$27,060	4	\$660	168	\$27,720
Travel Demand Modeler I	\$147	-	-	40	\$5,880	-	-	40	5,880
Planner III	\$222	-	-	8	\$1,776	-	-	8	\$1,776
Planner II	\$162	-	-	8	\$1,296	-	-	8	\$1,296
Planner I	\$136	-	-	8	\$1,088	-	-	8	\$1,088
Project Admin.	\$152	8	\$1,216	-	-	-	-	8	\$1216
Clerical	\$119	12	\$1,428	-	-	-	-	12	\$1,428
Labor Total		48	\$11,244	476	\$104,564	32	\$8,236	\$124,044	
Direct Expenses									\$552
TOTAL CONTRACT AMOUNT									\$124,596

GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
POLICY BOARD (PB)
AGENDA ITEM VIII
ACTION ITEM

June 11, 2025

Authorize Execution of a Professional Services Agreement between Grayson County MPO and Huitt-Zollars, Inc.

BACKGROUND:

The 2026-2027 Unified Planning Work Program (UPWP) outlines five (5) tasks for the two-year period, namely:

- Task 1 – Administration-Management,
- Task 2 – Data Development and Maintenance,
- Task 3 – Short Range Planning,
- Task 4 – Metropolitan Transportation Plan, and
- Task 5 – Special Studies.

Task 5 includes two special studies that are included with the contract, namely a complete streets assessment and development of the Grayson County Resiliency Plan.

Staff has worked with Huitt-Zollars, Inc., the Grayson County Purchasing Agent, the Assistant District Attorney, and TxDOT to develop a Professional Services Agreement (PSA) that meets these needs. The PSA will run for the entirety of FY 2026 and FY 2027 (Oct. 1, 2025 to Sept. 30, 2027) in an amount not to exceed \$478,800.

ACTION REQUESTED:

Authorize Execution of the Professional Services Agreement between Grayson County MPO and Huitt-Zollars, Inc. as presented

ATTACHMENTS: *click underlined items for attachment*

- [Professional Services Agreement between Grayson County MPO and Huitt-Zollars, Inc.](#)

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE GRAYSON COUNTY MPO AND HUITT-ZOLLARS, INC.**

This Professional Services Agreement is made this _____ day of June, 2025, by and between **Grayson County MPO** ("Company") and **Huitt-Zollars, Inc.** ("Consultant").

Consultant has experience and expertise in providing engineering and planning services the Company desires to have the Consultant provide on the terms and conditions contained herein.

Services to be provided under this agreement, may be exempted from the competitive bidding process requirement in the Purchasing Act pursuant to the discretionary exemption for professional services. TEX. LOC. GOVT. CODE §262.024(a)(4).

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Company and Consultant hereby agree as follows:

SCOPE OF SERVICES

In this Scope of Services, Consultant refers to the Team of Consultants with the Prime Consultant serving as the principal contact with the MPO. The scope of services to be provided by the Consultant involves developing a Complete Streets Assessment and Action Plan, the Grayson County Resiliency Plan, and Indefinite Delivery, Indefinite Quantity assistance for the administration of the Grayson County MPO for FY 2026 and 2027.

Phase 1 – COMPLETE STREETS ASSESSMENT AND ACTION PLAN

Consultant will conduct a comprehensive assessment of all state-maintained roadways in Grayson County and identify any and all roadways in need of a fresh look from a complete street perspective and develop an action plan in regards to these roadways.

Phase 2 – GRAYSON COUNTY RESILIENCY PLAN

The Grayson County Resiliency Plan will assist transportation planners and engineers plan for, respond to, and mitigate disruptions to the transportation system. Disruptions can be natural or human caused. Natural causes include extreme weather events, such as flooding, ice, debris from storms, etc. Human-caused incidents are typically “crashes” but include criminal or terror activities on or near transportation system components.

2.1 – Existing Plans/Conditions Review

The Consultant will identify resilience goals, objectives and strategies by reviewing the 2050 Metropolitan Transportation Plan (MTP) and other MPO planning documents. The Grayson County Emergency Management Plan will be reviewed as well. An appropriate “Resilience Impact Area” will be identified. This area may extend beyond the Metropolitan

Planning Area (MPA). Potential roads for rerouting traffic in extreme conditions will be identified that may lay outside the limits of the MPA. Although the area and the roads identified may extend beyond the MPA, work in this area is still eligible for PL funding expenditures because it impacts the transportation system inside the MPA.

The Consultant will review historical transportation system disruptions, such as extreme weather events and crashes. Transportation system elements will also be evaluated for vulnerabilities to flooding, icing, bridge strikes, storm debris, wildfires, dust storms, seismic activity, crashes, etc. Impacts of converting agricultural land into large-tract developments will be considered. FHWA Vulnerability Assessment Scoring Tool (VAST) will be utilized to assist in this process.

Currently planned and programmed resilience-related projects for the area will be documents. Any resilience-related projects and/or projects with a resilience component will be documented as well. These projects can be identified from the MTP, the Transportation Improvement Program (TIP) or local Capital Improvement Program (CIP) plans.

Any local regulations, policies, processes, and other activities that relate to resilience will be documented.

2.2 – Public Involvement

The importance of public outreach as a means to inform, educate, and involve citizens in the transportation decision-making processes that impact their daily lives cannot be underestimated. By involving the public in ways that are meaningful and measurable, transportation planners are better able to ensure that the plans and programs developed reflect community values and benefit all segments of the population equally.

The Consultant will provide personnel, documents and visual aids for two (2) meetings with the Public. One meeting will be at the beginning of the study to inform the public of the project and its objectives. The second meeting will be at the end of the study to report and receive input on finding and outcomes. Two (2) meetings will be held with the Technical Advisory Committee to solicit their feedback as well.

2.3 – First Responder Coordination

The Consultant will coordinate extensively with area first responders throughout the project. This includes all law enforcement agencies in Grayson County, including but not limited to the Grayson County Sheriff's Office, all municipal police departments, all local school district police departments, and any federal, university/college, hospital and railroad law enforcement agencies. Companies with equipment to handle major incidents, such as wreckers and backhoes will be identified and documented. Companies with debris removal capabilities, i.e. roll-off bins and front-end loaders, will also be identified and documented.

The Consultant will identify any roles the Grayson County Health Department may play in resiliency for the transportation system within the area. Refrigerated trailer availability in the area will be identified to facilitate saving perishable foods freight.

The Consultant will visit with area fire/rescue departments to identify medical treatment capability, resources and needs in regards to rescue efforts. Feedback will be given to each department on traffic control and lane blocking.

2.4 – Develop Mitigation Techniques

The Consultant will review gathered information and identify mitigation techniques to minimize weather event impacts and crash risks. Improvements to area Intelligent Transportation System (ITS) will also be analyzed as mitigation techniques. Alternative routes for vulnerable roadways will be identified.

The Consultant will match appropriate migration techniques to vulnerable roads and other system elements. This information will be used to create a matrix of vulnerable roads/other system elements and applicable mitigation techniques. The culmination of this work will be a solution toolbox.

The Consultant will review the MTP and TIP and recommend projects for future consideration. Local project selection processes will be reviewed and improvements to those processes to incorporate resilience performance measures will be recommended.

The Consultant, if requested, will participate in up to two (2) emergency response drills conducted during the course of the development of the plan with the goal of introducing transportation resilience concepts and solutions.

2.5 – Produce Final Document

The Consultant will develop a draft plan for consideration by the public, stakeholders and policy makers and revise the draft based on this feedback. The final document will incorporate all FHWA requirements to be eligible for any future resilience grants opportunities. A vulnerability analysis matrix will be incorporated in the final document. The final document will also incorporate all of the findings made during the course of the study, including: 1) a comprehensive list of first responders in the MPO boundary, 2) a list of wrecker services and equipment, including refrigerated trailer availability, 3) maps with various layers and features identifying the most vulnerable roadways, alternative routes and responding agencies, companies and equipment, 4) implementation plan, including any recommendation to project selection processes, 5) mitigation strategies and solutions toolboxes, and 6) a project list that incorporates planned and/or programmed resilience projects or projects that have resilience benefits.

Phase 3 – INDEFINITE DELIVERABLES

The Policy Board desires to utilize the Consultant to provide services as needed to complete Tasks 1, 2, 3, 4 and 5 as identified in the 2026-2027 Unified Planning Work Program as amended. Services on these tasks will be rendered on a time and materials basis not to exceed \$253,800 without prior authorization from the Policy Board. Clay Barnett, P.E. shall act as the Executive Director for the Grayson County MPO and shall be the primary point of contact for the Policy Board. Other staff may be utilized to supplement at a lower hourly

rate (i.e. meeting minutes, GIS maps, etc.) when applicable. Included is expense reimbursement for attendance at all Texas Association of MPOs (TEMPO) meetings and other meetings scheduled at TxDOT's request.

FEE SCHEDULE

Phase	Total Fee
Phase 1 – Complete Street Assessment and Action Plan	\$25,000
Phase 2 – Grayson County Resiliency Plan	
Phase 2.1 – Existing Plans/Conditions Review	\$35,525
Phase 2.2 – Public Involvement	\$51,675
Phase 2.3 – First Responder Coordination	\$64,000
Phase 2.4 – Develop Mitigation Techniques	\$32,125
Phase 2.5 – Produce Final Document	\$16,675
Phase 2 Project Total	\$200,000
Fixed Fee Total	\$225,000
Phase 5 – Indefinite Deliverables	\$253,800

DURATION

The duration of the contract is from October 1, 2025 until September 30, 2027.

FUNDING

Funds for payment have been provided through the Grayson County MPO budget approved by the Policy Board for this fiscal year only. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Grayson County fiscal year shall be subject to budget approval.

TERMINATION

Either party may terminate this Agreement at any time without cause by providing written notice of sixty (60) days to the other party. Notice in writing shall be mailed to the correspondence addresses below.

INDEMNITIES AND LIMITATIONS OF LIABILITY

Company's total liability to Consultant under this agreement shall be limited to payment of approved invoices.

Consultant shall defend, indemnify and save harmless the Company and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description,

(including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Consultant's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Consultant, or of any agent, employee, subcontractor or supplier of Consultant in the execution of, or performance under, any contract which may result from an award.

The Consultant shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against the Company /or participating entities arising out of such breach, act, error, omission and/or fault.

INSURANCE REQUIREMENTS

Before commencing work, the vendor shall be required, at its own expense, to furnish the Grayson County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

Commercial General Liability insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

- Each Occurrence: \$1,000,000
- Personal Injury & Adv Injury: \$1,000,000
- Products/Completed Operation Aggregate: \$2,000,000
- General Aggregate: \$2,000,000

Workers Compensation insurance as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease - Each Employee: \$500,000
- Disease - Policy Limit: \$500,000

Commercial Automobile Liability insurance which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

Umbrella/Excess Liability insurance.

- Each Occurrence/Aggregate: \$1,000,000

With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

1. A waiver of subrogation in favor of Grayson County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability and Workers' Compensation.
2. The vendor's insurance coverage shall name Grayson County as additional insured under the General Liability policy.

3. All insurance policies shall be endorsed to require the insurer to immediately notify Grayson County of any decrease in the insurance coverage limits.
4. All insurance policies shall be endorsed to the effect that Grayson County will receive at least thirty (30) days' notice prior to cancellation, non-renewal or termination of the policy.
5. All copies of Certificates of Insurance shall reference the project/contract number.
6. All insurance shall be purchased from an insurance company that meets the following requirements:
 - a financial rating of A-VII or higher as assigned by the BEST Rating Company or equivalent.
7. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:
 - Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
 - Sets forth the notice of cancellation or termination to Grayson County.

MISCELLANEOUS PROVISIONS

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, and the parties hereto commit to the jurisdiction and venue of the courts of Grayson County, Texas.

The Contractor is an independent contractor and nothing in this Agreement shall create or imply an agency relationship between the parties, nor shall the Agreement be deemed to constitute a joint venture or partnership between the parties. Except as provided in this Agreement, neither party shall have the authority to bind or otherwise obligate the other in any manner whatsoever.

Neither party may assign this Agreement, or any of its rights or obligations whether by operation of law nor otherwise without the prior written consent of the other party which the other party may grant or withhold in its sole discretion.

Modifications, amendments, supplements to, or waivers of this Agreement shall be in writing and be duly executed by the parties hereto and approved by Grayson County MPO Policy Board.

This Agreement constitutes the entire agreement of the parties and supersedes all previous agreements, promises, representations, understandings, and negotiations between the parties, whether written or oral, with respect to the subject matter hereof.

The background, enumerations, and headings contained in this Agreement are for convenience of reference only and are not intended to have any substantive significance in interpreting this Agreement.

CERTIFICATE OF INTERESTED PARTIES

Your firm/company are required to submit Texas Ethics Commission Form 1295 (Certificate

of Interested Parties). The certificate shall be entered in electronic form, printed, signed and notarized as prescribed at the Texas Ethics Commission web site; (https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

Some examples of Interested Parties are officials of your firm that are related to a County Official who will have influence over the award or supervision of the contract, or County Officials who own an interest in your firm or who draw a salary or gifts from your firm. Refer to the above website for complete definitions.

The law states that a governmental entity may not enter into certain contracts with a nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Grayson County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

<https://www.ethics.state.tx.us/filinginfo/1295/>

FOREIGN AFFAIRS

To sell Grayson County goods, services or supplies, you as a contractor affirms that it is not: Engaged in business with Iran, Sudan, or foreign terrorist organizations or is listed on the Comptroller's list of companies known to have contracts with or provide supplies or services to a foreign terrorist organization under Government Code Section 2252, Subchapter F.

By accepting a purchase order/contract, the Contractor (Professional or other applicable term defining the contracting party) verifies that it does not Boycott Israel, and agrees that during the term of this Agreement (Contract as applicable) will not Boycott Israel as that term is defined in Texas Government Code Section 808.001, as amended.

ETHICS

Vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Response. Grayson County employees shall not offer or accept gifts, meals, or anything of value nor enter into any business arrangement with the Vendor.

ANTITRUST

Vendor affirms under penalty of perjury of the laws of the State of Texas that (1) in connection with this Response, neither I nor any representative of the Vendor have violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15; (2) in connection with this Response, neither I nor any representative of the Vendor have violated any federal antitrust law; and (3) neither Vendor nor any representative of the Vendor have directly or indirectly communicated any of the contents of this Response to a competitor of the Vendor or any other company, corporation, firm,

partnership or individual engaged in the same line of business as the Vendor.

CONFLICT OF INTEREST

No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5. Subtitle C, Chapter 171. Vendor represents and warrants that the provision of goods and services or other performance under the contract will not constitute an actual or potential conflict of interest or reasonably create an appearance of impropriety. TEX. GOVT. CODE § 2262.051(d) (1), 2252.908, 2254.032, 2261.252(b)

Conflict of interest forms shall be completed and filed with the City of Sherman in the event the undersigned is called to vote on any matter with the City Council of Sherman, Texas, whereupon work is completed pursuant to this Agreement. A copy of the filing shall be sent to Grayson County Purchasing Agent for the file.

DEBARMENT

Vendor certifies that the offering entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity. Entities ineligible for federal procurement are listed at <http://www.sam.gov>. TEX. GOVT. CODE § 2155.077.

IN WITNESS WHEREOF, the parties hereto, intending to, be legally bound, have executed this Agreement under seal as of the day and year first above written.

Grayson County MPO

Huitt-Zollars, Inc.

By: _____
Signature

By: _____
Signature

By: _____
Printed Name

By: _____
Printed Name

Date: _____

Date: _____

GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
POLICY BOARD (PB)
AGENDA ITEM IX
ACTION ITEM

June 11, 2025

Review a Resolution Adopting an Amendment to the MPO Bylaws

BACKGROUND:

At the December 11, 2024 Policy Board meeting, the Policy Board directed an item be placed on the February agenda to review the current MPO Bylaws. At the February 5, 2025 Policy Board meeting, staff presented the current Bylaws and requested feedback regarding changes the Policy Board would like to see in the Bylaws. The requested changes were further discussed and explored at the Policy Board meeting on April 2, 2025.

Based on the feedback received by the Policy Board, staff has developed the attached draft Bylaws. Staff is requesting the Policy Board provide any additional feedback prior to placing the Bylaws on the agenda for consideration for adoption at a future Policy Board meeting.

ACTION REQUESTED:

None at this time.

ATTACHMENTS: *click underlined items for attachment*

- [Resolution 2025-08](#)
- [Grayson County Demographics](#)

RESOLUTION NO. 2025-08

**A RESOLUTION OF THE POLICY BOARD OF THE GRAYSON COUNTY
METROPOLITAN PLANNING ORGANIZATION, AMENDING THE GRAYSON
COUNTY METROPOLITAN PLANNING ORGANIZATION BYLAWS**

WHEREAS, the Federal Aid Highway Act of 1962, as amended, requires a comprehensive, cooperative, continuing (3C) transportation planning process carried on by the State and local governments for each urban area of more than 50,000 population in order to qualify transportation projects in such areas for federal aid; and

WHEREAS, the Metropolitan Planning Organization (MPO) in cooperation with the local, state and federal agencies is responsible for carrying out the metropolitan transportation planning process in accordance with 23 US Code 134 and other applicable federal and state regulations; and

WHEREAS, by agreement between the Governor and units of general purpose local governments that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population, as named by the Bureau of the Census); and

WHEREAS, the main function of the MPO Policy Board as defined by 23 US Code 134 shall be to provide policy guidance to the transportation planning process; approve the Metropolitan Transportation Plan (MTP), Transportation Improvement Plan (TIP) and the Unified Planning Work Program (UPWP); and promote the implementation of the TIP and UPWP; and

WHEREAS, the Grayson County Metropolitan Planning Organization shall comply with all appropriate federal and state legislation, to include but not limited to the Texas Public Information Act and the Texas Open Records Act, and

NOW, THEREFORE, BE IT RESOLVED BY THE POLICY BOARD OF THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION, the members of this MPO Policy Board do hereby agree and so hereby associate themselves together for the purpose aforesaid, and in consideration of the mutual promises hereby made, do agree that name of this board shall be the Grayson County Metropolitan Planning Organization (MPO) Policy Board, and do adopt the Bylaws, as shown in APPENDIX A.

ADOPTED in Regular Session on this the 11th day of June, 2025.

GRAYSON COUNTY MPO

BY: _____
ROBERT CRAWLEY, CHAIRMAN

I hereby certify that this resolution was adopted by the Policy Board of the Grayson County Metropolitan Planning Organization in regular session on June 11, 2025.

BY: _____
CLAY BARNETT, P.E., EXECUTIVE DIRECTOR

APPENDIX A



**BYLAWS
OF THE
GRAYSON COUNTY METROPOLITAN
PLANNING ORGANIZATION (MPO)**

Adopted on: September 29, 2021

Amended on: June 1, 2022

Amended on: June 11, 2025

PREPARED BY:

The Grayson County Metropolitan Planning Organization

As part of the continuing, cooperative and comprehensive transportation planning process for the Grayson County Metropolitan Planning Area

SPONSORING AGENCIES:

Cities of: Sherman and Denison in cooperation with urban area small cities

County of: Grayson

Texas Department of Transportation

IN COOPERATION WITH:

U.S. Department of Transportation

Federal Highway Administration

Federal Transit Administration

ARTICLE I – ORGANIZATION AND MANAGEMENT

A. ORGANIZATIONAL STRUCTURE

The Grayson County Metropolitan Planning Organization shall be comprised of:

1. MPO Policy Board;
2. Technical Advisory Committee;
3. MPO Director and staff; and
4. Other Committees and/or Sub-committees as may be needed.

The MPO Policy Board is responsible for providing policy guidance for the study area. The MPO Policy Board may create other committees and subcommittees as needed.

CODE OF ETHICS

The Grayson County MPO Policy Board shall adopt an Ethics Policy applicable to the Grayson County Policy Board and Technical Advisory Committee and employees representing the Grayson County MPO. Each new employee or official representing the Grayson County MPO shall receive a copy of the Ethics Policy no later than the third business day after the date the person begins employment or the person qualifies for office. Grayson County MPO staff shall keep a record of the Ethics Policy distribution method.

B. MPO POLICY BOARD MEMBERSHIP

Participation by policy makers, technical staff, and citizens is required in order for the MPO to fulfill its responsibilities for transportation planning and programming. The Grayson County MPO Policy Board shall be made up representatives from Grayson County and any municipality with a population of 2,000 or more within Grayson County. The County Judge and the mayor of any municipality with a population of 20,000 or more shall serve on the Policy Board. The mayor of any municipality with a population less than 20,000 and 2,000 or more may serve on the Policy Board upon passage of the resolution attached as Exhibit 1. Grayson County and all municipalities with a population of 40,000 or more shall be entitled to add a second member upon passage of the resolution attached as Exhibit 1. All population estimates shall be based on the most recent information released by the Texas Demographics Center. All new Policy Board members will take office on October 1 following receipt of the resolution from their governing body.

The Paris District Engineer shall serve on the Policy Board.

Texoma Area Paratransit System (TAPS) shall be granted a nonvoting Ex Officio Member on the Policy Board. The TAPS Ex Officio Member shall be a resident of Grayson County and be appointed by a resolution of the TAPS Board of Directors.

All elected MPO Policy Board members shall be residents of the entity he/she represents. The Grayson County Judge shall represent the unincorporated areas of the Metropolitan Planning Area (MPA) and all incorporated areas with a population of less than 2,000 within the MPA. The MPA shall be defined as covering the area delineated by the Grayson County boundaries – north, south, east, and west.

C. MPO POLICY BOARD OFFICERS

CHAIRMAN

The MPO Policy Board Chairman shall be the Grayson County Judge or mayor from any municipality with a population of 20,000 or greater and shall serve a two (2) year rotating term. The rotation order shall be in alphabetical order with the Grayson County Judge serving as Chairman on October 1, 2026. The Chairman may vote on any item, not solely for tie breaker. All population estimates shall be based on the most recent information released by the Texas Demographics Center.

If the representative from the designated city is unable or does not wish to be the chairman, the position shall go to the entity next in the rotation cycle. That person will then also serve a full two (2) year term in addition to the unexpired term.

If the current Chairman loses representation, the position shall go to the entity next in the rotation cycle. That person will then also serve a full two (2) year term in addition to the unexpired term.

If the representative next in the rotation loses office at the same time as the current Chairman, the next entity in the rotation shall be Chairman. In the event that all entities lose office at the same time, the position shall be filled in accordance with the rotation cycle.

DUTIES OF THE CHAIRMAN

1. The Chairman shall preside at all meetings of the MPO Policy Board and shall be an ex-officio member of any subcommittees formed within this body;
2. The Chairman shall authenticate, by signature, all minutes of Policy Board meetings and resolutions adopted by the MPO Policy Board; and
3. Notify members when not in conformance with minimum attendance standards and take appropriate action.

VICE-CHARIMAN

The MPO Policy Board Vice-Chairman shall be a current member of the MPO Policy Board, shall be elected by the entire MPO Policy Board, and shall serve a two (2) year term beginning on October 1.

DUTIES OF THE VICE-CHAIRMAN

In the absence of, or in case of the inability of the Chairman to act, it shall be the duty of the Vice-Chairman to perform all duties of the Chairman.

PRESIDING OFFICER

In the event that the Chairman and Vice-Chairman are both absent from a meeting and a quorum still exists, prior to the commencement of the meeting the Chairman shall appoint a representative from the remaining officials to conduct the meeting until the conclusion of the meeting or until the Chairman or Vice-Chairman arrives. If the Chairman is not able to appoint someone to stand in, the Vice-Chairman shall do so.

ARTICLE II – OPERATIONAL PROCEDURES

A. ATTENDANCE POLICY

Attendance at the MPO Policy Board meetings is necessary to fulfill the obligations entrusted to the MPO Policy Board. If a member fails to attend two (2) MPO Policy Board meetings in a calendar year, the MPO Director shall draft a letter for the signature of the MPO Policy Board Chairman. This letter will be to the attention of the absent MPO Policy Board member stating the attendance requirements and of the absences. In the case that it is the Chairman who has the absences, this issue will be addressed by the Vice-Chairman. If a municipality with a population less than 20,000 and 2,000 or greater is absent three (3) times in a calendar year, the position shall be removed from the MPO Policy Board. The mayor of any municipality removed due to nonconformance with the attendance policy with a population less than 20,000 and 2,000 or more may serve on the Policy Board upon passage of the resolution attached as Exhibit 1 on October 1 two (2) years after removal. If the Chairman is absent three (3) times in a calendar year, the position shall go to the entity next in the rotation cycle. That person will then also serve a full two (2) year term in addition to the unexpired term.

B. BOARD RESPONSIBILITIES

The MPO Policy Board shall have the following responsibilities:

1. Provide policy for the MPO and the transportation planning process;
2. Review and adopt changes in the continuing planning process at appropriate intervals and annually review the Metropolitan Transportation Plan (MTP);
3. Review and approve the Unified Planning Work Program (UPWP) and its revisions;
4. Review and adopt the Transportation Improvement Program (TIP) and its revisions, including project priorities and any changes in the priority schedule;
5. Review the limits of the Study Area and make revisions if necessary (not to include deletion or addition of any political subdivision);
6. Act on recommendations of the Technical Advisory Committee, including those relative to certification and re-certification action for the study;
7. Serve as liaison representatives between various agencies in the study area to obtain optimum cooperation of all governmental agencies in implementing the various elements of the Transportation Plan; and
8. Designate such other committees or task forces necessary to carry out the planning process.

C. FREQUENCY OF MEETINGS

This Board shall meet as often as necessary to perform its functions but no less than once every four (4) months. All meetings will be held within the MPO study area.

D. METHODS OF CALLING MEETINGS

Meetings of the MPO Policy Board may be called in any of the following ways:

1. Chairman may call meeting through the MPO Director; or
2. MPO Director may call meeting with Chairman's concurrence.

The Chairman shall approve the agenda before it is posted.

E. MEETING NOTICES

The MPO Director shall be responsible for notifying board members and the public of the date, time, place and agenda items for meetings in accordance with the Texas Open Meetings Act and with concurrence from the Chairman prior to posting.

F. QUORUM

A quorum shall be established by having a majority of Board Members present.

G. VOTE OF THE MEMBERSHIP

All votes by the MPO Policy Board shall be either: 1) popular or 2) based on population. A popular vote shall be defined as one vote for each member of the Policy Board. For a vote based on population, each member shall have one vote for each 2,000 in population rounded down. No single Policy Board member's vote shall exceed twenty (20) votes with the exception of the TxDOT Paris District Engineer. The TxDOT Paris District Engineer shall have the same number of votes as one-third of the total number of votes of all Policy Board members. All votes shall be considered popular unless a request is made prior to the vote that the vote be based on population. A vote based on population can only be called for votes on the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and revisions to these Bylaws. All population estimates shall be based on the most recent information released by the Texas Demographics Center.

The following guidelines shall govern voting by the MPO Policy Board:

- There must be a majority vote of the quorum at a duly called meeting to authorize an action to be taken on behalf of the board; and
- Voting on all issues shall be open.

H. EXECUTIVE SESSIONS

The MPO Policy Board will hold executive sessions in accordance with the Texas Open Meetings Act. Executive sessions are not open to the public, but the subject matter shall be posted on the agenda and no action shall be taken during the Executive Session.

I. MEETING MINUTES

The MPO staff shall produce minutes of all MPO Policy Board meetings.

ARTICLE III – TECHNICAL ADVISORY COMMITTEE

A standing Technical Advisory Committee (TAC), in addition to other committees created by the MPO Policy Board, shall assist the MPO Director in ensuring that plans and programs are developed and conducted in accordance with current legislation. This includes: technical tasks associated with the development of the MTP and the TIP, and review projects and make recommendations regarding these to the MPO Policy Board.

The TAC will advise the MPO Policy Board on technical matters. All official action of adopting policies, endorsing the UPWP, approving the MTP, and adopting the TIP resides with the MPO Policy Board. The MPO Policy Board may direct the TAC to present alternatives for its consideration with accompanying recommendations and supporting documentation.

A. TAC MEMBERSHIP

The TAC shall be made up of the following representatives from the following entities each having one (1) vote:

VOTING MEMBERS:

- MPO Director – Chairman
- Grayson County
- City of Denison
- City of Sherman
- Any municipality with a population of 2,000 or greater; and
- TxDOT Sherman Area Engineer (Alternate: TxDOT Assistant Sherman Area Engineer)

EX-OFFICIO MEMBERS:

- Texoma Area Paratransit System (TAPS)
- TxDOT TPP Division
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Other agencies as appropriate

All voting members on the TAC shall be professional employees (i.e. city manager, engineering staff, or planning staff) appointed by their respective governments through a resolution attached as Exhibit 2. An original of the resolution shall be forwarded to the MPO Director. The voting member for Grayson County shall be a resident of the MPO study area and a professional (i.e. licensed engineer, certified planner, or real estate broker) with experience in transportation planning appointed by the Commissioners Court through the resolution attached as Exhibit 3. An original of the resolution shall be forwarded to the MPO Director prior to serving on the TAC. All new appointees to the TAC shall become voting members on October 1 following receipt of the applicable resolution.

Consultants may be substituted for professional employees only if they: 1) serve in the same capacity for the municipality; 2) are a resident of the MPO study area or a contiguous county; 3) do not have any contracts with any other MPO in Texas; and 4) do not serve as a member of any body of any other MPO in Texas. Consultants cannot represent more than one (1) municipality at a time. Each voting member may have designated alternate member(s) who may serve at any TAC meeting in the voting member's absence. Alternate member(s) shall meet the same qualifications as voting members and shall have the same rights and privileges as voting members when serving in the absence of the voting member. In the event that a member becomes unable to serve, the MPO Director shall notify the appropriate city at which time said city shall nominate a replacement within thirty (30) days.

The MPO Director shall serve as the facilitator and chairperson of the TAC, and will be considered a voting member of the TAC. There shall be no officers elected for the TAC.

A quorum shall be established by having a majority of the TAC members present.

B. TAC ATTENDANCE POLICY

Attendance at the TAC meetings is necessary to fulfill the obligations entrusted to the TAC by the Policy Board. If a voting member or an alternate fails to attend two (2) TAC meetings in a calendar year, the MPO Director shall draft a letter for the signature of the MPO Policy Board Chairman. This letter will be to the attention of the absent TAC member stating the attendance requirements and of the absences. If there are three (3) absences in a calendar year, the MPO Director shall draft a letter for the Chairman's signature requesting that the entity represented by the absentee TAC member appoint another voting member and/or alternate member(s). If a TAC member from a municipality with a population less than 20,000 and 2,000 or greater is absent three (3) times in a calendar year, the member shall be removed from the TAC. The TAC member of any municipality removed due to nonconformance with the attendance policy with a population less than 20,000 and 2,000 or more may serve on the TAC upon passage of the resolution attached as Exhibit 2 on October 1 two (2) years after removal.

ARTICLE IV – MPO DIRECTOR AND MPO STAFF

The MPO Director serves as staff to the MPO Policy Board and any other sub-committees created by the MPO Policy Board. The MPO Director and MPO staff shall comply with the requirements of the contract

between the MPO Policy Board, the Texas Department of Transportation and the Fiscal Agent (Grayson County) and any additional requirements as designated by the MPO Policy Board.

ARTICLE V – AMENDMENT OF BYLAWS

These Bylaws may be amended by a ninety-percent (90%) affirmative vote of the membership present and voting at any scheduled MPO Policy Board meeting of the members.

Grayson County Demographics

Based on 2023 Population Estimates from the Texas Demographic Center

City	Census 2020 Count	Jan 1, 2024 Population	Numerical Change 2020 to 2024	Percent Change 2020 to 2024	No. of Representatives	No. of Votes
Sherman	43,645	48,225	4,580	10.49%	2	24
Denison	24,479	26,893	2,414	9.86%	1	13
Howe	3,571	3,472	-99	-2.77%	1	1
Gunter	2,060	2,470	410	19.90%	1	1
Pottsboro	2,488	2,809	321	12.90%	1	1
Van Alstyne *	4,369	7,138	2,769	63.38%	1	3
Bells	1,521	1,554	33	2.17%	0	0
Collinsville	1,866	2,033	167	8.95%	1	1
Dorchester	69	69	0	0.00%	0	0
Pilot Point *	4,381	6,537	2,156	49.21%	0	0
Sadler	336	341	5	1.49%	0	0
Southmayd	978	1,044	66	6.75%	0	0
Tioga	1,142	1,345	203	17.78%	0	0
Tom Bean	930	910	-20	-2.15%	0	0
Whitesboro	4,074	4,253	179	4.39%	1	2
Whitewright	1,725	1,765	40	2.32%	0	0
Grayson County	48,991	52,436	3,445	7.03%	2	26
TxDOT					1	24
					12	96

* Includes population in another county