Grayson County Metropolitan Planning Organization (MPO)

TECHNICAL ADVISORY COMMITTEE
AGENDA

Wednesday, November 30, 2022 @ 9:00 am
Texas Department of Transportation
3904 US 75, Sherman, Texas

Please visit our MPO website www.gcmpo.org for background materials under the "Committees/Meetings" link or under "News and Announcements" at our home page.

I. Call to order
II. Acknowledgment of Quorum by Chairman
III. Public Comment Period

IV. Consider approval of the minutes of the MPO TAC meeting of September 21, 2022
☑ Action ☐ Information

V. Review of the Transit Asset Management (TAM) Plan for the Texoma Area Paratransit System (TAPS) and Recommend Approval of a Resolution Adopting the TAM Plan to the Policy Board
☑ Action ☐ Information

VI. Review of the Public Transportation Agency Safety Plan (PTASP) for the Texoma Area Paratransit System (TAPS) and Recommend Approval of a Resolution Adopting the PTASP to the Policy Board
☑ Action ☐ Information

VII. Review the FY 2022 Annual Performance and Expenditure Report (APER) and Recommend Approval to the Policy Board
☑ Action ☐ Information

VIII. Announcements
(Informal Announcements, Future Agenda Items, and Next Meeting Date)
- TAC — Next meeting January 18, 2023
- MPO Policy Board — Next meeting December 7, 2022
- Freight Advisory Committee — Next meeting TBD

IX. Adjournment

All meetings of the Grayson County Metropolitan Planning Organization (MPO) and Technical Advisory Committee (TAC) 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) 813-4524 at least 24 hours in advance if accommodation is needed.

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 November 23, 2022.

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

Clay Barnett, P.E.

Grayson County Metropolitan Planning Organization (MPO)
TECHNICAL ADVISORY COMMITTEE

Wednesday, September 21, 2022 9:00 a.m.
Texas Department of Transportation
3904 US 75, Sherman, Texas

Committee Members Present:

Clay Barnett, P.E., Chairman	Grayson County MPO
Rob Rae, AICP	City of Sherman
Bobby Atteberry	City of Denison
Aaron Bloom, P.E.	TxDOT Sherman Area Engineer
Bill Benton	Grayson County
Len McManus, P.E.	City of Van Alstyne

Committee Members Absent:
None

Non-Voting Members Present:
None

Non-Voting Members Absent:

Lynn Hayes	Federal Transit Administration (FTA)
Barbara Maley	Federal Highway Administration (FHWA)
Shellie White	Texoma Area Paratransit System (TAPS)
Mansour Shiraz	TxDOT TPP Division

Guests Present:

Melissa Mizell	Grayson County
Mike Chaney	Alliance Transportation Group

I. Call to Order

Mr. Barnett called the meeting to order at 8:03 a.m.

II. Acknowledgement of Quorum by Chairman

Mr. Barnett declared a quorum of the Technical Advisory Committee present.

III. Public Comment Period

No public comment.

IV. Consider approval of the minutes of the MPO TAC meeting of August 17, 2022

Motion to approve the minutes was made by Mr. Atteberry, seconded by Mr. Bloom. Motion carried.

V. Presentation and discussion on the demographics used in the 2024 Grayson County Travel Demand Model

Mike Chaney with Alliance Transportation Group gave a presentation on the update of the 2024 Grayson County Travel Demand Model, which is attached hereto and incorporated herein.

VI. Announcements

Mr. Barnett announced that the new Chairman will be Mayor David Plyler starting December 7, 2022.

Mr. Bloom spoke about the projects through 2025.

The MPO Policy Board next meeting will be held December 7, 2022. The TAC next meeting will be held on November 9, 2022.

VII. Adjournment

Having no further business, Mr. Barnett adjourned the meeting at 10:20 AM.

_____

Clay Barnett, P.E., Chairman, GCMPO Technical Advisory Committee

Grayson County MPO
Demographics Review

September 21, 2022

GRAYSON COUNTY MPO
METROPOLITAN PLANNING ORGANIZATION
INTERMODAL URBAN TRANSPORTATION PLANNING

ATG
ALLIANCE
TRANSPORTATION GROUP

Today's Agenda

Demographic forecasting process

Anticipated Growth

Discussion of web-based tool and Feedback on Forecast

Why - Travel Demand Model Inputs

Travel Demand Model (Model) updated on MTP cycle

Model used to help prioritize projects and to understand benefits

Required elements:

- Population (number of Households)
- Household size
- Employment by type: Basic, Retail, Service, and Education
- Median household income

County control totals (TDC)

Disaggregate based upon InfoUSA (Data Axle) point level employment data and Census (ACS data as block group level)

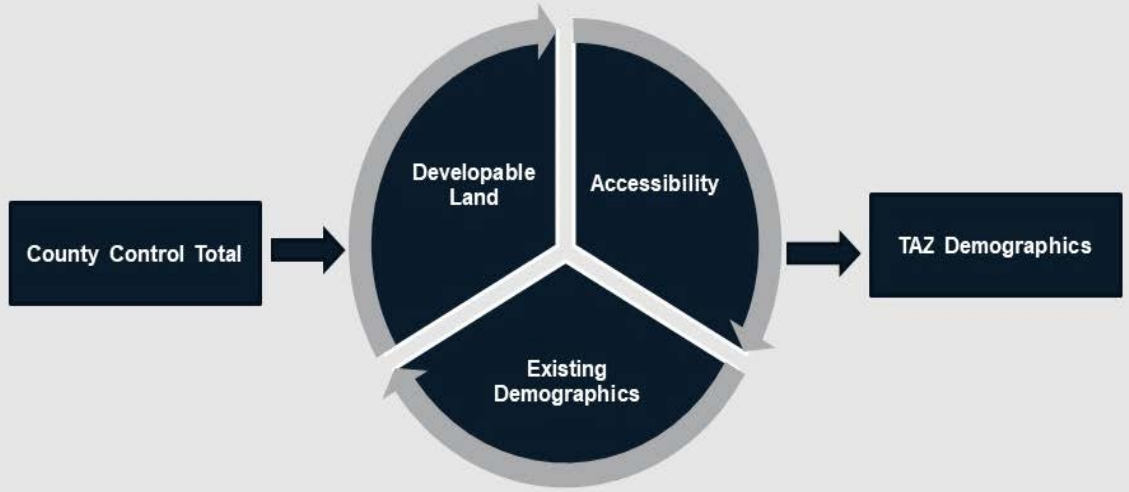
Base year Demographics

Develop **opportunities and constraints**

Permit data and information on major planned developments

Inform process of accessibility and available land

Local experts to provide feedback on **allocation** of 2050 population, employment



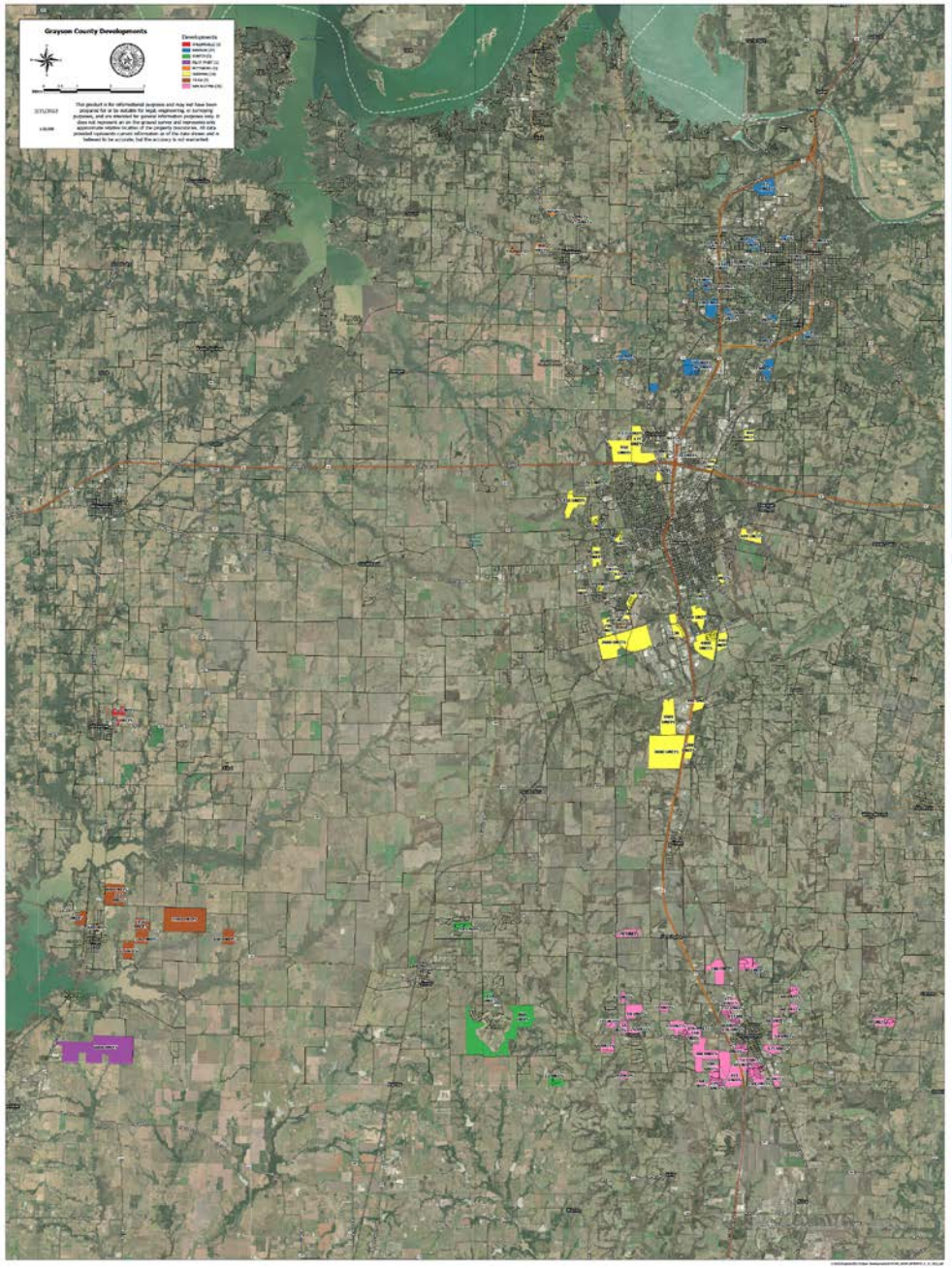
How- Demographic Forecasting Process

What - Available Data

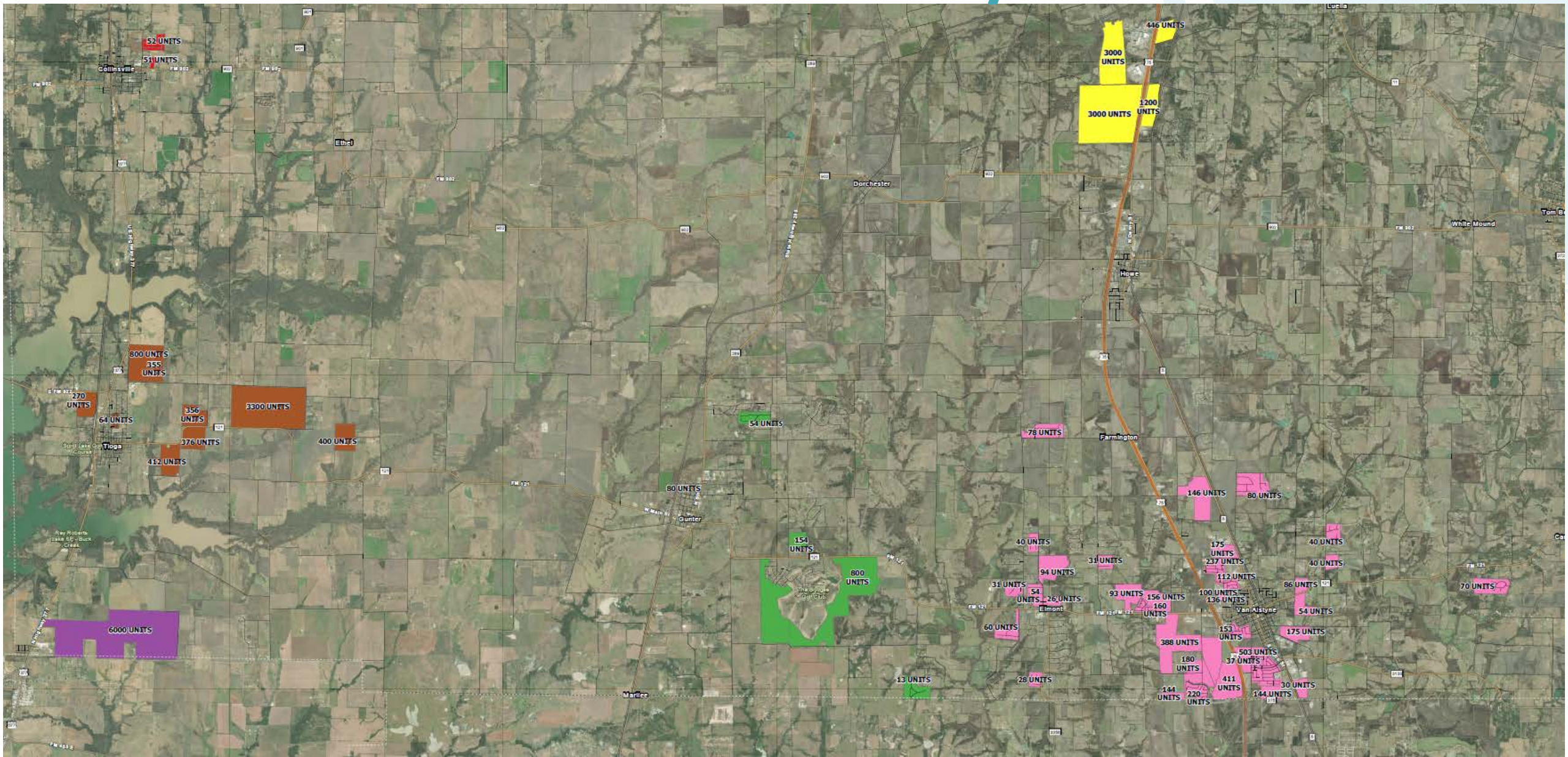
- Texas Demographic Center (TDC) - county-level estimates of population and employment
- American Community Survey (ACS) - 5-year data and 1-year data
- 2018 Integrated Postsecondary Education Data System (IPEDS)
- 2018 Texas Education Agency (TEA)
- 2018 National Center for Education Statistics (NCES)
- 2018 point-level employment data by NAICS code (infoUSA)
- Google Earth satellite imagery
- GIS layers showing land availability, permit data, development type, and developability of vacant land
- Planned roadways (tollways)

Permit Data

- Planned Developments from local Cities
- 119 permits
- 47,883 units
- 75% of future growth associated with these areas

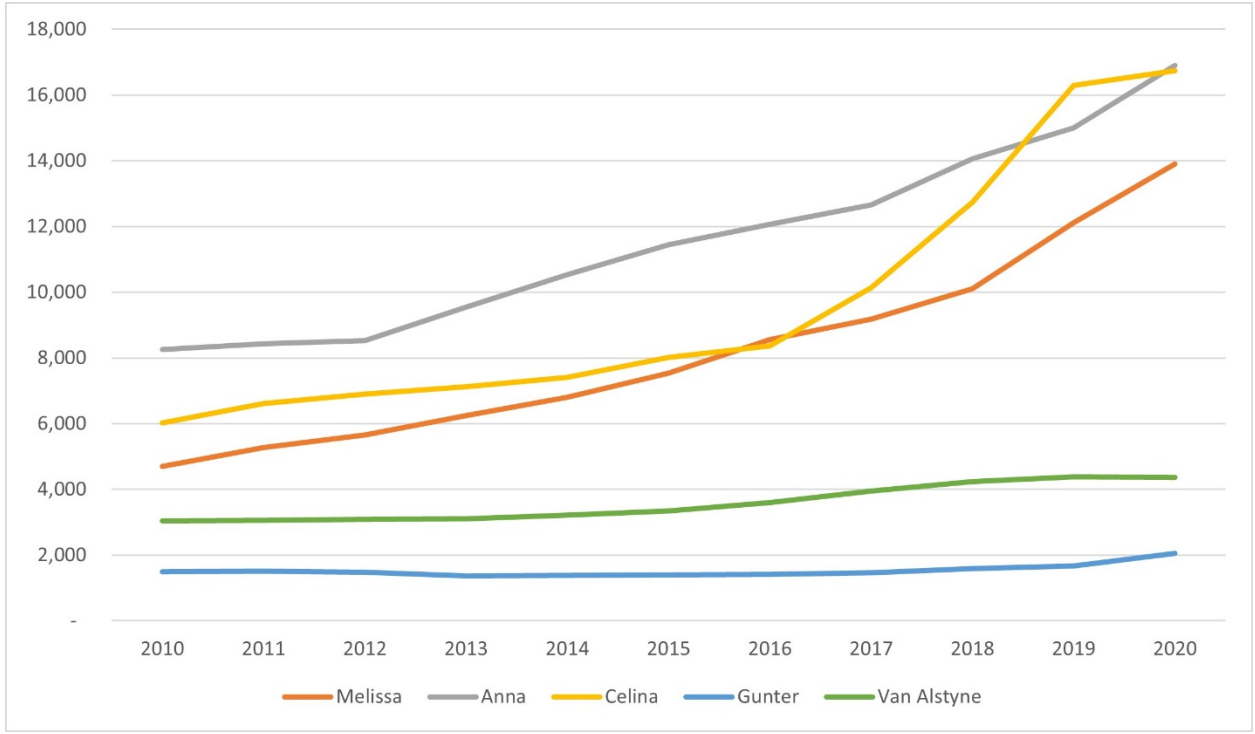


Permit Data – Southern County



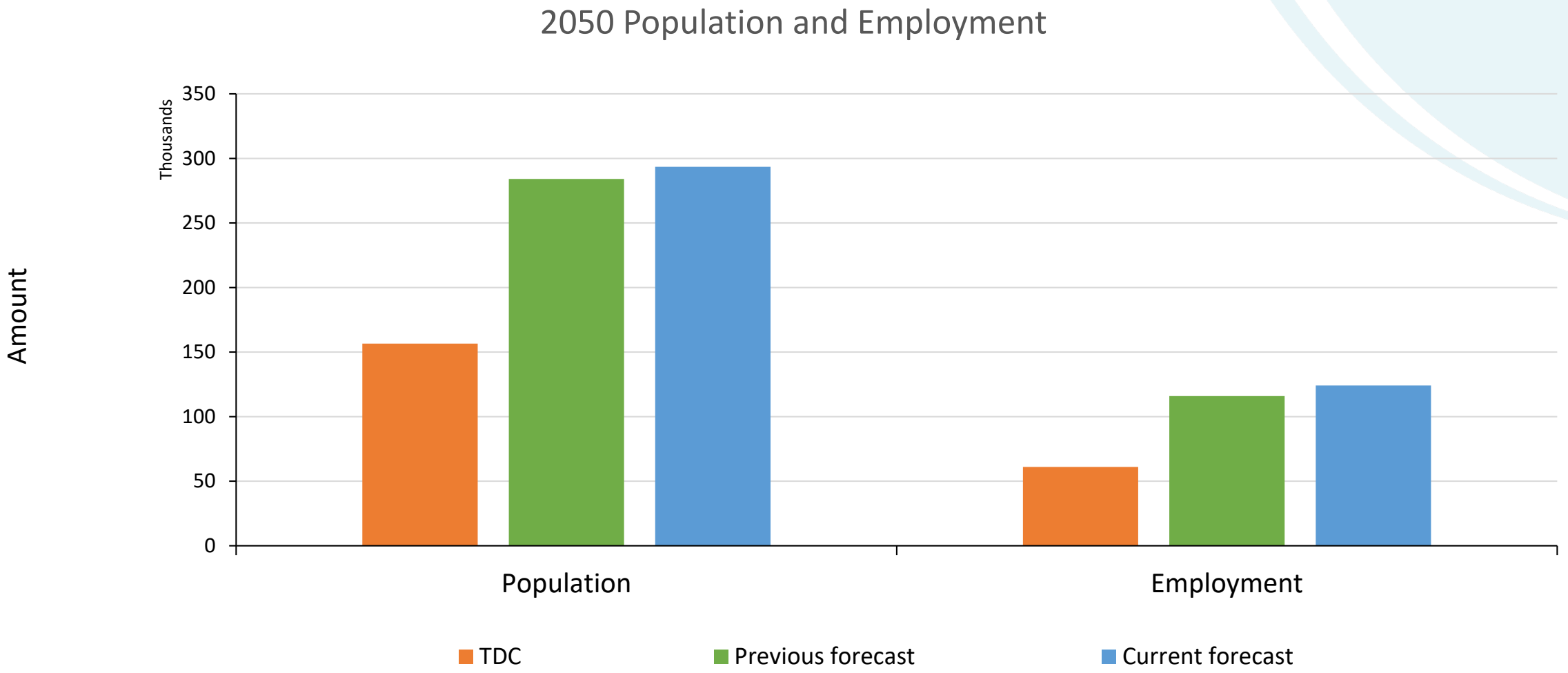
Drivers of Growth

Historic Population – Cities in Southern Grayson County

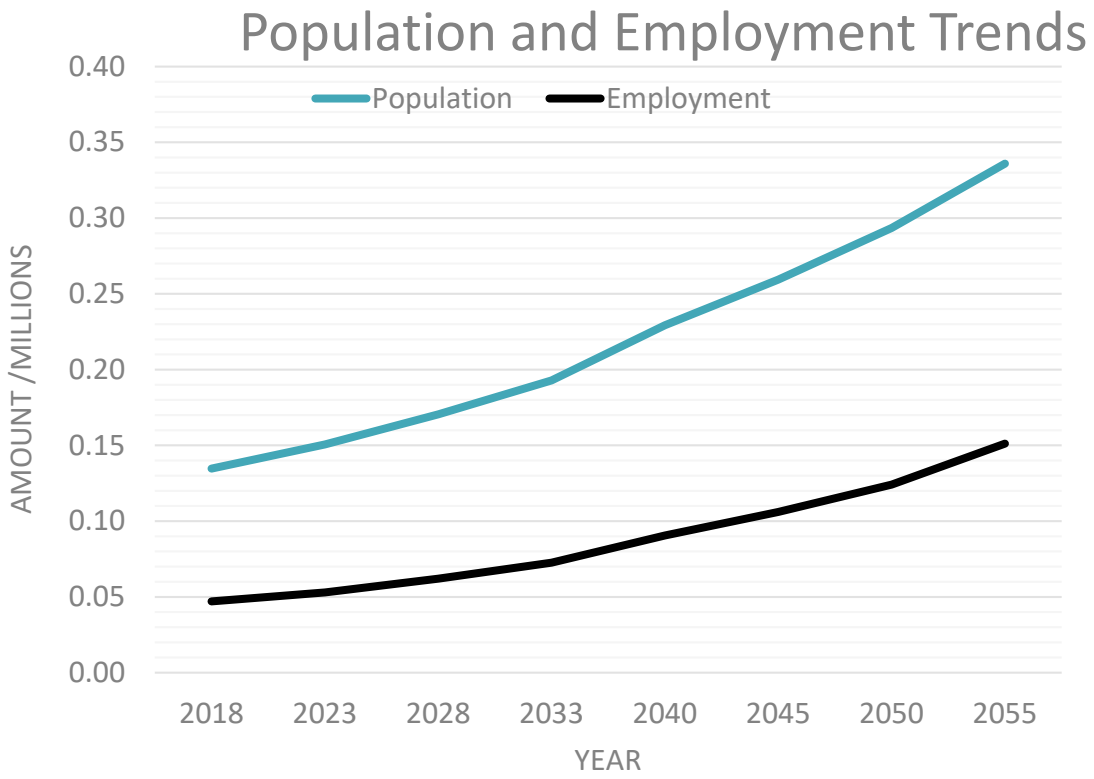


- DFW growth moving north
- Planned toll road connecting Dallas
- Connected-Automated Vehicle
- COVID-19 Effect on Work Trips and Development Patterns
- Housing Market
- New growth in southern part of county already starting
- Company Expansions and Relocations

County Population and Employment Trends



County Population and Employment Trends



	2018	2050	Annual Average Population Growth Rate 2018-2050
Population	134,738	293,510	3.68%
Employment	47,087	124,159	5.12%

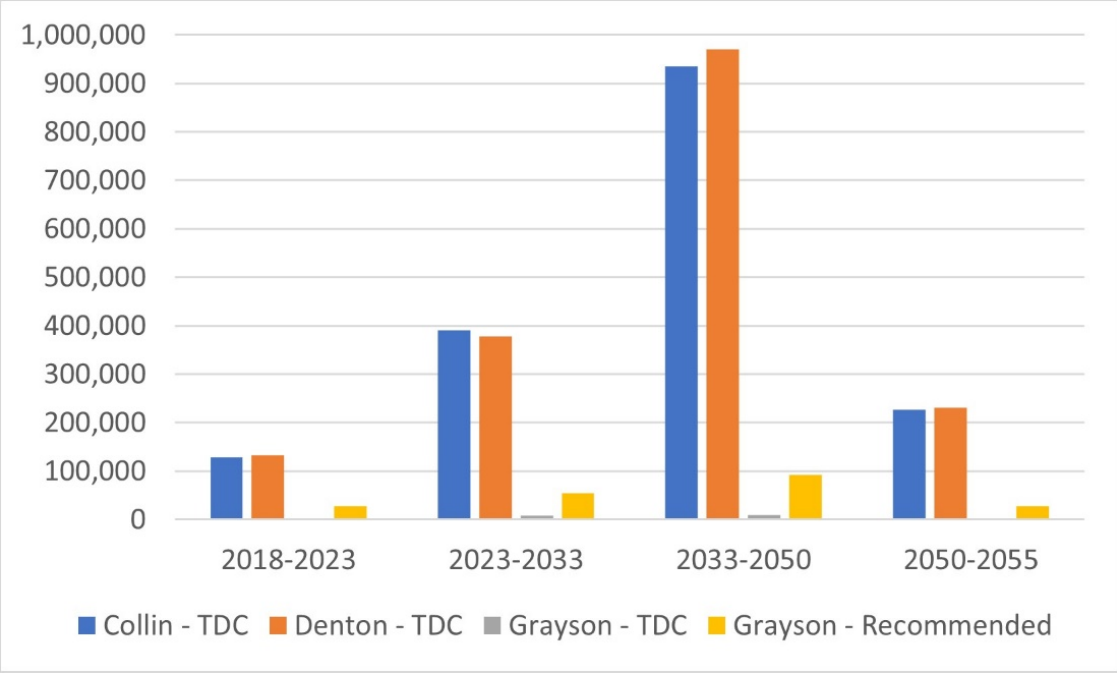
Year	Population	Employment
2018	134,738	47,087
2023	150,658	52,961
2028	170,462	62,013
2033	192,869	72,611
2040	229,272	90,560
2045	259,410	106,037
2050	293,510	124,159
2055	335,949	151,177

Cities (assumes current city boundary)

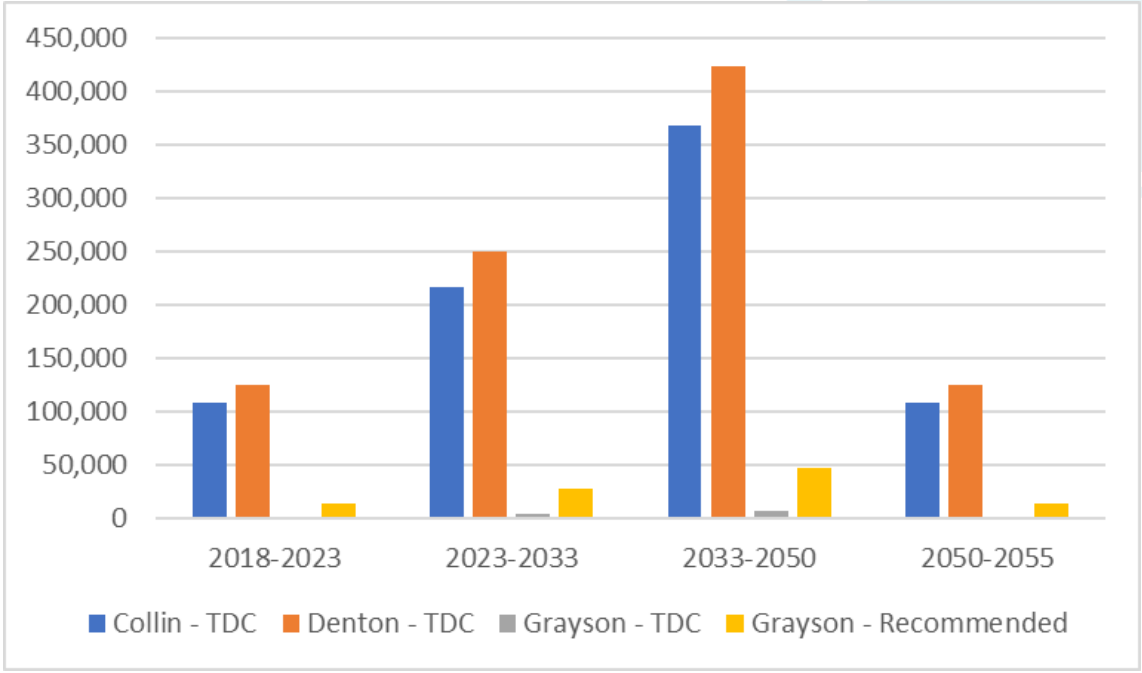
City	POP 2018	POP 2040	POP 2055	EMP 2018	EMP 2040	EMP 2055
Bells	1,010	1,089	1,144	190	699	1,890
Collinsville	172	177	180	2	11	23
Denison	22,574	30,388	38,499	7,426	16,015	31,772
Dorchester	37	62	90	0	17	41
Gunter	1,814	3,717	5,940	251	627	911
Howe	3,033	3,376	3,742	520	869	1,491
Knollwood	1,219	1,262	1,386	439	573	746
Sherman	39,249	70,968	107,062	20,691	36,748	56,542
Southmayd	268	305	338	186	200	236
Tom Bean	477	525	565	152	291	673
Van Alstyne	4,359	6,733	9,544	1,214	2,603	3,227
Whitesboro	1,363	1,442	1,491	467	942	1,555
Whitewright	1,333	1,388	1,426	512	747	1,146

Regional Context

Population

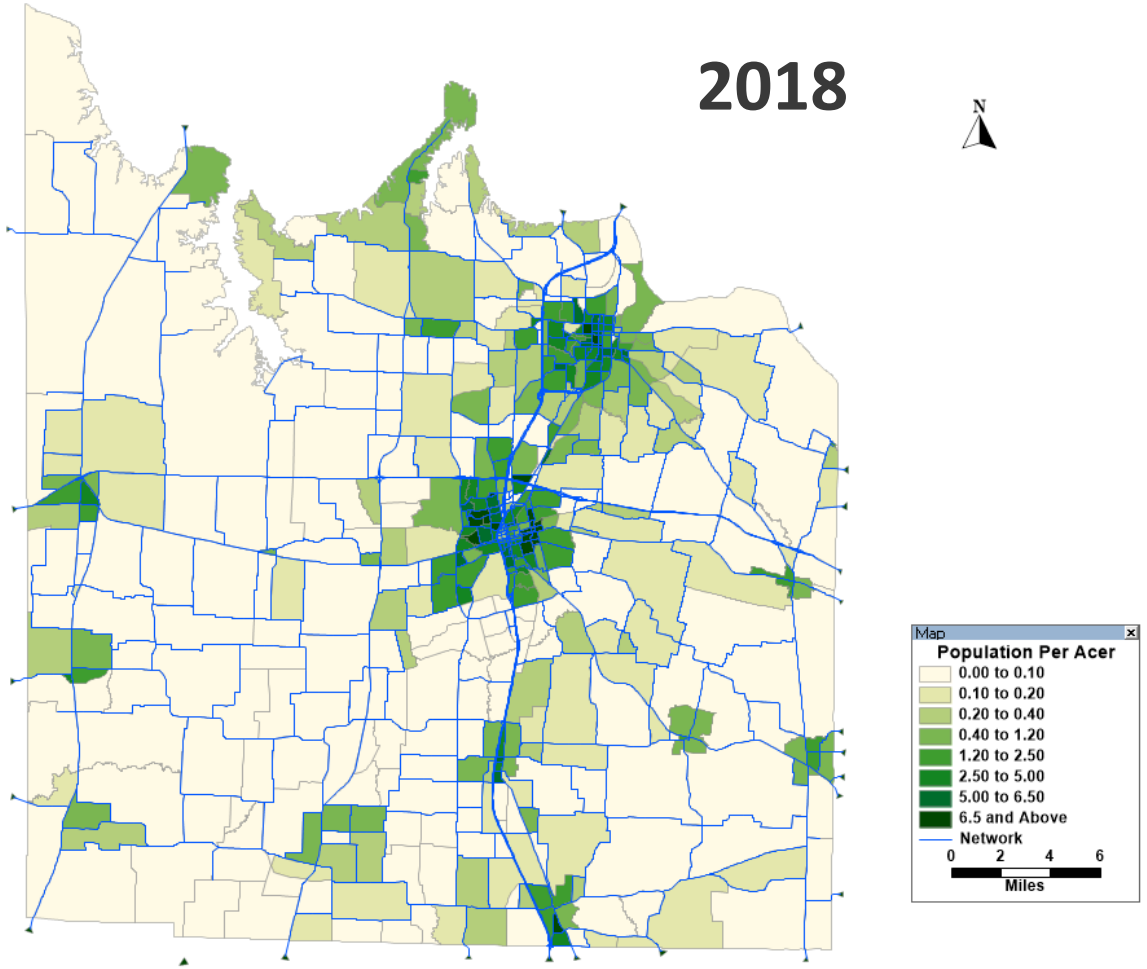


Employment

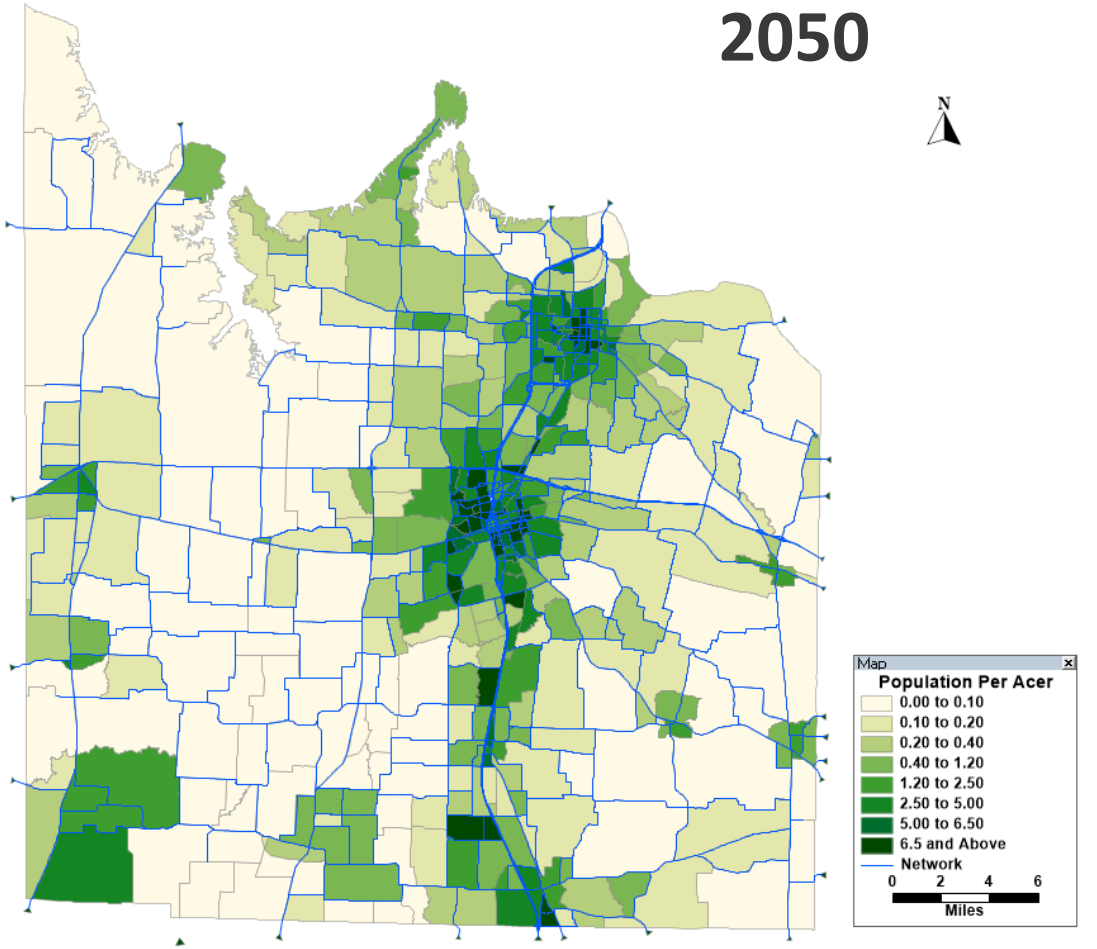


Population Per Acer (TAZ)

2018

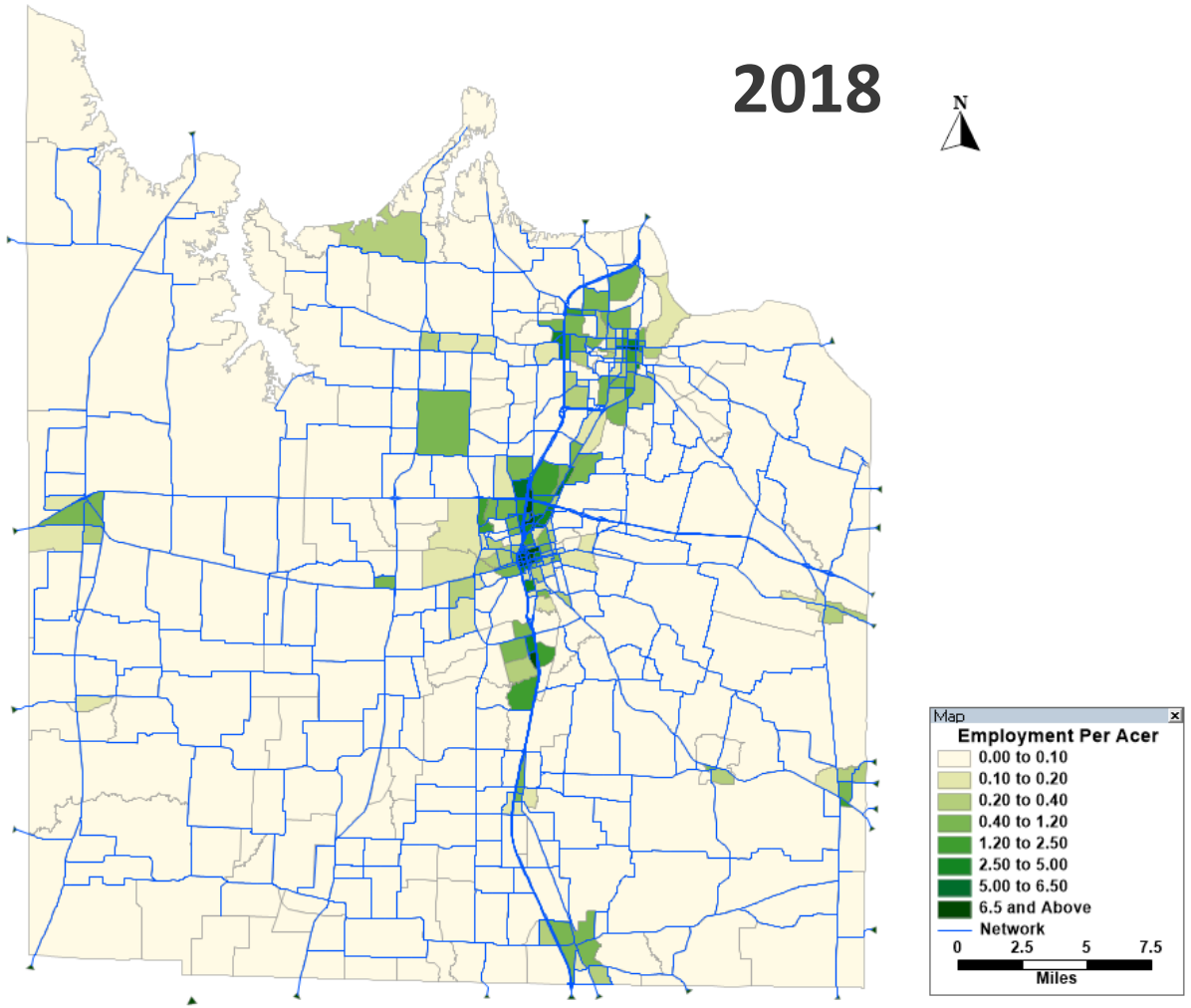


2050

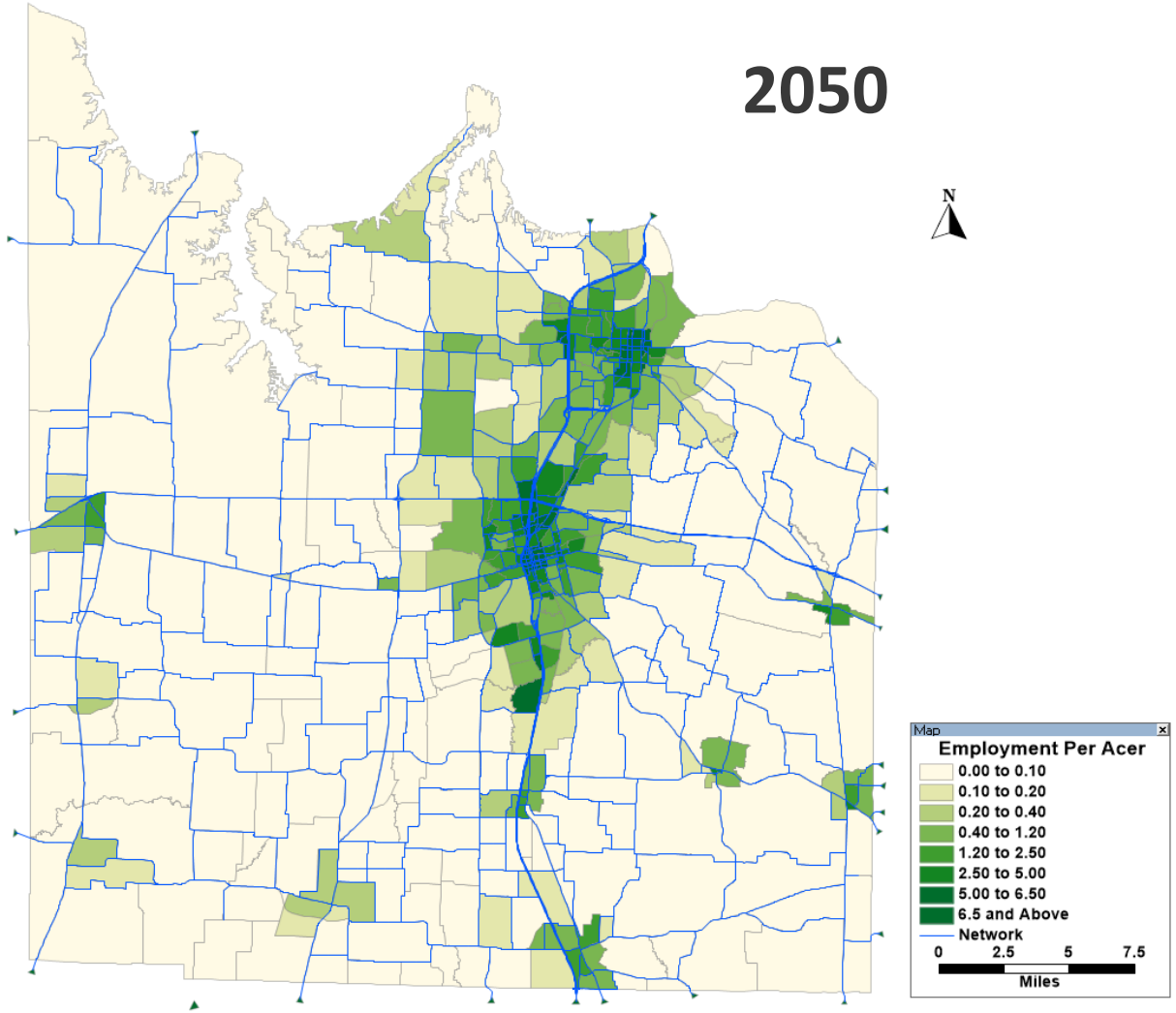


Employment Per Acer (TAZ)

2018



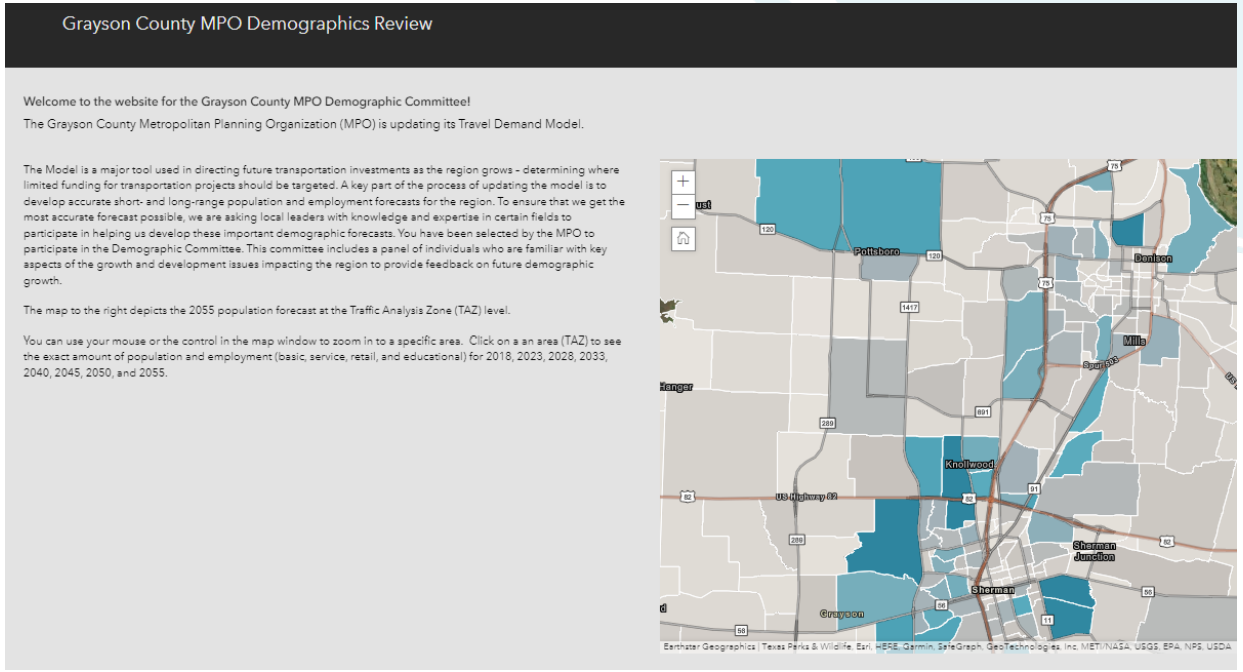
2050



TAC Feedback

Web-based tool

[Grayson County MPO Demographics Review (arcgis.com)]



TAC Feedback

TAZ	TAC Comment	POP 2018	POP 2055	EMP 2018	EMP 2055
142	There is a large precast concrete pipe plant here that employs several people and is set to expand their plant.	46	123	0	58
143	There are several concrete plants located within this zone.	23	60	3	52
134	The city of Gunter has had talks with developers about building homes here.	116	156	21	179
163	The city of Gunter has had talks with developers about building homes here.	17	52	0	154
282	I believe the city of Van Alstyne has a planned housing addition for this zone.	164	488	34	123

Thank you for your Participation

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GRAYSON COUNTY MPO
METROPOLITAN PLANNING ORGANIZATION
INTERMODAL URBAN TRANSPORTATION PLANNING

ATG
ALLIANCE
TRANSPORTATION GROUP

GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
TECHNICAL ADVISORY COMMITTEE (TAC)
AGENDA ITEM V
ACTION ITEM

November 30, 2022

Review of a Transit Asset Management (TAM) Plan for the Texoma Area Paratransit System (TAPS) and Recommend Approval of a Resolution Adopting the TAM Plan to the Policy Board

BACKGROUND:

The Federal Transit Administration (FTA) published a Final Rule on July 26, 2016 that became effective October 1, 2016, that defined "state of good repair (SGR)" and established minimum Federal requirements for transit asset management that applies to all recipients and sub-recipients of Chapter 53 funds that own, operate, or manage public transportation capital assets. This final rule also established SGR standards and four SGR performance measures. In addition, transit providers were required to set performance targets for their capital assets based on the SGR measures and report their targets, as well as information related to the condition of their capital assets, to the National Transit Database.

Transit providers were required to set targets by January 1, 2017 (90 days after October 1, 2016 – effective date of final rule). Metropolitan Planning Organizations were required to adopt the targets by June 30, 2017 (180 days after January 1, 2017) for the Metropolitan Area. We are in the sixth year of this program.

Texoma Area Paratransit System (TAPS) Board of Directors approved the TAM Plan on November 16, 2022 and has forwarded the TAM Plan for consideration by the Policy Board.

The Policy Board is anticipated to take action on the resolution adopting the TAM Plan on December 7, 2022.

ACTION REQUESTED:

Recommend Approval of a Resolution Adopting the TAM Plan to the Policy Board

ATTACHMENTS: *click underlined items for attachment*

- *Resolution 2022-07*

STAFF CONTACT: Clay Barnett, P.E., 903.813.5275, barnettc@co.grayson.tx.us

RESOLUTION NO. 2022-07

A RESOLUTION OF THE POLICY BOARD OF THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION, APPROVING THE TRANSIT ASSET MANAGEMENT (TAM) PLAN BY THE TEXOMA AREA PARATRANSIT SYSTEM (TAPS), AND CONCURRING IN PERFORMANCE TARGETS APPLICABLE THERETO

WHEREAS, the Grayson County Metropolitan Planning Organization, which is the metropolitan planning organization (MPO) for the Sherman-Denison Metropolitan Area, has the responsibility under the provisions of Infrastructure Investment and Jobs Act (IIJA) for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, pursuant to the Infrastructure Investment and Jobs Act (IIJA), the Federal Transit Administration (FTA) has promulgated rules to establish a system to monitor and manage public transportation assets through a Transit Asset Management (TAM) Plan; and

WHEREAS, pursuant to its responsibilities as the Metropolitan Planning Organization (MPO) for the region and must agree with such TAM plan, concur in the performance targets, and accept such targets as being applicable to the Texoma Area Paratransit System (TAPS) in the Sherman-Denison Metropolitan Area.

NOW, THEREFORE, BE IT RESOLVED BY THE POLICY BOARD OF THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION, concurs in adoption of performance targets resulting from said TAM Plan in accordance with Exhibit "A" attached hereto and incorporated herein, and accepts such targets as being applicable to public transit providers in the Sherman-Denison Metropolitan Area.

ADOPTED in Regular Session on this the 7th day of December, 2022.

GRAYSON COUNTY MPO

BY: _____
DAVID PLYLER, CHAIRMAN

I hereby certify that this resolution was adopted by the Policy Board of the Grayson County Metropolitan Planning Organization in regular session on December 7, 2022.

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

RESOLUTION NO. 2022-07
EXHIBIT “A”

2023 TRANSIT ASSET MANAGEMENT PLAN

CONTENTS

Section 1 - Introduction

Overview

Texoma Area Paratransit System (TAPS) provides demand responsive public transportation in rural Clay, Cooke, Fannin, Grayson, Montague, and Wise counties located in North Central Texas. TAPS also provides demand responsive service for the Sherman/Denison Urbanized Area (see Figure 1). Service hours are Monday-Friday 6 am to 6 pm and are open to the public. Service is not exclusive of any population. The fleet is made up of 26-foot Cutaway paratransit type vehicles. All vehicles are ADA accessible. The agency has Facilities to maintain the fleet of vehicles as well as equipment to clean and maintain the vehicles.

Figure 1: TAPS Service Area

The purpose of this TAM (Transit Asset Management) Plan is to document the condition of the various assets and prepare for replacement based on each asset type's useful life. The TAM Plan also provides a framework for effective decision-making with respect to the capital assets. TAPS TAM Plan is comprised of tables derived from the FTA's TAM Guide for Small Providers Worksheet.

About the TAM Plan

As part of MAP-21 and the subsequent Fixing America's Surface Transportation (FAST) ACT, the FTA enacted regulations for transit asset management that require transit service providers to establish asset management performance measures and targets, and to develop a TAM Plan. The final TAM rule was published on July 26, 2016 and went into effect on October 1, 2016.

The rule distinguishes requirements between larger and smaller transit agencies. TAPS is a Tier II provider, which the FTA describes as:

> A Federal grant recipient that owns, operates, or manages: 1) one hundred (100) or fewer vehicles in fixed-route revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, or has one hundred (100) or fewer vehicles in general demand response service during peak regular service hours; 2) a subrecipient under the Section 5311 Rural Area Formula Program; or 3) any American Indian tribe.

The TAM Rule requires that transit agencies establish state of good repair (SGR) performance measures and targets for each asset class. TAPS reports on the following asset performance measures and categories:

- Rolling Stock (Revenue Vehicles): Percent of vehicles that have either met or exceeded their Useful Life Benchmark (ULB).
- Equipment (Equipment and Service Vehicles): Percent of equipment that have either met or exceeded their ULB.
- Facilities: Percent of Facilities rated below condition 3 on the FTA TERM scale.

The Useful Life Benchmark (ULB) is defined as the expected lifecycle of a capital asset for a particular transit provider's operating environment, or the acceptable period of use in service for a particular transit provider's operating environment. The ULB considers a provider's unique operating environment such as geography, service frequency, and other factors. TAPS uses the service life for rolling stock as suggested in the Altoona Report for each individual vehicle; the IRS (Internal Revenue Service) life of 5 years for Non-Revenue Service Vehicles; and the IRS life of 3 years for automobiles.

This TAM Plan covers 12 transit operators in North Texas. The Plan follows the structure provided in the FTA TAM Plan Template for Small Providers1, which includes the following elements:

- Define TAM and SGR policy, TAM goals, and performance targets and measures
- Capital asset inventory summary
- Capital asset condition assessment summary
- Investment prioritization and decision support tool description
- Maintenance, overhaul, disposal, and acquisition and renewal strategies
- Proposed investment and capital investment activity schedules.

This plan covers a timeframe through the end of FY 23 and can be easily added to include more long-term goals. This plan includes expected useful life timelines for equipment, includes steps that are performed to maintain equipment in a state of good repair and allows the agency a document to fall back on to monitor progress.

Performance Targets & Measures

The goal of this plan is to assist in maintaining assets to ensure that the agency obtains the maximum amount of use for an asset without sacrificing safety to the public. This assists the agency in planning for the replacement of assets. The agency also can assess progress toward goals and objects.

Asset Category	Performance Measure	Target
Rolling Stock *All revenue vehicles*	**Age** - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	20%
Equipment *Non-revenue vehicles*	**Age** - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	20%
Facilities *All buildings or structures*	**Condition** - % of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale	0.01%

Transit Asset Management: Vision

The goal of this plan is to assist in maintaining assets to ensure that the agency obtains the maximum amount of use for an asset without sacrificing safety to the public. This assists the agency in planning for the replacement of assets. The agency also can assess progress toward goals and objects.

Beyond compliance with legislation, regulations, and statutory requirements, TAPS aims to improve asset management awareness, and ensure staff have the knowledge and skills necessary to successfully carryout their roles.

TAM and SGR Policy

TAPS will establish and maintain investment strategies to ensure its capital assets are kept in a state of good repair. The state of good repair is defined as the condition in which a capital asset can operate at a full level of performance throughout its useful life.

To do this, TAPS will:

• Maintain an inventory of all capital assets, including vehicles, facilities, equipment, and infrastructure;

· Consistently monitor the condition and measure the performance of assets over time and report performance of assets each year to the Nation Transit Database;

• Project the future performance of assets consistent with FTA guidelines;

• Establish and adhere to plans for maintenance, risk management, disposal, acquisition, and renewal of capital assets;

• Document policies, procedures, investment priorities, and other elements of TAPS' asset management program in a Transit Asset Management Plan, which will be updated annually

TAM Goals and Objectives

Following the TAM Vision and SGR Policy, the table below provides a list of goals and objectives that this TAM Plan is designed to achieve. Measuring each of these objectives will allow TAPS to track progress towards its goals, policies, and vision for Transit Asset Management.

Goals	Objectives
Increase customer satisfaction score by 20 percent in fiscal year.	Respond to customer feedback from past survey by mid-fiscal year.
	Respond to customer complaints (through 511) within one week of complaint.
Fleet Replacement	Follow through with Fleet Replacement Plan target set for end FY 23
	Continue to monitor fleet maintenance activity to ensure timely and cost-effective delivery of maintenance activities.
Assess TAM	Assess this plan annually to ensure state of good repair.
	This plan will be assessed in the beginning of each FY following the closeout inventory of each FY.

Roles and Responsibilities

Implementing the TAM Plan requires the shared work and responsibility of many people within the agency. These specific people are listed below. The responsibilities include implementing, monitoring, and updating this TAM Plan. TAPS must designate an Accountable Executive to ensure appropriate resources for implementing the agency's TAM plan and the Transit Agency Safety Plan. TAPS' Accountable Executive shall be the General Manager. The General Manager,

is a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

Department/Individual	Role (Title and/or Description)	
Shellie White	General Manager, Accountable Executive, reports to Board and Oversees all aspects of TAPS	TAPS
Brenda Davis	Accounting Assistant, support in financial planning and annual inventory	TAPS
Joe Penson	Maintenance Manager, maintaining fleet, equipment, and property	TAPS

Section 2 - Asset Portfolio

Asset Inventory Listing

The table below presents a summary of the asset inventory. This plan includes a total of 36 vehicles with an average age of 3.75 years. The equipment inventory includes 6 support vehicles and maintenance equipment. Also included is a maintenance facility, wash bay and land. Please see inventory table for the complete asset inventory listing.

Asset Category	Total Number	Avg Age	Avg Value
Equipment	13	6.3846	$17,448.00
Facilities	3	13.364	$86,135.00
Rolling Stock	36	3.75	$78,181.00

Inventory Table

Asset Category	Asset Class	Asset #	Make	Model	ID/Serial No.	Asset Owner	Age (Yrs)	Purchase Price
Rolling Stock	Vehicle	206	FORD	Glaval Concorde II	3FRNF6FLXBV433864	TAPS/TX DOT	11	$80,000.00
Rolling Stock	Vehicle	207	FORD	Glaval Concorde II	3FRNF6FL8BV433863	TAPS/TX DOT	11	$80,000.00
Rolling Stock	Vehicle	218	Ford	Universal	1FDXE4FS4BDA97212	TAPS/TX DOT	11	$80,000.00
Rolling Stock	Vehicle	246	VPG	MV-1	523MF1A67CM101309	TAPS/TX DOT	9	$45,000.00
Rolling Stock	Vehicle	259	Glaval	Titan II LF	1GB6G5BG7C1185132	TAPS/TX DOT	9	$80,000.00
Rolling Stock	Vehicle	320	Glaval	Universal	1FDXE4FS5FDA07202	TAPS/TX DOT	7	$80,000.00
Rolling Stock	Vehicle	323	Glaval	Universal	1FDXE4FS2FDA07206	TAPS/TX DOT	7	$80,000.00
Rolling Stock	Vehicle	324	Glaval	Universal	1FDXE4FS0FDA07205	TAPS/TX DOT	7	$80,000.00
Rolling Stock	Vehicle	325	Glaval	Universal	1FDXE4FS7FDA07203	TAPS/TX DOT	7	$80,000.00
Rolling Stock	Vehicle	327	Glaval	Universal	1FDXE4FS9FDA07204	TAPS/TX DOT	7	$80,000.00
Rolling Stock	Vehicle	328	Glaval	Universal	1FDXE4FS3FDA07201	TAPS/TX DOT	7	$80,000.00
Rolling Stock	Vehicle	341	Glaval	Universal	1FDXE4FS8JDC36336	TAPS/TX DOT	4	$80,000.00
Rolling Stock	Vehicle	342	Glaval	Universal	1FDXE4FS3JDC36325	TAPS/TX DOT	3	$80,000.00
Rolling Stock	Vehicle	343	Glaval	Commute	1FDES8PM1JKB25758	TAPS/TX DOT	4	$70,000.00
Rolling Stock	Vehicle	344	Glaval	Commute	1FDES8PM6JKB25755	TAPS/TX DOT	4	$70,000.00
Rolling Stock	Vehicle	345	Glaval	Commute	1FDES8PMXJKB25757	TAPS/TX DOT	4	$70,000.00
Rolling Stock	Vehicle	346	Glaval	Commute	1FDES8PM7JKB23318	TAPS/TX DOT	4	$70,000.00
Rolling Stock	Vehicle	347	Glaval	Commute	1FDES8PM9JKB23319	TAPS/TX DOT	4	$70,000.00
Rolling Stock	Vehicle	348	Glaval	Commute	1FDES8PM5JKB23317	TAPS/TX DOT	4	$70,000.00
Rolling Stock	Vehicle	349	Glaval	Commute	1FDES8PM8JKB36451	TAPS/TX DOT	4	$70,000.00
Rolling Stock	Vehicle	350	Glaval	Commute	1FDES8PM8JKB25756	TAPS/TX DOT	3	$70,000.00

Rolling Stock	Vehicle	351	Glaval	Cutaway	1FDXE4FS2KDC55630	TAPS/TX DOT	2	$70,000.00
Rolling Stock	Vehicle	352	Lone Star	Promaster	3C6TRVAG0KE539022	TAPS/TX DOT	2	$75,000.00
Rolling Stock	Vehicle	353	Lone Star	Promaster	3C6TRVAG9KE539021	TAPS/TX DOT	2	$75,000.00
Rolling Stock	Vehicle	354	Glaval	Commute	1FDES6PG6LKB18595	TAPS/TX DOT	1	$ 75,110.00
Rolling Stock	Vehicle	355	Glaval	Commute	1FDES6PG6LKB18600	TAPS/TX DOT	1	$ 75,110.00
Rolling Stock	Vehicle	356	Glaval	Commute	1FDES6PG0LKB31830	TAPS/TX DOT	1	$ 75,110.00
Rolling Stock	Vehicle	357	Glaval	Commute	1FDES6PG0LKB18592	TAPS/TX DOT	1	$ 75,110.00
Rolling Stock	Vehicle	358	Glaval	Commute	1FDES6PG6LKB31833	TAPS/TX DOT	1	$ 75,110.00
Rolling Stock	Vehicle	359	Glaval	Commute	1FDES6PG0LKB18611	TAPS/TX DOT	1	$ 75,110.00
Rolling Stock	Vehicle	360	Glaval	Commute	1FDES6PG4LKB18613	TAPS/TX DOT	1	$ 75,110.00
Rolling Stock	Vehicle	361	Glaval	Commute	1FDES6PG9LKB18591	TAPS/TX DOT	1	$ 75,110.00
Rolling Stock	Vehicle	362	Glaval	Commute	1FDXE4FN8NDC13137	TAPS/TX DOT	1	$ 78,791.00
Rolling Stock	Vehicle	363	Glaval	Commute	1FDXE4FN8NDC13140	TAPS/TX DOT	1	$ 78,791.00
Rolling Stock	Vehicle	364	Glaval	Commute	1FDXE4FN1NDC13139	TAPS/TX DOT	1	$ 78,791.00
Rolling Stock	Vehicle	365	Glaval	Commute	1FDXE4FNXNDC13138	TAPS/TX DOT	1	$ 78,791.00
Equipment	Vehicle	S3	Ford	F-150	1FTFX1CF0FA27652	TAPS/TX DOT	8	$30,000.00
Equipment	Vehicle	S4	Chevy	350	1GC4CVCG7KF171780	TAPS/TX DOT	3	$48,000.00
Equipment	Vehicle	S5	Ford	350	1FDRF3G62LEE27054	TAPS/TX DOT	2	$44,000.00
Equipment	Vehicle	C1	Chevy	Equinox	2GNALDEK3E6121494	TAPS/TX DOT	8	$32,000.00
Equipment	Vehicle	C2	Chevy	Impala	1G1125S39EU143136	TAPS/TX DOT	8	$34,000.00
Equipment	Vehicle	C4	Chevy	Equinox	3GNAXKEV7LL311990	TAPS/TX DOT	2	$23,315.00
Equipment	Vehicle Lift	14225	Rotary	SP015N310	CQK14I0025	TAPS/FTA	8	$11,000.00
Equipment	Vehicle Lift	14224	Rotary	SP012N7T0	DAU14I0090	TAPS/FTA	8	$11,000.00
Equipment	Alignment Rack	14223	Hunter	L441	JYB1634	TAPS/FTA	8	$73,000.00

Equipment	Hydraulic Lift System	14283	Koni	ST-1082FSFUS	211H-601201	TAPS/FTA	9	$30,000.00
Equipment	Fall Protection System					TAPS/FTA	4	$15,535.00
Facilities	Maintenance Facility	Maintenance Facility	Building	Custom	6104 Texoma Pkwy Sherman, TX	TAPS	15	$200,000.00
Facilities	Wash Bay	Wash Bay	Building	Custom	6104 Texoma Pkwy Sherman, TX	TAPS	11	$85,000.00
Facilities	Land	Land	Land	N/A	6104 Texoma Pkwy Sherman, TX	TAPS	27	$150,000.00

Section 3 - Condition Assessment

Asset Condition Summary

Thirty percent of rolling stock is currently at or past its ULB. All other assets are within their useful life benchmarks. A detailed list is presented below.

Asset Category	Count	Avg Age	Avg Mileage	Avg TERM Condition	Avg Value	% At or Past ULB
Equipment	13	6.3846		N/A	$17,448.00	46.00%
Facilities	3	13.364		4.333333333	$86,135.00	0.00%
Rolling Stock	36	3.75	75,636	N/A	$78,181.00	30.55%

Rolling Stock Condition Table

Asset Category	Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Rolling Stock	Vehicle	206	3FRNF6FLXBV433864	11	$80,000.00	7	Yes
Rolling Stock	Vehicle	207	3FRNF6FL8BV433863	11	$80,000.00	7	Yes
Rolling Stock	Vehicle	218	1FDXE4FS4BDA97212	11	$80,000.00	5	Yes

Rolling Stock	Vehicle	246	523MF1A67CM101309	9	$45,000.00	4	Yes
Rolling Stock	Vehicle	259	1GB6G5BG7C1185132	9	$80,000.00	5	Yes
Rolling Stock	Vehicle	320	1FDXE4FS5FDA07202	7	$80,000.00	5	Yes
Rolling Stock	Vehicle	323	1FDXE4FS2FDA07206	7	$80,000.00	5	Yes
Rolling Stock	Vehicle	324	1FDXE4FS0FDA07205	7	$80,000.00	5	Yes
Rolling Stock	Vehicle	325	1FDXE4FS7FDA07203	7	$80,000.00	5	Yes
Rolling Stock	Vehicle	327	1FDXE4FS9FDA07204	7	$80,000.00	5	Yes
Rolling Stock	Vehicle	328	1FDXE4FS3FDA07201	7	$80,000.00	5	Yes
Rolling Stock	Vehicle	341	1FDXE4FS8JDC36336	4	$80,000.00	7	No
Rolling Stock	Vehicle	342	1FDXE4FS3JDC36325	3	$80,000.00	7	No
Rolling Stock	Vehicle	343	1FDES8PM1JKB25758	4	$70,000.00	5	No
Rolling Stock	Vehicle	344	1FDES8PM6JKB25755	4	$70,000.00	5	No
Rolling Stock	Vehicle	345	1FDES8PMXJKB25757	4	$70,000.00	5	No
Rolling Stock	Vehicle	346	1FDES8PM7JKB23318	4	$70,000.00	5	No
Rolling Stock	Vehicle	347	1FDES8PM9JKB23319	4	$70,000.00	5	No
Rolling Stock	Vehicle	348	1FDES8PM5JKB23317	4	$70,000.00	5	No
Rolling Stock	Vehicle	349	1FDES8PM8JKB36451	4	$70,000.00	5	No

Rolling Stock	Vehicle	350	1FDES8PM8JKB25756	3	$70,000.00	5	No
Rolling Stock	Vehicle	351	1FDXE4FS2KDC55630	2	$70,000.00	5	No
Rolling Stock	Vehicle	352	3C6TRVAG0KE539022	2	$75,000.00	5	No
Rolling Stock	Vehicle	353	3C6TRVAG9KE539021	2	$75,000.00	5	No
Rolling Stock	Vehicle	354	1FDES6PG6LKB18595	1	$ 75,110.00	7	No
Rolling Stock	Vehicle	355	1FDES6PG6LKB18600	1	$ 75,110.00	7	No
Rolling Stock	Vehicle	356	1FDES6PG0LKB31830	1	$ 75,110.00	7	No
Rolling Stock	Vehicle	357	1FDES6PG0LKB18592	1	$ 75,110.00	7	No
Rolling Stock	Vehicle	358	1FDES6PG6LKB31833	1	$ 75,110.00	7	No
Rolling Stock	Vehicle	359	1FDES6PG0LKB18611	1	$ 75,110.00	7	No
Rolling Stock	Vehicle	360	1FDES6PG4LKB18613	1	$ 75,110.00	7	No
Rolling Stock	Vehicle	361	1FDES6PG9LKB18591	1	$ 75,110.00	7	No
Rolling Stock	Vehicle	362	1FDXE4FN8NDC13137	1	$ 78,791.00	7	No
Rolling Stock	Vehicle	363	1FDXE4FN8NDC13140	1	$ 78,791.00	7	No
Rolling Stock	Vehicle	364	1FDXE4FN1NDC13139	1	$ 78,791.00	7	No
Rolling Stock	Vehicle	365	1FDXE4FNXNDC13138	1	$ 78,791.00	7	No

Facilities Condition Table

Asset Category	Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Facilities	Maintenance Facility	Maintenance Facility	6104 Texoma Pkwy Sherman, TX	15	$200,000.00	50	No
Facilities	Wash Bay	Wash Bay	6104 Texoma Pkwy Sherman, TX	11	$85,000.00	25	No
Facilities	Land	Land	6104 Texoma Pkwy Sherman, TX	27	$150,000.00	99	No

Equipment Condition Table

Asset Category	Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Equipment	Vehicle	S3	1FTFX1CF0FA27652	8	$30,000.00	5	Yes
Equipment	Vehicle	S4	1GC4CVCG7KF171780	3	$48,000.00	5	No
Equipment	Vehicle	S5	1FDRF3G62LEE27054	2	$44,000.00	5	No
Equipment	Vehicle	C1	2GNALDEK3E6121494	8	$32,000.00	5	Yes
Equipment	Vehicle	C2	1G1125S39EU143136	8	$34,000.00	5	Yes
Equipment	Vehicle	C4	3GNAXKEV7LL311990	2	$25,000.00	5	No
Equipment	Vehicle Lift	14225	CQK14I0025	7	$11,000.00	8	No
Equipment	Vehicle Lift	14224	DAU14I0090	7	$11,000.00	8	No
Equipment	Alignment Rack	14223	JYB1634	7	$73,000.00	8	No
Equipment	Hydraulic Lift System	14283	211H-601201	8	$30,000.00	8	No

Section 4 - Management Approach

Decision Support

TAPS performs annual inventory of assets and keeps excel spreadsheets to track use and condition. For this TAM plan, the FTA-developed excel template for TAM Plans for Small Providers was used to guide parts of the analysis.

Process/Tool	Brief Description
Annual inventory	Annual inventory allows staff to determine annual use and condition of assets. Staff can then compare annual usage to ensure that the fleet replacement plan is in line with projections.
Revenue Vehicle Fluid sampling analysis	This is critical in identifying issues as a vehicle ages and can also reinforce the need to replace a vehicle based on results over time.
Regular inspection of Facilities and Equipment	This allows staff to monitor items over time to ensure that mission critical components/assets are maintained. It also allows staff to detect those assets that may need to be replaced so that the agency can plan accordingly.

Investment Prioritization

Investment prioritization is made based on funding available. The agency seeks to set short term, mid-term, and long-range goals to ensure that assets are maintained in a state of good repair. The agency's short-term goal is to continue downsizing the fleet to be in line with current service levels. The agency does not foresee major growth or expansion. Based on funding available, the agency perceives that sufficient funding exists to replace fleet as it ages out through the end of FY 23.

Risk Management

Risk	Mitigation Strategy
Major Vehicle Breakdowns	Maintain increased vigilance focused on identifying issues in the PM (Preventative Maintenance) process to prevent major damage from occurring (i.e. early detection).
Loss or interruption of federal funds	Increase the amount of local funding/revenues to decrease dependence upon federal stream(s).

Maintenance Strategy

Asset Category/Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
CUT-AWAY BUS	PM-A includes oil sample analysis	5,000 Miles	1.5 Hours	$100
CUT-AWAY BUS	PM-B includes oil sample analysis	10,000 Miles	2 Hours	$160
CUT-AWAY BUS	PM-C includes oil sample analysis	30,000 Miles	4 Hours	$370
Facility	Routine Inspections conducted	Daily, Weekly, Monthly	1 -2 Hours	Included in Salaries

To mitigate unplanned maintenance needs, oil sample analyses are conducted to ensure early detection of major component breakdown. This causes a reduced cost to correct these unexpected maintenance needs. The agency is also working on creating a fund to use in such cases that would not adversely affect the agency's ability to cash flow such repairs.

Overhaul Strategy

Asset Category/Class	Overhaul Strategy
CUT-AWAY BUS	Major overhaul - rebuild of bus engine, drivetrain as needed based on performances and items detected from regular PM service. Fluid analysis is performed periodically to assist in early detection of major component problems.

Disposal Strategy

Revenue vehicles at the end of their useful life are disposed of via public auction or salvage.

Acquisition and Renewal Strategy

Asset Category/Class	Acquisition and Renewal Strategy
Revenue Vehicles	Assets are inventoried annually, and condition assessed. Agency has a fleet replacement based on projected asset usage.
Support Vehicles	Assets are inventoried annually, and condition assessed. Agency has a fleet replacement based on projected asset usage.

Facilities	Facilities are inspected monthly, weekly, and quarterly to identify areas that need maintenance. This assists agency in early detection of significant issues to ensure the agency can have time to locate funding source in event a major unforeseen issue arises.
Equipment	Equipment is inspected regularly and maintained to ensure safe and lasting use of equipment. Equipment is only used properly and for its intended purpose.

Section 5 - Work Plans & Schedules

Proposed Investments

Project Year	Project Name	Asset/Asset Class	Cost	Priority
FY 2023	Fleet update	Cutaway Bus and small buses	$600,000.00	Medium
FY 2023	New Transit Facility	Facility	$4,500,000.00	High

Capital Investment Activity Schedules

TAPS is in the process of making repairs/upgrades to the maintenance facility. Items that have been completed are new pavement in the front parking lot of the maintenance facility and a new fence to protect and secure revenue vehicle parking area.

SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION (MPO)
TECHNICAL ADVISORY COMMITTEE (TAC)
AGENDA ITEM VI
ACTION ITEM

November 30, 2022

Review of the Public Transportation Agency Safety Plan (PTASP) for the Texoma Area Paratransit System (TAPS) and Recommend Approval of a Resolution Adopting the PTASP to the Policy Board

BACKGROUND:

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Infrastructure Investment and Jobs Act (IIJA).

In compliance with MAP-21 and the IIJA, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

Transit providers were required to set targets by July 20, 2020. Metropolitan Planning Organizations were required to adopt the targets by January 20, 2021 (or no more than 180 days after receipt of the Agency Safety Plan from public transportation providers) for the Metropolitan Area. We are in the second year of this program.

Texoma Area Paratransit System (TAPS) Board of Directors approved the PTASP on November 16, 2022 and has forwarded the PTASP for consideration by the Policy Board.

The Policy Board is anticipated to take action on the resolution adopting the PTASP on December 7, 2022.

ACTION REQUESTED:

Recommend Approval of the Resolution Adopting the Public Transportation Agency Safety Plan (PTASP) for the Texoma Area Paratransit System (TAPS) to the Policy Board

ATTACHMENTS: *click underlined items for attachment*

- *Resolution 2022-08*

STAFF CONTACT: Clay Barnett, P.E., 903.813.5275, barnettc@co.grayson.tx.us

RESOLUTION NO. 2022-08

A RESOLUTION OF THE POLICY BOARD OF THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION, APPROVING THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) BY THE TEXOMA AREA PARATRANSIT SYSTEM (TAPS), AND CONCURRING IN PERFORMANCE TARGETS APPLICABLE THERETO

WHEREAS, the Grayson County Metropolitan Planning Organization, which is the metropolitan planning organization (MPO) for the Sherman-Denison Metropolitan Area, has the responsibility under the provisions of Infrastructure Investment and Jobs Act (IIJA) for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, pursuant to the Infrastructure Investment and Jobs Act (IIJA), the Federal Transit Administration (FTA) has promulgated rules to adopt Safety Management Systems (SMS) as the foundation for developing and implementing a Public Transportation Agency Safety Plan (PTASP); and

WHEREAS, pursuant to its responsibilities as the Metropolitan Planning Organization (MPO) for the region and must agree with such PTASP, concur in the performance targets, and accept such targets as being applicable to the Texoma Area Paratransit System (TAPS) in the Sherman-Denison Metropolitan Area.

NOW, THEREFORE, BE IT RESOLVED BY THE POLICY BOARD OF THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION, concurs in adoption of performance targets resulting from said PTASP in accordance with Exhibit "A" attached hereto and incorporated herein, and accepts such targets as being applicable to public transit providers in the Sherman-Denison Metropolitan Area.

ADOPTED in Regular Session on this the 7th day of December, 2022.

GRAYSON COUNTY MPO

BY: _____
DAVID PLYLER, CHAIRMAN

I hereby certify that this resolution was adopted by the Policy Board of the Grayson County Metropolitan Planning Organization in regular session on December 7, 2022.

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

RESOLUTION NO. 2022-08
EXHIBIT “A”

Texoma Area Paratransit System, Inc.

Public Transportation Agency Safety Plan

Version 2

Adopted November 16, 2022

In compliance with 49 CFR Part 673

Developed in conjunction with the

Texas Department of Transportation

AGENCY SAFETY PLAN REVISION LOG

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Change by:	Remarks
11/16/22	Update	Shellie White	Bipartisan Infrastructure Law Changes

TABLE OF CONTENTS

LIST OF FIGURES

LIST OF TABLES

1. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016, that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At Texoma Area Paratransit System, Inc (TAPS), all levels of management, administration and operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with TAPS and Transdev.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, TAPS and Transdev adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).[1] While safety has always been a primary function at TAPS, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

[1] Federal Register, Vol. 81, No. 24

A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Shellie White, Texoma Area Paratransit System, Inc General Manager

_____ _____

ACCOUNTABLE EXECUTIVE SIGNATURE DATE

The Texoma Area Paratransit System, Inc is governed by the TAPS Board of Directors. Approval of this plan by the TAPS Board of Directors occurred on November 16, 2022 and is documented in Resolution No. 21- 2022 from the TAPS Board of Directors Meeting.

B. Certification of Compliance – 673.13(a)(b)

TxDOT certifies on July 15, 2020, that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by Texoma Area Paratransit System, Inc as evidenced by the plan adoption signature and necessary TAPS Board of Directors approvals under Section 1.A of this plan.

2. TRANSIT AGENCY INFORMATION – 673.23(D)

TAPS is the public transportation provider for Fannin, Grayson, Cooke, Wise, Clay, and Montague counties in Texas. The TAPS main office/transfer center is located at 6104 Texoma Parkway, Sherman, Texas.

TAPS currently operates 22 vehicles for our demand response service which is the only service TAPS currently operates. The fleet is comprised of small sedan-type vehicles and 26-foot standard cutaway buses (body-on-chassis buses). TAPS requires 15 buses for peak service. All the demand response vehicles are Americans with Disabilities Act (ADA) accessible. Weekday demand response transit service is provided from 6:00 a.m. to 6:00 p.m. (last available pick-up time is 5:30 p.m.). There is no Saturday or Sunday demand response service. TAPS presently does not provide any fixed route service.

TAPS service is contracted to a third-party provider, Transdev Services Inc. The TAPS is managed by the General Manager and the management team consisting of the, Operations Manager, Maintenance/Facilities Manager, HR Generalist, Safety Manager and Accounting Assistant.

No additional transit service is provided by TAPS on behalf of another transit agency or entity at the time of the development of this plan.

Table 1 contains agency information, while an organizational chart for TAPS is provided in Figure 1.

TABLE 1: AGENCY INFORMATION

Information Type	Information
Full Transit Agency Name	Texoma Area Paratransit System, Inc (TAPS)
Transit Agency Address	6104 Texoma Parkway, Sherman, TX 75090
Name and Title of Accountable Executive 673.23(d)(1)	Shellie White, General Manager
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Bill Null, Safety Coordinator
Key Staff	Karen Kemp, Operations Manager Joe Penson, Maintenance Manager
Mode(s) of Service Covered by This Plan 673.11(b)	Demand Response
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5311
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Demand Response
Number of Vehicles Operated	22

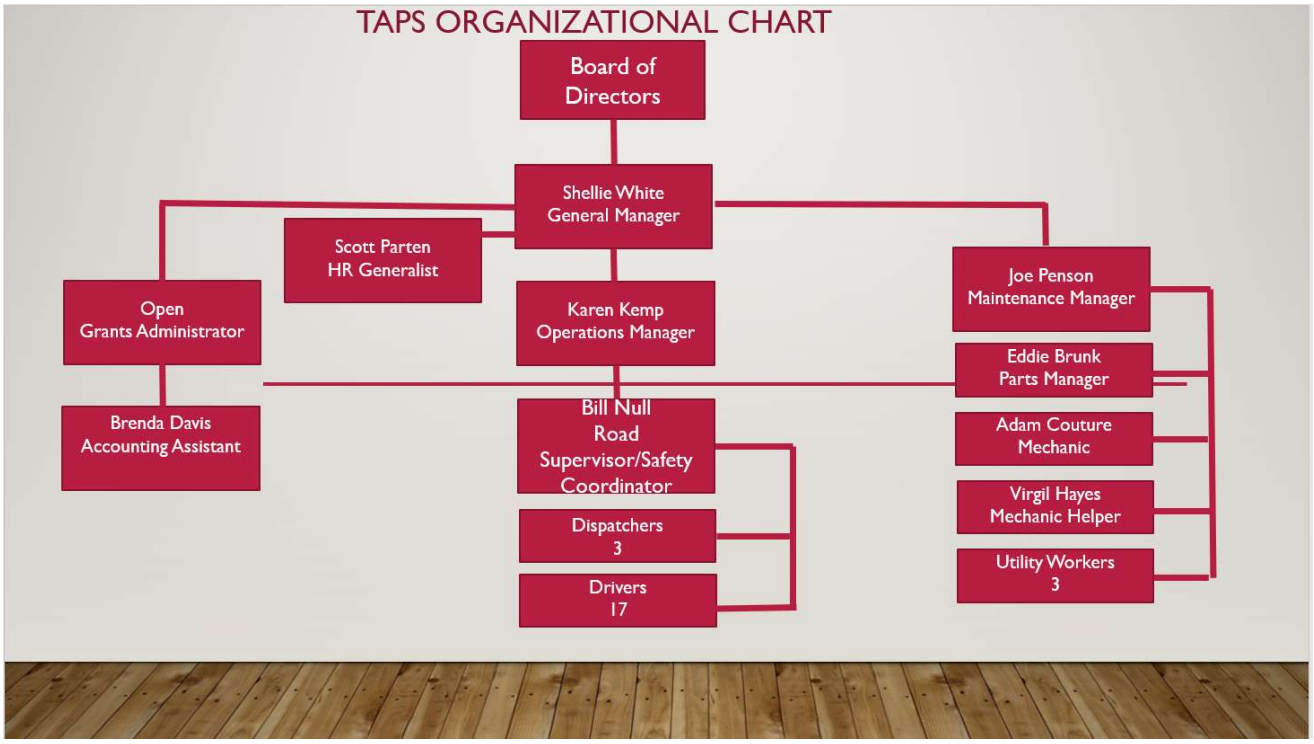


FIGURE 1: TAPS ORGANIZATIONAL CHART

A. Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), TAPS is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the TAPS SMS, per 673.23(d)(1).

Agency leadership and executive management include members of our agency leadership or executive management, other than the Accountable Executive, CSO/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the TAPS SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

Front line employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

3. SAFETY POLICIES AND PROCEDURES

A. Policy Statement – 673.23(a)

TAPS recognizes that the management of safety is a core value of our business. The management team at TAPS will embrace the SMS and is committed to developing, implementing, maintaining, and constantly improving processes to ensure the safety of our employees, customers, and the general public. All levels of management and frontline employees are committed to safety and understand that safety is the primary responsibility of all employees.

TAPS is committed to:

- Communicating the purpose and benefits of the SMS to all staff, managers, supervisors, and employees. This communication will specifically define the duties and responsibilities of each employee throughout the organization and all employees will receive appropriate information and SMS training.
- Providing appropriate management involvement and the necessary resources to establish an effective reporting system that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the employee reporting system. After thoroughly analyzing provided data, the transit operations division will develop processes and procedures to mitigate safety risk to an acceptable level.
- Ensuring that no action will be taken against employees who disclose safety concerns through the reporting system, unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.
- Establishing Safety Performance Targets (SPT) that are realistic, measurable, and data driven.
- Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

I. Employee Safety Reporting Program – 673.23(b)

An effective SMS uses information from a variety of sources. Frontline employees are a significant source of safety data. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason, the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

TAPS has a policy in place called the *TAPS Customer Complaint Policy*, which is applicable to all complainants whether internal or external to the agency. The procedure requires that when complaints are submitted, the complaints are first routed to the facility coordinator who will do an initial investigation. The facility coordinator will give the results of the investigation to the respective Operations Manager, Human Resources/Safety Coordinator, or appropriate policy. If the complaint relates to an accident, then the CSO is notified. Over the next year, TAPS will review and modify, if necessary, our *TAPS Customer Complaint Policy* to develop it into a full ESRP to ensure that the procedure complies with 49 CFR Part 673.

As contained in TAPS' *HR Policy Procedures*, TAPS has an Open-Door Policy that allows for both anonymous and identified communication of complaint, question, or suggestion for improvement. This process requires the employee to first approach their immediate supervisor. However, problems may be discussed with a higher-level manager instead of, or in addition to, their supervisor. There is also a Transdev North America, Inc. Ethics & Compliance Hotline that is always available to every employee. TAPS employees are protected from retaliation for using the Open-Door Policy in good faith and TAPS maintains the confidentiality of the employee making the complaint.

In general, the TAPS' *HR Policy Procedures* ensures that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management. The policy will include any contract employees. The policy will also spell out what protections are afforded employees who report safety related conditions and will describe employee behaviors that are not covered by those protections. The policy will also elaborate on how safety conditions that are reported will be reported back to the initiator(s) – either to the individual or groups of individuals or organization, dependent on the nature of the safety condition.

To bolster the information received from frontline employees, TAPS will also review our current policy for how our agency receives information and safety related data from employees and customers. If necessary, we will develop additional means for receiving, investigating and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distributed agency-wide to ensure that future reporting is encouraged.

II. Communicating the Policy Throughout the Agency – 673.23(c)

TAPS is committed to ensuring the safety of our clientele, personnel and operations. Part of that commitment is developing an SMS and agencywide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agencywide safety culture is communicating our SMP throughout our agency.

The SMP and safety objectives are at the forefront of all communications. This communication strategy will include posting the policy in prominent work locations for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will become part of our agency's regular safety meetings and other safety communications efforts. The

policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

B. PTASP Development and Coordination with TxDOT – 673.11(d)

This PTASP has been developed by TxDOT on behalf of the Sherman-Denison Metropolitan Planning Organization (MPO) and TAPS in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. TxDOT mailed a formal call for participation in a State sponsored PTASP development process to all Texas Section 5307 small bus transit agencies on January 15, 2019 and followed that call with a series of phone calls and additional correspondence. TAPS provided a letter to TxDOT opting into participation on March 15, 2019 and has been an active participant in the development of this plan through sharing existing documentation and participating in communication and coordination throughout the development of this plan. The TAPS documentation used in the development of this plan is presented in Table 7, in Appendix A.

In support of tracking performance on our SA and SP processes, TAPS conducts an internal safety audit and an annual safety culture survey. The internal safety audit and safety culture survey are intended to help TAPS assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by TAPS' administrators, supervisors, staff and contractors. The audit and survey are designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees' roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent internal safety audit and safety culture survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with TAPS to gain a better understanding of the agency and agency personnel. This understanding was necessary to ensure that the ASP was developed to fit TAPS' size, operational characteristics, and capabilities.

The draft ASP was delivered to TAPS in March 2020 for review and comment. Once review was completed and any adjustments made, the final was delivered to TAPS for review and adoption.

C. PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of TAPS' ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, TAPS will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the ASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through TAPS' annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOP], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety

at TAPS. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the TAPS Board of Directors whether by signature or by reference to resolution.

The annual ASP review will follow the update activities and schedule provided below in Table 2. As processes are changed to fully implement SMS or new processes are developed, TAPS will track those changes for use in the annual review.

TABLE 2: ASP ANNUAL UPDATE TIMELINE

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations								
Review SMS Documentation • *Safety Policy;* • *Risk Management;* • *Safety Assurance; and* • *Safety Promotion*.								
Review Previous Targets and Set or Continue Targets								
Report Targets to National Transit Database (NTD), TxDOT, Sherman-Denison MPO								
Make Any Necessary Adjustments to PTASP								
Update Version No., Adopt & Certify Plan Compliance								★

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

TABLE 3: ASP RECORD OF CHANGES

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

D. PTASP Maintenance – 673.11(a)(2)(c)

TAPS will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as TAPS continues to develop and refine our SMS implementation.

E. PTASP Documentation and Recordkeeping – 673.31

At all times, TAPS will maintain documents that set forth our ASP, including those documents related to the implementation of TAPS' SMS and those documents related to the results from SMS processes and activities. TAPS will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or TxDOT. TAPS will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as a part of the annual ASP review and update.

F. Safety Performance Measures – 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include SPTs based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4:

TABLE 4: NSP SAFETY PERFORMANCE MEASURES

Safety Performance Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per 100,000 VRM
Injuries	Total Number Reported	Rate Per 100,000 VRM
Safety Events	Total Number Reported	Rate Per 100,000 VRM
System Reliability	Mean distance between major mechanical failure	

Table 5 presents baseline numbers for each of the performance measures. TAPS collected the past four (4) years of reported data to develop the rolling averages listed in the table.

TABLE 5: BASELINE 2019 SAFETY PERFORMANCE MEASURES

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Demand Response	0	0	3	0.0000006	0	0	83,880

*rate = total number for the year/total revenue vehicle miles traveled

While safety has always been a major component of the TAPS operation, the adoption of this ASP will result in changes across all aspects of the organization. The SPTs set in Table 6 reflect an acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We will set our targets at the current NTD reported four-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last five years.

TABLE 6: DEMAND RESPONSE SAFETY PERFORMANCE TARGETS

Mode	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0	0
Injuries	3	3
Rate of Injuries*	0.0000006	0.0000006
Safety Events	0	0
Rate of Safety Events*	0	0
System Reliability	83,880	83,880
Other	N/A	N/A

*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, TAPS will reevaluate our SPTs and determine whether the SPTs need to be refined. As more data is collected as part of the SRM process discussed later in this plan, TAPS may begin developing safety performance indicators to help inform management on safety related investments.

G. Safety Performance Target Coordination – 673.15(a)(b)

TAPS will make our SPTs available to TxDOT and the Sherman-Denison MPO to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, TAPS will coordinate with TxDOT and Sherman-Denison MPO in the selection of State and MPO SPTs as documented in the Interagency Memorandum of Understanding (MOU).

Each year during the FTA Certifications and Assurances reporting process, TAPS will transmit any updates to our SPTs to both the Sherman-Denison MPO and TxDOT (unless those agencies specify another time in writing).

4. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As noted previously, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the NSP, National Public Transportation Safety Plan, and 49 CFR Part 673, TAPS is adopting SMS as the basis for directing and managing safety and risk at our agency. TAPS has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components: SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

FIGURE 2: SAFETY MANAGEMENT SYSTEMS

Implementing SMS at TAPS will be a major undertaking over the next several years. This ASP is the first step to putting in place a systematic approach to managing the agency's risk. TAPS has already taken several steps to implement SMS, such as developing this initial ASP and designating a CSO. During the first year of implementation, TAPS will identify SMS roles and responsibilities and key stakeholder groups, identify key staff to support implementation, and ensure the identified staff receive SMS training. TAPS will also develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress toward implementation with the TAPS Board of Directors and our agency's planning partners.

A. Safety Risk Management – 673.25

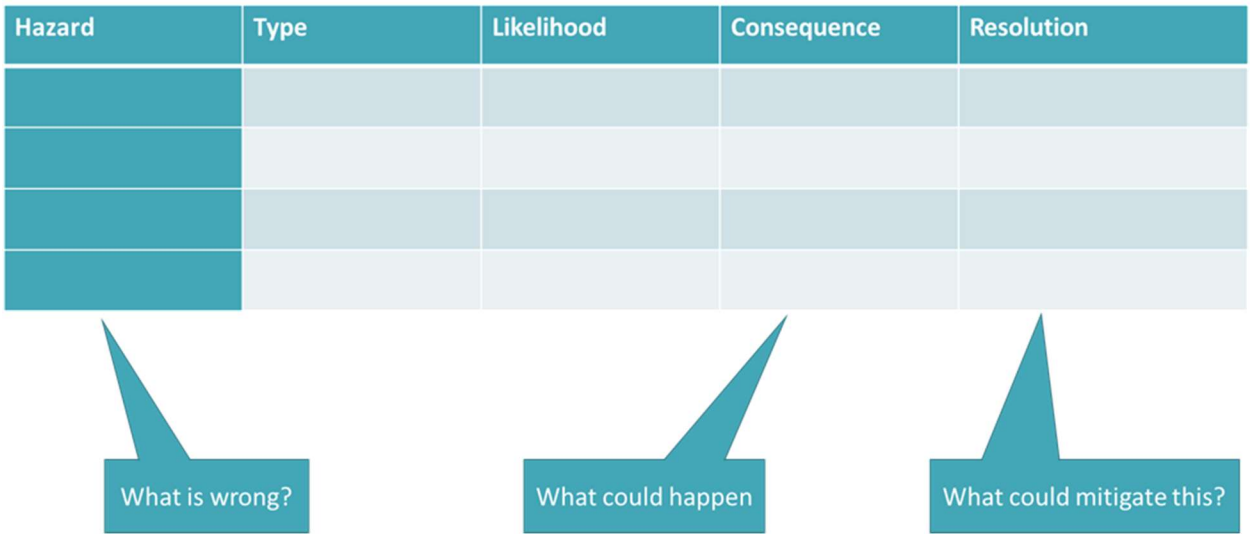
By adopting this ASP, TAPS is establishing the SRM process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement the TAPS SMS.

FIGURE 3: SAFETY RISK MANAGEMENT PROCESS

The implementation of the SRM component of the SMS will be carried out over the course of the next year. The SRM components will be implemented through a program of improvement during which the SRM processes will be implemented, reviewed, evaluated, and revised, as necessary, to ensure the processes are achieving the intended safety objectives as the processes are fully incorporated into TAPS' SOPs.

The SRM is focused on implementing and improving actionable strategies that TAPS has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.

FIGURE 4: DRAFT RISK REGISTER



As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps TAPS is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

I. Safety Hazard Identification – 673.25(b)

TAPS has a program called *Hazard Communication Program Transdev-Taps 430* (Appendix A) in place to prevent accidents and ensure the safety and health of employees by identifying hazards. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect them from these chemicals. This document also includes a list of steps that are to be taken by employees as part of this communication program.

These steps are provided in TAPS' *Hazard Communication Program Transdev-Taps 430*. Additional steps for hazard identification are provided in the *Job Hazard Analysis* (Appendix A) document.

The procedures outlined in the *Job Hazard Analysis* document were based on the OSHA's *Hazard Communication Standard*, along with state and local requirements. Although the current procedures have been effective in achieving our safety objectives, to ensure compliance with 49 CFR Part 673, TAPS is working to implement the following expanded SRM process.

The TAPS SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is any real or potential condition that can

cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or, damage to the environment.

Hazard identification focuses on out-of-the-norm conditions that need special attention or immediate action, new procedures, or training to resolve a condition that is unacceptable and return conditions to an acceptable level. TAPS uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures TAPS ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee's supervisors. Continued training helps employees to develop and improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that TAPS has full use of information from frontline employees for hazard identification.
- Upon receiving the hazard report, supervisors communicate the identified hazard to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting forms (e.g. incident reporting process used within the *Incident Reporting Policy*) and other reports completed on a routine basis by administrative, operations and maintenance. The TAPS *Safety Policy & Procedures* contain procedures for flagging and reporting hazards as a part of day-to-day operations.
- Supervisors are responsible for performing and documenting regular *Internal Safety Audit Reports*, which include reporting and recommending methods to reduce identified hazards.
- TAPS uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.
- Incident reports are also analyzed by the risk management team to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g. disciplinary action), the Human Resources Policy Procedure policy ensures providing employees the means to report in good faith known violations without fear of retaliation from any sources. The confidentiality of anyone who reports a suspected violation or participates in the investigation of it will be maintained.
- To increase the safety knowledge of our agency, the CSO, risk management personnel and subject matter experts are also encouraged to participate in available professional development

activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.

- Other sources for hazard identification include:
    - ESRP
    - Inspections of personnel job performance, vehicles, facilities and other data
    - Investigations of safety events
    - Safety trend analysis on data currently collected
    - Training and evaluation records
    - Internal safety audits
    - External sources of hazard information could include:
        - FTA and other federal or state authorities
        - Reports from the public
        - Safety bulletins from manufacturers or industry associations

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and subject matter expertise to select in assembling the safety risk assessment team.

The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affect overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.

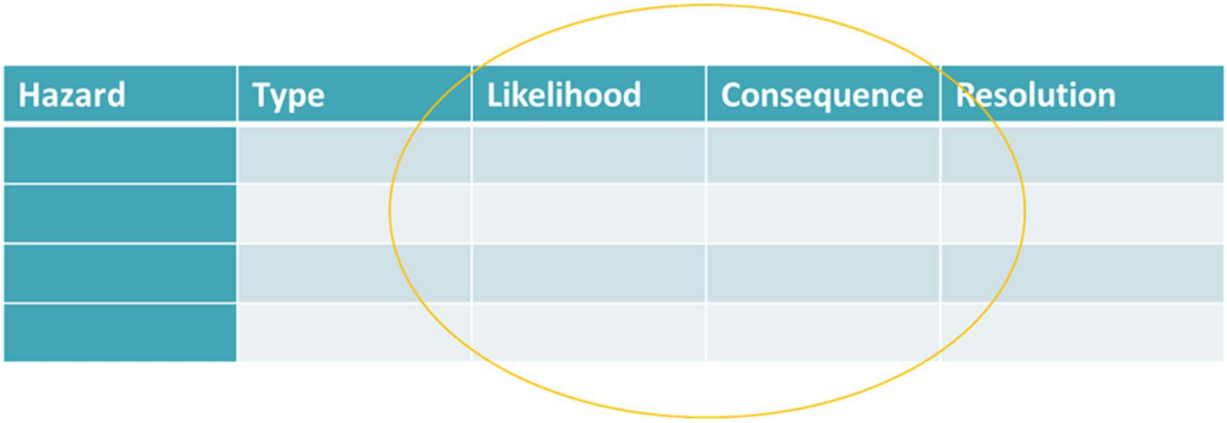
II. Safety Risk Assessment – 673.25(c)

TAPS currently uses a *Threats Form* with a similar framework for assessing risks and threats with reference to security for the transportation system. This form and procedure can be found in Section 4.2 of the *Transit System Security & Emergency Preparedness Program Plan (TSSEPPP)* (Appendix A) and shows specific threats, the likelihood to occur, the impact on transportation assets and systems, and a vulnerability index based on this assessment.

As part of the new SRM process, TAPS has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 5.

FIGURE 5: SAFETY RISK ASSESSMENT STEPS IN POPULATING THE RISK REGISTER



The risk assessment is conducted by the CSO and their risk management team through the safety compliance committee supplemented by subject matter experts from the respective department or section to which the risk applies. The process employs a safety risk matrix, similar to the one presented in Figure 6, that allows the safety team to visualize the assessed likelihood and severity, and to help decision-makers understand when actions are necessary to reduce or mitigate safety risk.

FIGURE 6: SAFETY RISK ASSESSMENT MATRIX

RISK ASSESSMENT MATRIX				
SEVERITY / LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Although the current version of the matrix relies heavily on the examples and samples that are listed on the PTASP Technical Assistance Center website, lessons learned from the implementation process during the coming years will be used to customize the matrix that TAPS will use to address our unique operating realities and leadership guidance.

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation. This is the point in the process when SRMs are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard's likelihood and severity have been assessed, the CSO enters the hazard assessment into the Risk Register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

III. Safety Risk Mitigation – 673.25(d)

As part of the TSSEPPP, TAPS currently has a *Threat and Vulnerability Assessment*, found in Section 4.2. The TSSEPPP lists the specific vulnerability according to the Vulnerability Index and identifies Current Risk Reduction Strategies and Additional Mitigation Actions Planned for each.

Upon completion of the risk assessment, the CSO and the safety committee continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level (Figure 7). However, mitigations do not typically eliminate the risk entirely.

FIGURE 7: RISK REGISTER MITIGATION COMPONENT

Hazard	Type	Likelihood	Consequence	Resolution

To accomplish this objective, the CSO, through the risk management team, works with subject matter experts from the respective department or section to which the risk applies. The risk management team

then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution's documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel's specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the appendix to the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

B. Safety Assurance – 673.27 (a)

Safety Assurance means processes within the TAPS SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) TAPS meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting TAPS' critical safety objectives and contribute towards SPTs.

I. Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the TAPS SA program, TAPS collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. TAPS currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, TAPS will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

MONITORING COMPLIANCE AND SUFFICIENCY OF PROCEDURES 673.27 (B)(1)

TAPS monitors our system for personnel compliance with operations and maintenance procedures and also monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with TAPS SOPs through direct observation and review of information from internal reporting systems such as the *Customer Concern Reporting* from both employees and customers.

TAPS addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

MONITORING OPERATIONS 673.27(B)(2)

Department Managers are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

II. Safety Event Investigation – 673.27(B)(3)

TAPS currently conducts investigations of safety events. From an SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that TAPS can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event. TAPS uses the *Incident Reporting Policy* document to identify safety and operational risks based on individual assets. The procedures outlined in the *Incident Reporting Policy* were based on the FTA's Model Bus Safety Programs and Public Transportation System Security and Emergency Preparedness Planning Guide.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. TAPS gathers a variety of information for identifying and documenting root causes of accidents and incidents, including but not limited to:

A. All agency incidents, non-work and work related injuries or illnesses (to determine preventability)

B. All Transdev North America incidents (e.g.: collisions, passenger injuries/falls, pedestrian/bicyclist events, etc.), regardless of severity, shall be immediately reported from the scene:

a. **Operators shall**:

1. Stop the vehicle, notify the Dispatch immediately after the incident occurs, and remain at the scene until released by proper authority.
   NOTE: Failure to comply with this requirement shall result in termination
2. Provide dispatch with incident details and remain in contact with Dispatch until all necessary information has been obtained:
   - The exact location of the accident, vehicle/route number and direction of travel
   - Any inquires or passenger complaints
   - Condition of the vehicle
   - Damage to any other property
3. Operators are authorized to call emergency services directly in cases of "imminent danger to life" if not able to immediately contact dispatch

b. **Dispatch shall** immediately report the incident to the Operations Manager and to the Safety Manager

1. Dispatch will determine the severity of the accident and notify the appropriate emergency response authorities (fire and police).
2. Dispatch will notify the appropriate Supervisor or Manager and ensure that a street Supervisor responds to the scene.

1) **Operations Manager/Safety Manager shall** enter the incident into WebRisk as soon as possible but **within 24 hours** and update the WebRisk entry as the investigation is completed and/or more information becomes available.
2) Operations Manager/Safety Manager uploads/updates pertinent documents reports in WebRisk as they become available.

C. Work-Related Injury or Illness reporting:

1) When an incident occurs, the employee must report all injuries or illnesses to the Safety Manager immediately.
2) All worked related injuries or illnesses are to be reported by calling:

Clinical Consult
888-836-5426
(888-VEOLIA6)

3) In the event of a medical emergency, the injured employee should not wait to speak with a nurse. The employee should go to the nearest emergency room or call 911.

4) The injured employee should be present for the call to speak with the nurse. After the injury assessment and care recommendations re provided the call will be transferred to intake.
5) The Safety Manager should instruct the employee to proceed with the care recommendations provided as the employee does not need to be present for the intake portion of the call.
6) The Safety Manager will provide the needed information to intake.

D. Critical Incident Reporting

In the case of Critical Incidents, in addition to the above, managers shall follow the procedures listed in the Critical Incident Protocol and take the additional steps outlined below:

1) Obtain the following basic information:
    a. Time and Place of incident
    b. Driver name and Date of Hire
    c. Vehicle number and type (cut-away, van, bus, sedan, etc.)
    d. Injuries, if transported from the scene – where to and by whom.
    e. Damage description
    f. Basic facts of incident
2) Call and notify the following persons:
    a. Risk Management
        1. Vehicle Crash or Passenger Incident:
            - B2G (Transit): Richard Freed, Director of Liability
            - B2B/B2C (Business Services/SuperShuttle/Taxi): Beth Edinger, Director of Risk)
        2. Work-Related Injuries:
            - B2G (Transit): Sandy Rosenwinkel, Director of Work Comp
            - B2B/B2C (Business Services/SuperShuttle/Taxi): Beth Edinger, Director of Risk)
    b. Regional Vice President
    c. Regional Safety Director

If the above cannot be reached, contact the Vice President of Safety.

3) General Manager or designee submits a "Critical Incident Notification": Go to "Outlook" and enter the required information.
4) Regional Safety Director and/or the Regional Vice President will continue the phone tree to the senior executives listed on an "as needed" basis. The Regional Safety Director will personally contact the Vice President of Safety for fatal or catastrophic events.
5) If the Regional Safety Director and/or the Regional Vice President or Vice President of Safety is not available, please contact the Chief Operating Officer.

MONITORING INTERNAL SAFETY REPORTING PROGRAMS 673.27(B)(4)

As a primary part of the internal safety reporting program, our agency monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

OTHER SAFETY ASSURANCE INITIATIVES

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, TAPS is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

C. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that TAPS will implement and how safety related information will be communicated.

I. Safety Competencies and Training – 673.29(a)

TAPS provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes.

As part of SMS implementation, TAPS will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (TAPS is not subject to the requirements under 49 CFR Part 672, but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.

- Review other training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Develop a set of competencies and trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all trainings and apply it to agency personnel and contractors.

II. Safety Communication – 673.29(b)

TAPS regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in Section 3.A.I) or other means.

TAPS reports any safety related information to the TAPS Board of Directors at their regular meetings and will begin including safety performance information. In addition, TAPS holds regularly scheduled meetings with drivers to ensure that any safety related information is passed along that would affect the execution of the drivers' duties. TAPS also posts safety related and other pertinent information in a common room for all employees.

TAPS will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, TAPS will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, TAPS will review our current communications strategies and determine whether others are needed. As part of this effort, TAPS has conducted, and will continue to conduct, a Safety Culture Survey

to understand how safety is perceived in the workplace and what areas TAPS should be addressing to fully implement a safety culture at our agency.

5. APPENDIX A

TABLE 7: TAPS SUPPORTING DOCUMENTS

File Name	Revision Date	Document Name	Document Owner
2018 Trends & Analysis.pdf	2018	Vehicle Events	TAPS
Compliance Audit Procedures.pdf		Maintenance Performance / Quarterly Compliance Audit Procedures	Transdev
Customer Concern Reporting.pdf		Customer Complaint Policy	TAPS
D&A Policy.pdf	Dec-18	Zero Tolerance Drug and Alcohol Policy for Employees in Safety Sensitive Job Functions	Transdev / TAPS
Doc & Data Control.pdf	2012	Document and Data Control	Transdev
Facilities Plan.pdf	12/1/2016	Facility Maintenance Plan	TAPS
Fleet Management Plan.pdf	2016	Fleet Management Plan	Transdev / TAPS
Funding Sources.pdf	2019	Funding Sources	TAPS
Governing Board Policy.pdf	1/28/2009	Bylaws of TAPS	TAPS
HAZCOM Program.pdf	10/20/2017	Hazard Communication Program	Transdev / TAPS
HR Policy_Procedures.pdf	Sep-17	Policies and Procedures Handbook	Transdev
Incident Reporting Policy.pdf	3/12/2018	Incident Reporting	Transdev
Incident Reporting_Paratransit.pdf	Feb-18	Accident/Incident Reporting Forms	Transdev
Job Descriptions.pdf		Job Description Postings	TAPS
Job Hazard Analysis.pdf	12/13/2018	Job Safety Analysis Plan	Transdev / TAPS
Job Hazard Analysis_2.pdf	4/18/2018	Job Hazard Analysis: Drivers / Operations	TAPS
Job Hazard Analysis_3.pdf	4/18/2018	Job Hazard Analysis: Maintenance	TAPS
Job Hazard Analysis_4.pdf	4/18/2018	Job Hazard Analysis: Office	TAPS
Maintenance Plan.pdf	5/10/2016	Maintenance Plan	Transdev
MPO Map.pdf		MPO Map	TAPS

File Name	Revision Date	Document Name	Document Owner
MPO Plans.pdf	10/15/2014	Sherman-Denison 2040 MTP: Guiding Principles, Objectives, and Policies	Sherman-Denison MPO
MPO Plans_2.pdf	12/5/2018	Unified Planning Work Program	Sherman-Denison MPO
MPO Plans_3.pdf	5/25/2018	Transportation Improvement Plan (2019-2022)	Sherman-Denison MPO
Organizational Structure.pdf		Organization Chart	TAPS
PPE Plan.pdf	10/13/2017	Personal Protective Equipment (PPE) Plan	Transdev / TAPS
Procurement P&P.pdf	Mar-17	Procurement Policies & Procedures	TAPS
Safety Committee.pdf	2/2/2018	Safety Committees	Transdev
Safety KPI.pdf	2019	2017-2019 Safety Measures	TAPS
Safety P&P.pdf		Safety Policies and Procedures	Transdev
Safety Training Manual.pdf	2018	Safe Driving Reference Guide	Transdev
SOPs.pdf	6/29/2017	Standard Operating Procedures	Transdev
TAPS Description.pdf		TAPS Description	TAPS
TAPS Services.pdf		Get-a-Ride Services	TAPS
Training Program.pdf	3/22/2018	Recommended New Paratransit Operator Development Syllabus	Transdev
Transit Asset Management (TAM).pdf	8/29/2018	2018 Transit Asset Management Plan	TAPS
Triennial Review Report.pdf	10/16/2017	Preliminary Findings of Deficiency: FY 2017 Triennial Review	TAPS / FTA
TSSEPPP.pdf	5/2/2019	Transit System Security & Emergency Preparedness Program Plan (TSSEPPP)	Transdev
Safety Data Collections.pdf		Safety Data Collections	TAPS
CHIEF SAFETY OFFICER (002).pdf		Chief Safety Officer	TAPS
CHIEF SAFETY OFFICER (002).pdf		TAPS Organizational Chart	TAPS
Hazardous Materials > Appendix B - Internal EMS Audit.pdf	Mar-16	Environmental Management System (EMS) Manual: Appendix B - Internal EMS Audit	Transdev

File Name	Revision Date	Document Name	Document Owner
Hazardous Materials > Chapter 00 - Cover Page & Table of Content.pdf	Mar-16	Environmental Management System (EMS) Manual: Table of Contents	Transdev
Hazardous Materials > Chapter 01 - Introduction.pdf	Mar-16	Environmental Management System (EMS) Manual: Introduction	Transdev
Hazardous Materials > Chapter 02 - EMS Structure and Elements.pdf	Mar-16	Environmental Management System (EMS) Manual: EMS Structure & Elements	Transdev
Hazardous Materials > Chapter 03 - EPCRA.pdf	Mar-16	Environmental Management System (EMS) Manual: Emergency Planning and Community Right-to-Know Act (EPCRA)	Transdev
Hazardous Materials > Chapter 04 - Employee Right-to-Know Program.pdf	Mar-16	Environmental Management System (EMS) Manual: Employee Right-to-Know Program	Transdev
Hazardous Materials > Chapter 05 - Hazardous Waste Management Program.pdf	Mar-16	Environmental Management System (EMS) Manual: Hazardous Waste Management (HASMAT) Program	Transdev
Hazardous Materials > Chapter 06 - Clean Water Management Program.pdf	Mar-16	Environmental Management System (EMS) Manual: Clean Water Management Program	Transdev
Hazardous Materials > Chapter 07 - Clean Air Management Program.pdf	Mar-16	Environmental Management System (EMS) Manual: Clean Air Management Program	Transdev
Hazardous Materials > Chapter 08 - Storage Tank Program.pdf	Mar-16	Environmental Management System (EMS) Manual: Storage Tank Program	Transdev

A. Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the

agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Agency Leadership and Executive Management: means those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer (CSO): means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

Event: means an accident, incident, or occurrence.

Federal Transit Administration (FTA): means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident: means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation: means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NSP): means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence: means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.

Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds our safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

Safety Management System (SMS): means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and safety performance targets.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

Safety Promotion (SP): means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Vehicle Revenue Miles (VRM): means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

B. Additional Acronyms Used

ADA: Americans with Disabilities Act

ASP: Agency Safety Plan

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America's Surface Transportation Act

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTD: National Transit Database

SOP: Standard Operating Procedure

TAPS: Texoma Area Paratransit System, Inc.

TSSEPPP: Transit System Security & Emergency Preparedness Program Plan

TxDOT: Texas Department of Transportation

6. APPENDIX B

A. Board Minutes or Resolution

Texoma Area Paratransit System (TAPS)

Resolution No. 06-2020

BOARD APPROVAL OF PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP)

WHEREAS, TAPS is a government entity in the state of Texas that services six counties across North Central Texas; and

WHEREAS, TAPS is a public transit agency that receives federal funds under federal "5307" Urbanized Area Formula Program funding; and

WHEREAS, the Federal Transit Administration (FTA) has adopted regulations under 49 CFR Part 673 that are intended to create a uniform system of safety management across all federally funded transit agencies; and

WHEREAS, the new uniform system of safety management is called the Safety Management System approach; and

WHEREAS, in order to implement the new SMS approach, TAPS governing board is required to adopt a Public Transit Agency Safety Plan (PTASP) by July 20th of 2020; and

WHEREAS, TAPS has received assistance from the Texas Department of Transportation (TXDOT) to draft and implement the new PTASP; and

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board adopts and approves the PTASP presented.
2. The Board further directs the General Manager to present and implement the PTASP to all employees.
3. The Board further directs the General Manager to serve as its Accountable Executive for the PTASP.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE TEXOMA AREA PARATRANSIT SYSTEM ON THIS 24TH DAY OF JUNE 2020.

Leon Klement, Board Chair

GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)
TECHNICAL ADVISORY COMMITTEE (TAC)
AGENDA ITEM VII
ACTION ITEM

November 30, 2022

Review the FY 2022 Annual Performance and Expenditure Report (APER) and Recommend Approval to the Policy Board

BACKGROUND:

The **Annual Performance and Expenditure Report** (APER) is a requirement established by FHWA per 23 CFR 420.117(b). It is due to TxDOT on December 15th each year per 43 TAC 16.52(a)(5). The purpose of the APER is to update the public and everyone involved in the planning process on the tasks outlined in the Unified Planning Work Program (UPWP). The APER is to be made available to the public through the MPO's Public Participation Plan (PPP) and posted on our web site www.gcmpo.org.

ACTION REQUESTED:

Recommend Approval of the FY 2022 Annual Performance and Expenditure Report (APER) to the Policy Board

ATTACHMENTS: *click underlined items for attachment*

- *FY 2022 Annual Performance and Expenditure Report*

STAFF CONTACT: Clay Barnett, P.E., 903.813.4524, barnettc@co.grayson.tx.us

GRAYSON COUNTY MPO
METROPOLITAN PLANNING ORGANIZATION
INTERMODAL URBAN TRANSPORTATION PLANNING

ANNUAL PERFORMANCE and EXPENDITURE REPORT

Fiscal Year 2022
October 1, 2021 to September 30, 2022

Approved by the Policy Board on December 7, 2022

Prepared by the Grayson County Metropolitan Planning Organization in cooperation with:

County of: Grayson
Texas Department of Transportation
U.S. Department of Transportation
Federal Highway Administration
Federal Transit Administration

The preparation of this report has been financed 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 contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

November 2022

TASK 1.0

ADMINISTRATION/MANAGEMENT

TASK SUMMARY

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 multi modal 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.

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 (2021 & 2022) 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.

> **Subtask 1.1 Work Performed and Status** – *All administrative tasks, day-to-day activities and operations of the urban transportation planning process were devised, implemented and accomplished through coordination by the Grayson County Metropolitan Planning*

Organization (MPO) and Texas Department of Transportation (TxDOT) Area staff. The majority of administrative tasks are on-going and carry-over fiscal years.

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 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.

Subtask 1.2 Work Performed and Status – *Conducted Policy Board meetings: December 1, 2021, June 6, 2022 and September 14, 2022. Conducted Technical Advisory Committee (TAC) meetings: November 17, 2021, March 31, 2022, May 18, 2022, August 17, 2022 and September 21, 2022. Conducted two public meetings in conjunction with the adoption and an amendment to the 2023-2026 Transportation Improvement Program (TIP) on May 18, 2022 and September 2, 2022. Meetings were posted and advertised according to federal, state and GCMPO's Public Participation Plan.*

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.

Subtask 1.3 Work Performed and Status – *Staff attended the 2021 Association of MPOs*

Annual Conference in person, the TxDOT Short Course in person, the 2021 Transportation Crossroads Conference in person, the 2022 Texas Transportation Forum in person, the 12th Annual Tarrant Transportation Summit in person, the 2022 TxDOT Transportation Planning Conference in person, several meetings of the Texas Transportation Commission virtually and two in person, and the TEMPO Summer Meeting virtually.

Expenditures for Staff Education and Training were not as much as anticipated due to restrictions in travel due to COVID-19, which resulted in a fund balance.

TASK 1.0 FUNDING SUMMARY

Fund Source (1.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	$52,760.00	$44,632.56	$8,127.44	84.60%
State Planning & Research Funds (SPR)	$0.00	$0.00	$0.00	
Local Planning Funds	$0.00	$0.00	$0.00	
TOTAL	$52,760.00	$44,632.56	$8,127.44	84.60%

TASK 2.0

DATA DEVELOPMENT AND MAINTENANCE

TASK SUMMARY

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.

Subtask 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 insure 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 updates to the TDM are anticipated to be completed by the second quarter of FY 2023. A presentation on the updates made to the TDM will be presented to the TAC prior to final acceptance. Once complete, the model will be delivered to TTI for use in the statewide model. The MPO intends to use a consultant to complete this task.

Subtask 2.1 Work Performed and Status – *The effort to update the GCMPO Land and Use and Socio-Economic/Demographic Data for the 2018 Travel Demand Model was completed this fiscal year. A presentation was given to the TAC on September 21, 2022. The model was given to TxDOT TPP/TTI for the completion of the development of the model. The MPO will continue to be involved in the development of the model. TxDOT TPP/TTI anticipates being complete with the model in the fourth quarter of FY 2023. The model will be utilized in the development of the 2050 Metropolitan Transportation Plan.*

Subtask 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. 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 2.3 Work Performed and Status – *Staff prepared maps for MPO staff projects, Policy Board and Technical Advisory Committee meetings, and public information. Examples include maps for TIP, thoroughfare plan maps for cities in the MPA, and maps for presentations by the Policy Board chairman and GCMPO director to different civic groups and city councils in the MPA.*

TASK 2.0 FUNDING SUMMARY

Fund Source (2.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	$86,500.00	$86,480.22	$19.78	99.98%
State Planning & Research Funds (SPR)	$0.00	$0.00	$0.00	
Local Planning Funds	$0.00	$0.00	$0.00	
TOTAL	$86,500.00	$86,480.22	$19.78	99.98%

TASK 3.0

SHORT RANGE PLANNING

TASK SUMMARY

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 2021-2024 Transportation Improvement Program (TIP), and development of the new 2023-2026 TIP.

Subtask 3.1 Transportation Improvement Program (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 2021-2024 TIP as needed and allow citizens, public agencies, and private transportation providers an opportunity to comment on the program.

Every two years each MPO is required to develop a new TIP. In FY 2022, the MPO will be required to develop a new TIP covering the years 2023 through 2026.

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 FAST Act (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 3.1 Work Performed and Status – *Staff developed the new 2023-2026 TIP that was adopted by the Policy Board on June 1, 2022. An amendment to the 2023-2026 TIP was developed by staff to add one project, namely US 75 between FM 902 and FM 1417. The amendment was adopted by the Policy Board on September 14, 2022.*

Subtask 3.2 Unified Planning Work Program – The 2022-2023 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.

Subtask 3.2 Work Performed and Status – *Progress in accomplishing the UPWP work elements was monitored.*

Subtask 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.

Subtask 3.3 Work Performed and Status – *Staff worked with Texoma Area Paratransit System (TAPS), our local transit provider, in the development of the Transit Asset Management (TAM) Plan, Public Transportation Agency Safety Plan (PTASP), the 2022-2023 UPWP, the 2023-2026 TIP, and the 2021 Annual Project Listing.*

TASK 3.0 FUNDING SUMMARY

Fund Source (3.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	$18,500.00	$18,488.31	$11.69	99.94%
State Planning & Research Funds (SPR)	$0.00	$0.00	$0.00	
Local Planning Funds	$0.00	$0.00	$0.00	
TOTAL	$18,500.00	$18,488.31	$11.69	99.94%

TASK 4.0

METROPOLITAN TRANSPORTATION PLAN (MTP) UPDATE

TASK SUMMARY

A 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 next installment of this document will be the 2050 Metropolitan Transportation Plan (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.

Subtask 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.

In the second quarter of FY 2023, staff will begin the effort to update the MTP to reflect the new horizon of 2050. Adoption of the 2050 plan will occur no later than September 30, 2024. The MPO intends to use a consultant to complete this task.

> **Subtask 4.1 Work Performed and Status** – *The 2045 MTP was monitored to determine if any changes are necessary.*

Subtask 4.2 Bicycle and Pedestrian Plan Update – The update to the Bicycle and Pedestrian Plan include all of the Metropolitan Planning Area. Scope of services for the project will 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.

The MPO intends to use a consultant to complete this task.

> **Subtask 4.2 Work Performed and Status** – *No funds allocated for FY 2022.*

TASK 4.0 FUNDING SUMMARY

Fund Source (4.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	$2,500.00	$2,455.68	$44.32	98.23%
State Planning & Research Funds (SPR)	$0.00	$0.00	$0.00	
Local Planning Funds	$0.00	$0.00	$0.00	
TOTAL	$2,500.00	$2,455.68	$44.32	98.23%

TASK 5.0

SPECIAL STUDIES

TASK SUMMARY

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.

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.

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 RCTP for Planning Region 22 expires on February 28, 2022 at which time the region will cease to be eligible to receive federal transit funding until such time as the RCTP is completed. The Texoma Council of Governments has committed to completing the update to the RCTP prior to February 28, 2022. TCOG has requested the assistance of MPO staff to complete this effort. This subtask will be used for any assistance given to TCOG during the update.

> **Subtask 5.1 Work Performed and Status** – *MPO Staff assisted TCOG Staff in the development of the 2022-2026 Texoma Region Coordinated Human Services Transportation Plan by providing input and feedback on the plan throughout the planning process. MPO Staff served as the chair for the Texoma Regionally Coordinated Transportation Planning Committee, which met on December 2, 2021. The 2022-2026 Texoma Region Coordinated Human Services Transportation Plan was accepted by the TCOG Governing Board at their March 24, 2022 meeting and adopted by the Texoma Regionally Coordinated Transportation Planning Committee on July 14, 2022.*
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> *Additionally, MPO staff assisted with the development of the TAPS Long Range Transit Plan by providing input and feedback on the plan throughout the planning process. MPO Staff participated in the Steering Committee that was formed to oversee the development*

of the plan, which met on December 1, 2022. MPO Staff presented the TAPS Long Range Transit Plan to the TAPS Board of Directors on March 23, 2022.

Subtask 5.2 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 make adjustments to 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 staff provided by its fiscal agent to complete Phases 3 and 4 of this effort.

Subtask 5.2 Work Performed and Status – *Phase 2 of the update to the Grayson County Thoroughfare Plan was completed in the second quarter of this fiscal year. Work began on Phase 3, which was approximately ninety percent (90%) complete at the conclusion of the fiscal year. Input from City of Denison Staff is needed to complete this phase. Work began on Phase 4, which was approximately thirty percent (30%) complete at the conclusion of the fiscal year. Both Phases 3 and 4 are anticipated to be completed in the second quarter of FY 2023.*

Subtask 5.3 Grayson County Safety and Operations Strategic Plan – The purpose of the Grayson County Safety and Operations Strategic Plan is 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. The MPO intends to utilize a consultant to complete this effort.

Subtask 5.3 Work Performed and Status – *In order to select a consulting firm to assist staff in completing this effort, a Request for Proposal (RFP) was developed and issued on September 29, 2021 with a closing date of November 2, 2021 when four (4) proposals were received. The proposals were reviewed by the TAC and Kimley-Horn and Associates, Inc. was selected. The Policy Board approved the contract on December 1, 2021 and work began shortly after. All tasks included in this portion of the effort were completed by September 30, 2022. The Grayson County Safety and Operations Strategic Plan is posted on the Grayson County MPO website.*

Subtask 5.4 US 82 Corridor Freight Mobility Plan – Conduct a freight study for the US 82 corridor that reflects current conditions, anticipates future growth and local, national, and international economic conditions, recommends innovative solutions to freight needs and should include the following:

- Identification of safety, congestion and maintenance issues on the US 82 corridor;
- Total counts and trends of total and truck counts on US 82 across the corridor compared to IH 30/IH 20;
- Detailed inventory of freight businesses within 15 miles of the US 82 corridor;

- Identification of supply chains along the US 82 corridor;
- Identification of new or redevelopment parcels in each of the Urbanized Areas along the US 82 corridor;
- Targeted improvement strategies for the US 82 corridor;
- Conduct a strengths, weaknesses, opportunities and threats (SWOT) assessment of the US 82 corridor;
- Determine funding and financing needs and options;
- Conduct stakeholder engagement throughout the process; and
- Develop an implementation strategy.

This effort will be led by TxDOT-TPP. This subtask will be used to participate in the steering committee for the project and any additional assistance needed by TxDOT-TPP.

Subtask 5.4 Work Performed and Status – *No funds allocated for FY 2022.*

TASK 5.0 FUNDING SUMMARY

Fund Source (5.0)	Amount Budget	Amount Expended	Balance	% Expended
Transportation Planning Funds (TPF)	$28,000.00	$27,977.00	$23.00	99.92%
State Planning & Research Funds (SPR)	$95,000.00	$95,000.00	$0.00	100.00%
Local Planning Funds	$0.00	$0.00	$0.00	
TOTAL	$123,000.00	$122,977.00	$23.00	99.98%

TOTAL FUNDS
BUDGETED AND EXPENDED FOR FY22

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	Administration / Management	$52,760.00	$44,632.56	$8,127.44	84.60%
2.0	Data Development and Maintenance	$86,500.00	$86,480.22	$19.78	99.98%
3.0	Short Range Planning	$18,500.00	$18,488.31	$11.69	99.94%
4.0	Metropolitan Transportation Plan	$2,500.00	$2,455.68	$44.32	98.23%
5.0	Special Studies	$123,000.00	$122,977.00	$23.00	99.98%
TOTAL		$283,260.00	$275,033.77	$8,226.23	97.10%

TOTAL TRANSPORTATION PLANNING FUNDS (TPF)
BUDGETED AND EXPENDED FOR FY22

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	Administration / Management	$52,760.00	$44,632.56	$8,127.44	84.60%
2.0	Data Development and Maintenance	$86,500.00	$86,480.22	$19.78	99.98%
3.0	Short Range Planning	$18,500.00	$18,488.31	$11.69	99.94%
4.0	Metropolitan Transportation Plan	$2,500.00	$2,455.68	$44.32	98.23%
5.0	Special Studies	$28,000.00	$27,977.00	$23.00	99.92%
TOTAL		$188,260.00	$180,033.77	$8,226.23	95.63%

TOTAL STATE PLANNING & RESEARCH FUNDS (SPR)
BUDGETED AND EXPENDED FOR FY22

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	Administration / Management	$0.00	$0.00	$0.00	
2.0	Data Development and Maintenance	$0.00	$0.00	$0.00	
3.0	Short Range Planning	$0.00	$0.00	$0.00	
4.0	Metropolitan Transportation Plan	$0.00	$0.00	$0.00	
5.0	Special Studies	$95,000.00	$95,000.00	$0.00	100.00%
TOTAL		$95,000.00	$95,000.00	$0.00	100.00%

TOTAL LOCAL PLANNING FUNDS
BUDGETED AND EXPENDED FOR FY22

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	% Expended
1.0	Administration / Management	$0.00	$0.00	$0.00	
2.0	Data Development and Maintenance	$0.00	$0.00	$0.00	
3.0	Short Range Planning	$0.00	$0.00	$0.00	
4.0	Metropolitan Transportation Plan	$0.00	$0.00	$0.00	
5.0	Special Studies	$0.00	$0.00	$0.00	
TOTAL		$0.00	$0.00	$0.00	