

Grayson County Metropolitan Planning Organization (MPO)

**TECHNICAL ADVISORY COMMITTEE**

**AGENDA**

Wednesday, January 21, 2026 @ 9:00 am

Texas Department of Transportation  
3904 S US 75, Sherman, Texas 75090

Please visit our MPO website [www.gcmopo.org](http://www.gcmopo.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 October 21, 2025](#)  
 Action       Information
  
- V. [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](#)  
 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 of Safety Performance Measures \(PM1\) for Calendar Year 2026 as established by the Texas Department of Transportation and Recommend Approval of a Resolution Adopting the Targets to the Policy Board](#)  
 Action       Information
  
- VIII. [Review the FY2025 Annual Performance and Expenditure Report \(APER\) and Recommend Approval to the Policy Board](#)  
 Action       Information
  
- IX. **PUBLIC HEARING: [Review an Amendment to the 2024 Grayson County Thoroughfare Plan and Recommend Approval of a Resolution Adopting the Amendment to the 2024 Grayson County Thoroughfare Plan to the Policy Board](#)**  
 Action       Information
  
- X. **PUBLIC HEARING: [Review of an Amendment to the 2026-2027 Unified Planning Work Program \(UPWP\) and Recommend Approval of a Resolution Adopting the Amendment to the Policy Board](#)**  
 Action       Information
  
- XI. Workshop: 2055 Grayson County Demographics – Process and TAC Input  
 Action       Information

## XII. Announcements

*(Informal Announcements, Future Agenda Items, and Next Meeting Date)*

- MPO Policy Board Next meeting February 4, 2026
- TAC Next meeting March 18, 2026
- Freight Advisory Committee Next meeting TBD

### XIII. 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) 328-2090 at least 24 hours in advance if accommodation is needed.

**Notice of Possible Quorum:**

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

The above notice was posted at the Grayson County Courthouse in a place readily accessible to the public and made available to the Grayson County Clerk on or before January 15, 2026.

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.



1      **III. Public Comment Period**

2  
3      There were no public comments.

4

5      **IV. Consider approval of the minutes of the MPO TAC meeting of May 21, 2025**

6

7      Mr. Barnett inquired if all members had reviewed the minutes from the previous TAC meeting on

8      May 21, 2025.

9

10     Motion to approve the minutes of May 21, 2025, was made by Mr. Glushko, seconded by Mr.

11     Philpott. Motion carried.

12

13     **V. PUBLIC HEARING: Review an Amendment to the 2050 Metropolitan**

14     **Transportation Plan (MTP) and Recommend Approval of a Resolution Adopting the**

15     **Amendment to the 2050 MTP**

16

17     Mr. Barnett explained that the 2050 MTP is the current long-range plan and is an estimation for

18     the next 25 years. There are 2 adjustments to this plan, both at the request of TxDOT. The first

19     adjustment was changing the letting year and funding for project GC2026-01 (Segment 2 of U.S

20     75). This was previously in FY 2029, TxDOT has requested this be changed to 2026 and provide

21     additional funding for this project. The second adjustment is adding a project from 2035-2050 to

22     extend US 377 from the Denton County Line up to SH56. Adding this into MTP will allow for

23     application to a safety grant to pay for this roadway.

24

25     Mr. Barnett opened the public comment period at 2:37 p.m. There were no public comments.

26     Mr. Barnett closed the public comment period at 2:38 p.m.

27

28     Motion to recommend approval of the amendment to the 2050 MTP, was made by Mr. Philpott,

29     seconded by Mr. Walker. Motion carried.

30

31     **VI. PUBLIC HEARING: Review an Amendment to the 2025-2028 Transportation**

32     **Improvement Program (TIP) and Recommend Approval of a Resolution Adopting**

33     **the Amendment to the 2025-2028 TIP to the Policy Board**

34

35     Mr. Barnett explained that this item is to keep the TIP consistent with the current MTP. This

36     updates the TIP to add the adjustment to US75 from the item above into this plan.

37

38     Mr. Barnett opened the public comment period at 2:48 p.m. There were no public comments.

39     Mr. Barnett closed the public comment period at 2:49 p.m.

40

41     Motion to recommend approval of the amendment to the 2025-2028 TIP, was made by Ms. Talley,

42     seconded by Mr. Philpott. Motion carried.

43

44     **VII. Announcements**

45

46     Mr. Barnett announced the next MPO Policy Board meeting will be held on November 3, 2025.

1 The next TAC meeting is scheduled for November 19, 2025.  
2

3 **VIII. Adjournment**

4 Having no further business to discuss, Mr. Barnett adjourned the meeting at 3:06 p.m.  
5

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7  
8  
9 

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

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

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January 21, 2026

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.

On November 19, 2025, the Texoma Area Paratransit System (TAPS) Board of Directors approved the Transit Asset Management (TAM) Plan and has forwarded the TAM Plan for consideration by the Policy Board.

Metropolitan Planning Organizations (MPOs) have 180 days from the adoption of performance measure targets by a transit agency to accept those targets or adopt their own targets.

**ACTION REQUESTED:**

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

**ATTACHMENTS:** *click underlined items for attachment*

- [Resolution 2026-01](#)

**RESOLUTION NO. 2026-01**

**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 Title 23, United States Code, Section 134 for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

**WHEREAS**, pursuant to 49 CFR 625, 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 APPENDIX 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 4<sup>th</sup> day of February, 2026.

**GRAYSON COUNTY MPO**

**BY:** \_\_\_\_\_  
**ROBERT CRAWLEY, CHAIRMAN**

I hereby certify that this resolution was adopted by the Policy Board of the Grayson County Metropolitan Planning Organization in regular session on February 4, 2026.

**BY:** \_\_\_\_\_  
**CLAY BARNETT, P.E., EXECUTIVE DIRECTOR**

## **APPENDIX A**



# 2026 TRANSIT ASSET MANAGEMENT PLAN

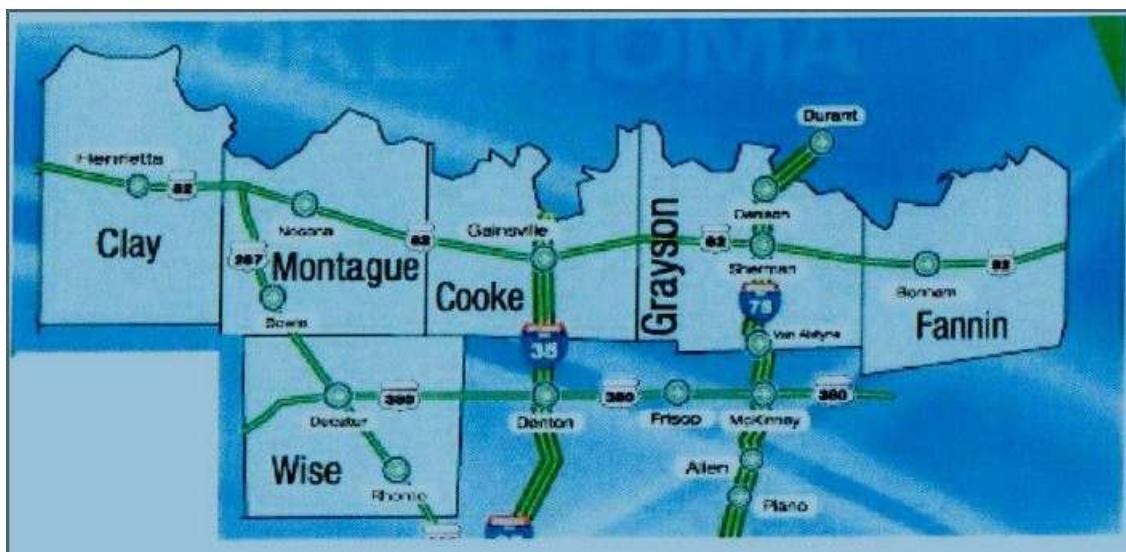
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## Section 1 - Introduction

### 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 and 22-foot transit vans. 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 17 transit operators in North Texas. The Plan follows the structure provided in the FTA TAM Plan Template for Small Providers<sup>1</sup>, 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 26 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
<b>Rolling Stock</b> <i>All revenue vehicles</i>	<b>Age</b> - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	20%
<b>Equipment</b> <i>Non-revenue vehicles</i>	<b>Age</b> - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	20%
<b>Facilities</b> <i>All buildings or structures</i>	<b>Condition</b> - % 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
<b>Increase customer satisfaction score by 20 percent in fiscal year.</b>	Respond to customer feedback from past survey by mid-fiscal year.
	Respond to customer complaints (through 511) within one week of complaint.
<b>Fleet Replacement</b>	Follow through with Fleet Replacement Plan target set for end FY 26
	Continue to monitor fleet maintenance activity to ensure timely and cost-effective delivery of maintenance activities.
<b>Assess TAM</b>	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 2.52 years. The equipment inventory includes 4 support vehicles and maintenance equipment. Also included are a maintenance and operations facility, wash bay and land. Please see inventory table for the complete asset inventory listing.

Asset Category	Total Number	Avg Age	Avg Value
Equipment	11	9.5385	\$17,448.00
Facilities	4	15.5	\$1,558,750.00
Rolling Stock	36	2.52	\$98,849.55

## Inventory Table

Asset Category	Asset Class	Asset #	Make	Model	ID/Serial No.	Asset Owner	Age (Yrs)	Purchase Price
Rolling Stock	Vehicle	342	Glaval	Universal	1FDXE4FS3JDC 36325	TAPS/TX DOT	6	\$80,000.00
Rolling Stock	Vehicle	347	Glaval	Commute	1FDES8PM9JK B23319	TAPS/TX DOT	7	\$70,000.00
Rolling Stock	Vehicle	352	Lone Star	Promaster	3C6TRVAG0KE 539022	TAPS/TX DOT	5	\$75,000.00
Rolling Stock	Vehicle	353	Lone Star	Promaster	3C6TRVAG9KE 539021	TAPS/TX DOT	5	\$75,000.00
Rolling Stock	Vehicle	354	Glaval	Commute	1FDES6PG6LK B18595	TAPS/TX DOT	4	\$ 75,110.00
Rolling Stock	Vehicle	355	Glaval	Commute	1FDES6PG6LK B18600	TAPS/TX DOT	4	\$ 75,110.00
Rolling Stock	Vehicle	356	Glaval	Commute	1FDES6PG0LK B31830	TAPS/TX DOT	4	\$ 75,110.00
Rolling Stock	Vehicle	357	Glaval	Commute	1FDES6PG0LK B18592	TAPS/TX DOT	4	\$ 75,110.00
Rolling Stock	Vehicle	358	Glaval	Commute	1FDES6PG6LK B31833	TAPS/TX DOT	4	\$ 75,110.00
Rolling Stock	Vehicle	359	Glaval	Commute	1FDES6PG0LK B18611	TAPS/TX DOT	4	\$ 75,110.00
Rolling Stock	Vehicle	360	Glaval	Commute	1FDES6PG4LK B18613	TAPS/TX DOT	4	\$ 75,110.00
Rolling Stock	Vehicle	361	Glaval	Commute	1FDES6PG9LK B18591	TAPS/TX DOT	4	\$ 75,110.00
Rolling Stock	Vehicle	362	Glaval	Commute	1FDXE4FN8ND C13137	TAPS/TX DOT	4	\$ 78,791.00
Rolling Stock	Vehicle	363	Glaval	Commute	1FDXE4FN8ND C13140	TAPS/TX DOT	4	\$ 78,791.00
Rolling Stock	Vehicle	364	Glaval	Commute	1FDXE4FN1ND C13139	TAPS/TX DOT	4	\$ 78,791.00
Rolling Stock	Vehicle	365	Glaval	Commute	1FDXE4FNXND C13138	TAPS/TX DOT	4	\$ 78,791.00
Rolling Stock	Vehicle	366	Chevy Starcraft	Commute	1HA6GUB78N N008621	TAPS/TX DOT	1	\$ 140,287
Rolling Stock	Vehicle	367	Chevy Starcraft	Commute	1HA6GUB78N N008716	TAPS/TX DOT	1	\$ 140,287
Rolling Stock	Vehicle	368	Chevy Starcraft	Commute	1HA6GUB75N N008804	TAPS/TX DOT	1	\$ 140,287
Rolling Stock	Vehicle	369	Chevy Starcraft	Commute	1HA6GUB77N N010327	TAPS/TX DOT	1	\$ 140,287
Rolling Stock	Vehicle	370	Chevy Starcraft	Commute	1HA6GUB78N N010515	TAPS/TX DOT	1	\$ 140,287
Rolling Stock	Vehicle	371	Chevy Starcraft	Commute	1HA6GUB7XN N011150	TAPS/TX DOT	1	\$ 141,299
Rolling Stock	Vehicle	372	Chevy Starcraft	Commute	1HA6GUB74N N011225	TAPS/TX DOT	1	\$ 141,299

Rolling Stock	Vehicle	373	Chevy Starcraft	Commute	1HA6GUB74N N011290	TAPS/TX DOT	1	\$ 141,299
Rolling Stock	Vehicle	374	Chevy Starcraft	Commute	1HA6GUB73N N011393	TAPS/TX DOT	1	\$ 140,287
Rolling Stock	Vehicle	375	Chevy Starcraft	Commute	1HA6GUB76N N012988	TAPS/TX DOT	1	\$ 154,714
Rolling Stock	Vehicle	376	Ford Van	Transit	1FDVU4X82RK A07199	TAPS/TX DOT	1	\$ 104,456
Rolling Stock	Vehicle	377	Ford Van	Transit	1FDVU4X84RK A07270	TAPS/TX DOT	1	\$ 104,456
Rolling Stock	Vehicle	378	Ford Van	Transit	1FDVU4X83RK A07275	TAPS/TX DOT	1	\$ 104,456
Rolling Stock	Vehicle	379	Ford Van	Transit	1FDVU4X88RK A07353	TAPS/TX DOT	1	\$ 104,456
Rolling Stock	Vehicle	380	Ford Van	Transit	1FDVU4X87RK A07375	TAPS/TX DOT	1	\$ 104,456
Rolling Stock	Vehicle	381	Ford Van	Transit	1FDVU4X82RK A07378	TAPS/TX DOT	1	\$ 104,456
Rolling Stock	Vehicle	382	Ford Van	Transit	1FDVU4X82RK A07395	TAPS/TX DOT	1	\$ 104,456
Rolling Stock	Vehicle	383	Ford Van	Transit	1FDVU4X82RK A07459	TAPS/TX DOT	1	\$ 104,456
Rolling Stock	Vehicle	384	Ford Van	Transit	1FDVU4X83RK A07468	TAPS/TX DOT	1	\$ 104,456
Rolling Stock	Vehicle	385	Ford Van	Transit	1FDVU4X87RK A07473	TAPS/TX DOT	1	\$ 104,456
Equipment	Vehicle	S4	Chevy	350	1GC4CVCG7KF 171780	TAPS/TX DOT	3	\$48,000.00
Equipment	Vehicle	S5	Ford	350	1FDRF3G62LEE 27054	TAPS/TX DOT	2	\$44,000.00
Equipment	Vehicle	C1	Chevy	Equinox	2GNALDEK3E6 121494	TAPS/TX DOT	8	\$32,000.00
Equipment	Vehicle	C4	Chevy	Equinox	3GNAXKEV7LL 311990	TAPS/TX DOT	2	\$23,315.00
Equipment	Vehicle Lift	14225	Rotary	SP015N310	CQK14I0025	TAPS/FTA	10	\$11,000.00
Equipment	Alignment Rack	14223	Hunter	L441	JYB1634	TAPS/FTA	10	\$73,000.00
Equipment	Hydraulic Lift System	14283	Koni	ST-1082FSF US	211H-601201	TAPS/FTA	11	\$30,000.00
Equipment	Fall Protection System					TAPS/FTA	6	\$15,535.00
Equipment	Tire Changing System					TAPS/FTA	5	\$20,347.60
Equipment	Forklift					TAPS/FTA	2	\$34,788.00
Equipment	Security Cameras					TAPS/FTA	0	\$45,241.73

Facilities	Maintenance Facility	Maintenance Facility	Building	Custom	6104 Texoma Pkwy Sherman, TX	TAPS	18	\$2,000,000.00
Facilities	Operations Facility	Operations Facility	Building	Custom	6104 Texoma Pkwy Sherman, TX	TAPS/FTA	0	4,000,000.00
Facilities	Wash Bay	Wash Bay	Building	Custom	6104 Texoma Pkwy Sherman, TX	TAPS	14	\$85,000.00
Facilities	Land	Land	Land	N/A	6104 Texoma Pkwy Sherman, TX	TAPS	30	\$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	11	9.5385		N/A	\$17,448.00	53.85%
Facilities	4	15.5		4.333333333	\$1,558,750.00	0.00%
Rolling Stock	36	2.52	41,547	N/A	\$98,849.55	.03%

#### 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	342	1FDXE4FS3JDC36325	6	\$80,000.00	10	No
Rolling Stock	Vehicle	347	1FDES8PM9JKB23319	7	\$70,000.00	10	No
Rolling Stock	Vehicle	352	3C6TRVAG0KE539022	5	\$75,000.00	8	No
Rolling Stock	Vehicle	353	3C6TRVAG9KE539021	5	\$75,000.00	8	No

Rolling Stock	Vehicle	354	1FDES6PG6LKB18595	4	\$ 75,110.00	10	No
Rolling Stock	Vehicle	355	1FDES6PG6LKB18600	4	\$ 75,110.00	10	No
Rolling Stock	Vehicle	356	1FDES6PG0LKB31830	4	\$ 75,110.00	10	No
Rolling Stock	Vehicle	357	1FDES6PG0LKB18592	4	\$ 75,110.00	10	No
Rolling Stock	Vehicle	358	1FDES6PG6LKB31833	4	\$ 75,110.00	10	No
Rolling Stock	Vehicle	359	1FDES6PG0LKB18611	4	\$ 75,110.00	10	No
Rolling Stock	Vehicle	360	1FDES6PG4LKB18613	4	\$ 75,110.00	10	No
Rolling Stock	Vehicle	361	1FDES6PG9LKB18591	4	\$ 75,110.00	10	No
Rolling Stock	Vehicle	362	1FDXE4FN8NDC13137	4	\$ 78,791.00	10	No
Rolling Stock	Vehicle	363	1FDXE4FN8NDC13140	4	\$ 78,791.00	10	No
Rolling Stock	Vehicle	364	1FDXE4FN1NDC13139	4	\$ 78,791.00	10	No
Rolling Stock	Vehicle	365	1FDXE4FNXNDC13138	4	\$ 78,791.00	10	No
Rolling Stock	Vehicle	366	1HA6GUB78NN008621	1	\$ 140,287	4	No
Rolling Stock	Vehicle	367	1HA6GUB78NN008716	1	\$ 140,287	4	No
Rolling Stock	Vehicle	368	1HA6GUB75NN008804	1	\$ 140,287	4	No
Rolling Stock	Vehicle	369	1HA6GUB77NN010327	1	\$ 140,287	4	No
Rolling Stock	Vehicle	370	1HA6GUB78NN010515	1	\$ 140,287	4	No
Rolling Stock	Vehicle	371	1HA6GUB7XNN011150	1	\$ 141,299	4	No

Rolling Stock	Vehicle	372	1HA6GUB74NN011225	1	\$ 141,299	4	No
Rolling Stock	Vehicle	373	1HA6GUB74NN011290	1	\$ 141,299	4	No
Rolling Stock	Vehicle	374	1HA6GUB73NN011393	1	\$ 140,287	4	No
Rolling Stock	Vehicle	375	1HA6GUB76NN012988	1	\$ 154,714	4	No
Rolling Stock	Vehicle	376	1FDVU4X82RKA07199	1	\$ 104,456	4	No
Rolling Stock	Vehicle	377	1FDVU4X84RKA07270	1	\$ 104,456	4	No
Rolling Stock	Vehicle	378	1FDVU4X83RKA07275	1	\$ 104,456	4	No
Rolling Stock	Vehicle	379	1FDVU4X88RKA07353	1	\$ 104,456	4	No
Rolling Stock	Vehicle	380	1FDVU4X87RKA07375	1	\$ 104,456	4	No
Rolling Stock	Vehicle	381	1FDVU4X82RKA07378	1	\$ 104,456	4	No
Rolling Stock	Vehicle	382	1FDVU4X82RKA07395	1	\$ 104,456	4	No
Rolling Stock	Vehicle	383	1FDVU4X82RKA07459	1	\$ 104,456	4	No
Rolling Stock	Vehicle	384	1FDVU4X83RKA07468	1	\$ 104,456	4	No
Rolling Stock	Vehicle	385	1FDVU4X87RKA07473	1	\$ 104,456	4	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	16	\$2,000,000.00	50	No
Facilities	Operations Facility	Operations Facility	6104 Texoma Pkwy Sherman, TX	0	4,000,000	50	No
Facilities	Wash Bay	Wash Bay	6104 Texoma Pkwy Sherman, TX	12	\$85,000.00	25	No
Facilities	Land	Land	6104 Texoma Pkwy Sherman, TX	28	\$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	S4	1GC4CVCG7KF171780	4	\$48,000.00	5	No
Equipment	Vehicle	S5	1FDRF3G62LEE27054	3	\$44,000.00	5	No
Equipment	Vehicle	C1	2GNALDEK3E6121494	9	\$32,000.00	5	Yes
Equipment	Vehicle	C4	3GNAXKEV7LL311990	3	\$25,000.00	5	No
Equipment	Vehicle Lift	14225	CQK14I0025	8	\$11,000.00	10	Yes
Equipment	Alignment Rack	14223	JYB1634	8	\$73,000.00	10	Yes
Equipment	Hydraulic Lift System	14283	211H-601201	9	\$30,000.00	11	Yes
Equipment	Fall Protection System				\$15,535.00	6	No
Equipment	Tire Changing System				\$20,347.60	5	No
Equipment	Forklift				\$34,788.00	2	No
Equipment	Security Cameras				\$45,241.73	0	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. However, the agency anticipates future service growth and expansion, including the potential introduction of fixed routes, pending the completion of a Fixed Route Study (expected completion: May 2026).

### 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

### Capital Investment Activity Schedules

TAPS is in the process of completing construction on the new operations facility. Items that have been completed are TAS Inspection, Final Fire Inspection and receive Certificate of Occupancy.

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

---

January 21, 2026

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.

On November 19, 2025, the Texoma Area Paratransit System (TAPS) Board of Directors approved the PTASP and has forwarded the PTASP for consideration by the Policy Board.

Metropolitan Planning Organizations (MPO's) have 180 days from the adoption of performance measure targets by a transit agency to accept those targets or adopt their own targets.

**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 2026-02](#)

**RESOLUTION NO. 2026-02**

**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 Title 23, United States Code, Section 134 for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

**WHEREAS**, pursuant to 49 CFR 673, 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 APPENDIX 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 4<sup>th</sup> day of February, 2026.

**GRAYSON COUNTY MPO**

**BY:** \_\_\_\_\_  
**ROBERT CRAWLEY, CHAIRMAN**

I hereby certify that this resolution was adopted by the Policy Board of the Grayson County Metropolitan Planning Organization in regular session on February 4, 2026.

**BY:** \_\_\_\_\_  
**CLAY BARNETT, P.E., EXECUTIVE DIRECTOR**

## **APPENDIX A**

# **Texoma Area Paratransit System, Inc.**

## **Public Transportation Agency Safety Plan**

**Version 5**

**Adopted November 19, 2025**

**In compliance with 49 CFR Part 673**

**Developed in conjunction with the  
Texas Department of Transportation**

## **AGENCY SAFETY PLAN REVISION LOG**

<b>Date</b>	<b>Activity (Review/Update/Addendum/ Adoption/Distribution)</b>	<b>Change by:</b>	<b>Remarks</b>
11/17/21	Review Only	Shellie White	
11/16/22	Update	Shellie White	Bipartisan Infrastructure Law Changes
11/15/23	Review Only	Shellie White	
6/24/24	Update	Shellie White	To include infectious disease on page 20
11/12/24	Update	Shellie White	April 2024 changes to 49 CFR part 673 to include new safety performance targets, expanded requirements for continuous improvement and safety training program must include de-escalation training
11/19/25	Review Only	Shellie White	

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## 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).<sup>1</sup> 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.

---

<sup>1</sup> 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 15, 2023 and is documented in Resolution No. 21- 2023 from the TAPS Board of Directors Meeting.

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

TxDOT certifies on \_\_\_\_\_, 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, Accounting Assistant and Grants Coordinator.

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**

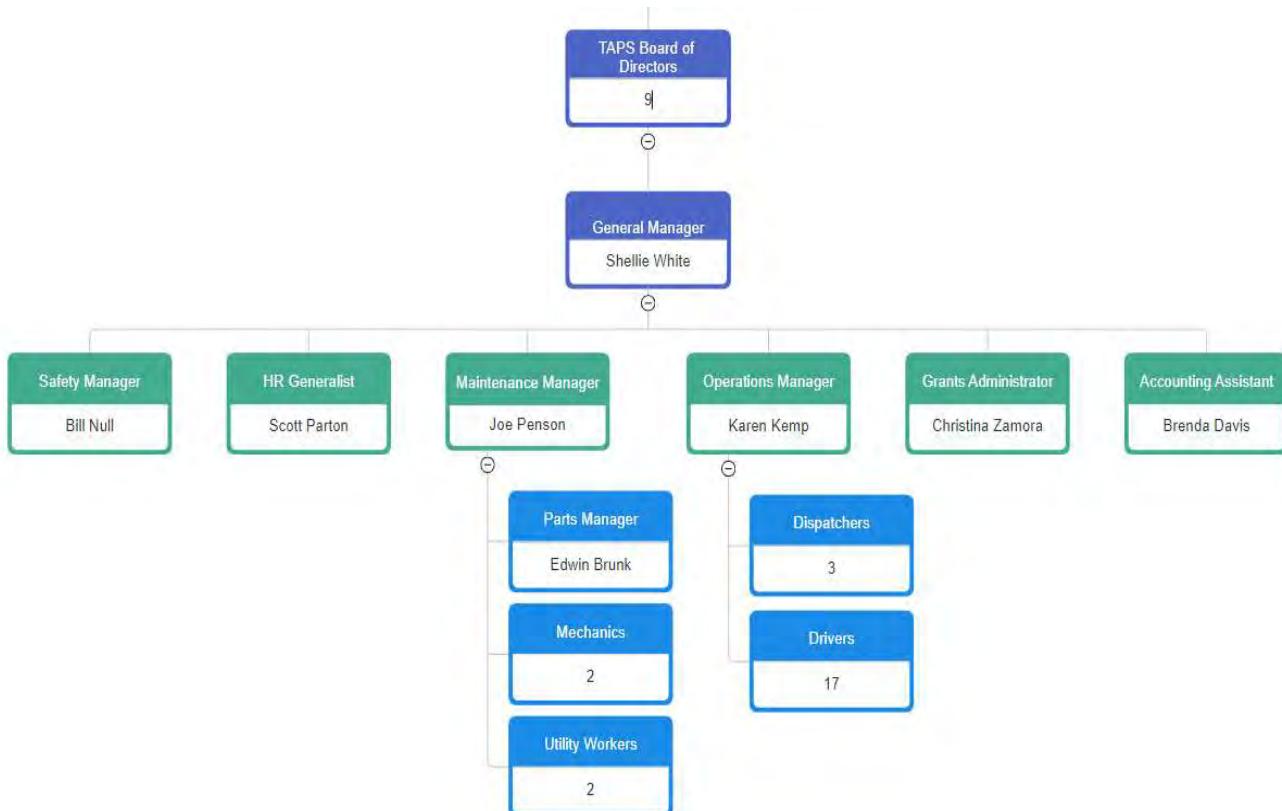
Information Type	Information
Full Transit Agency Name	Texoma Area Paratransit System, Inc (TAPS)
Transit Agency Address	6104 Texoma Parkway, Sherman, TX 75090
Name and Title of Accountable Executive 673.23(d)(1)	Shellie White, General Manager
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Bill Null, Safety Manager
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, 5310, 5311
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Demand Response
Number of Vehicles Operated	22

# Texoma Area Paratransit System, Inc.

## Agency Safety Plan



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.
- Identifying deficiencies in the agency's SMS or safety performance targets.

#### **I. Employee Safety Reporting Program – 673.23(b)**

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.

TAPS employees and contractors are likewise encouraged to report safety or accessibility concerns through this process. Reports made in good faith will not result in discipline or retaliation.

## **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

# **Texoma Area Paratransit System, Inc.**

## **Agency Safety Plan**

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.

The annual ASP review will be conducted in cooperation with frontline transit worker representatives. The TAPS Safety Committee includes a representative for frontline transit workers. The annual ASP will be reviewed by the Safety Committee.

**TABLE 2: ASP ANNUAL UPDATE TIMELINE**

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
f		→						
Review SMS Documentation								
• <i>Safety Policy;</i>								
• <i>Risk Management;</i>			→					
• <i>Safety Assurance; and</i>				→				
• <i>Safety Promotion.</i>								
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**

<b>Safety Performance Measure</b>	<b>SPT</b>	<b>SPT</b>
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**

<b>Mode</b>	<b>Fatalities</b>	<b>Rate of Fatalities*</b>	<b>Injuries</b>	<b>Rate of Injuries*</b>	<b>Safety Events</b>	<b>Rate of Safety Events*</b>	<b>Mean Distance Between Major Mechanical Failure</b>
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
Collision Rate*	.000002	.000002
Pedestrian Collision Rate*	0	0
Vehicular Collision Rate*	.000002	.000002
Transit Worker Fatality Rate*	0%	0%
Transit Worker Injury Rate*	0%	0%
Assaults on Transit Workers	0	0
Assaults on Transit Worker Rates*	0%	0%
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.

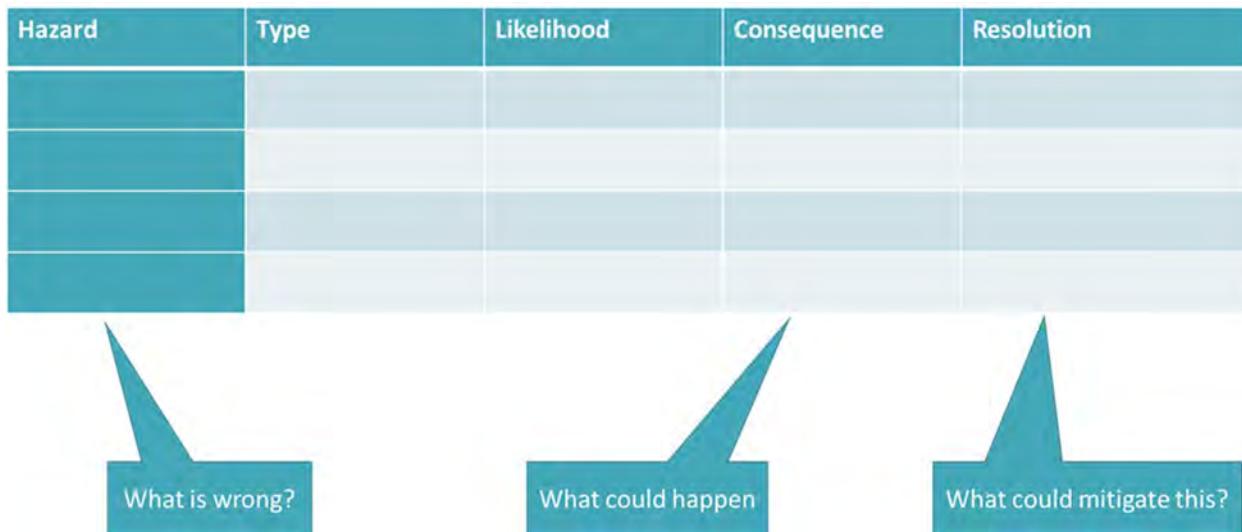
**FIGURE 3: SAFETY RISK MANAGEMENT PROCESS**



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
    - Data and information regarding exposure to infectious disease provided by the CDC or a State Health authority

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.

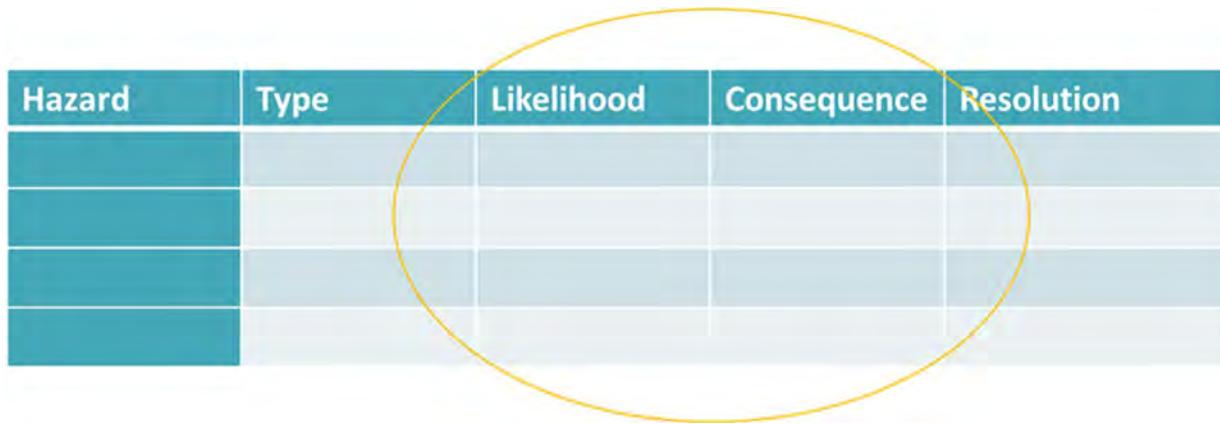
## **II. Safety Risk Assessment – 673.25(c)**

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/uploads 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 are 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

**Texoma Area Paratransit  
System, Inc.**  
Agency Safety Plan



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

**Texoma Area Paratransit  
System, Inc.**  
Agency Safety Plan



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

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

**Assault on a Transit Worker:** means, as defined under 49 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.

**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.

**CDC:** means the Centers for Disease Control and Prevention of the United States Department of Health and Human Services.

**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.

**Injury:** means any harm to persons as a result of an event that requires immediate medical attention away from the scene.

**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

# **Texoma Area Paratransit System, Inc.**

## **Agency Safety Plan**

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.

**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.

**Transit Worker:** means any employee, contractor, or volunteer working on behalf of the transit agency. **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 21<sup>st</sup> 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***

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

---

January 21, 2026

Review of Safety Performance Measures (PM1) for Calendar Year 2026 as established by the Texas Department of Transportation and Recommend Approval of a Resolution Adopting the Targets to the Policy Board

**BACKGROUND:**

In accordance with the Moving Ahead for Progress in the 21st Century Act (MAP21) and subsequent Infrastructure Investment and Jobs Act (IIJA) Act, the Federal Highway Administration (FHWA) published a Final Rule on April 14, 2016 that requires that state departments of transportation adopt performance measures and targets for safety.

On August 31, 2025, the Texas Department of Transportation (TxDOT) adopted five (5) targets for Safety Performance Measures (PM1) as indicated below:

- 1) Total number of traffic fatalities (C-1);
- 2) Total number of serious injuries (C-2);
- 3) Fatalities per 100 million vehicle miles traveled (C-3);
- 4) Serious injuries per 100 million vehicle miles traveled; and
- 5) Total number of non-motorized fatalities and serious injuries.

Metropolitan Planning Organizations (MPO's) have 180 days from the adoption of performance measure targets by a state department of transportation to accept those targets or adopt their own targets.

**ACTION REQUESTED:**

*Recommend Approval of a Resolution Adopting PM1 Targets to the Policy Board*

**ATTACHMENTS:** *click underlined items for attachment*

- [Resolution 2026-03](#)

**RESOLUTION NO. 2026-03**

**A RESOLUTION OF THE POLICY BOARD OF THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION, ADOPTING TARGETS FOR SAFETY PERFORMANCE MEASURES (PM1) FOR CALENDAR YEAR 2026 AS ESTABLISHED BY THE TEXAS DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the Grayson County Metropolitan Planning Organization, which is the metropolitan planning organization (MPO) for the Sherman-Denison Metropolitan Area, has the responsibility under Title 23, United States Code, Section 134 for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

**WHEREAS**, the Texas Department of Transportation (TxDOT) has adopted its Highway Safety Improvement Program (HSIP), a data-driven statewide-coordinated safety plan to help reduce fatalities and serious injuries on all public roads; and

**WHEREAS**, the State of Texas Department of Transportation (TxDOT) has established targets for 5 Safety Performance measures based on five-year rolling averages for:

1. Number of Fatalities;
2. Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT);
3. Number of Serious Injuries;
4. Rate of Serious Injuries per 100 million VMT; and
5. Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries; and

**WHEREAS**, the Texas Department of Transportation (TxDOT) has officially established safety targets and has adopted identical safety targets for number of fatalities, rate of fatalities, and number of serious injuries as set forth in the HSIP, and as shown in APPENDIX A, Attached hereto.

**NOW, THEREFORE, BE IT RESOLVED BY THE POLICY BOARD OF THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION**, that the Policy Board hereby supports and adopts the Safety Performance Measures (PM1) and Targets for Calendar Year 2026 as established by the Texas Department of Transportation as indicated in APPENDIX A, attached hereto.

**BE IT FURTHER RESOLVED, THAT THE MPO POLICY BOARD** will plan and program projects compatible with the achievement of said targets.

**ADOPTED** in Regular Session on this the 4<sup>th</sup> day of February, 2026.

**GRAYSON COUNTY MPO**

**BY:** \_\_\_\_\_  
**ROBERT CRAWLEY, CHAIRMAN**

I hereby certify that this resolution was adopted by the Policy Board of the Grayson County Metropolitan Planning Organization in regular session on February 4, 2026.

**BY:** \_\_\_\_\_  
**CLAY BARNETT, P.E., EXECUTIVE DIRECTOR**

## APPENDIX A

<b>TxDOT Established Safety (PM1)</b>						
<b>Performance Measures and Targets</b>						
Performance Measure	2020*	2021*	2022*	2023*	2024*	CY 2026 Target
Number of Fatalities	3,898	4,456	4,410	4,291	4,152	<b>4,506</b>
Rate of Fatalities per 100 million VMT	1.496	1.563	1.516	1.424	1.350	<b>1.440</b>
Number of Serious Injuries	14,669	19,456	18,887	18,766	18,216	<b>18,884</b>
Rate of Serious Injuries per 100 million VMT	5.629	6.826	6.493	6.229	5.924	<b>6.300</b>
Number of Non-Motorized Fatalities and Serious Injuries**	2,237	2,620	2,678	2,760	2,726	<b>2,802</b>

Source: *TxDOT Highway Safety Improvement Program (HSIP) 2025 Annual Report*

\* Present data showing the general highway safety trends in the State

\*\* HSIP reports these individually. As per the PM1 Performance Measures and for this Resolution, the non-motorized fatalities and serious injuries were combined together.

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

---

January 21, 2026

Review the FY 2025 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 15<sup>th</sup> 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.gcmopo.org](http://www.gcmopo.org).

**ACTION REQUESTED:**

*Recommend Approval of the FY 2025 Annual Performance and Expenditure Report (APER) to the Policy Board*

**ATTACHMENTS:** *click underlined items for attachment*

- [FY 2025 Annual Performance and Expenditure Report](#)

**STAFF CONTACT:** Clay Barnett, P.E., 903.328.2090, [barnettc@gcmopo.org](mailto:barnettc@gcmopo.org)



**FY 2025**

## **ANNUAL PERFORMANCE AND EXPENDITURE REPORT (APER)**

**Grayson County MPO**

### **TRANSPORTATION MANAGEMENT AREA (TMA) STATUS:**

***Non-Transportation Management Area (Non-TMA)***

### **AIR QUALITY STATUS:**

***Attainment***

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

This APER complies with federal and state requirements and its contents are true and correct.

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# INTRODUCTION

Federal regulations ([23 C.F.R. § 420.117](#)) require State DOTs to monitor activities of all subrecipients of Federal Highway Administration (FHWA) planning and research funds to ensure that work is being performed satisfactorily and schedules are being met. To comply with federal regulations, Texas Administrative Code ([43 TAC §16.52\(a\)\(5\)](#)) requires all Texas MPOs to annually prepare and submit to TxDOT an Annual Performance and Expenditure Report (APER).

The APER facilitates TxDOT oversight of each MPO's use of FHWA planning and research funds by tracking and updating progress and expenditures related to planning activities identified in the MPO's Unified Planning Work Program (UPWP), which identifies the MPO's budget and planning activities.

23 C.F.R. § 420.117 requires that APERs must include, at a minimum:

- Comparison of actual performance with established goals;
- Progress in meeting schedules;
- Status of expenditures in a format compatible with the work program, including a comparison of budgeted (approved) amounts and actual costs incurred;
- Cost overruns or underruns;
- Approved work program revisions; and
- Other pertinent supporting data.

# I. TASK 1 – ADMINISTRATION AND MANAGEMENT

## A. 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 multimodal transportation planning process. The development of goals, objectives, and policies; committee structures and staffing; interagency linkage and information; and staffing of various work elements are the main concerns of transportation planning coordination. Required duties include informing the public and committee members of meetings, preparation of meeting packets, attendance at meetings, coordination of projects/programs, and oversight of planning activities. Additionally, this task will meet the technical objectives of the organization regarding computer equipment and/or software packages.

## B. SUBTASKS

### ***Subtask 1.1: Administration***

#### ***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.

One unique request for this fiscal year was the preparation and passage of revised Bylaws. A revision to the Bylaws was requested by the Policy Board at the December 11, 2024 Policy Board meeting. Staff prepared a number of Bylaws drafts and updated the Policy Board on the progress of the Bylaws throughout the fiscal year. The revised Bylaws were adopted by the Policy Board at the October 2, 2025 Policy Board meeting.

### ***Subtask 1.2: Public Involvement***

#### ***Work Performed and Status***

Policy Board meetings were held on:

- October 2, 2024,
- December 11, 2024,
- February 5, 2025,
- April 2, 2025
- June 11, 2025,
- July 7, 2025, and
- September 3, 2025.

Technical Advisory Committee (TAC) meetings were held on:

- January 15, 2025,
- March 19, 2025, and

- May 21, 2025.

Meetings were posted and advertised according to federal, state and GCMPO's Public Participation Plan.

An MPO 101 workshop presentation was given to at the December 11, 2024 Policy Board meeting. The TAC was also present for the meeting as well as the Grayson County Commissioners Court and several members of the public. Presentations given during the MPO 101 session included:

- MPO Fundamentals presented by Bob Hazlet with the Texas A&M Transportation Institute;
- Overview of the Grayson County MPO presented by Clay Barnett, Executive Director of the GCMPO;
- Overview of the Texoma Area Paratransit System (TAPS) presented by Shellie White, general manager of TAPS;
- Grayson County Safety Strategic Plan presented by Noel Paramanantham, P.E., Paris District Engineer; and
- Closing Remarks presented by Clay Barnett, P.E., Executive Director of the GCMPO.

Staff is currently in the process of revising the Public Participation Plan at the request of TxDOT Civil Rights Division. The revised Public Participation Plan is anticipated to be adopted in the second quarter of FY 2026.

### ***Subtask 1.3: Staff Education and Training***

#### ***Work Performed and Status***

Staff attended the Texas Association of MPOs (TEMPO) Meeting on December 12-13, 2024, March 12-14, 2025, and September 25-26, 2025. Additionally, staff attended the TxDOT & MPO Senior Leadership Meeting on April 24, 2025.

## II. TASK 2 - DATA DEVELOPMENT AND MAINTENANCE

### A. 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.

### B. SUBTASKS

#### ***Subtask 2.1: TDM Updates and Maintenance***

##### ***Work Performed and Status***

MPO staff assisted TxDOT-TPP/TTI in the development of the model on an as needed basis throughout the fiscal year. The model was utilized in the development of the MPO's Transportation Planning Process.

#### ***Subtask 2.2: Geographic Information System***

##### ***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.

#### ***Subtask 2.3: Demographics***

##### ***Work Performed and Status***

MPO staff drafted and released a Request for Proposal (RFP) on April 15, 2025 for the 2055 Grayson County Demographics project. The 2055 Grayson County Demographics project will undertake the update of the demographics portion of the Travel Demand Model. Alliance Transportation Group was selected to assist staff with the update.

There were delays in getting the RFP issued, thus the contract with ATG was executed much later into the fiscal year than was anticipated when the 2024-2025 UPWP was originally drafted. This resulted in a significant portion of the budget remaining unspent at the conclusion of FY 2025. These funds will be added to the 2026-2027 UPWP to complete this subtask.

## III. TASK 3 – SHORT-RANGE PLANNING

### A. 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 federal enabling legislation such as the update of the 2024-2025 Unified Planning Work Program (UPWP) and revisions to the 2025-2028 Transportation Improvement Program (TIP), and development of the new 2026-2027 UPWP.

### B. SUBTASKS

#### ***Subtask 3.1: Transportation Improvement Plan (TIP) and Self Certification***

##### ***Work Performed and Status***

Staff developed Safety Performance Measures (PM1) and Targets for Pavement and Bridge condition Performance Measures (PM2) and Targets for System Performance Measures (PM3) that were adopted by the Policy Board on February 5, 2025.

Staff developed the FY 2022, FY 2023 and FY 2024 Annual Listing of Obligated Projects (ALOP). The FY 2022 ALOP was adopted by the Policy Board on February 5, 2025. The FY 2023 and FY 2024 ALOPs were adopted by the Policy Board on April 2, 2025.

#### ***Subtask 3.2: Unified Planning Work Program (UPWP)***

##### ***Work Performed and Status***

Staff developed the 2026-2027 UPWP that was approved by the Policy Board on April 2, 2025. Additionally, staff developed amendments to the 2024-2025 UPWP that were adopted by the Policy Board on June 11, 2025 and September 3, 2025.

Additionally, Staff developed the FY 2024 Annual Performance and Expenditure Report that was adopted by the Policy Board on February 5, 2025.

#### ***Subtask 3.3: Short Range Transit Planning***

##### ***Work Performed and Status***

Staff coordinated with the Texoma Area Paratransit System (TAPS) on the Transit Asset Management (TAM) Plan and Public Transportation Agency Safety Plan (PTASP), both of which were adopted by the Policy Board on February 5, 2025.

Additionally, Staff served as chair of the Regionally Coordinated Transportation Planning Committee (RCTPC). The committee met on October 2, 2024, February 12, 2025, May 14, 2025, June 25, 2025, and August 14, 2025.

## IV. TASK 4 - METROPOLITAN TRANSPORTATION PLAN

### A. TASK SUMMARY

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

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

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

### B. SUBTASKS

#### **Subtask 4.1: *Metropolitan Transportation Plan (MTP)***

##### ***Work Performed and Status***

Although the majority of the work on the 2050 MTP was completed in previous fiscal years, it was adopted by the Policy Board on October 2, 2025. An amendment to the 2050 MTP was prepared by staff and adopted on February 5, 2025.

#### **Subtask 4.2: *Complete Streets Planning Activities***

##### ***Work Performed and Status***

No funds were budgeted for this subtask for FY 2025. Staff completed the work related to this subtask in FY 2024.

#### **Subtask 4.3: *Bicycle and Pedestrian Plan Update***

##### ***Work Performed and Status***

No funds were budgeted for this subtask for FY 2025. Staff completed the work related to this subtask in FY 2024.

## V. TASK 5 - SPECIAL STUDIES

### A. 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.

### B. SUBTASKS

#### ***Subtask 5.1: Long Range Transit Planning***

##### ***Work Performed and Status***

TAPS began efforts to update the Texoma Region Coordinated Human Services Transportation Plan. MPO staff reviewed RFPs with TAPS staff on May 19, 2025 and assisted with selecting a contractor. TAPS staff held a kick-off meeting with the selected contractor on July 16, 2025, which MPO staff attended.

#### ***Subtask 5.2: US 82 Texas Corridor Study***

##### ***Work Performed and Status***

No funds were budgeted for this subtask for FY 2025. Staff completed the work related to this subtask in FY 2024.

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

##### ***Work Performed and Status***

Staff prepared an application for the Safe Streets for All Grant that was submitted to FHWA on June 25, 2025. Staff received an email from FHWA discussing an overlapping application with the City of Bells on September 5, 2025. Staff worked with the City of Bells to resolve the overlapping jurisdiction issue and received confirmation from FHWA on September 12, 2025, that the issue had been resolved.

#### ***Subtask 5.4: Grayson County Resiliency Plan***

##### ***Work Performed and Status***

No funds were budgeted for this subtask for FY 2025. This subtask will be included in the FY 2026-2027 UPWP.

#### ***Subtask 5.5: Grayson County Thoroughfare Plan***

##### ***Work Performed and Status***

No funds were budgeted for this subtask for FY 2025. Staff completed the work related to this subtask in FY 2024.

## VI. FUNDING SOURCE BUDGET TABLES

*Table 1: FY 2025 TPF<sup>1</sup> and 2.5% Safe and Accessible Set-Aside Funding Summary Table*

UPWP Task	Amount Budgeted	Amount Expended	Balance	% Expended
<b>TPF (excluding 2.5% Safe and Accessible Set-Aside Funds)</b>				
1.0	\$121,895.00	\$118,352.50	\$3,542.50	97.09%
2.0	\$160,346.00	\$12,249.50	\$148,096.50	7.64%
3.0	\$26,680.00	\$26,650.00	\$30.00	99.89%
4.0	\$2,520.00	\$2,518.75	\$1.25	99.95%
5.0	\$7,665.00	\$7,662.50	\$2.50	99.97%
<b>Total</b>	<b>\$319,106.00</b>	<b>\$167,433.25</b>	<b>\$151,672.75</b>	<b>52.47%</b>
<b>2.5% Safe and Accessible Set-Aside Funds</b>				
1.0	\$0.00	\$0.00	\$0.00	
2.0	\$0.00	\$0.00	\$0.00	
3.0	\$0.00	\$0.00	\$0.00	
4.0	\$0.00	\$0.00	\$0.00	
5.0	\$0.00	\$0.00	\$0.00	
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Combined TPF and 2.5% Safe and Accessible Set-Aside Funds</b>				
1.0	\$121,895.00	\$118,352.50	\$3,542.50	97.09%
2.0	\$160,346.00	\$12,249.50	\$148,096.50	7.64%
3.0	\$26,680.00	\$26,650.00	\$30.00	99.89%
4.0	\$2,520.00	\$2,518.75	\$1.25	99.95%
5.0	\$7,665.00	\$7,662.50	\$2.50	99.97%
<b>Total</b>	<b>\$319,106.00</b>	<b>\$167,433.25</b>	<b>\$151,672.75</b>	<b>52.47%</b>

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

# APPENDIX A

## Amendment Summary

### Grayson County MPO

#### FY 2024-2025 UPWP Amendment Summary

Policy Board Action DATE	Federal Approval DATE (Pending if not approved)	UPWP Amendment Resolution Number	UPWP Page #(s)	UPWP Amendment Summary
02/07/2024	02/08/2024	2024.001	Various	<ul style="list-style-type: none"><li>Task 1.2 – Adding the remaining funds from FY 2023 in order to complete the update to the Public Participation Plan.</li><li>Task 2.1 – Combining unspent funds from previous fiscal years and funds from removing Task 5.3 to allow for additional funding to maintain the travel demand model.</li><li>Task 4.0 – Rolling over the remaining funds from FY 2023 to complete the 2050 Metropolitan Transportation Plan and Bicycle &amp; Pedestrian Plan.</li><li>Task 5.3 – Removing all funding for this project (funding was moved to Task 2.1).</li><li>Task 5.5 – Rolling over funding from FY 2023 to complete the Grayson County Thoroughfare Plan.</li></ul>
04/02/2025	05/19/2025	2025.001	Various	<ul style="list-style-type: none"><li>Task 2.3 – The Travel Demand Model is updated every five (5) years and was last updated in 2021. TxDOT-TPP has expressed an interest in completing the model update for this 5- year cycle, which would free up MPO resources for other projects. As a condition of TxDOT-TPP completing the model update for the</li></ul>

				<p>GCMPO, they have requested that we deliver the demographic information needed for the model update this year as opposed to next year. Therefore, Task 2.3 is a new task that undertakes updating the demographics this fiscal year.</p> <ul style="list-style-type: none"> <li>• Task 4.2 – TxDOT is changing how they are billing the federal government for the complete streets program going forward. Since it does not appear this funding will be utilized in this manner, I have split it between Subtasks 2.3 and 5.3.</li> <li>• Task 5.3 – Added funds sufficient to complete a Safe Streets for All (SS4A) Grant should they have an additional call this fiscal year and the grant is awarded to the Grayson County MPO.</li> <li>• Task 5.4 – Staff was anticipating receiving State Planning and Research (SPR) funding to cover the shortfall for this subtask. However, there is no SPR funding available. This subtask will be deferred to the 2026-2027 UPWP.</li> </ul>
06/11/2025	09/10/2025	2025.002	Various	<ul style="list-style-type: none"> <li>• Task 1.1 – Grayson County is requesting that we increase the fee paid to Grayson County to act as the MPO's fiscal agent from \$500 to \$1000 per month. The fee has been \$500 since the MPO changed fiscal agents from TCOG to Grayson County in 2010.</li> <li>• Task 1.2 – The Policy Board training session held on December 11, 2024, was not anticipated when the 2024-2025 UPWP was drafted in March, 2023. Although it is unlikely we will have another Policy Board meeting in FY 2025, it is likely we will hold another TAC meeting. Additionally, posting the agenda for the October Policy Board meeting will be covered by this UPWP.</li> </ul>

				<p>This amendment will consolidate all of the funds remaining in other tasks into this task and provide the funds necessary to hold the TAC meeting and post the October Policy Board meeting agenda.</p> <ul style="list-style-type: none"> <li>Task 1.3 – Included in the contract with Huitt-Zollars that was approved by the Policy Board on October 2, 2024 was \$2,160 for reimbursable expenses associated with TEMPO meetings. However, the additional funds have not been reflected in the UPWP. This amendment will budget those funds.</li> </ul>
09/03/2025	09/10/2025	2025.003	Various	<ul style="list-style-type: none"> <li>Task 1.2 – The update to the Bylaws was not included in the UPWP when it was initially drafted in the spring of 2023. Staff attempted to manage the hours available to get us through the end of the fiscal year. However, we fell short. Staff is requesting that we include an additional \$29,845 in this subtask to complete the fiscal year.</li> <li>Task 2.3 – The scope for the 2055 Demographics did not include distributing the demographics to the traffic analysis zones. TxDOT requires the demographics be distributed before taking over the process to develop the 2055 Travel Demand Model. ATG was asked to develop a scope and fee for these additional services. The fee came out to \$29,350. Additionally, staff estimates there is approximately \$3,895 remaining in the Huitt-Zollars contract that will be unspent by the end of the fiscal year. These funds can be utilized on another subtask.</li> <li>Task 3.2 – Staff is requesting an additional \$4,400 in this subtask. These funds will be utilized to create this UPWP</li> </ul>

				<p>amendment and address comments from FHWA on the 2026- 2027 UPWP.</p> <ul style="list-style-type: none"><li>• Task 5.3 – The application for the Safe Streets for All (SS4A) took a little more time than was originally anticipated. Staff is requesting an additional \$650 to cover the shortfall.</li></ul>
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GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)  
TECHNICAL ADVISORY COMMITTEE (TAC)  
AGENDA ITEM IX  
ACTION ITEM

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January 21, 2026

**PUBLIC HEARING:** Review an Amendment to the 2024 Grayson County Thoroughfare Plan and Recommend Approval of a Resolution Adopting the Amendment to the 2024 Grayson County Thoroughfare Plan to the Policy Board

**BACKGROUND:**

The 2024 Grayson County Thoroughfare Plan identifies all future highways, tollways, principal arterials, major arterials and minor arterials within Grayson County.

A Public Notice was sent on December 23, 2025 to the Grayson County Judge, mayor and highest ranking staff person of the City of Van Alstyne and the City of Gunter, the Grayson County MPO maintained Interested Parties List, local TV news media (KTEN and KXII), applicable Chambers of Commerce, applicable local emergency response agencies, private providers of transportation (Greyhound), Texoma Council of Governments (TCOG) and the general public by posting the Public Notice on the bulletin board at the Grayson County Courthouse. The Public Notice advised them that the Grayson County MPO was releasing proposed amendments to the Grayson County Thoroughfare Plan for public review and comment. Additionally, the information was placed on the Grayson County MPO's website, [www.gcmopo.org](http://www.gcmopo.org).

A public hearing will be held in conjunction with this TAC meeting.

Comments will be received until 2:00 pm on January 30, 2026. All comments received will be made a part of the public record and are available for review upon request.

**ACTION REQUESTED:**

*Recommend Approval of a Resolution Adopting the Amendment to the 2024 Grayson County Thoroughfare Plan to the Policy Board*

**ATTACHMENTS:** *click underlined items for attachment*

- [Resolution 2026-04](#)

**STAFF CONTACT:** Clay Barnett, P.E., 903.328.2090, [barnettc@gcmopo.org](mailto:barnettc@gcmopo.org)

**RESOLUTION NO. 2026-04**

**A RESOLUTION OF THE POLICY BOARD OF THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION, ADOPTING AN AMENDMENT TO THE 2024 GRAYSON COUNTY THOROUGHFARE PLAN**

**WHEREAS**, the Grayson County Metropolitan Planning Organization, which is the metropolitan planning organization for the Sherman-Denison Metropolitan Area, has the responsibility under Title 23, United States Code, Section 134 for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

**WHEREAS**, due to certain changes, growth, and development of the metropolitan planning area of the Grayson County Metropolitan Planning Organization, it has become necessary to develop and maintain a county-wide thoroughfare plan; and

**WHEREAS**, the Grayson County Metropolitan Planning Organization has followed all procedures and done all things required by State law for the preparation of the 2024 Grayson County Thoroughfare Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE POLICY BOARD OF THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION:**

**SECTION 1.** That all of the above and foregoing recitals and preambles are found to be true and correct and are made a part of this resolution for all purposes.

**SECTION 2.** That the Policy Board of the Grayson County Metropolitan Planning Organization does hereby accept, as advisory and as a guide, this Amendment to the 2024 Grayson County Thoroughfare Plan, a copy of which is attached hereto and incorporated herein for all purposes.

**SECTION 3.** That the Policy Board of the Grayson County Metropolitan Planning Organization hereby submits this Amendment to the 2024 Grayson County Thoroughfare Plan to all citizen groups, and all citizens interested in the orderly growth and progress of the metropolitan planning area of the Grayson County Metropolitan Planning Organization, for use as a guide in the planning of future growth and development of the metropolitan planning area of the Grayson County Metropolitan Planning Organization.

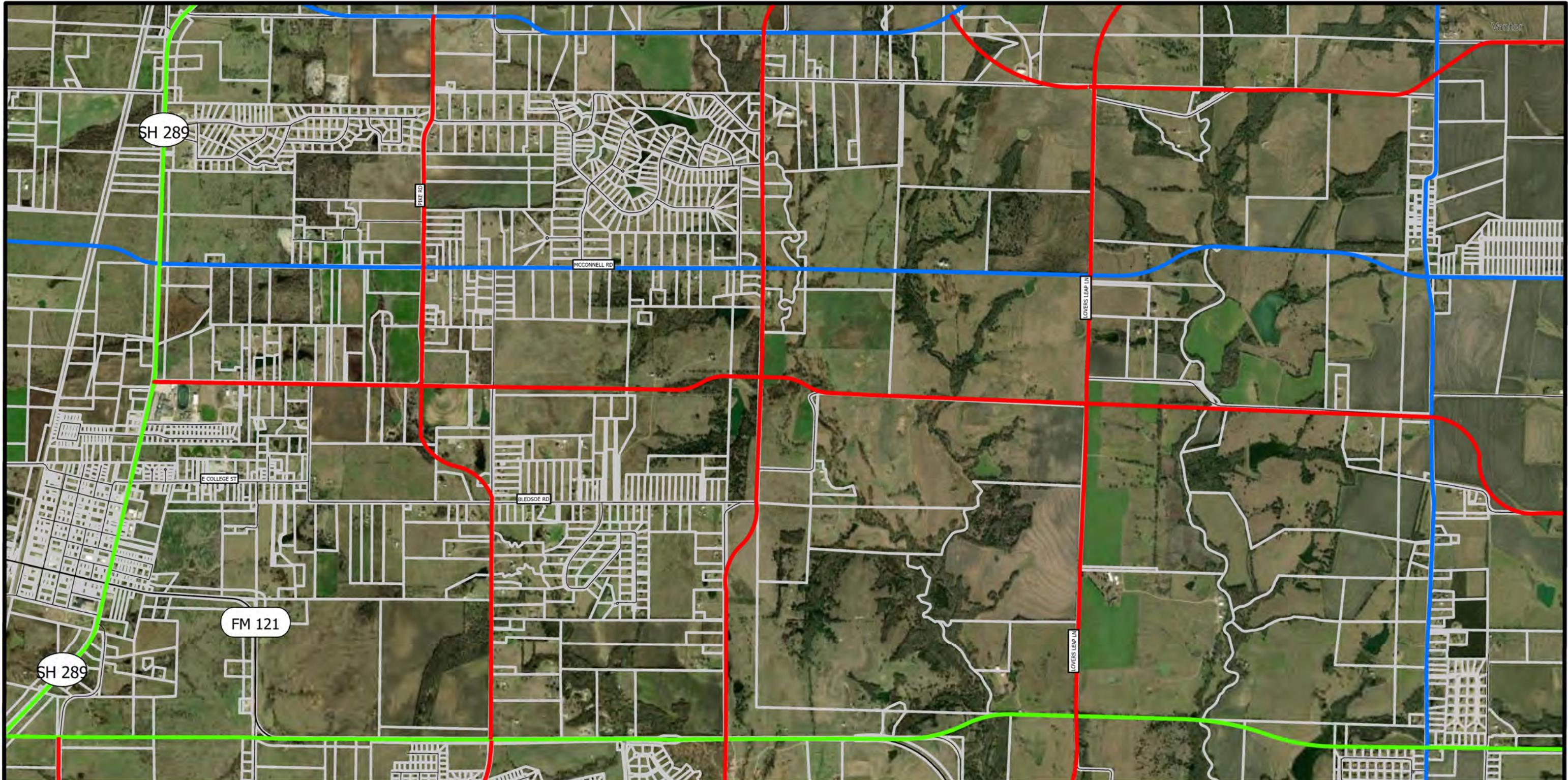
**ADOPTED** in Regular Session on this the 4<sup>th</sup> day of February, 2026.

**GRAYSON COUNTY MPO**

**BY:** \_\_\_\_\_  
**ROBERT CRAWLEY, CHAIRMAN**

I hereby certify that this resolution was adopted by the Policy Board of the Grayson County Metropolitan Planning Organization in regular session on February 4, 2026.

**BY:** \_\_\_\_\_  
**CLAY BARNETT, P.E., EXECUTIVE DIRECTOR**



0 0.2 0.4 0.6 0.8 1.0 1.2 1.4 1.6 Miles

#### Legend

- Minor Arterial
- Freeway
- Tollway
- Major Arterial
- Principal Arterial

**HUITT  
HZ ZOLLARS**

**GRAYSON COUNTY MPO**  
METROPOLITAN PLANNING ORGANIZATION  
INTERMODAL URBAN TRANSPORTATION PLANNING

The thoroughfare plan delineates general alignments and functional classes of existing and proposed major thoroughfares. The plan includes access and mobility requirements, design standards and engineering details for proposed thoroughfares, and identifies areas for future planning and long term. Actual projects and engineering details are determined by the appropriate planning and engineering agencies. Actual alignments may vary and will be determined in future studies and preliminary engineering designs. The thoroughfare plan does not specify the timing of proposed roadway improvements. Some data compiled from Grayson County Metropolitan Planning Organization (GCMPO) files and data, aerial photography, data provided by cities, and various maps throughout Grayson County. GCMPO recognizes Grayson County, all municipalities in Grayson County, Texas Department of Transportation (TxDOT), North Texas Tollway Authority (NTTA), and Grayson County Regional Mobility Authority as collaborative partners in the planning, engineering and construction of thoroughfares, highways and roads shown on the thoroughfare plan. This map is a graphic representation of Grayson County and should only be used for illustrative purposes. Data and attributes shown on this document are believed to be accurate. However, Grayson County makes no warranties, express or implied, including fitness for use. In no way should this map be used to settle any boundary dispute or locational conflict.

## Amendment to the 2024 Grayson County Thoroughfare Plan

Grayson County Metropolitan Planning Organization

GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)

TECHNICAL ADVISORY COMMITTEE (TAC)

AGENDA ITEM X

ACTION ITEM

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January 21, 2026

**PUBLIC HEARING:** Review of an Amendment to the 2026-2027 Unified Planning Work Program (UPWP) and Recommend Approval of a Resolution Adopting the Amendment to the Policy Board

**BACKGROUND:**

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

Following is a brief summary of the requested changes:

- Task 1.1 – The Policy Board requested a Professional Services Agreement (PSA) with a local attorney knowledgeable about transportation issues. A PSA was negotiated with Munson, Munson, Cardwell, Tillett & Brown, P.C. to perform these services. A maximum amount of \$30,000 is included for each fiscal year.
- Task 1.2 – Included is a price increase for our email service on a fiscal year basis.
- Task 2.2 – Rolls over the unexpended amount from the contract for the 2055 Grayson County Demographics Study from FY 2025 to FY 2026.
- Task 5.5 – Prior to finalizing the contract with Huitt-Zollars, a request was made to include some additional scope in the Grayson County Resiliency Plan in the amount of \$25,000. This amount is included in the amendment for FY 2026.

We have an estimated \$239,733 available for FY 2027. I would like to discuss adding the following subtask for FY 2027: “The MPO will hire a consultant to produce a plan to create a vision for a light and/or commuter rail system in the MPO that connects the various communities to major destinations with a future connection to the Dallas Area Rapid Transit (DART) light rail station in Plano and a possible future connection to the DART light rail station in Carrollton and/or the Denton County Transportation Authority (DCTA) commuter rail station in Denton. The plan will contain an action plan to guide implementation of the vision.” Estimated cost for a complete study is \$180,000. If we would like to proceed with this project, it can be added to the 2026-2027 UPWP for FY 2027 prior to placing it on the Policy Board agenda. If not, I am open to other ideas and suggestions.

**ACTION REQUESTED:**

*Recommend to the Policy Board that the Resolution Adopting the Amendment to the 2026-2027 UPWP be approved*

**ATTACHMENTS:** *click underlined items for attachment*

- [Resolution 2026-05](#)
- [Summary of Changes](#)

**STAFF CONTACT:** Clay Barnett, P.E., 903.328.2090, [cbarnett@huitt-zollars.com](mailto:cbarnett@huitt-zollars.com)

**RESOLUTION NO. 2026-05**

**A RESOLUTION OF THE POLICY BOARD OF THE GRAYSON COUNTY  
METROPOLITAN PLANNING ORGANIZATION, ADOPTING AN AMENDMENT  
TO THE FISCAL YEAR 2026-2027 UNIFIED PLANNING WORK PROGRAM**

**WHEREAS**, the Grayson County Metropolitan Planning Organization, which is the metropolitan planning organization (MPO) for the Sherman-Denison Metropolitan Area, has the responsibility under Title 23, United States Code, Section 134 for developing and carrying out a continuing, cooperative and comprehensive (known as “3C”) transportation planning process for the Metropolitan Area; and

**WHEREAS**, the MPO develops and maintains a Unified Planning Work Program (UPWP) that identifies transportation planning activities to be undertaken during each fiscal year in accordance with federal and state requirements; and

**WHEREAS**, the MPO has determined that certain revisions to the FY 2026-2027 UPWP are necessary to accurately reflect current planning priorities, funding allocations, and work tasks; and

**WHEREAS**, the proposed amendment has been reviewed by MPO staff, the Technical Advisory Committee, and appropriate state and federal partners, and has been found to be consistent with MPO goals, federal planning regulations, and available funding; and

**WHEREAS**, the MPO has provided appropriate notice and opportunity for public review and comment in accordance with the adopted Public Participation Plan; and

**WHEREAS**, the MPO Policy Board finds that adoption of the amendment is in the best interest of the region and supports the effective implementation of the metropolitan transportation planning process.

**NOW, THEREFORE, BE IT RESOLVED BY THE POLICY BOARD OF THE GRAYSON COUNTY  
METROPOLITAN PLANNING ORGANIZATION:** That the Amendment to the FY 2026-2027 UPWP is hereby adopted in accordance with APPENDIX A attached hereto and incorporated herein.

**ADOPTED** in Regular Session on this the 4<sup>th</sup> day of February, 2026.

**GRAYSON COUNTY MPO**

**BY:** \_\_\_\_\_  
**ROBERT CRAWLEY, CHAIRMAN**

I hereby certify that this resolution was adopted by the Policy Board of the Grayson County Metropolitan Planning Organization in regular session on February 4, 2026.

**BY:** \_\_\_\_\_  
**CLAY BARNETT, P.E., EXECUTIVE DIRECTOR**

**RESOLUTION NO. 2026-05**  
**APPENDIX A**

## E. FUNDING SUMMARY

**Table 1a: Task 1 – FY 2026 Funding Summary Table (Amended 02/04/2025)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>1</sup>	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding <sup>2</sup>
1.1	MPO	\$74,700				\$74,700	
1.2	MPO	\$16,590				\$16,590	
1.3	MPO	\$18,300				\$18,300	
<b>Total</b>		<b>\$109,590</b>				<b>\$109,590</b>	

**Table 1b: Task 1 – FY 2027 Funding Summary Table (Amended 02/04/2025)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>3</sup>	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding <sup>4</sup>
1.1	MPO	\$76,600				\$76,600	
1.2	MPO	\$19,190				\$19,190	
1.3	MPO	\$21,300				\$21,300	
<b>Total</b>		<b>\$117,090</b>				<b>\$117,090</b>	

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

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

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

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

## E. FUNDING SUMMARY

**Table 2a: Task 2 – FY 2026 Funding Summary Table (Amended 02/04/2026)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>5</sup>	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding <sup>6</sup>
2.1	TAPS/MPO	\$2,600				\$2,600	
2.2	MPO/CONSULTANT	\$155,824				\$155,824	
2.3	MPO	\$7,800				\$7,800	
<b>Total</b>		<b>\$166,224</b>				<b>\$166,224</b>	

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

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

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

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

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

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

## E. FUNDING SUMMARY

**Table 5a: Task 5 – FY 2026 Funding Summary Table (Amended 02/04/2026)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF) <sup>17</sup>	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding <sup>18</sup>
5.1	TAPS		\$63,000		\$18,750	\$81,750	
5.2	MPO	\$5,200				\$5,200	
5.3	MPO/CONSULTANT	\$7,800		\$400,000	\$100,000	\$507,800	
5.4	MPO/CONSULTANT	\$25,000				\$25,000	\$25,000
5.5	MPO/CONSULTANT	\$225,000				\$225,000	
<b>Total</b>		<b>\$263,000</b>	<b>\$63,000</b>	<b>\$400,000</b>	<b>\$118,750</b>	<b>\$844,750</b>	<b>\$25,000</b>

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

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

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

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

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

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

## BUDGET SUMMARY

**Table 6a: Funding Summary - FY 2026 (Amended 02/04/2026)**

UPWP Task	Description	TPF <sup>21</sup>	FTA Sect. 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding <sup>22</sup>
1.0	Administration – Management	\$109,590				\$109,590	
2.0	Data Development and Maintenance	\$166,224				\$166,224	
3.0	Short Range Planning	\$22,100	\$48,000		\$12,000	\$82,100	
4.0	Metropolitan Transportation Plan	\$5,200				\$5,200	
5.0	Special Studies	\$263,000	\$63,000	\$400,000	\$118,750	\$844,750	\$25,000
<b>Total</b>		<b>\$566,114</b>	<b>\$111,000</b>	<b>\$400,000</b>	<b>\$130,750</b>	<b>\$1,207,864</b>	<b>\$25,000</b>

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

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

**Table 6b: Funding Summary - FY 2027 (Amended 02/04/2026)**

UPWP Task	Description	TPF <sup>23</sup>	FTA Sect. 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding <sup>24</sup>
1.0	Administration – Management	\$117,090				\$117,090	
2.0	Data Development and Maintenance	\$19,500				\$19,500	
3.0	Short Range Planning	\$24,700	\$48,000		\$12,000	\$84,700	
4.0	Metropolitan Transportation Plan	\$6,500				\$6,500	
5.0	Special Studies	\$6,500	\$63,000		\$18,750	\$88,250	
<b>Total</b>		<b>\$174,290</b>	<b>\$111,000</b>		<b>\$30,750</b>	<b>\$316,040</b>	

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

\$750,000

Estimated Unexpended TPF Carryover (WO 3) from Previous FYs

\$230,137

**TOTAL TPF for FY 2026 and FY 2027**

**\$980,137**

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

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

## APPENDIX B

### Grayson County Metropolitan Planning Organization

Policy Board Voting Members		
Shawn Teamann	Mayor	City of Sherman
Robert Crawley	Mayor, Chairman	City of Denison
Bruce Dawsey	County Judge, Vice-Chairman	Grayson County
Karla McDonald	Mayor	City of Howe
Noel Paramanantham, P.E.	District Engineer	TxDOT – Paris District
Policy Board Non-Voting Members		
Justin Morgan	Transportation Planner	FHWA – Texas Division Austin
Michelle Bloomer	Community Planner	FTA – Region 6 – Fort Worth
Phillip Tindall	Planner	TxDOT – Transportation Planning and Programming Division
Shellie White	General Manager	Texoma Area Paratransit System (TAPS)
Technical Advisory Committee		
Clay Barnett, P.E.	Executive Director	Grayson County MPO
Clint Philpott, P.E.	Assistant City Manager	City of Sherman
Mary Tate	Executive Director of Planning & Community Development	City of Denison
Dannielle Talley	City Administrator	City of Collinsville
Eric Wilhite, AICP	Director of Planning and Development	City of Gunter
Monte Walker	City Manager	City of Howe
Shone Nix	City Manager	City of Pottsboro
Alex Glushko	Director of Development Services	City of Van Alstyne
Phil Harris	City Manager	City of Whitesboro
Bill Benton	Commissioners Court Appointee	Grayson County
Aaron Bloom, P.E.	Area Engineer	TxDOT – Paris District

# APPENDIX G

## Amendment Summary

Grayson County MPO

### FY 2026 and 2027 UPWP Amendment Summary

Policy Board Action DATE	Federal Approval DATE	UPWP Amendment Resolution Number	UPWP Page #(s)	CIV Reporting–DBE Goal	UPWP Amendment Summary
02/04/2026		2026-05	13, 16, 28-30, 32, 37	N/A	<ul style="list-style-type: none"><li>Task 1.1 – The Policy Board requested a Professional Services Agreement (PSA) with a local attorney knowledgeable about transportation issues. A PSA was negotiated with Munson, Munson, Cardwell, Tillett &amp; Brown, P.C. to perform these services. A maximum amount of \$30,000 is included for each fiscal year.</li><li>Task 1.2 – Included is a price increase for our email service on a fiscal year basis.</li><li>Task 2.2 – Rolls over the unexpended amount from the contract for the 2055 Grayson County Demographics Study from FY 2025 to FY 2026.</li><li>Task 5.5 – Prior to finalizing the contract with Huitt-Zollars, a request was made to include some additional scope in the Grayson County Resiliency Plan in the amount of \$25,000. This amount is included in the amendment for FY 2026.</li></ul>

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

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

**Table 1a: Task 1 – FY 2026 Funding Summary Table (Amended 02/04/2026)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
1.1	MPO	\$74,700				\$74,700	
1.2	MPO	\$16,590				\$16,590	
1.3	MPO	\$18,300				\$18,300	
<b>Total</b>		<b>\$109,590</b>				<b>\$109,590</b>	

**Table 1a: Task 1 – FY 2026 Funding Summary Table (Amended 02/04/2026)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
1.1	MPO	\$30,000				\$30,000	
1.2	MPO	\$90				\$90	
1.3	MPO	\$0				\$0	
<b>Total</b>		<b>\$30,090</b>				<b>\$30,090</b>	

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

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

**Table 2a: Task 2 – FY 2026 Funding Summary Table (Amended 02/04/2026)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
2.1	MPO	\$2,600				\$2,600	
2.2	MPO/CONSULTANT	\$155,824				\$155,824	
2.3	MPO	\$7,800				\$7,800	
<b>Total</b>		<b>\$166,224</b>				<b>\$166,224</b>	

**Table 2a: Task 2 – FY 2026 Funding Summary Table (Amended 02/04/2026)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
2.1	MPO	\$0				\$0	
2.2	MPO/CONSULTANT	\$148,024				\$148,024	
2.3	MPO	\$0				\$0	
<b>Total</b>		<b>\$148,024</b>				<b>\$148,024</b>	

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

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

**Table 5a: Task 5 – FY 2026 Funding Summary Table (Amended 02/04/2026)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
5.1	TAPS		\$63,000		\$18,750	\$81,750	
5.2	MPO	\$5,200				\$5,200	
5.3	MPO/CONSULTANT	\$7,800		\$400,000	\$100,000	\$507,800	
5.4	MPO/CONSULTANT	\$25,000				\$25,000	\$25,000
5.5	MPO/CONSULTANT	\$225,000				\$225,000	
<b>Total</b>		<b>\$263,000</b>	<b>\$63,000</b>	<b>\$400,000</b>	<b>\$118,750</b>	<b>\$844,750</b>	<b>\$25,000</b>

**Table 5a: Task 5 – FY 2026 Funding Summary Table (Amended 02/04/2026)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
5.1	TAPS		\$0		\$0	\$0	
5.2	MPO	\$0				\$0	
5.3	MPO/CONSULTANT	\$0		\$0	\$0	\$0	
5.4	MPO/CONSULTANT	\$0				\$0	\$0
5.5	MPO/CONSULTANT	\$25,000				\$25,000	
<b>Total</b>		<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>

**Table 6a: Funding Summary - FY 2026**

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

**Table 6a: Funding Summary - FY 2026 (Amended 02/04/2026)**

UPWP Task	Description	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
1.0	Administrative - Management	\$109,590				\$109,590	
2.0	Data Development and Maintenance	\$166,224				\$166,224	
3.0	Short Range Planning	\$22,100	\$48,000		\$12,000	\$82,100	
4.0	Metropolitan Transportation Plan	\$5,200				\$5,200	
5.0	Special Studies	\$263,000	\$63,000	\$400,000	\$118,750	\$844,750	\$25,000
<b>Total</b>		<b>\$566,114</b>	<b>\$111,000</b>	<b>\$400,000</b>	<b>\$130,750</b>	<b>\$1,207,864</b>	<b>\$25,000</b>

**Table 6a: Funding Summary - FY 2026 (Amended 02/04/2026)**

UPWP Task	Description	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
1.0	Administrative - Management	\$30,090				\$30,090	
2.0	Data Development and Maintenance	\$148,024				\$148,024	
3.0	Short Range Planning	\$0	\$0		\$0	\$0	
4.0	Metropolitan Transportation Plan	\$0				\$0	
5.0	Special Studies	\$25,000	\$0	\$0	\$0	\$25,000	\$0
<b>Total</b>		<b>\$203,114</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$203,114</b>	<b>\$0</b>

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

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

**Table 1b: Task 1 – FY 2027 Funding Summary Table (Amended 02/04/2026)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
1.1	MPO	\$76,600				\$76,600	
1.2	MPO	\$19,190				\$19,190	
1.3	MPO	\$21,300				\$21,300	
<b>Total</b>		<b>\$117,090</b>				<b>\$117,090</b>	

**Table 1b: Task 1 – FY 2027 Funding Summary Table (Amended 02/04/2026)**

Subtask	Responsible Agency	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
1.1	MPO	\$30,000				\$30,000	
1.2	MPO	\$90				\$90	
1.3	MPO	\$0				\$0	
<b>Total</b>		<b>\$30,090</b>				<b>\$30,090</b>	

**Table 6b: Funding Summary - FY 2027**

UPWP Task	Description	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
1.0	Administrative - Management	\$87,000				\$87,000	
2.0	Data Development and Maintenance	\$19,500				\$19,500	
3.0	Short Range Planning	\$24,700	\$48,000		\$12,000	\$84,700	
4.0	Metropolitan Transportation Plan	\$6,500				\$6,500	
5.0	Special Studies	\$6,500	\$63,000	\$0	\$18,750	\$88,250	
<b>Total</b>		<b>\$144,200</b>	<b>\$111,000</b>	<b>\$0</b>	<b>\$30,750</b>	<b>\$285,950</b>	

**Table 6b: Funding Summary - FY 2027 (Amended 02/04/2026)**

UPWP Task	Description	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
1.0	Administrative - Management	\$117,090				\$117,090	
2.0	Data Development and Maintenance	\$19,500				\$19,500	
3.0	Short Range Planning	\$24,700	\$48,000		\$12,000	\$84,700	
4.0	Metropolitan Transportation Plan	\$6,500				\$6,500	
5.0	Special Studies	\$6,500	\$63,000		\$18,750	\$88,250	
<b>Total</b>		<b>\$174,290</b>	<b>\$111,000</b>		<b>\$30,750</b>	<b>\$316,040</b>	

**Table 6b: Funding Summary - FY 2027 (Amended 02/04/2026)**

UPWP Task	Description	Transportation Planning Funds (TPF)	FTA Section 5307 Funds	Other Federal Funds	Local Funds	Total Funds	Amount of 2.5% Safety/Complete Streets Set-Aside Funding
1.0	Administrative - Management	\$30,090				\$30,090	
2.0	Data Development and Maintenance	\$0				\$0	
3.0	Short Range Planning	\$0	\$0		\$0	\$0	
4.0	Metropolitan Transportation Plan	\$0				\$0	
5.0	Special Studies	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>		<b>\$30,090</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,090</b>	