



*PUBLIC PARTICIPATION
PLAN (PPP)
&
LIMITED ENGLISH
PROFICIENCY (LEP)
PLAN*

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Public Participation Plan Statement

The Harlingen - San Benito Metropolitan Planning Organization is the organization responsible for transportation planning for the Harlingen - San Benito Metropolitan area. Transportation involves and concerns our society; therefore, everyone should have the knowledge and the option to get involved in the Harlingen – San Benito Metropolitan Planning Organization (HSBMPO) transportation planning process. High quality ideas often occur through open discussions and dissemination of information and different perspectives. Given the increasing demand placed on the limited public funds, transportation programs and projects cannot progress without the public's support and acceptance that comes through an open, all inclusive planning process and non-stop participation.

Background

The following document constitutes the HSBMPO Public Participation Plan as set by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). As such, this document is distributed on this date, for public comment for a period of not less than 45 days prior to the formal adoption or revision by the HSBMPO Transportation Policy Committee (TPC). The Public Participation Plan process represented herein applies, at a minimum, to the development of the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP) and other significant transportation studies. In carrying the participation process, the MPO shall (1) hold any public meetings at convenient and accessible locations and times; (2) use visualization techniques to describe long-range and short range transportation plans; and (3) make public information available in electronically accessible formats and means, such as the MPO website and/or print media (The Valley Morning Star and San Benito News) to properly increase the opportunities for public comment and opinion consideration. It is the MPO's goal to ensure that all citizens regardless of race, color, religion, income status, national origin, age, gender, disability, marital status, or political affiliation, have an equal opportunity to participate in the MPO's decision-making process.

Purpose

The role of the Metropolitan Planning Organization is to ensure that the federally funded transportation improvements create an efficient intermodal transportation system for the area as well as for the intermodal transportation system and the United States. This is accomplished through transportation planning for the area, data collection, studies, the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). The Transportation Policy Committee, through public involvement and the project selection process, works to ensure project coordination. This coordination results in the efficient use of funds through timely right-of-way acquisition, utility placements, and construction costs. Through planning and working with the public, the MPO is aware of transportation needs and can develop solutions in a timely fashion. The project selection process ensures that projects are developed in an efficient, needs-based manner.

MAP-21 Moving Ahead For Progress in the 21ST Century Act Requirements

The Map-21 Moving Ahead for Progress in the 21st Century was enacted July 6, 2012 as Public Law 112-141 and creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991. The Map-21 Act requires the MPO to provide for consideration of projects and strategies that will serve to advance eight (8) transportation planning factors identified under MAP-21 as follows [per 49 USC5303Hh):

- Support the economic vitality of the metropolitan area, especially by enabling

- global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
- Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight,
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

Under MAP-21, the MPO is encouraged to consult with other planning officials responsible for other types of planning activities that are affected by transportation in the area including State and local planned growth, economic development, environmental protection, airport operations, and freight movements via Section 6001 (g)(3). Further, the MPO's metropolitan planning process will serve to promote consistency between transportation improvements and State and local planned growth and economic development patterns as part of the long-range transportation plan update.

As part of the development of a long-range transportation plan update, MAP-21 requires that types of mitigation shall be discussed within the long-range planning document along with potential sites to carry out the activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan. The discussion of potential environmental mitigation shall be developed by the MPO in consultation with Federal, State, and tribal wildlife, land management, and regulatory agencies.

The MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation concerning the development of a long-range transportation plan. The consultation shall involve, as appropriate: (i.) comparison of transportation plans with State conservation plans or maps, if available; or (ii.) comparison of long-range transportation plans to inventories of natural or historic resources, if available per Section 6001(i)(4)(B) of SAFETEA-LU.

The MPO shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the long-range transportation plan and Transportation Improvement Program and/or major revisions. [6001(i)(5)(A)]

This MPO's Public Participation Plan shall be developed in consultation with all interested parties; and shall provide that all interested parties have a reasonable opportunity to comment on the proposed Metropolitan Transportation Plan and the Transportation Improvement Program.

Participation Process

A. General Guidelines

This Public Participation Plan (PPP) is intended to provide direction for participation involvement activities to be conducted by the MPO for participation. In its participation process, the HSBMPO will:

1. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including, but not limited to, local jurisdiction concerns).
2. Provide reasonable public access to technical and policy information used in the development of the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
3. Give adequate public notice of participation activities and time for public review and comment at key decision points including, but not limited to, approval of the MTP, TIP and other appropriate transportation plans and projects. If the final draft of any transportation plan differs significantly from the version that was made available for public comment by the MPO and raises new material issues, which interested parties could not reasonably foresee, an additional opportunity for public comment on the revised plan shall be made available.
4. Respond in writing, when applicable, to public input. When significant amount of written and oral comments are received on the draft MTP and/or TIP (including the financial plans), as a result of the participation process, a summary analysis and report on the disposition of comments shall be made part of the final MTP and TIP.
5. Seek out and consider the needs of those traditionally under-served by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households who may face challenges accessing employment and other services. SAFETEA-LU requires that the MPO shall provide reasonable opportunities for citizens affected by public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties to be involved in the metropolitan transportation planning process.
6. Coordinate with the statewide transportation planning public involvement and consultation processes wherever possible to enhance public consideration of

the issues, plans and programs, and reduce redundancies and costs.

B. Participation Goals and Objectives

The Harlingen - San Benito MPO shall actively engage the public in the transportation planning process and employ visualization techniques to depict transportation plans. There are many ways to use visualization techniques to better convey plans and programs, ranging from static maps to interactive GIS systems, from artist renderings and physical models to photo manipulation to computer simulation. Visualization can be used to support transportation plans or individual projects. When feasible, the Harlingen—San Benito MPO shall electronically mail meeting announcements to the MPO contact list or to targeted groups for upcoming activities. The HSBMPO shall maintain an up-to-date database of contacts including at a minimum the following persons to provide that all interested parties have reasonable opportunities to comment on the transportation planning process and products:

- A. Elected Officials
- B. Local Government Staff
- C. Transportation Agencies (Airports, Transit, etc.).
- D. Local Media (TV, Radio, Print, etc.)
- E. Homeowners Associations
- F. Civic Groups
- G. Special Interested Groups
- H. Libraries (For Public Display)
- I. Consultation with Federal, State, and Local agencies responsible for land use management, natural resources , environmental protection, conservation and historic preservation and other environmental issues
- J. Consultation with parties that would have an interest in the planning and development of the transportation network including affected public agencies in the metropolitan planning area.
- K. Private Freight Shippers
- L. Representatives of Public Transportation Employees
- M. Providers of Freight Transportation Services
- N. Private Providers of Transportation
- O. Representatives of Users of: Public Transportation
- P. Representatives of Users of: Pedestrian Walkways
- Q. Representatives of Users of: Bicycle Transportation Facilities
- R. Representatives of the Disabled.

The Harlingen - San Benito MPO shall keep the public informed of on-going transportation related activities on a continued basis by making all publications and work products available electronically to the public via the MPO's web page (via internet) and at the MPO office by furnishing CDs and displaying maps, as a visualization technique, to describe transportation actions as part of the Metropolitan Transportation Plan. The HSBMPO staff shall be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of community interest groups with reasonable notice.

The HSBMPO shall produce a quarterly newsletter for distribution by mail and via email to the HSBMPO contact list, available at public libraries and city halls, and available at the HSBMPO website <http://www.hsbmpo.org>. The newsletter includes, at a minimum, updates on current or recently completed projects, announcements of upcoming meetings, and contact information.

The HSBMPO shall maintain an internet website that will be compliant with Section 508 of the Americans with Disabilities Act for disabled users. The website shall be updated and maintained to provide the most current and accurate transportation planning information available. The website shall, at a minimum, contain the following information:

- A. Contact Information (mailing address, phone, fax, and e-mail)
- B. Current HSBMPO committee membership
- C. Meeting calendars and agendas
- D. Work products and publications (Transportation Improvement Program, Metropolitan Transportation Plans, Unified Planning Work Program, etc.)
- E. Comment/Question Form
- F. Links to related agencies
- G. Current By-Laws and Operating Procedures (including the Public Participation Plan and updates)

The HSBMPO shall encourage the involvement of all area citizens in the transportation planning process. The target audiences shall be identified for each planning study conducted by the MPO, including residents, business and property owners and those traditionally underserved and under-represented populations, including but not limited to, low income and minority households, within the study area. The HSBMPO shall, when feasible, hold public meetings at convenient and accessible locations and time.

The HSBMPO shall participate in participation activities for individual transportation improvement projects from the planning phase through construction.

The HSBMPO shall strive to continuously improve participation. The MPO shall continuously evaluate participation techniques. This Public Participation Plan shall be reviewed and adopted, with revisions if necessary, at least every four (4) years in order to improve the effectiveness of participation.

C. Documents

There are four (4) key transportation planning documents that the MPO must regularly prepare and be made available for the public to review and comment on before the MPO Policy Committee can approve and adopt the document.

1. Metropolitan Transportation Plan (MTP)

This is the policy plan that guides transportation planning for twenty-five (25) years into the future. This plan is updated at least every five (5) years in attainment areas like the Harlingen-San Benito MPO study area. Projects listed in the MTP are intended to meet the travel needs within the

Harlingen-San Benito metropolitan area. The plan provides the context from which the region's TIP, a short range capital improvement program for implementing highway, transit and bike and pathways projects are drawn. The plan addresses elements including congestion management, public transportation, transit, bicycles and pedestrians, roadways, freight, and finances.

2. Transportation Improvement Program (TIP)

The TIP is the priority spending program developed out of the MTP. A new TIP is prepared at a minimum of every four (4) years and is recognized as the Harlingen-San Benito MPO's portion of the Statewide Transportation Improvement Program (STIP).

By Federal and State law, all regionally significant multi-modal transportation improvement projects, regardless of funding source, must be included in and be consistent, to the maximum extent feasible, with the MPO's MTP and TIP in order to be eligible for Federal-aid and State funding. Therefore, the MPO's TIP is the primary plan that guides all state and federally funded transportation improvements in the urbanized area.

3. Unified Planning Work Program (UPWP)

The Unified Planning Work Program is the MPO's annual program of projects and budget. It outlines the administrative and transportation planning activities the MPO will undertake in the current fiscal year. The document is divided into work tasks. Each task allocates how much planning money will be spent by the MPO on each activity during the fiscal year. The MPO operates on the fiscal year October 1 to September 30.

4. Public Participation Plan (PPP)

The Harlingen-San Benito MPO Public Participation Plan strives to be proactive in involving the public in the planning process. The MPO supports and encourages early and continuous opportunities for the public to express its views on transportation issues and to become active participants in the transportation planning decision making process. This document is continuously reviewed for possible revisions.

navigation bar that will have a variety of information such as the HSBMPO calendar of events, access to the Metropolitan Transportation Plan (MTP), HSBMPO Bylaws and Operating Procedures, the Transportation Improvement Program (TIP), and many other documents and/or publications. Also via the website, the public will have the opportunity to send emails directly from the website to the HSBMPO email. This will allow the public to have immediate access to our planning professionals and ensure a prompt response. The website address is: <http://www.hsbmipo.org>. The website is maintained and updated by the HSBMPO staff and regularly reviewed.

Activities: The website is used to list current and topical information on regular and/or special meetings, planning studies, publications, related public events, and work products.

MPO Master Database

The HSBMPO staff maintains a master database of business, federal, state and local agencies and interested public. The database includes committee membership, mailing information, phone numbers, fax numbers, e-mail addresses and web sites. The database is used for maintaining up-to-date committee membership lists, special interest groups and homeowner association contacts, and is the foundation of the newsletter mailing list. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.

Activities: The database is used to enhance participation activities.

Legal Advertisements

Texas Government Code, Chapter 551 requires posting a notice of any public meeting where a decision could be made or that may be attended by more than one elected official. The MPO regularly posts notices of the MPO Transportation Policy Committee meetings.

Activities: Regular and other meetings seeking public input are posted.

Quarterly Newsletter

The MPO staff produces a quarterly newsletter titled "HSBMPO Newsletter" that is distributed to citizens, municipalities, media and other agencies. Citizens are added to the distribution list by their own request.

Activities: The newsletter is used to promote regular and special called meetings, planning studies, publications, work products, on-going projects and committee member interviews.

HSBMPO *Newsletter*

Working Together for A Better Mobility

Display Ads

Publications of ads are used to promote meetings that are not regularly scheduled. They are published in selected newspapers, both in English and in Spanish, in order to reach a larger audience than those that typically read legal notices.

Activities: Public awareness of project specific meetings, workshops, or open houses.

Other Media

Opportunities are sought for articles in other newsletters produced by municipalities, homeowners' associations, church groups, civic groups, or others that may have an interest in the MPO. Opportunities are also sought to present to civic and social agencies, participate on radio talk shows, and provide television news highlights and to utilize public service notices to create community awareness of planning activities.

Activities: Increased opportunities to make public aware of corridor studies, small area studies, other planning studies or major activities.

Direct Mailings

Direct mailings are used to announce upcoming meetings or activities and to provide information to a targeted area or group of people. Direct mailings are usually post cards, but can be letters or flyers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue.

Activities: Project-specific meetings, workshops, open houses, corridor studies, small-area studies, other planning studies or major activities.

Press Releases

Formal press releases are sent to local media (newspaper, TV, radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.

Activities: Corridor or other planning studies, workshops, open houses, public hearings, and other MPO activities.

Project Workshops/Open-Houses

These are targeted public meetings that are generally open and informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment and a sense of public priorities.

Activities: Metropolitan Transportation planning studies, prioritization of projects, and other major MPO activities.

E-mail Announcements/Internet Message Boards

Meeting announcements and MPO information are e-mailed to interested persons that have submitted their e-mail addresses to MPO staff. Interactive message boards are used to facilitate discussion and solicit public comments regarding specific MPO projects or issues.

Activities: Corridor studies, small-area studies, other planning studies, regular meetings, public hearings, amendments/updates, workshops, open houses, and other major MPO activities.

MPO Logo

A logo representing the MPO is used to identify products and publications of the MPO. A logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products. An official logo was created in December 2011 with collaboration with a local technical college and continues to represent the MPO very well.

Activities: A logo is used on all MPO publications; including those developed by consultants working on MPO sponsored projects to create a community awareness of the MPO deliverables.



Public Hearings

These are public meetings used to solicit public comment on a project or issue being considered for adoption by the MPO. Hearings provide a formal setting for citizens to provide comments to the MPO or another decision-making body. They are recorded and transcribed for the record.

Activities: Metropolitan Transportation Plans, Transportation Improvement Program, Corridor Studies, Project Development & Environmental Studies, and other planning studies as needed for other MPO activities.

Comment Forms

Comments forms are often used to solicit public comments on specific issues being presented at a workshop or other public meetings. Comment forms can be very general in nature, or can ask for very specific feedback. Comment forms can also be included in publications and on web sites to solicit input regarding the subject of the publication and/or the format of the publication or website.

Activities: Public workshops, open houses, hearings and other meetings, general HSBMPO activities.

Surveys

Surveys are used when very specific input from the public is desired. A survey can be used in place of comment cards to ask very specific questions such as whether a person supports a specific alignment in a corridor study. Surveys are also used to gather technical data during corridor and planning studies. For example, participants may be asked about their daily travel patterns.

Activities: Conduct on-line surveys on issues and needs to provide input into the plans.

Posters and Flyers

Posters and flyers are used to announce meetings and events and are distributed at public places such as City Halls, libraries and community centers. The announcement may contain a brief description of the purpose of a meeting, the time (s) and location (s) and contact information. Posters and flyers may be used to reach a large audience that cannot be reached during direct mailings and/or newsletters.

Activities: Corridor studies, small-area studies, other planning studies, regular and special MPO activities.

Facebook

The MPO will maintain a Facebook page by posting pertinent information and notices on a frequent basis. This also provides another opportunity for MPO Facebook fans to provide public input to the MPO's on-going planning process.

Activities: Feasibility studies and/or other planning studies, regular and/or special MPO activities.

Revisions, Amendments, and Administrative Modifications

The Harlingen-San Benito MPO may revise, amend, or perform an administrative modification to any of the transportation document produced. The MPO Policy Committee, and affected communities, is notified of pending revisions and amendments. Legal notices of the proposed amendments or revisions will be placed in the newspaper of general circulation and will be posted on the MPO's website.

A) Revision

A revision to a document occurs when there is a change to a long-range statewide or metropolitan plan, TIP, or STIP that occurs **between** scheduled periodic updates.

B) Amendment (Major Revision)

A change to a long-range statewide or metropolitan transportation plan (MTP), TIP or STIP that involves a major change, including the addition or deletion of a project or a major change in project cost, project phase initiation dates, or a major change in design concept or design scope (changing project termini or the number of through traffic lanes).

Changes to projects that are included, only for illustrative purposes, do not require an amendment. An amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, or a conformity determination (for MTP and TIPs involving “non-exempt” projects in non-attainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.

The Harlingen-San Benito MPO’s MTP and TIP have a thirty (30) day public comment period in advance of any MPO Policy Committee action.

C) Administrative Modifications (Minor Revision)

An administrative modification is a revision that does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination (in non-attainment and maintenance areas).

The Harlingen-San Benito Policy Committee acts on administrative modifications, and although no public review period is required, one may be provided at the Policy Committee’s discretion. Significant changes in funding level will be announced through a variety of media, including notice on the MPO website and e-mail notification to the municipalities in the region.

Minor changes in MTPs, TIPs, and STIPs generally can be made after the MPO or State DOT has completed its public comment process without further opportunities for public involvement. Examples may include: minor changes in project scope or costs, and moving minor or non-controversial projects.

Public Participation Plan Performance Measures

Introduction

The Federal Highway Administration and the Texas Department of Transportation require that the Harlingen-San Benito Metropolitan Planning Organization (MPO) continuously evaluate the effectiveness of public involvement activities. By continuously evaluating public involvement activities, it is possible to improve or add new public involvement activities to the MPO program and to discontinue activities that are ineffective. The purpose of this guidebook is to provide guidelines for the evaluation of public involvement techniques. The MPO's public involvement activities are contained in the Public Participation Plan.

The Public Participation Plan includes descriptions of the roles and responsibilities of the MPO and other agencies in the public involvement process. Also included in the Public Participation Plan are descriptions of various public involvement techniques that could be used by the MPO. This guidebook describes public involvement techniques, outlines the steps to be taken to evaluate those techniques, and identifies measures to quantify success rates and outlines strategies to improve the MPO's public involvement process.

This guidebook is intended to be a "living" document, with additions and changes based on each evaluation that is performed. This guidebook should be reviewed at least every three years to ensure that appropriate changes are being implemented by the MPO.

Evaluation Methods and Performance Goals

In order to determine the effectiveness of the public involvement tools, they must be evaluated and compared to established performance goals. The typical methods for evaluating the effectiveness of public involvement tools are surveys and quantitative statistical analysis. This section briefly describes evaluation methods used by the MPO. For each public involvement tool, performance goals and methods for meeting those goals have been identified.

Surveys

Surveys typically consist of short, specific questions regarding public involvement tools that are ongoing or that were used on a specific project. Surveys can be conducted in person, by phone, mail or email. Face-to-face and telephone surveys provide quick responses and can be used when a respondent's answer may lead to a follow-up question. For example, respondents may be asked if advertisements are an effective notification tool. If the response is no, the surveyor can ask the respondent why advertisements are not effective and also what other tools they would prefer. In-person and telephone surveys can target specific areas or groups or can be random sampling. Mail surveys may be used to provide written record or respondent's answer. Mail-back surveys can be distributed at meetings, inside other publications, or mailing directly to potential respondents. Respondents can be a targeted group, such as members of special interest groups or residents of specific areas, or they can be randomly

generated. Return postage for mail surveys typically can be pre-paid by the MPO, or can be the responsibility of the respondent. Email surveys, like mail surveys, provide a written record of responses. Unlike mail-back surveys, there is little to no reproduction or distribution cost to the MPO to send out the surveys, and little to no cost to respondents to return a response. To use e-mail surveys, it is necessary to have e-mail addresses for the targeted respondents, and random distribution is not really an option.

Statistical Analysis

Statistics can be used to determine the “return on the investment” or producing public involvement tools. For example, the number of persons attending an activity can be compared to the number of persons that were notified of the activity. This type of evaluation can be an indicator of whether or not the tools used for public involvement are actually reaching the intended audience, or which tools have a greater response rate.

Statistical analysis is used to evaluate survey responses and the results of the analysis are compared to the evaluation measures to determine the rate of success of public involvement tools.

Improvement Strategies

The MPO continually strives for improved public involvement. Improvements should be made to increase public awareness and to improve the quantity and quality of information provided to the public. Each time a public involvement evaluation is performed, a list of improvement strategies needed should be identified for implementation. If improvement is needed for an ongoing public involvement task, such as the MPO website, a reasonable completion date should be established.

If improvement is needed for one-time activities, such as corridor studies, the improvement should be implemented where appropriate on future activities.

**LIMITED ENGLISH
PROFICIENCY PLAN**

**PLAN DE HABILIDAD
DE INGLES LIMITADA**

Limited English Proficiency Plan

Introduction

This Limited English Proficiency Plan has been prepared to clarify the responsibilities of recipients of federal financial assistance and assist them in fulfilling their responsibilities to Limited English Proficient (LEP) persons, pursuant to Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Executive Order 13166 titled *Improving Access to Services for Persons with Limited English Proficiency* indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including the Harlingen-San Benito Metropolitan Planning Organization (MPO).

Plan Summary

The MPO has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided. As defined Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the MPO used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the study area who may be impacted by the MPO.
2. The frequency with which LEP persons come in contact with MPO activities or programs.
3. The nature and importance of activities or programs provided by the MPO to the LEP population.
4. The resources available to the MPO and overall cost to provide LEP assistance.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed.

The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the

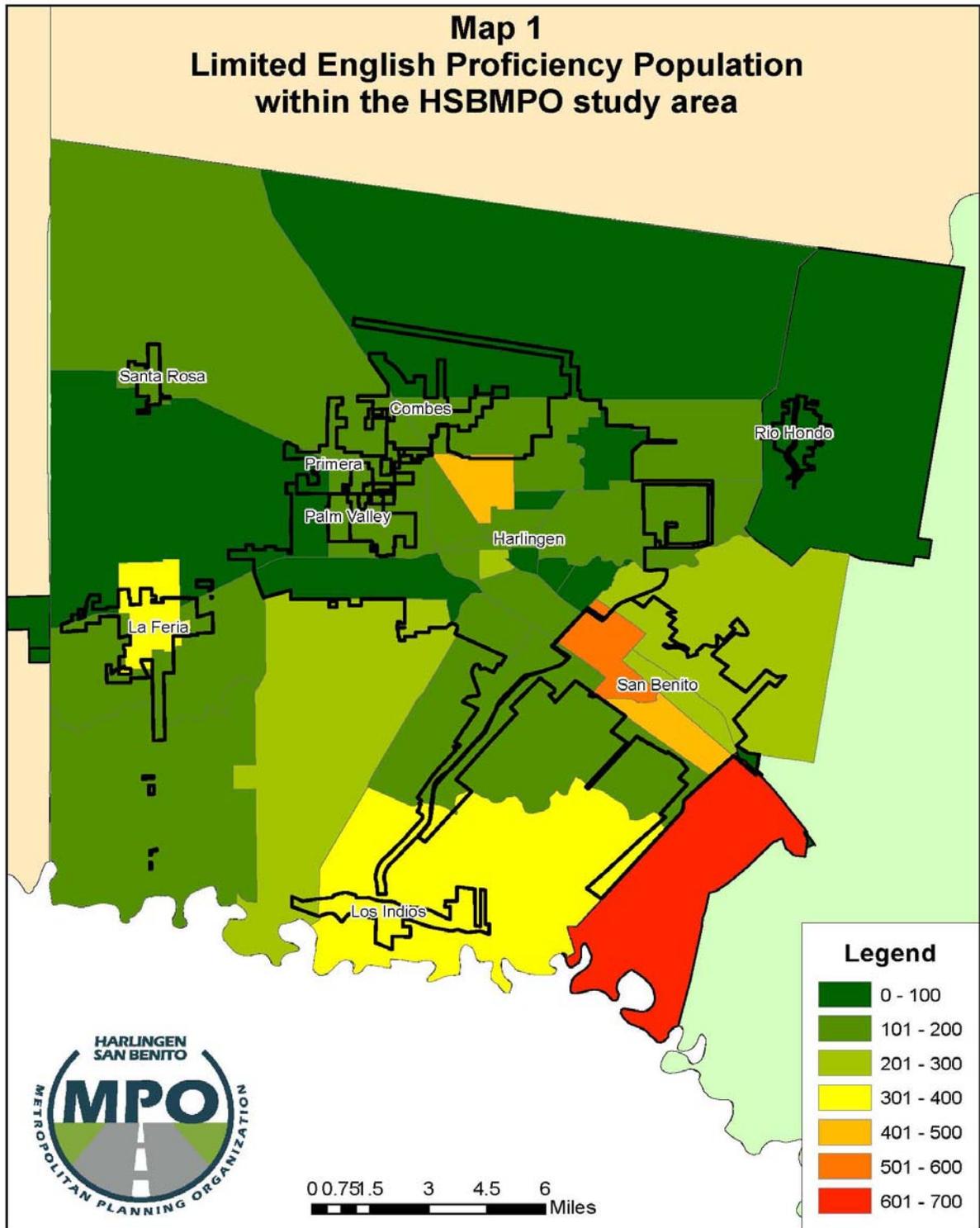
same level of language service as larger recipients with larger budgets. The DOT guidance is modeled after the Department of Justice's guidance and requires recipients and sub recipients to take steps to ensure meaningful access to their programs and activities to LEP persons.

A summary of the results of the four-factor analysis is in the following section.

Meaningful Access: Four-Factor Analysis

Factor 1: Number or Proportion of LEP Persons

The Census Bureau uses four classifications of how well people speak English: "very well", "well", "not well", and "not at all".



Map 1 shows the English language skills for persons in municipalities and within the MPO study area. MPO staff reviewed U.S. Census data and determined that of the total population over the age of 14 in the MPO's study area, 5,729, or 13.31% are LEP. That is, they speak a language other than English and speak English "not well" or "not at all".

Factor 2: Frequency of Contact with LEP Individuals

The MPO staff reviewed the frequency with which the policy and advisory committees, and staff have or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, the MPO has had no requests for interpreters and no requests for translated program documents. Historically, the MPO has participated and continues to participate in meetings with the census blocks with the highest concentrations of LEP persons. The MPO staff has found that no contact with LEP individuals has occurred at any public involvement meetings, other public presentations, or in day to day activity.

Factor 3: The Nature and Importance of Program or Activity to the LEP Community

As the agency responsible for coordinating the regional transportation planning process, the MPO must make sure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved with the planning process. The impact of proposed transportation investments on underserved and underrepresented population groups is part of the evaluation process. The MPO provides oversight and helps ensure that LEP and other protected classes of persons are not overlooked in the transportation planning process. The MPO's main function is to support cooperative, comprehensive, and continuing transportation planning as outlined in federal transportation acts.

Denial or delay of access to services or information provided by the MPO would not have life threatening implications on an LEP individual. It is also believed that denial or delay of access to services or information provided by the MPO would not have serious implications on an LEP individual, especially compared to the services, such as health, emergency transportation, water, sewer, fire protection, police protection and other emergency services, provided by MPO member organizations.

Factor 4: The Resources Available to MPO and Overall Cost

While the MPO does serve a few LEP persons and has very limited resources, it has been decided to include a LEP section in the Public Participation Plan with the acknowledgement that current demographic trends indicate the number of LEP persons may increase within the MPO planning area.

Funds available for LEP services would be derived entirely from existing MPO operating funds, and compete with other operational requirements of the MPO. It is deemed that written translations of core documents would be so burdensome as to defeat the legitimate objectives of our programs. It is appropriate for the MPO to precede with oral interpretation options for compliance with LEP regulations.

LEP Plan Outline

Language Assistance

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a LEP person and may be entitled to language assistance with respect to MPO activities. Language assistance can include interpretation, which means oral or spoken transfer of a message from one

language into another language and/or translation, which means the written transfer of a message from one language into another language.

Guidance on examples of notification services available free of charge:

- Post notice of the availability of free language assistance with reasonable advance notice to MPO.
- Outreach documents and website postings will state that language services are available.
- Partner with community-based organizations and other stakeholders to inform LEP individuals of the availability of language assistance services.
- Use automated telephone voicemail attendant or menu to provide information on available language assistance service.
- Provide public service announcements on non English-language radio and television stations on the available language assistance services.
- When MPO sponsors an informational meeting or event, an advanced public notice of the event shall be published including an offer for a translator (LEP) or interpreter (sign language for hearing impaired individuals),

Language Assistance Measures

Although the percentage of LEP individuals in the MPO's study area is low, an effort to offer the following measures will be made:

1. MPO staff will take reasonable steps to provide the opportunity for meaningful access to LEP people who have difficulty communicating in English.
2. The following resources may be available to accommodate LEP persons with reasonable advance notice to MPO:
 - Volunteer interpreters for the Spanish language are available and will be provided within a reasonable time period.
 - Language interpretation will be accessed for all other languages through a telephone interpretation service.

Staff Training

The following training will be provided to all staff:

- Information on the Title VI Policy and LEP responsibilities
- Description of language assistance services offered to the public
- Documentation of language assistance requests.
- How to handle a potential Title VI /LEP complaint.

All contractors or sub-contractors performing work for the MPO will be required to follow the Title VI/LEP guidelines.

Translation of Documents

The MPO weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factor, at this time it is an unnecessary burden to have any documents translated. The MPO staff will consider the LEP document population as they prepare a document or scheduled meetings for which the target audience is expected to include LEP individuals, then, documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

Monitoring

The MPO will review and update the LEP Plan as required. Updates will include the following:

- The number of documented LEP contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine if MPO's financial resources are sufficient to fund language assistance resources needed.
- Determine if the MPO has fulfilled the goals of this LEP Plan.
- Document complaints concerning the agency's ability to meet LEP needs.

Dissemination of MPO's LEP Plan

The MPO will post the LEP Plan on its website at www.hsbmpo.org. Any questions or comments regarding this plan should be directed to the MPO.

Copies of the LEP Plan may be requested via:

- Phone: (956) 216-5240
- In Person or Mail: 502 E. Tyler, Harlingen, TX 78550
- Email: hsbmpo@myharlingen.us

Plan de Habilidad de Inglés Limitada

Introducción

El Plan de la Habilidad de Inglés Limitada ha sido preparado para clarificar las responsabilidades de la asistencia financiera federal y asistir en la realización de sus responsabilidades a personas de Habilidad de Inglés Limitada (LEP por sus siglas en inglés), de acuerdo con el Título VI del Acto de Derechos civiles de 1964 y sus normas de realización.

La orden ejecutiva 13166 establece el requerimiento de mejorar el acceso a los servicios para las personas con dominio limitado del inglés. Esta orden ejecutiva indica que el tratamiento diferente basándose en la incapacidad de una persona para hablar, leer, escribir o entender el inglés es un tipo de discriminación de origen nacional. También instruye a cada agencia a publicar la guía para sus respectivos destinatarios y establecer su obligación de asegurar que dicha discriminación no ocurra. Esta orden se aplica a todas agencias estatales y locales que reciben fondos federales, incluyendo a la Agencia Metropolitana de Planeación del área de Harlingen-San Benito. (HSBMPO por sus siglas en inglés).

Resumen del Plan

La Agencia Metropolitana de Planeación del área de Harlingen-San Benito (HSBMPO por sus siglas en inglés) ha desarrollado este Plan de Habilidad de Inglés Limitada para ayudar a identificar los pasos razonables para proporcionar ayuda con el idioma a las personas con dominio limitado del inglés y que deseen acceder a servicios. Como definido por la orden ejecutiva 13166, las personas con habilidad limitada del inglés son aquellas que no hablan inglés como primer idioma y tienen una capacidad limitada para leer, hablar, escribir o entender el inglés. Este plan describe cómo identificar a una persona que necesite ayuda con el idioma, las formas en que puede prestarse asistencia, y la distribución de información para notificar a las personas con Habilidad de Inglés Limitada que la asistencia está disponible.

A fin de preparar este plan, la HSBMPO usó el análisis de Habilidad de Inglés Limitada de cuatro factores y los cuales son identificados aquí:

1. El número o la proporción de personas de habilidad de Inglés Limitada en el área de estudio que pudieran ser afectadas por las actividades o servicios de la HSBMPO;
2. La frecuencia con la cual las personas de habilidad de Inglés Limitada entran en contacto con programas o actividades de la HSBMPO;
3. La naturaleza y la importancia de las actividades o programas de la HSBMPO para la población con habilidad del inglés limitada;
4. Los recursos que la HSBMPO tiene disponibles para los costos generales para prestar asistencia a personas con habilidad de inglés limitada.

Cuanto mayor sea el número o la proporción de personas elegibles de habilidad de inglés limitada; cuanto mayor sea la frecuencia con la que se tenga contacto con un programa, actividad o servicio; y cuanto mayor sea la importancia de ese programa, actividad o servicio, más probable es que servicios de interpretación sean necesarios.

La intención y guianza de habilidad de inglés limitada es sugerir un equilibrio que garantice el acceso significativo de las personas con habilidad de inglés limitada a servicios críticos mientras no imponer cargas excesivas en pequeñas organizaciones y gobiernos locales.

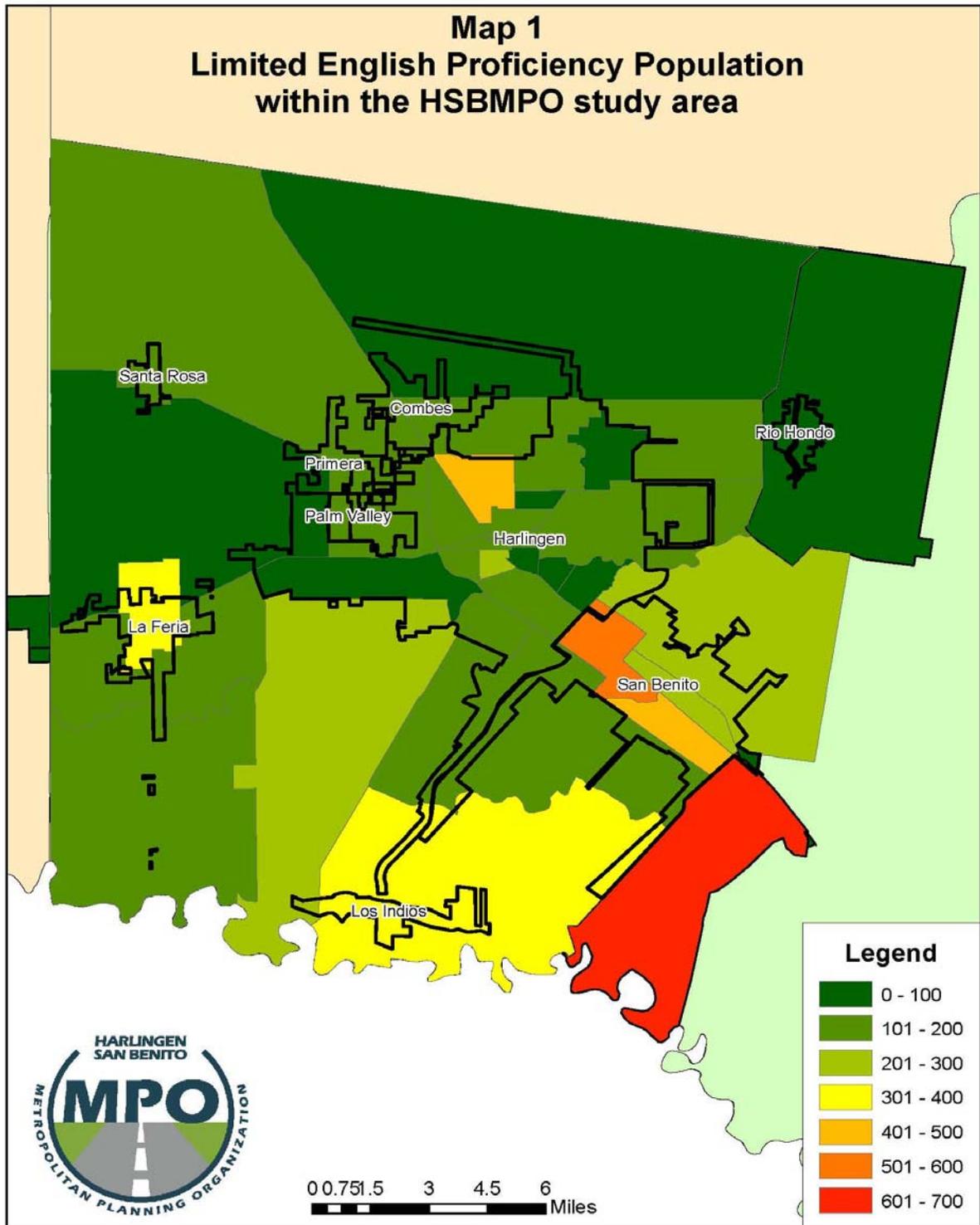
Los recipientes más pequeños con presupuestos más limitados normalmente no podrán proporcionar el mismo nivel de servicios lingüísticos que los recipientes más grandes con mayores presupuestos. La dirección de punto es modelada después de la guianza del Departamento de justicia y requiere que los destinatarios y sub-receptores a tomar medidas asegurar el acceso significativo a sus programas y actividades para las personas con habilidad de inglés limitada.

Un resumen de los resultados de los cuatro factores de análisis se encuentra en la siguiente sección.

Significativos de acceso: Análisis de cuatro factores

Factor 1: Número o proporción de personas con habilidad de inglés limitada

La Oficina del Censo usa cuatro clasificaciones de que tan bien la gente habla inglés: 'muy bien', 'bien', 'no bien', y 'en absoluto' no.



El Mapa 1 muestra las habilidades del idioma inglés para personas en municipios dentro del área de estudio de HSBMPO. El personal de nuestra agencia revisó los datos del censo de Estados Unidos y determinó que la población total de personas mayores de 14 años y con habilidad de inglés limitada en el área de estudio es de 5,729 o 13,31%. Es decir, hablan un idioma distinto del inglés y hablan el inglés 'no bien' o 'en absoluto no'.

Factor 2: Frecuencia de contacto con las personas con habilidad de inglés limitada

El personal de la HSBMPO examinó la frecuencia con la cual la política y los comités asesores y el personal tienen o podrían tener contacto con personas con habilidad de inglés limitada. Esto incluye preguntas por teléfono o visitas a la oficina para solicitar información en referente a los servicios de la HSBMPO. Hasta ahora, la HSBMPO no ha tenido peticiones de intérpretes y ninguna petición de documentos del programa traducidos. Históricamente, la HSBMPO ha participado y sigue participando en reuniones/juntas públicas dentro de los bloques de censos con la más alta concentración de personas con habilidad de inglés limitada. El personal de la HSBMPO ha descubierto que no ha habido ningún contacto con los individuos con habilidad de inglés limitada y no ha habido participación de público con habilidad de inglés limitada en ninguna de sus reuniones/juntas públicas, o en sus actividades diarias.

Factor 3: La naturaleza y la importancia del programa o actividad a la Comunidad con habilidad de inglés limitada

Como la agencia responsable de coordinar el proceso de planificación de transporte regional, la HSBMPO debe asegurarse de que todos los segmentos de la población, incluyendo a las personas con habilidad de inglés limitada, han participado o han tenido la oportunidad de estar involucrados en el proceso de planificación. El impacto de las inversiones de transporte propuesto en poblaciones subtendidas y subrepresentadas es parte del proceso de evaluación. La HSBMPO proporciona supervisión y ayuda a asegurar que las personas con habilidad de inglés limitada y otras clases de personas protegidas no sean excluidas en el proceso de planificación de transporte. La función principal de la HSBMPO es la de fomentar cooperación en una forma continua en la planeación de transporte a como lo estipulan las leyes federales de transportación.

La negación o retraso a tener acceso a los servicios o información suministrada por la HSBMPO no tendría consecuencias amenazadoras de la vida en un individuo con habilidad de inglés limitada. También se cree que negación o retraso de acceso a los servicios o información suministrada por la HSBMPO no tendría graves consecuencias en las personas con habilidad de inglés limitada en comparación con los servicios, como salud, transporte de emergencia, agua, alcantarillado, protección contra incendios, protección policiaca y otros servicios de emergencia.

Factor 4: Los recursos disponibles para HSBMPO y costos

Aunque la HSBMPO a tenido contacto mínimo o ninguno con personas con habilidad de inglés limitada y tiene muy pocos recursos, se ha decidido incluir una sección con habilidad de inglés limitada en el Plan de Participación Pública con el reconocimiento de que las tendencias demográficas actuales indican que el número de personas con habilidad de inglés limitada puede aumentar con el crecimiento de el área de estudio en el futuro.

Los fondos disponibles para servicios con habilidad de inglés limitada se derivarían enteramente de los fondos operativos existentes y serán proporcionados dependiendo en la importancia en comparación a otras necesidades operacionales de la HSBMPO. Se considera que las traducciones escritas de documentos serían tan numerosas y costosas como para derrotar a los objetivos legítimos de nuestros programas. Es apropiado para la HSBMPO proceder con opciones de interpretación oral para el

cumplimiento de las normas de la habilidad de inglés limitada.

Resumen del Plan de Habilidad de Inglés Limitada

Asistencia de Idioma

Una persona que no habla inglés como su idioma principal y que tiene una capacidad limitada para leer, escribir, hablar o entender inglés puede ser una persona con habilidad de inglés limitada y debe tener derecho a ayuda con el idioma con respecto a las actividades y servicios de la HSBMPO. Ayuda con el idioma puede incluir la interpretación, que significa transferencia oral o hablada de un mensaje de una lengua a otra lengua y traducción, lo que significa a la transferencia escrita de un mensaje de un idioma a otro idioma.

Orientación sobre ejemplos de notificación de los servicios disponibles en forma gratuita:

- Enviar aviso de la disponibilidad de ayuda con el idioma libre con razonable anticipación a HSBMPO;
- Documentos y las fijaciones del sitio de Internet (web) declararán que los servicios de la lengua están disponibles;
- Asociarse con organizaciones comunitarias y otras agencias interesadas a informar a los individuos con habilidad de inglés limitada de la disponibilidad de servicios de asistencia de idioma.
- Asistente de uso telefónico contestador automático o menú para proporcionar información sobre el servicio de asistencia de idiomas disponibles;
- Proporcionar anuncios de servicio público en las estaciones de radio y televisión he informar a las personas con habilidad de inglés limitada de la disponibilidad de servicios de asistencia de idioma;
- Cuando la HSBMPO patrocine un evento o reunión informativa en áreas con habilidad de inglés limitada, esta agencia deberá publicar un aviso público con anticipación al evento incluyendo la disponibilidad de servicios de asistencia de idioma para personas con habilidad de inglés limitada.

Medidas de asistencia de idioma

Aunque el porcentaje de individuos con habilidad de inglés limitada en área de estudio de la HSBMPO es bajo, se hará un esfuerzo por ofrecer las siguientes medidas:

1. El personal del HSBMPO tomará las medidas razonables para proporcionar la oportunidad para un acceso significativo a las personas con habilidad de inglés limitada que tienen dificultad para comunicarse en inglés.
2. Los siguientes recursos pueden estar disponibles para dar acceso a las personas con habilidad de inglés limitada siempre y cuando se le notifique con anticipación razonable a la MPO:
 - Intérpretes voluntarios para el idioma español están disponibles y se proporcionará dentro de un período de tiempo razonable.
 - Interpretación se accederá para todos los otros idiomas a través de un servicio de interpretación telefónica.

Educación al personal de la HSBMPO

A todo el personal se proporcionará la siguiente formación:

- Información sobre las responsabilidades políticas de título VI y Habilidad de Inglés Limitada;
- Descripción de servicios de asistencia de idiomas ofrecidos al público;
- Documentación de las solicitudes de asistencia de idioma;
- Cómo manejar una posible demanda de título VI/Habilidad de Inglés Limitada.

Todos los contratistas o subcontratistas que realicen trabajo para la HSBMPO estarán obligados a cumplir con las políticas del título VI y de la habilidad de inglés limitada.

Traducción de documentos

HSBMPO ha evaluado los costos y beneficios de traducir documentos para grupos con habilidad de inglés limitada. Teniendo en cuenta el costo de la traducción de los documentos, la probabilidad de que los cambios frecuentes en los documentos y otros factores pertinentes, en este momento es una carga innecesaria para tener todos los documentos traducidos. El personal de la HSBMPO considerará a la población con habilidad de inglés limitada durante la preparación de documentos, reuniones públicas y los avisos, volantes y las agendas de reuniones se distribuirán en un idioma alternativo.

La Supervisión

La HSBMPO será responsable de revisar y actualizar el Plan de Habilidad de Inglés Limitada según sea necesario. Las actualizaciones incluirán lo siguiente:

- Documentación de el número de contactos anuales con personas con habilidad de inglés limitada;
- Cómo las necesidades de personas con habilidad de inglés limitada se han cumplido;
- Determinación de la población actual de con habilidad de inglés limitada en el área de servicio;
- Determinar si ha cambiado la necesidad para servicios de traducción;
- Determinar los recursos financieros para la asistencia de idioma son suficientes;
- Determinar si la HSBMPO ha cumplido con los objetivos de este Plan de Habilidad de Inglés Limitada;
- Documentación de quejas en relación a la habilidad de inglés limitada.

Distribución del Plan Habilidad de Inglés Limitada de la HSMPO

La HSBMPO deberá publicar el Plan de Habilidad de Inglés Limitada en su sitio web en www.hsbmpo.org. Cualquier pregunta o comentario con respecto a este plan debe ser dirigido a la Agencia de Planeación del Área de Harlingen-San Benito (HSBMPO por sus siglas en inglés).

Copias del Plan de Habilidad de Inglés Limitada se pueden solicitar a través:

- Del telephone: (956) 216-5240
- En persona o por correo: 502 E. Tyler, Harlingen, TX 78550
- Por correo electrónico: hsbmpo@myharlingen.us

Transportation Terms and Acronyms

Americans with Disabilities Act (ADA): Federal law which requires public vehicles and facilities to be accessible to persons with a physical or mental impairment that substantially limits one or more of the major life activities of such individual.

Average daily traffic (ADT) volume represents the total two-way traffic on a roadway for some period less than a year, divided by the total number of days it represents, and includes both weekday and weekend traffic. Usually ADT is adjusted for day of the week, seasonal variations, and/or vehicle classification.

Administrative modification – is a minor revision that does not require public review and comment.

Amendment – A major revision that requires public review and comment, demonstration of fiscal constraint (except for long – range statewide transportation plans), and a conformity determination (for MTPs and TIPs in non-attainment and maintenance areas).

Consideration – One or more parties take into account the opinions, action, and relevant information from other parties in making a decision or determining a course of action.

Consultation – One or more parties confer with other identities in accordance with an established process and, prior to taking action(s), consider the views of other parties and periodically inform them about action(s) taken.

Cooperation – The parties involved in carrying out the transportation planning and programming processes that work together to achieve a common goal or objective.

Coordination – The cooperative development of plans, programs and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate.

Department of Transportation (DOT): Agency responsible for transportation at the local, state, or federal level. For title 23 U.S.C. federal-aid highway actions, the Federal Highway Administration and for federal-aid transit actions under title 49 U.S.C, meaning the Federal Transit Administration.

Environmental Justice (EJ): a process that focuses in the development, implementation, and enforcement of environmental laws, regulations and policies, as defined by the Environmental Protection Agency, by requiring the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income.

Federal Highway Administration (FHWA): Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs under title 23 U.S.C.

Federal Transit Administration (FTA): Federal entity responsible for transit planning and programs under title 49 U.S.C.

Fiscal Constraint: using committed, available, or reasonably available revenue resources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained.

Functional Classification: is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner, Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network.

FY (Fiscal Year) - a federal fiscal or budget year; runs from October 1 through September 30 for the MPO and the federal government.

Intelligent Transportation System (ITS): a system that enables people and goods to move more safely and efficiently through a state-of-the-art, intermodal transportation system that includes information processing, communications, control, and electronics. Automatic vehicle location systems, advanced signal timing, and other new and emerging advanced technology can be used with public transportation systems.

Level of Service (LOS): a description of the quality of service that can be expected by users of transportation facilities. For highways “A” means traffic is flowing freely and “E” or “F” means the highway is very congested. Highway LOS can be determined based on “Density” (average number of passenger cars located in a single lane within a one mile section), “Speed” (the average attainable speed in miles per hour), or “Maximum Service Flow” (average number of passenger cars that pass by every hour in one lane).

MPO Activities: plans, programs and projects related to the MPO process.

Metropolitan Planning Organization (MPO): the organizational entity established by law to provide a forum for cooperative transportation decision making for the metropolitan area containing a population of 50,000 people or more. Major responsibilities include the development of transportation plans and programs and authorization of the use of federal transportation dollars.

Metropolitan Transportation Plan (MTP): The official multimodal transportation plan addressing no less than a 20-year planning horizon that is developed, adopted, and updated by the MPO through the metropolitan planning process.

Officials: people who have governmental decision-making, planning, or administrative responsibilities that relate to MPO activities.

Participation: an integral part of a planning or major decision-making process. It provides opportunities for the public to be involved with the MPO in an exchange of data and ideas. Citizen participation offers an open process in which the rights of the community are to be informed to provide comments to the government and to receive a response from the government.

Revision – A change to a long-range statewide or metropolitan transportation plan, TIP, or STIP that occurs between scheduled periodic updates.

ROW-Right of way: real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.

State Infrastructure Bank (SIB): A TxDOT program which is a revolving loan account for cities, counties, or political subdivision to construct, maintain, or finance an eligible transportation project.

Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU): Legislation enacted August 10, 2005, as Public Law 109-59. SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for a 5-year period: 2005-2009.

SMP-Statewide Mobility Plan: TxDOT's ten (10) year plan for adding capacity to the transportation system using the Mobility Category Funds of Federal and State Transportation Funding.

SPP- Statewide Preservation Plan: TxDOT's ten (10) year plan for maintaining the Transportation system using the preservation categories of Federal and State Transportation Funding.

State Transportation Improvement Program (STIP): a multi-year, statewide intermodal program of transportation projects which is consistent with the Texas Transportation Plan, Metropolitan Plans, TIPs and other processes. The STIP is to be implemented within each 4-year period after adoption of the program, and it includes a financial plan that demonstrates how the program can be implemented

Technical Advisory Committee (TAC): a group of local municipal and county government representatives appointed by the Transportation Policy Committee to investigate, research, and report all issues charged to them for the Transportation Policy Committee's consideration in developing regional transportation planning process.

Transportation Policy Committee (TPC): the decision making committee of the MPO that consists of elected officials that represent all of the participating government entities and agencies in the MPO study area. The following entities/municipalities are represented by their respective elected officials: City of Harlingen, City of San Benito, City of La Feria, Town of Primera, Town of Combes, Town of Los Indios, City of Palm Valley, City of Rio Hondo, City of Santa Rosa, and Cameron County within Precinct 3 and 4, and Texas Department of Transportation (TxDOT).

Transportation Enhancements: A program provided to address projects that contribute to the livelihood of communities, the quality of our environment and the aesthetics of our roadways.

Transportation Program (STP) funds: activities include pedestrian/bicycle facilities, acquisition of scenic easements and scenic historic sites, scenic or historic highway programs, scenic beautification, historic preservation, rehabilitation/operation of historic transportation structures, railway corridor preservation, control/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.

Transportation Improvement Program (TIP): A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the four (4) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO metropolitan transportation plans and local government comprehensive plans.

TTI- Texas Transportation Institute- a legislatively created research center, located at Texas A&M University, whose purpose is to conduct and facilitate research and serve as an information exchange on issues related to urban transportation problems in Texas.

Texas Department of Transportation (TXDOT): State agency responsible for transportation issues in Texas.

UTP- Unified Transportation Plan: TxDOT's 10 (ten) year plan to guide transportation project development.

Unified Planning Work Program (UPWP): a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area.

Update – making a long-range statewide transportation plan, metropolitan transportation plan, TIP or STIP current through a comprehensive review.