

**SOUTHWEST OKLAHOMA  
REGIONAL TRANSPORTATION  
PLANNING ORGANIZATION**

**SORTPO Technical Committee Meeting Agenda**

**August 20, 2020**

**10:00 a.m.**

Videoconferencing

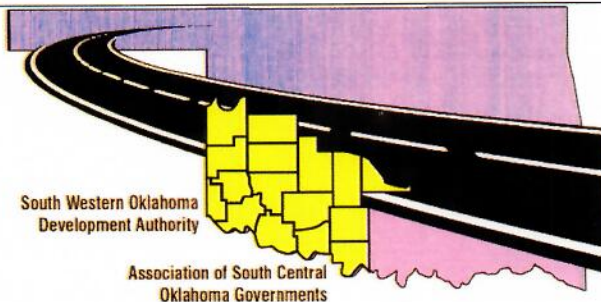
**SWODA Building  
420 Sooner Dr.  
Burns Flat, OK 73624  
580-562-4882**

**ASCOG Building Conference  
Room 802 W. Main St.  
Duncan, Ok 73533  
580-255-2903**

<b>Technical Committee Members</b>	<b>Location</b>	<b>Attendance A/P</b>	<b>Technical Committee Members</b>	<b>Location</b>	<b>Attendance A/P</b>
Danny Britton	Burns Flat		Julie Sanders	Burns Flat	
Bryce Bohot	Duncan		Cole Vondfeldt	Duncan	
Elesia Church	Burns Flat		Basil Weatherly	Burns Flat	
Chris Hartman	Duncan		Kim Whaley	Duncan	
Rodger Kerr	Altus/Burns Flat		Tom Zigler	Duncan	
Roland Mower	Burns Flat				

1. Call to Order.
2. Roll Call.
3. Introduction of Guests.
4. Approval of the minutes for the February 20, 2020 meeting.
5. Old Business.
6. Discuss and provide recommendations on potential Transportation Technical Committee member to the SORTPO Policy Board.
7. Discuss and provide recommendation to the SORTPO Transportation Policy Board on Amendment #2 FFY 2020 Planning Work Program.
8. Discuss and provide recommendation to the SORTPO Transportation Policy Board on the draft FFY 2021 Planning Work Program.
9. New Business.
10. Reports and Comments
  - A. Rural Opportunities to Use Transportation for Economic Success (ROUTES) Initiative – Toolkit
  - B. Status of Better Utilizing Investments to Leverage Development (BUILD) Grant – Regional Freight Plan
  - C. Letter of Support Farmrail System Inc. – Tax Credits
  - D. ODOT news.
  - E. ASCOG news.
  - F. Staff news.
  - G. Reports from members.
11. Adjourn.

Notice of this meeting was made to Washita County Clerk by annual posting and this agenda was visibly displayed on the front door of the SWODA office at 420 Sooner Dr., Burns Flat, OK and ASCOG office at 802 W. Main Street, Duncan, OK on August 17 at 8:00 a.m. If individual with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in the meeting, notification to SWODA Director of Transportation at (580)-562-4885 at least 48 hours prior to the scheduled meeting is encouraged to make necessary accommodations. Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for LEP individual are not necessary accommodation.

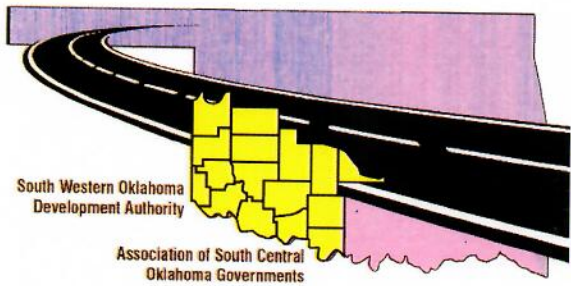


# SOUTHWEST OKLAHOMA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

## NOTICE OF SCHEDULE OF MEETINGS FOR CALENDAR YEAR 2020 SORTPO TECHNICAL COMMITTEE

<u>DATE</u>	<u>TIME</u>	<u>PLACE OF MEETING</u> <u>SWODA Bldg.</u> <u>BURNS FLAT, OK</u>	<u>PLACE OF MEETING</u> <u>RED RIVER TECH CENTER</u> <u>DUNCAN, OK*</u>
<b><i>January 16, 2020</i></b>	10:00 a.m.	Conference Room	JDM Bus. Ctr. RM B-112
<b><i>February 20, 2020</i></b>	10:00 a.m.	Conference Room	JDM Bus. Ctr. RM B-112
<b><i>March 12, 2020</i></b>	10:00 a.m.	Conference Room	JDM Bus. Ctr. RM B-112
<b><i>April 16, 2020</i></b>	10:00 a.m.	Conference Room	JDM Bus. Ctr. RM B-112
<b><i>May 21, 2020</i></b>	10:00 a.m.	Conference Room	JDM Bus. Ctr. RM B-112
<b><i>June 18, 2020</i></b>	10:00 a.m.	Conference Room	JDM Bus. Ctr. RM B-112
<b><i>August 20, 2020</i></b>	10:00 a.m.	Conference Room	*ASCOG, 802 W. Main St.
<b><i>September 17, 2020</i></b>	10:00 a.m.	Conference Room	*ASCOG, 802 W. Main St.
<b><i>October 15, 2020</i></b>	10:00 a.m.	Conference Room	*ASCOG, 802 W. Main St.
<b><i>November 12, 2020</i></b>	10:00 a.m.	Conference Room	*ASCOG, 802 W. Main St.





# SOUTHWEST OKLAHOMA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

**SORTPO  
Technical Committee Minutes  
February 20<sup>th</sup>, 2020  
10:00 a.m.**

**SWODA Conference Room  
420 Sooner Drive  
Burns Flat, OK 73624**

**Red River Technology Center  
JDM Business Center, Rm B 112  
Duncan, OK 73533**

<b>Technical Committee Members</b>	<b>P/A</b>	<b>Technical Committee Members</b>	<b>P/A</b>
Bryce Bohot	<b>A</b>	Roland Mower	<b>P</b>
Danny Britton	<b>A</b>	Julie Sanders	<b>P</b>
Elesia Church	<b>P</b>	Cole Vonfeldt	<b>P</b>
Chris Hartman	<b>P</b>	Basil Weatherly	<b>P</b>
Rodger Kerr	<b>A</b>	Kim Whaley	<b>A</b>
Lee Litterell	<b>P</b>	Tom Zigler	<b>P</b>
Jim Mason	<b>P</b>		
		A=Absent/P=Present	

1. Call to Order:  
Meeting called to order by Julie Sanders, Director of Transportation SORTPO
  
2. Roll Call:  
Amy Crowe, SWODA  
Chairman declared quorum
  
3. Guests:  
Amy Crowe, SWODA  
Michael Ryburn, SWODA  
Adam Gentis, ODOT RTPO Coordinator  
Steve Berry, TSET Custer & Washita Counties  
Christopher Morgan, TSET Custer & Washita Counties  
Ronald Peel, ASCOG  
Shannon Yarbrough, ASCOG
  
4. Approval of Minutes:
  - Motion to approve meeting minutes from the November 14<sup>th</sup>, 2019 meeting was made by Lee Litterell and second by Elesia Church.

<b>Technical Committee Members</b>	<b>Yes/No</b>	<b>Technical Committee Members</b>	<b>Yes/No</b>
Bryce Bohot	<b>ABSENT</b>	Roland Mower	<b>ABSTAINED</b>
Danny Britton	<b>ABSENT</b>	Julie Sanders	<b>YES</b>
Elesia Church	<b>YES</b>	Cole Vonfeldt	<b>YES</b>
Chris Hartman	<b>YES</b>	Basil Weatherly	<b>YES</b>
Roger Kerr	<b>ABSENT</b>	Kim Whaley	<b>ABSENT</b>
Lee Litterell	<b>YES</b>	Tom Zigler	<b>YES</b>
Jim Mason	<b>YES</b>		

Motion Passed

5. Old Business:

- No old business discussed at this meeting.

6. Discuss the SORTPO mission and vision statements and provide recommendations to SORTPO Policy Board:

- As a part of the regional transportation plan process development of the SORTPO mission and vision statement. The SORTPO Technical Committee at their November 14th meeting began discussion on this topic. Following the November 2019 SORTPO Policy Board meeting an email incorporating comments from Technical and Policy Board's comments on a Vision and Mission was sent.
- Comments received from the email sent on December 4th:  
Lyle Miller - I like option b. on mission I like option d  
Lee Litterell - Looks Good
- Motion to recommend Option C to the SORTPO Policy Board for SORTPO's Mission statement was made by Jim Mason and second by Basil Weatherly.

"To enhance the opportunities for a collaborative and coordinate regional transportation planning process that considers a 20-year growth period that enhances quality of life, promotes economic prosperity, considers healthy communities, supports connectivity"

<b>Technical Committee Members</b>	<b>Yes/No</b>	<b>Technical Committee Members</b>	<b>Yes/No</b>
Bryce Bohot	<b>ABSENT</b>	Roland Mower	<b>YES</b>
Danny Britton	<b>ABSENT</b>	Julie Sanders	<b>YES</b>
Elesia Church	<b>YES</b>	Cole Vonfeldt	<b>YES</b>
Chris Hartman	<b>YES</b>	Basil Weatherly	<b>YES</b>
Roger Kerr	<b>ABSENT</b>	Kim Whaley	<b>ABSENT</b>
Lee Litterell	<b>YES</b>	Tom Zigler	<b>YES</b>
Jim Mason	<b>YES</b>		

Motion Passed



- Motion to recommend Option B to the SORTPO Policy Board for SORTPO’s Vision statement was made by Tom Zigler and second by Chris Hartman.

“SORTPO a leader in regional transportation planning facilitating collaboration and input opportunities into decision making for future transportation infrastructure, safety, and economic growth in southwest Oklahoma.”

<b>Technical Committee Members</b>	<b>Yes/No</b>	<b>Technical Committee Members</b>	<b>Yes/No</b>
Bryce Bohot	<b>ABSENT</b>	Roland Mower	<b>YES</b>
Danny Britton	<b>ABSENT</b>	Julie Sanders	<b>YES</b>
Elesia Church	<b>YES</b>	Cole Vonfeldt	<b>YES</b>
Chris Hartman	<b>YES</b>	Basil Weatherly	<b>YES</b>
Roger Kerr	<b>ABSENT</b>	Kim Whaley	<b>ABSENT</b>
Lee Litterell	<b>YES</b>	Tom Zigler	<b>YES</b>
Jim Mason	<b>YES</b>		

Motion Passed

7. Discuss, provide comments on draft chapters 1 and 2 of the Regional Transportation Plan:

- Development of the Regional Transportation Plan begins in Federal Fiscal Year (FFY) 2020 with adoption of the Plan anticipated in FFY 2023. The Plan is being developed in phases with Phase 1 focusing on public involvement, goals and strategies, geography/topography, introduction and SORTPO history. Chapter 1 is the RTPO Overview and includes information such as SORTPO’s history and relationship with ODOT and other regional transportation planning organizations, description of the region, purpose of a regional approach and development of previous plans. Chapter 2 is the SORTPO Profile which contains demographic data, topography/geography information and maps. Much of the data will be developed/acquired after the 2020 Census data becomes available. Throughout the draft Chapters there will be areas with yellow shadings, question marks and notes to bring attention to areas to be worked on.
- It is important that the Technical Committee members review the draft chapters. Comments are specifically needed in the following areas: trends and issue sections, county narratives and goals and strategies

8. Discuss and recommend to the SORTPO Policy Board Traffic Count Use Procedures, Use Agreement and Checkout/in form for local governments to use SORTPO Traffic Count machines and equipment.

- SWODA purchased 10 Metro Count Traffic Count machines with State Planning and Research (SPR) funds and local match. The purpose for purchasing these machines is to allow local governments to conduct traffic counts as needed. The data collected from these counts will be provided to SORTPO and ODOT to supplement existing traffic counts and for incorporation into planning documents and grants, when needed. Prior to the equipment being loaned Traffic Count Use Procedures, Use Agreement and checkout/in form were developed.



- Motion to recommend to the SORTPO Policy Board the fee of \$100 per 24 hours of use, which excludes pick up and drop off dates was made by Lee Litterell and second by Basil Weatherly.

<b>Technical Committee Members</b>	<b>Yes/No</b>	<b>Technical Committee Members</b>	<b>Yes/No</b>
Bryce Bohot	<b>ABSENT</b>	Roland Mower	<b>YES</b>
Danny Britton	<b>ABSENT</b>	Julie Sanders	<b>YES</b>
Elesia Church	<b>YES</b>	Cole Vonfeldt	<b>YES</b>
Chris Hartman	<b>YES</b>	Basil Weatherly	<b>YES</b>
Roger Kerr	<b>ABSENT</b>	Kim Whaley	<b>ABSENT</b>
Lee Litterell	<b>YES</b>	Tom Zigler	<b>YES</b>
Jim Mason	<b>YES</b>		

Motion Passed

9. New Business:

- No new business discussed at this meeting.

10. Reports and Comments:

A. Rural opportunities to Use Transportation for Economic Success (ROUTES) Initiative: The ROUTES Council will be chaired by the Under Secretary for Transportation, which will oversee the ROUTES Infrastructure Management Team in three primary activities:

- Collecting input from stakeholders on the benefits rural projects offer for safety and economic benefits, as well as the type and degree of assistance rural projects require
- Providing user-friendly information to rural communities to assist them in understanding and applying for DOT discretionary grants
- Improving DOT's data-driven approaches to better assess needs and benefits of rural transportation infrastructure projects.

The ROUTES Initiative will be coordinated across key modal administrations, including the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Rail Administration (FRA), and Federal Aviation Administration (FAA).

B. Infrastructure for Rebuilding America (INFRA Grant): Rural focus – Deadline May 18<sup>th</sup>

C. Letter of support for the US 81 bypass – INFRA grant: Copy of the proposed letter was emailed to board members prior.

D. ODOT's Mobility Transit Survey: Very critical for rural areas to show Public Transportation is WANTED but not available. Deadline to take the online survey is March 4<sup>th</sup>.

E. 2020 Census: Everyone needs to be spreading the word about the 2020 Census. Concern was expressed about the bad timing of the Census right now due to the drop in the energy industry.

F. ASCOG: Hired two new planners; Ronald Peel and Shannon Yarbrough.



G. Reports from members:

- a. Adam Gentis, ODOT – Tap Grant tentatively late 2021.
- b. Jim Mason, Elk City – Unemployment rate has increased, but working with multiple business that could bring new employment opportunities.
- c. Michael Ryburn, SWODA – New Vista worker that will be collaborating on regional economic plan.
- d. Steve Berry, TSET – Approach the Mobility Transit Survey with the mindset that not everyone has all the luxuries many do.
- e. Roland Mower, Clinton – “Clean up Community Program” is under way picking up trash, and overall improvement to curb appeal. Talking to business to possibly move into the old Kmart building.
- f. Julie Sanders, SORTPO - Nothing for March meeting at this time, prosed to cancel March meeting. March meeting cancelled.

11. Adjourn

Motion to adjourn the SORTPO Technical Committee meeting on February 20<sup>th</sup>, 2020 was made by Elesia Church and second by Tom Zigler.

<b>Technical Committee Members</b>	<b>Yes/No</b>	<b>Technical Committee Members</b>	<b>Yes/No</b>
Bryce Bohot	<b>ABSENT</b>	Roland Mower	<b>YES</b>
Danny Britton	<b>ABSENT</b>	Julie Sanders	<b>YES</b>
Elesia Church	<b>YES</b>	Cole Vonfeldt	<b>YES</b>
Chris Hartman	<b>YES</b>	Basil Weatherly	<b>YES</b>
Roger Kerr	<b>ABSENT</b>	Kim Whaley	<b>ABSENT</b>
Lee Litterell	<b>YES</b>	Tom Zigler	<b>YES</b>
Jim Mason	<b>YES</b>		

Motion Passed

ATTEST:

\_\_\_\_\_  
(Chairman)

**SORTPO TRANSPORTATION TECHNICAL  
COMMITTEE AGENDA ITEM COMMENTARY  
August 20, 2020**

**Agenda Title:** Discuss and provide recommendations to the SORTPO Policy Board potential Technical Committee Members.

**Background:** During the past 60 days two members of the Technical Committee have resigned. It is necessary to look at the current membership and provide recommendations on potential new members. The information in the table below reflects the current Technical Committee Membership.

<u><b>Bohot, Bryce</b></u> Jefferson County Commissioner District #1 Waurika, OK 73573	<u><b>Danny Britton</b></u> Western Technology Center Business Services Director Burns Flat, OK 73624	<u><b>Church, Elesia</b></u> Elk City Treasurer/Grant Administrator Elk City, OK. 73644
<u><b>Hartman, Chris</b></u> Temple, OK 73568	<u><b>Kerr, Rodger</b></u> Altus Chamber of Commerce, CEO & Pres. Altus, OK 73522	<u><b>Mower, Roland</b></u> Clinton Economic Development Clinton, OK
<u><b>Sanders, Julie</b></u> Transportation Director, SWODA	<u><b>Vonfeldt, Cole</b></u> Div 7, Construction Engineer Duncan, OK 73533	<u><b>Weatherly, Basil</b></u> Elk City, OK 73648
<u><b>Whaley, Kim</b></u> Director Pathways to Healthy Living Duncan, OK	<u><b>Zigler, Tom</b></u> ASCOG Duncan, OK 73533	
<u><b>*Akem, Isaac (non voting)</b></u> FHWA Planner	<u><b>*Berry, Steve (non-voting)</b></u> TSET - Custer & Washita	<u><b>*Bookout, Shelley(non-voting)</b></u> United State Dept. of Agriculture
<u><b>*Estep, Travis (non voting)</b></u> LMPO Lawton, OK 736501	<u><b>*Funkhouse, Julie</b></u> TSET Caddo	<u><b>*Gentis, Adam (non-voting)</b></u> ODOT RTPO COORDINATOR
<u><b>*Chris Morgan (non voting)</b></u> TSET - Beckham & Roger Mills	<u><b>* Williams, Beverly (non-voting)</b></u> Turning Point McClain, Cleveland, Oklahoma	

**Attachment:**

**Recommended Action:** Provide recommendations to the SORTPO Policy Board potential Technical Committee Members.



**SORTPO TRANSPORTATION TECHNICAL  
COMMITTEE AGENDA ITEM COMMENTARY  
August 20, 2020**

**Agenda Title:** Discuss and recommend to the SORTPO Policy Board approval of Amendment #2 to the FFY 2020 Planning Work Program (PWP).

**Background:** The PWP represents the budget and work tasks necessary to accomplish and maintain the transportation planning process within SORTPO's region. The PWP is developed to coordinate transportation planning activities for a cooperative, continuing, and comprehensive (3C) planning process. This document includes a description of what work is to be accomplished, who will perform the work, the schedule for completion of the work, the intended products and funding. The PWP is a one-year scope of work.

Amendment #1 approved in September 2019 reduced the funding in Element #1 to 25% of the total transportation budget and redistributed a portion of funding in Element 2 Data Acquisition and Management to Element 3 Long Range Transportation Planning, Element 4 Short Range Transportation Planning and Element 5 Public Education and Participation. This action was needed to be in compliance with the 25% threshold for Element #1.

Amendment #2 is an end of the year action. The approved funding limits by Elements in the PWP were estimates based on staff's knowledge of activities and tasks. Throughout the year staff spent additional time in the following areas: Element 4 (Short Range Transportation) and Element 5 (Public Participation). The extra amount of staff time on these elements requires re-allocation of funds from .....

ODOT, SAPM has reviewed the request and is in concurrence with the proposed Amendment.

**Attachment:** Resolution 2019-XX; FFY 2020 PWP Amendment

**Recommended Action:** Recommend to the SORTPO Policy Board approval of Amendment #2 to the FFY 2020 Planning Work Program (PWP).



**Southwest Oklahoma Regional Transportation Planning Organization (SORTPO)**

Planning Work Program  
FFY 2020 Program

South Western Oklahoma Development Authority  
P.O. Box 569  
Burns Flat, Oklahoma 73624  
580-562-4882

Association of South Central Oklahoma Government  
P.O. Box 1647  
Duncan, OK.73534  
580-736-7965

[www.sortpo.org](http://www.sortpo.org)

This project is financed with Federal SPR and SWODA and ASCOG funds.  
FFY October 1, 2019- September 30, 2020

Amendment #1 - Adopted 11/21/2019  
Amendment #2 - Adopted 8/27/2020



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## **I INTRODUCTION**

The Planning Work Program (PWP) for the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) defines the planning priorities in the region and describes all transportation-related planning activities anticipated in the program year. The objective of the PWP is to ensure the transportation planning activities for SWODA/ASCOG region supports the regional transportation planning needs of the area. The PWP is developed by SWODA/ASCOG in collaboration with Oklahoma Department of Transportation (ODOT).

## **II SORTPO**

In April 2012, ODOT entered into an agreement with OARC to oversee development of the regional transportation planning process and the regional public participation process in the non-metropolitan areas of the state. The South Western Oklahoma Development Authority (SWODA) by Resolution 16-06 created the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO). In FFY 2016, the SORTPO region was redefined to include both SWODA and ASCOG Association of South Central Oklahoma Governments. The Resolution 16-06 is found in (Appendix A). (Appendix B) is the SORTPO Region. The Transportation Technical Committee (Appendix C) reviews the transportation planning process and provides recommendations to the SORTPO Policy Board (Appendix D). The Policy Board reviews and makes final approval on transportation planning products such as the PWP, Long Range Transportation Plan, Public Participation Plan and other transportation planning studies.

## **III TRANSPORTATION PLANNING PRODUCTS**

SORTPO's regional transportation planning process results in the development of planning products, including the PWP, data collection, Long Range Transportation Plan (LRTP), short range studies and the Public Participation Plan (PPP).

**Planning Work Program (PWP).** The PWP is one element of the transportation planning process that SWODA/ASCOG will follow in support of development of transportation planning products. The PWP will document the transportation planning activities and projects to be accomplished with SPR funds in SORTPO region.

**Regional Long Range Transportation Plan (LRTP).** The regional LRTP is one of the main products of the transportation planning process. Since 2015, SORTPO has adopted 16 LRTPs for the region. A Regional Long Range Transportation Plan will be developed in four phases starting in FFY 2020, with a completion date in FFY 2023.

**Public Participation Plans (PPP).** The intent of the Public Participation Plan is to encourage and support proactive public participation throughout the planning and decision-making process related to the development of proposed transportation plans, programs, and projects so that a safe, efficient transportation system reflecting the needs and interests of all stakeholders can be provided. Public participation provides citizens, affected public agencies, private providers of transportation and other interested party's reasonable opportunity to comment, participate in goal setting, problem solving, and expand the focus of transportation decision making. In addition, the Fixing America's Surface Transportation Act (FAST Act) requires transportation agencies to develop and implement a proactive approach to ensure that transportation services are extended to those traditionally underserved. The SORTPO Policy Board amended the PPP by



Resolution # 2018-2 on June 28, 2018.

**Limited English Proficiency Plan (LEP).** SORTPO is represented by a diverse population residing in sixteen counties. SORTPO must prepare for and provide the opportunity for all its citizens to participate in the transportation planning process – regardless of their proficiency in speaking the English language – as required by Executive Order 13166 signed on August 11, 2000. SORTPO Policy adopted Resolution # 2018-3 on June 28, 2018 approving the LEP.

#### **IV FFY 2020 PLANNING PRIORITIES**

The FFY 2020 SORTPO planning priorities are reflected in the various elements of this document. The major products or activities in this FFY will include:

- Attend training recommended by ODOT to further enhance skills of staff.
- Review Traffic Analysis Zone (TAZ) maps and data to ensure compatibility with Census 2020 requirements for population and employment.
- SWODA staff will collect transportation data to support the transportation planning process.
- Begin development of the SORTPO Regional Long Transportation Plan
- Aid communities and agencies in development of Transportation Alternative Program grants and similar programs.
- Participate in Census 2020 events/meetings to encourage rural cities/towns are engaged in the complete count process.
- Public Engagement – Meeting with the public purposefully to create contacts and relationships pertaining to transportation needs in their communities.
- Develop information explaining the SORTPO transportation planning process, key documents, update SORTPO website and attend meeting to present SORTPO transportation planning. In coordination with ODOT develop outline and schedule to develop Regional Long Range Transportation Plan.

#### **V PWP Revenues**

The primary source of federal transportation planning funds is the Federal Highway Administration (FHWA) State Planning and Research (SPR) Funds. FHWA funds cannot exceed 80 percent of the total PWP revenues. The remaining 20 percent is provided by SWODA and ASCOG. Total federal SPR funds for the transportation planning program applied for is \$225,000. Funds shown in Table 1 summarize the budget by funding categories and source of funding. During FFY 19, various SWODA staff will collect data that will support the SORTPO transportation planning process. The cost of this effort is allowable as a soft match for the grant. Table 2 identifies the funding by PWP work element for FFY 2020.

**Table 1: FHWA SPR Budget Summary**

	SPR Funds	SORTPO Match	Total
Personnel	\$ <del>139,640</del> <del>159,808</del>	\$ <del>39,952</del> <del>34,910</del>	\$ <del>199,760</del> <del>174,550</del>
Travel	\$ <del>13,304</del> <del>1,792</del>	\$ <del>3,326</del> <del>448</del>	\$ <del>16,630</del> <del>2,240</del>
Supplies, printing, copying	\$ <del>2,040</del> <del>1,000</del>	\$ <del>510</del> <del>250</del>	\$ <del>2,550</del> <del>1,250</del>
Advertising/Public Awareness	\$ <del>2,240</del> <del>400</del>	\$ <del>560</del> <del>100</del>	\$ <del>2,800</del> <del>500</del>
<u>GIS Consultant</u>	\$ <del>4,000</del>	\$ <del>1,000</del>	\$ <del>5,000</del>
Equipment	\$ <del>1,760</del> <del>32,240</del>	\$ <del>440</del> <del>11,482</del>	\$ <del>2,200</del> <del>57,410</del>
Indirect / Bldg. Allocation	\$45,948	\$11,462	\$57,410
<b>Total</b>	<b>\$225,000</b>	<b>\$56,250</b>	<b>\$281,250</b>

Source: SWODA

**Table 2: FFY 2019 Total Budget, Including Federal, State and Local Sources**

SPR	Project	SPR Funds	SORTPO Match	Total
1.0	Program Support & Administration	\$ <del>52,160</del> \$73,170	\$ <del>13,041</del> \$18,292	\$ <del>65,201</del> \$91,462
2.0	Data Acquisition & Management	\$ <del>58,310</del> \$39,760	\$ <del>14,578</del> \$9,940	\$ <del>72,888</del> \$49,700
3.0	Long Range Transportation Planning	\$ <del>66,576</del> \$16,231	\$ <del>16,644</del> \$4,058	\$ <del>83,220</del> \$20,289
4.0	Short-Range Transportation Planning	\$ <del>14,243</del> \$24,800	\$ <del>3,561</del> \$6,200	\$ <del>17,804</del> \$31,000
5.0	Public Education & Participation	\$ <del>33,710</del> \$71,039	\$ <del>8,427</del> \$17,760	\$ <del>42,137</del> \$88,799
	<b>Total</b>	<b>\$225,000</b>	<b>\$56,250</b>	<b>\$281,250</b>

Source: SWODA



## Element 1.0 - Program Support & Administration

**OBJECTIVE:** Compliance with administrative, financial, and legal requirements for development and maintenance of the regional transportation planning process.

**TASK DESCRIPTION:** This Task includes the coordination of the Technical Committee and Policy Board meetings, training and travel, preparing the work program, program expenses (office supplies, software, technology, printing and mailing, newspaper notices, survey monkey) and the cost for the SORTPO website. The following products or activities will be the responsibility of the SORTPO in cooperation with ODOT.

**Tasks:**

- Prepare agenda, minutes and committee recommendation tracking form, and support documents for the Transportation Technical Committee and SORTPO Policy Board.
- Prepare and submit monthly claims statement and quarterly reports to ODOT.
- Maintain financial records and submit SWODA'S and ASCOG's annual financial audit, the audit will be performed following guidance from OMB Circular A133.
- Coordinate with ODOT, and other Regional Councils in the RTPO process.
- Training and Travel: This task provides funding for travel to attend meetings in support of the program priorities identified in this document. Travel to include meetings at ODOT, other Regional Councils, Census Training, Federal Highway Administration and NADO as appropriate.
- ~~• Purchase and installation of video conferencing equipment.~~
- Consult with ODOT on the purchase of equipment and/or technology to manage transportation data.
- Purchase software, equipment, office supplies as necessary. Website software and maintenance cost of website.

**Products and Schedule:**

Product	Start	Complete	Estimated Hours
Develop FFY 2021 PWP	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	150
Audit	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	100
Monthly Claims	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	150
Develop and process FFY 2020 PWP amendments	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	100
Tech and Policy Board email agenda, notices and any meeting preparation	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	500

**Table 3: Program Support & Administration Funding**

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	<del>\$52,160</del> \$73,170
SORTPO Match	<del>-\$13,041</del> \$18,292
<b>TOTAL</b>	<b>\$65,201</b> \$91,462



## Element 2.0 – Data Acquisition and Management

**OBJECTIVE:** Develop and maintain a current and future socioeconomic database to support the transportation planning process.

**TASK DESCRIPTION:** Identify resources, collect and maintain demographic and other data elements. The following products or activities will be the responsibility of SORTPO.

### Tasks:

- Coordinate with SWODA/ASCOG ODOT Divisions 3, 5, 7, Director of 911 SWODA Counties, and communities to collect and share data such as functional classification, vehicle traffic count data, transportation projects, accident data, surface type, number of lanes, speed limits and point of interest.
- Continue development and maintenance of the Geographic Information System (GIS).
- SWODA staff will collect transportation data to include: ownership/jurisdictional responsibility, median type and location, availability of road shoulders (and surface of shoulders), bridge data, sidewalk and bicycle facilities location, road surface material, classification of road, location of one way and dead end roads, traffic impediments, speed limits, number of lanes, load posted, freight routes, evacuation routes (possible), signal location (possible) and points of interest.
- Develop Maps that display transportation characteristics and location of transportation facilities.
- Coordinate with local and state partners in development procedures to identify data needed, and a procedure for collection and distribution of data.
- Collaborate with ODOT regional freight stakeholders and major employers to identify current inventories of intermodal facilities, goods movement and number of employees.
- Develop contacts for the 2020 Census, participate in the Participants Statistical Area Program (PSAP).
- Retain a GIS consultant to provide assistance and guidance in development of maps to support transportation planning.

### Products and Schedule:

Product	Start	Complete	Estimated Hours
Develop procedures for data acquisition and development	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	<del>200</del> 25
Coordinate with ODOT to share data	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	<del>100</del> 25
Data Acquisition and Management	2 <sup>nd</sup> Quarter	4 <sup>th</sup> Quarter	500
Review TAZ and Census tracts/data	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	<del>100</del> 25
Develop Maps that display transportation characteristics	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	<del>100</del> 25
2020 Census	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	100



**Table 4: Data Acquisition & Management Funding**

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	<del>\$58,310</del> <u>\$39,760</u>
SORTPO Match	<del>\$14,578</del> <u>\$9,940</u>
<b>TOTAL</b>	<del>\$72,888</del> <u>\$49,700</u>

### Element 3.0 – Long Range Transportation Planning

OBJECTIVE: Development of the regional long-range transportation.

TASK DESCRIPTION: Coordination of the transportation planning process with community values and goals, land use plans, and other various transportation data to complete a Long-Range Transportation Plan. The following products or activities will be the responsibility of SORTPO.

**TASKS:**

- Ensure the transportation planning process is following applicable federal legislation.
- Prepare outline/proposal for the SORTPO Regional Freight Plan.
- Develop regional transportation plan following approved template and schedule.

**Products and Schedule:**

Product	Start	Complete	Estimated Hours
Begin development of the Regional Long Range Transportation Plan	1st Quarter	4th Quarter	<del>1200</del> 100
Monitor federal legislation	1st Quarter	4th Quarter	<del>100</del> 25
Develop Outline/ Scope for Regional Transportation Plan	1st Quarter	4 <sup>th</sup> Quarter	<del>300</del> 100

**Table 5: Long Range Transportation Planning Funding**

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	<del>\$66,576</del> \$16,231
SORTPO Match	<del>\$16,644</del> \$4,058
<b>TOTAL</b>	<del>-\$83,220</del> \$20,289



### Element 4.0 – Short-Range Transportation Planning

OBJECTIVE: Development of activities, grants and studies to support the transportation planning process.

TASK DESCRIPTION: Help communities in the identification and acquisition of for transportation grants. Participate with ODOT in the development of the Statewide Transit Plan. The following products or activities will be the responsibility of SORTPO.

**Tasks:**

- Facilitation and coordination in development of a regional advisory task force/committee to review, identify and evaluate economic vitality of transportation linkages with regional national and state significant resources.
- Update as necessary transportation planning procedures.
- Collaborate with ODOT on the Transportation Alternative Program grant process and other funding programs.
- Assist ODOT development of the Statewide Transit Plan.
- Assist SORTPO entities in identification of federal and/or state transportation funding sources.

**Products and Schedule:**

Product	Start	Complete	Estimated Hours
Task force/Committee	1st Quarter	4 <sup>th</sup> Quarter	25
Statewide Transit Plan	1st Quarter	4 <sup>th</sup> Quarter	<del>25</del> 100
Planning Procedures Manual	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	25
Grant Funding assistance	1st Quarter	2 <sup>nd</sup> Quarter	25

**Table 6: Short Range Transportation Planning Funding**

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	<del>\$14,243</del> \$24,800
SORTPO Match	\$3,561 \$6,200
<b>TOTAL</b>	<del>-\$17,804</del> \$31,000

## Element 5.0 – Public Education and Participation

**OBJECTIVE:** Build awareness, interest, and support in the general public and stakeholders for transportation planning.

**TASK DESCRIPTION:** Public outreach and education on the transportation planning process. The following products or activities will be the responsibility of SORTPO.

### Tasks:

- Participate on state, regional, and local committees regarding county transportation issues.
- Develop brochures, reports, and other information to educate the public and elected officials, in order to increase public understanding of both the options and the constraints of transportation alternatives.
- Facilitate stakeholder meetings.
- Review and update as necessary the Public Participation Plan (PPP).
- Review and update as necessary the Limited English Proficiency Plan (LEP).
- Develop outline for SORTPO public engagement process to increase awareness of the transportation planning process.
- Provide telecommunication services for outreach to other agencies and hosting of board meetings.
- Update contacts for stakeholder’s folder.
- Purchase and installation of video conferencing equipment.
- Update the SORTPO website to include plans, meeting notices, agenda’s etc.
- Participate in events/activities to engage local communities in the complete count 2020 Census program.

### Products and Schedule:

Product	Start	Complete	Estimated Hours
Participation on committees	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	25
Procedures and information to educate	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	100
Update Public Participation Plan (PPP)	1 <sup>st</sup> Quarter	3 <sup>rd</sup> Quarter	25
Update Limited English Proficiency Plan (LEP)	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	25
Develop Surveys for Regional LRTP	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	100
Press Releases	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	25
Public Presentation	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	50
SORTPO website	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	50

**Table 7: Public Education & Participation Funding**

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	<del>\$33,710</del> \$71,039



FFY 2020 PWP - SORTPO

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FUNDING SOURCE	FUNDING AMOUNT
SORTPO Match	<del>\$8,427</del> <u>\$17,760</u>
<b>TOTAL</b>	<del>\$42,137</del> <u>88,799</u>

**ACRONYMS**

ASCOG	Association of South Central Oklahoma Government
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FY	Fiscal Year
FFY	Federal Fiscal Year
GIS	Geographic Information System
LEP	Limited English Proficiency
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century Act
NADO	National Association of Development Organizations
OARC	Oklahoma Association of Regional Councils
ODOT	Oklahoma Department of Transportation
PPP	Public Participation Process
PWP	Planning Work Program
RTPO	Regional Transportation Planning Organization
SPR	State Planning and Research
SORTPO	Southwest Oklahoma Regional Transportation Planning Organization
SWODA	South Western Oklahoma Development Authority
TAZ	Traffic Analysis Zone



**APPENDIX A: Resolution 16-06**

**RESOLUTION NO. 16-06  
EXPANSION OF THE REGIONAL TRANSPORTATION PLANNING  
ORGANIZATION COMMITTEE**

**WHEREAS**, local business and community leaders have expressed a strong desire to convene and discuss transportation needs and goals in the sixteen (16) county South Western Oklahoma Development Authority (SWODA) and Association of South Central Oklahoma Governments (ASCOG) region, and

**WHEREAS**, regional transportation planning is encouraged by legislation of the Federal Highway Administration, and

**WHEREAS**, SWODA is the federally recognized regional planning organization for the sixteen (16) county area, and

**WHEREAS**, the SWODA Board of Trustees seeks to facilitate the planning process for surface and rail development to aid the region in economic development, workforce development, business and industry growth, tourism development and other pursuits;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the South Western Oklahoma Development Authority does hereby expand the Regional Transportation Planning Organization as a standing committee of the Authority.

**PASSED AND APPROVED** this 8<sup>th</sup> day of November, 2016

  
\_\_\_\_\_  
John Schaufele, Chairman

**ATTEST:**

  
\_\_\_\_\_  
John Dee Butcher, Secretary





**APPENDIX C: SORTPO Technical Committee Members**

Bryce Bohot	Jefferson County Commissioner District #2
Danny Britton	Western Technology Center
Elesia Church	City of Elk City, City Treasurer/Grants
Chris Hartman	Cotton County
Rodger Kerr	Altus Chamber of Commerce
<del>Lee Litterell</del>	<del>City of Elk City, City Manager</del>
<del>Jim Mason</del>	<del>City of Elk City, Economic Development</del>
Roland Mower	Clinton Economic Development
Julie Sanders	Transportation Director, SWODA
Cole Vonfeldt	Construction Engineer, ODOT Division 7
Kim Whaley	Director of Pathways to Healthy Living, Jefferson & Stephens Counties
Tom Zigler	CED Director ASCOG

Non-Voting Member

Isaac Akem, FHWA Planner  
Steve Berry, Tobacco Settlement Entitlement Trust (Custer and Washita Counties)  
Shelley Bookout, United States Department of Agriculture  
~~Travis Estep~~~~Debbie Dollarhite~~, Lawton Metropolitan Planning Organization  
Julie Funkhouse, Tobacco Settlement Entitlement Trust (Caddo County)  
Adam Gentis, ODOT, Strategic Assets and Planning Performance  
~~Todd Kennemer, Planning Director, City of Newcastle~~  
Chris Morgan, Tobacco Settlement Entitlement Trust (Beckham and Roger Mills Counties)  
Beverly Williams, Turning Point (McClain County)

**APPENDIX D: SORTPO Policy Board Members**

Anita Archer	Elk City
Tim Bingham	Kiowa County Commissioner
Dale Bunn	City Manager of Purcell
Kirk Butler	Jackson County Commissioners
Jerry Dean	Circuit Engineering District #7
Jay Earp	Division Engineer, ODOT Division 7
Shawn Freie	Director of Economic Development Caddo Kiowa
Debora Glasgow	SWODA, Executive Director
Heather Harding	Farmrail Corporation
Lyle Miller, Chairman	Custer County Commissioners
Cendie Newman	Red River Transportation
Lyle Roggow	President Duncan Area Economic Development
Sandy Settle	Washita County Emergency Manager
<del>Mark Skiles</del>	<del>Municipalities of Custer County</del>
Clark Southard	Oklahoma Southwest Alliance
Bill Spurlock	Elk City Municipal Airport Board
Dale Winkler	Mayor, City of Sterling
Tom Zigler	ASCOG



**APPENDIX E: Resolution 2019-11 Adopting FFY 2020 PWP**

**Resolution No. 2019-11  
Adopting the Southwest Oklahoma Regional Transportation Planning Organization  
FFY 2020 Planning Work Program**

Whereas, the Oklahoma Department of Transportation entered into an agreement with the South Western Oklahoma Development Authority (SWODA) to oversee development of regional transportation planning and regional public participation for sixteen counties in southwest Oklahoma comprising SWODA and the Association of South Central Oklahoma Governments (ASCOG) nonmetropolitan areas; and

Whereas, SWODA by Resolution 09-04 created the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO); and

Whereas, SORTPO is responsible for the implementation of the Planning Work Program which defines the transportation planning priorities for the region, describes transportation activities to be accomplished and identifies funding sources; and

Whereas, the Planning Work Program has been presented to the general public for review and comment in accordance with the SORTPO Public Participat Plan; and

Whereas, the Planning Work Program was prepared in accordance with relative state and federal rules and regulations and

Whereas, the Planning Work Program was developed by SWODA and ASCOG

NOW, THEREFORE BE IT RESOLVED, that the SORTPO Policy Board hereby approves and adopts the FFY 2020 Planning Work Program.

Approved and Adopted by SORTPO Policy Board and signed this 26<sup>th</sup> day of September 2019.

  
Lyle Miller, Chairman SORTPO Policy Board

ATTEST  
  
Anita Archer, Secretary SORTPO Policy Board

**APPENDIX F: Resolution 2019-12 Adopting Amendment #1 FFY 2020 PWP**

**Resolution No. 2019-12**

**Adopting Amendment #1 to the Federal Fiscal Year 2020  
Planning Work Program for the  
Southwest Oklahoma Regional Transportation Planning Organization**

Whereas, the South Western Oklahoma Development Authority by Resolution 09-04 created the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO); and

Whereas, through a Resolution 16-06 the South Western Oklahoma Development Authority expanded the SORTPO transportation planning area to include the Association of South Central Oklahoma Governments (ASCOG); and

Whereas, Planning Work Program (PWP) defines SORTPO's planning priorities and describes all transportation related planning activities anticipated in the program year; and

Whereas, the objective of the PWP is to ensure the transportation planning activities for SORTPO supports the regional transportation planning needs of the area; and

Whereas, the SORTPO Policy Board adopted the Federal Fiscal Year PWP at their September 25, 2019 meeting; and

Whereas, Amendment #1 reduces the funding in Element 1 Program Support and Administration to meet the 25% threshold, and redistributes a portion of funding in Element 2 Data Acquisition and Management to Element 3 Long Range Transportation Planning, Element 4 Short Range Transportation Planning and Element 5 Public Education and Participation; and


Whereas, Amendment #1 to the PWP was included on SORTPO's website for 10 days to allow the public an opportunity to review the PWP and provide comments; and

Whereas, the SORTPO Transportation Technical Committee at their November 14, 2019 meeting recommended approval of Amendment #1 to the Federal Fiscal Year 2020 PWP.

NOW, THEREFORE BE IT RESOLVED, that the SORTPO Policy Board hereby approves and adopts Amendment #1 to the Federal Fiscal Year 2020 Planning Work Program.

Approved and Adopted by SORTPO Policy Board and signed this 21<sup>st</sup> day of November 2019.

  
Lyric Miller, Chairman SORTPO Policy Board

  
Anita Archer, Secretary SORTPO Policy Board



**APPENDIX F: Resolution 2019-xx Adopting Amendment #2 FFY 2020 PWP**

**SORTPO TRANSPORTATION TECHNICAL  
COMMITTEE AGENDA ITEM COMMENTARY**

**August 20, 2020**

**Agenda Title:** Discuss and provide recommendation to the SORTPO Transportation Policy Board on the draft FFY 2021 Planning Work Program (PWP).

**Background:** The PWP represents the budget and work tasks necessary to accomplish and maintain the transportation planning process within SORTPO's region. The PWP is developed to coordinate transportation planning activities for a cooperative, continuing, and comprehensive (3C) planning process. This document includes a description of what work is to be accomplished, who will perform the work, the schedule for completion of the work, the intended products and funding. The PWP is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between October 1 and September 30 of the FFY.

The attached FFY 2021 PWP is a draft and reflects no changes to the annual SPR grant (\$225,000) and the local match (\$ ). The SPR will reimburse up to 80% of eligible costs of the transportation planning product work efforts identified in the PWP. The local match (20%) is provided by ASCOG and SWODA.

Key activities or products included are:

- Establish procedures to collect and maintain data
- Continue development of the Regional Long-Range Transportation Plan
- \*\*Oversee development of the Regional Freight Plan (awards will be made in September – if the grant is not approved this item will be deleted and the work effort will be moved to the Regional Long-Range Transportation Plan.
- Complete the Active Living Inventory.

The draft PWP must be presented to ODOT by September 1.

**Attachment:** Draft FFY 2021 PWP

**Recommended Action:** Provide recommendation to the SORTPO Transportation Policy Board on the draft FFY 2021 Planning Work Program (PWP).





**Southwest Oklahoma Regional Transportation Planning Organization (SORTPO)**

Planning Work Program  
FFY 2021 Program

South Western Oklahoma Development Authority  
P.O. Box 569  
Burns Flat, Oklahoma 73624  
580-562-4882

Association of South-Central Oklahoma Government  
P.O. Box 1647  
Duncan, OK.73534  
580-736-7965

[www.sortpo.org](http://www.sortpo.org)

This project is financed with Federal SPR and SWODA and ASCOG funds.  
FFY October 1, 2021- September 30, 2022

Adopted 2021

DRAFT DRAFT DRAFT 8/20/2020

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## **I INTRODUCTION**

The Planning Work Program (PWP) for the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) defines the planning priorities in the region and describes all transportation-related planning activities anticipated in the program year. The objective of the PWP is to ensure the transportation planning activities for SWODA/ASCOG region supports the regional transportation planning needs of the area. The PWP is developed by SWODA/ASCOG in collaboration with Oklahoma Department of Transportation (ODOT).

## **II SORTPO**

In April 2012, ODOT entered into an agreement with OARC to oversee development of the regional transportation planning process and the regional public participation process in the non-metropolitan areas of the state. The South Western Oklahoma Development Authority (SWODA) by Resolution 16-06 created the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO). In FFY 2016, the SORTPO region was redefined to include both SWODA and ASCOG Association of South-Central Oklahoma Governments. The Resolution 16-06 is found in (Appendix A). (Appendix B) is the SORTPO Region. The Transportation Technical Committee (Appendix C) reviews the transportation planning process and provides recommendations to the SORTPO Policy Board (Appendix D). The Policy Board reviews and makes final approval on transportation planning products such as the PWP, Long Range Transportation Plan, Public Participation Plan, and other transportation planning studies.

## **III TRANSPORTATION PLANNING PRODUCTS**

SORTPO's regional transportation planning process results in the development of planning products, including the PWP, data collection, Long Range Transportation Plan (LRTP), short range studies and the Public Participation Plan (PPP).

**Planning Work Program (PWP).** The PWP is one element of the transportation planning process that SWODA/ASCOG will follow in support of development of transportation planning products. The PWP will document the transportation planning activities and projects to be accomplished with SPR funds in SORTPO region.

**Regional Long-Range Transportation Plan (LRTP).** The regional LRTP is one of the main products of the transportation planning process. Since 2015, SORTPO has adopted 16 LRTPs for the region. A Regional Long-Range Transportation Plan will be developed in four phases starting in FFY 2020, with a completion date in FFY 2023.

**Public Participation Plans (PPP).** The intent of the Public Participation Plan is to encourage and support proactive public participation throughout the planning and decision-making process related to the development of proposed transportation plans, programs, and projects so that a safe, efficient transportation system reflecting the needs and interests of all stakeholders can be provided. Public participation provides citizens, affected public agencies, private providers of transportation and other interested party's reasonable opportunity to comment, participate in goal setting, problem solving, and expand the focus of transportation decision making. In addition, the Fixing America's Surface Transportation Act (FAST Act) requires transportation agencies to develop and implement a proactive approach to ensure that transportation services are extended to those traditionally underserved. The SORTPO Policy Board amended the PPP by Resolution # 2018-2 on



June 28, 2018.

**Limited English Proficiency Plan (LEP).** SORTPO is represented by a diverse population residing in sixteen counties. SORTPO must prepare for and provide the opportunity for all its citizens to participate in the transportation planning process – regardless of their proficiency in speaking the English language – as required by Executive Order 13166 signed on August 11, 2000. SORTPO Policy adopted Resolution # 2018-3 on June 28, 2018 approving the LEP.

#### **IV FFY 2020 PLANNING PRIORITIES**

The FFY 2020 SORTPO planning priorities are reflected in the various elements of this document. The major products or activities in this FFY will include:

- Attend training recommended by ODOT to further enhance skills of staff.
- Establish procedures to collect and maintain data.
- SWODA and ASCOG staff will collect transportation data to support the transportation planning process.
- Continue development of the SORTPO Regional Long Transportation Plan
- Aid communities and agencies in development of Transportation Alternative Program grants and similar programs.
- Oversee development of the SORTPO Regional Freight Plan.
- Complete the Active Living Inventory.
- Public Engagement and participation with the public to create contacts and relationships and share information pertaining to transportation planning in the region.  
Develop information explaining the SORTPO transportation planning process, key documents, update SORTPO website and attend meeting to present SORTPO transportation planning.

#### **V PWP Revenues**

The primary source of federal transportation planning funds is the Federal Highway Administration (FHWA) State Planning and Research (SPR) Funds. FHWA funds cannot exceed 80 percent of the total PWP revenues. The remaining twenty (20) percent is provided by SWODA and ASCOG. Total federal SPR funds for the transportation planning program applied for is \$225,000. Funds shown in Table 1 summarize the budget by funding categories and source of funding. During FFY 2021, various SWODA staff will collect data that will support the SORTPO transportation planning process. The cost of this effort is allowable as a soft match for the grant. Table 2 identifies the funding by PWP work element for FFY 2021.



**Table 1: FHWA SPR Budget Summary**

	<b>SPR Funds</b>	<b>SORTPO Match</b>	<b>Total</b>
Personnel			
Travel			
Supplies, printing, copying			
Advertising/Public Awareness			
Equipment			
Indirect / Bldg. Allocation			
<b>Total</b>			

Source: SWODA

**Table 2: FFY 2019 Total Budget, Including Federal, State and Local Sources**

<b>SPR</b>	<b>Project</b>	<b>SPR Funds</b>	<b>SORTPO Match</b>	<b>Total</b>
1.0	Program Support & Administration			
2.0	Data Acquisition & Management			
3.0	Long Range Transportation Planning			
4.0	Short-Range Transportation Planning			
5.0	Public Education & Participation			
	<b>Total</b>			

Source: SWODA

## Element 1.0 - Program Support & Administration

**OBJECTIVE:** Compliance with administrative, financial, and legal requirements for development and maintenance of the regional transportation planning process.

**TASK DESCRIPTION:** This Task includes the coordination of the Technical Committee and Policy Board meetings, training and travel, preparing the work program, program expenses (office supplies, software, technology, printing and mailing, newspaper notices, survey monkey) and the cost for the SORTPO website. The following products or activities will be the responsibility of the SORTPO in cooperation with ODOT.

**Tasks:**

- Provide direct support to the SORTPO Policy Board and the Transportation Technical Committee including agenda preparation and distribution, preparation of minutes, scheduling, notification, venue setup/breakdown and facilitation of meetings.
- Prepare and submit monthly claims statement and reports to ODOT.
- Maintain files and financial records and submit SWODA’S and ASCOG’s annual financial audit, the audit will be performed following guidance from OMB Circular A133.
- Procure supplies related to transportation planning, including costs of monthly maintenance and updates to the SORPTO’s website.
- Coordinate with ODOT and other Regional Councils in the RTPO process.
- Training and Travel: This task provides funding for travel to attend meetings in support of the program priorities identified in this document. Travel to include meetings at ODOT, other Regional Councils, Census Training, Federal Highway Administration and NADO as appropriate.
- Consult with ODOT on the purchase of equipment and/or technology to manage the transportation planning process.

**Products and Schedule:**

Product	Start	Complete	Estimated Hours
Attend SORTPO Policy Board and Technical Committee meetings	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	200
Develop FFY 2022 PWP and amendments to FFY 2021	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	75
Audit	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	75
Monthly Claims	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	150
Tech and Policy Board email agenda, notices, and any meeting preparation	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	500

**Table 3: Program Support & Administration Funding**

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	
SORTPO Match	
<b>TOTAL</b>	



## Element 2.0 – Data Acquisition and Management

**OBJECTIVE:** Develop and maintain a current and future socioeconomic database to support the transportation planning process.

**TASK DESCRIPTION:** Identify resources, collect, and maintain demographic and other data elements. The following products or activities will be the responsibility of SORTPO.

**Tasks:**

- Coordinate with SWODA/ASCOG ODOT Divisions 3, 5, 7, Director of 911 SWODA Counties, and communities to collect and share data.
- Provide guidance to communities on installation process of SWODA traffic count equipment. Collect traffic count data.
- Collect transportation data including but not limited to: major employers, active living inventory, population, dwelling unit, location of one way and dead end roads, traffic impediments, , freight routes, evacuation routes, signal location and points of interest.
- Develop Maps that display transportation characteristics and location of transportation facilities.
- Coordinate with local and state partners in development procedures to identify data needed, and a procedure for collection and distribution of data.
- Review 2020 Census data.
- Collaborate regional freight stakeholders and major employers to identify current inventories of intermodal facilities, goods movement, and number of employees.
- Retain a GIS Consultant for onsite services/training.

**Products and Schedule:**

Product	Start	Complete	Estimated Hours
In coordination with local and ODOT develop procedures for data acquisition and development.	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	200
Data Acquisition and Management	2nd Quarter	4 <sup>th</sup> Quarter	2300
Develop Maps that display transportation characteristics	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	500
Retain GIS Consultant for training/services	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	
2020 Census	1 <sup>ST</sup> Quarter	4 <sup>th</sup> Quarter	100

Table 4: Data Acquisition & Management Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	
SORTPO Match	
<b>TOTAL</b>	

### Element 3.0 – Long Range Transportation Planning

**OBJECTIVE:** Development of the regional long-range transportation.

**TASK DESCRIPTION:** Coordination of the transportation planning process with community values and goals, land use plans, and other various transportation data to complete a Long- Range Transportation Plan. The following products or activities will be the responsibility of SORTPO.

**TASKS:**

- Develop regional transportation plan following approved template and schedule.

**Products and Schedule:**

Product	Start	Complete	Estimated Hours
Continue development of the Regional Long-Range Transportation Plan	1st Quarter	4th Quarter	1200

**Table 5: Long Range Transportation Planning Funding**

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	
SORTPO Match	
<b>TOTAL</b>	



## Element 4.0 – Short-Range Transportation Planning

**OBJECTIVE:** Development of activities, grants, and studies to support the transportation planning process.

**TASK DESCRIPTION:** Help communities in the identification and acquisition of for transportation grants. Participate with ODOT in the development of the Statewide Transit Plan. The following products or activities will be the responsibility of SORTPO.

**Tasks:**

- Update as necessary transportation planning procedures.
- Develop model for regional electric vehicle charging station implementation.
- Collaborate with ODOT on the Transportation Alternative Program grant process and other funding programs.
- Coordinate with other regional, state, and federal agencies involved in transportation planning activities; monitor federal and state legislation.
- Participate in working groups, subcommittees, or task forces associated with ODOT or other government agencies or statewide planning professional associations.
- Assist SORPTO entities in identification of federal and/or state transportation funding sources.
- Develop request for proposal for SORPTO Regional Freight Plan and oversee Freight Planning Consultant’s work efforts.

**Products and Schedule:**

Product	Start	Complete	Estimated Hours
Update transportation planning procedures	1st Quarter	4 <sup>th</sup> Quarter	25
Electric vehicle charging station guidance	2 <sup>nd</sup> Quarter	4 <sup>th</sup> Quarter	100
Monitor state and federal legislation	1st Quarter	4 <sup>th</sup> Quarter	25
Request for Proposal Regional Freight Plan	1 <sup>st</sup> Quarter	1 <sup>st</sup> Quarter	
Oversee Freight Planning Consultant’s work and Regional Freight Plan	2 <sup>nd</sup> Quarter	4 <sup>th</sup> Quarter	
Grant Funding assistance	1st Quarter	2 <sup>nd</sup> Quarter	530

**Table 6: Short Range Transportation Planning Funding**

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	
SORTPO Match	
<b>TOTAL</b>	

## Element 5.0 – Public Education and Participation

**OBJECTIVE:** Build awareness, interest, and support in the public and stakeholders for transportation planning.

**TASK DESCRIPTION:** Public outreach and education on the transportation planning process. The following products or activities will be the responsibility of SORTPO.

**Tasks:**

- Develop outreach efforts for effectively communication with the community about transportation planning and projects.
- Host and/or facilitate stakeholder meetings and community/regional meetings.
- Identify best practices for virtual meetings in rural regions and develop virtual meeting program for SORTPO.
- Review and update as necessary the Public Participation Plan (PPP).
- Review and update as necessary the Limited English Proficiency Plan (LEP).
- Update contacts for stakeholder’s folder, elected officials, municipalities, chambers of commerce/economic development agencies.
- Participate in events/activities to engage local communities in the 2020 Census program.

**Products and Schedule:**

Product	Start	Complete	Estimated Hours
Host and/or facilitate stakeholder meetings and community/regional meetings.	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	400
Procedures and information to educate	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	200
Update Public Participation Plan (PPP)	1 <sup>st</sup> Quarter	3 <sup>rd</sup> Quarter	25
Update Limited English Proficiency Plan (LEP)	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	25
Identify best practices for virtual meetings and develop SORTPO program	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	200
Press Releases	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	100
Public Presentation	1 <sup>ST</sup> Quarter	4 <sup>th</sup> Quarter	150

**Table 7: Public Education & Participation Funding**

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	
SORTPO Match	
<b>TOTAL</b>	



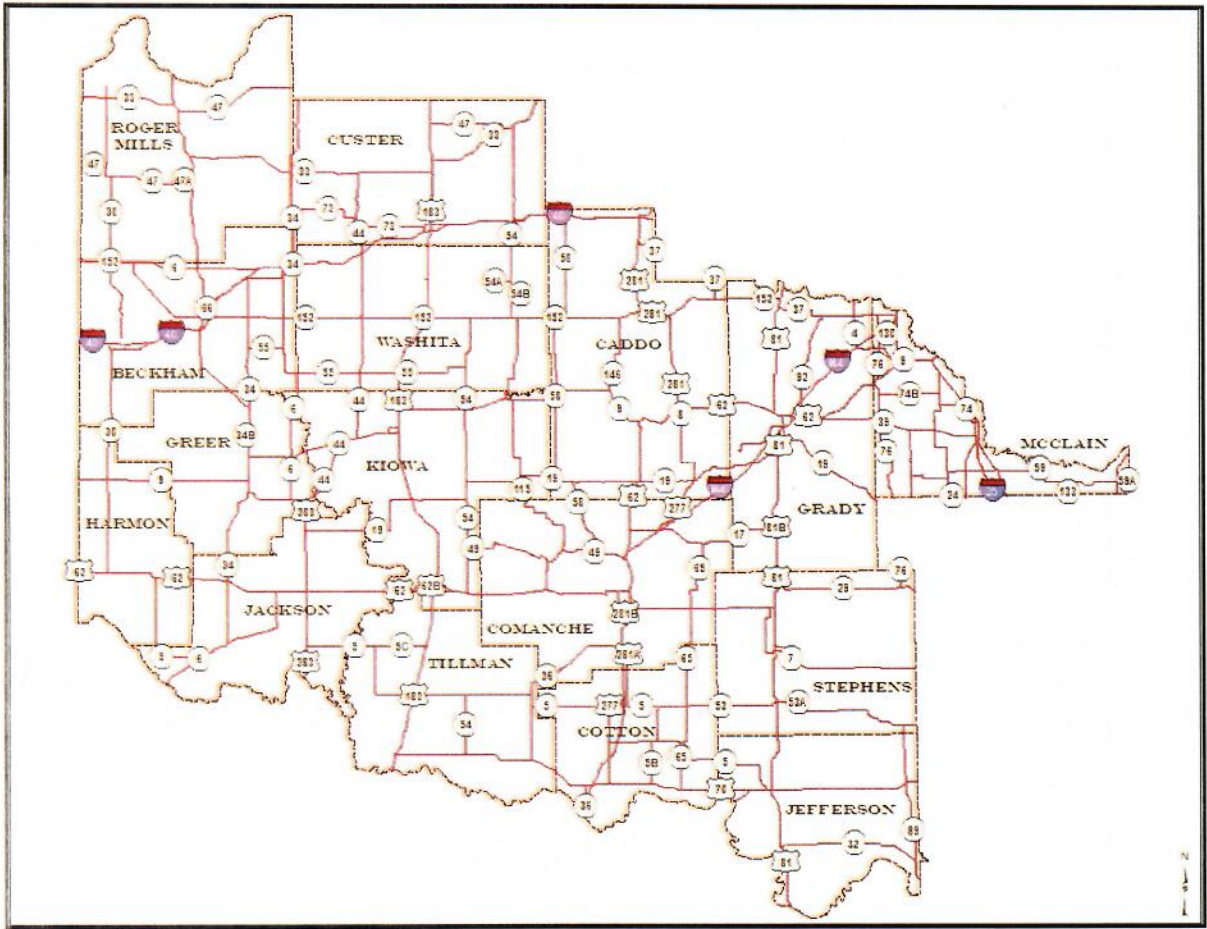
**ACRONYMS**

ASCOG	Association of South-Central Oklahoma Government
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FY	Fiscal Year
FFY	Federal Fiscal Year
GIS	Geographic Information System
LEP	Limited English Proficiency
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century Act
NADO	National Association of Development Organizations
OARC	Oklahoma Association of Regional Councils
ODOT	Oklahoma Department of Transportation
PPP	Public Participation Process
PWP	Planning Work Program
RTPO	Regional Transportation Planning Organization
SPR	State Planning and Research
SORTPO	Southwest Oklahoma Regional Transportation Planning Organization
SWODA	South Western Oklahoma Development Authority
TAZ	Traffic Analysis Zone

**APPENDIX A: Resolution**



APPENDIX B: SORTPO Boundary Map







**APPENDIX D: SORTPO Policy Board Members**

Anita Archer	Elk City
Tim Bingham	Kiowa County Commissioner
Dale Bunn	City Manager of Purcell
Kirk Butler	Jackson County Commissioners
Jerry Dean	Circuit Engineering District #7
Jay Earp	Division Engineer, ODOT Division 7
Shawn Freie	Director of Economic Development Caddo Kiowa
Debora Glasgow	SWODA, Executive Director
Heather Harding	Farmrail Corporation
Lyle Miller, Chairman	Custer County Commissioners
Cendie Newman	Red River Transportation
Lyle Roggow	President Duncan Area Economic Development
Sandy Settle	Washita County Emergency Manager
Clark Southard	Oklahoma Southwest Alliance
Bill Spurlock	Elk City Municipal Airport Board
Dale Winkler	Mayor, City of Sterling
Tom Zigler	ASCOG

**APPENDIX E: PWP RESOLUTION**

**Resolution No. 2019-11  
Adopting the Southwest Oklahoma Regional Transportation Planning Organization  
FFY 2020 Planning Work Program**

Whereas, The Oklahoma Department of Transportation entered into an agreement with the South Western Oklahoma Development Authority (SWODA) to oversee development of regional transportation planning and regional public participation for sixteen counties in southwest Oklahoma comprising SWODA and the Association of South Central Oklahoma Governments (ASCOG) nonmetropolitan areas; and

Whereas, SWODA by Resolution 09-04 created the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) and;

Whereas, SORTPO is responsible for the implementation of the Planning Work Program which defines the transportation planning priorities for the region, describes transportation activities to be accomplished and identifies funding sources; and

Whereas the Planning Work Program has been presented to the general public for review and comment in accordance with the SORTPO Public Participation Plan; and


Whereas, the Planning Work Program was prepared in accordance with relative state and federal rules and regulations and;

Whereas, the Planning Work Program was developed by SWODA and ASCOG.

NOW, THEREFORE BE IT RESOLVED, that the SORTPO Policy Board hereby approves and adopts the FFY 2020 Planning Work Program.

Approved and Adopted by SORTPO Policy Board and signed this 26<sup>th</sup> day of September 2019.

  
Lyle Miller, Chairman SORTPO Policy Board

ATTEST  
  
Anita Archer, Secretary SORTPO Policy Board