

**SOUTHWEST OKLAHOMA
REGIONAL TRANSPORTATION
PLANNING ORGANIZATION**

**SORTPO Technical Committee Meeting Agenda
September 17, 2020
10:00 a.m.
Videoconferencing**

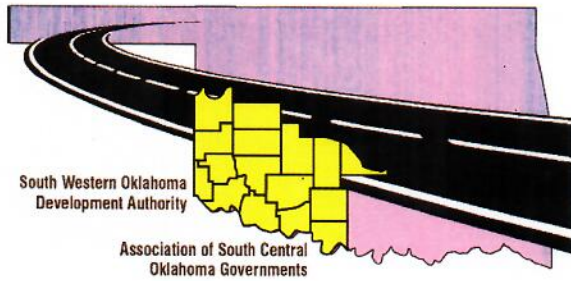
**SWODA Building
420 Sooner Dr.
Burns Flat, OK 73624
580-562-4882**

**Red River Technology
Center JDM Business
Center, Rm B112
Duncan, OK 73533**

Technical Committee Members	Location	Attendance A/P	Technical Committee Members	Location	Attendance A/P
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 August 20, 2020 meeting.
5. Old Business.
6. Discuss and recommend endorsing FFY 2021 Annual State Planning & Research Funding Agreement between ODOT and SWODA to the SORTPO Transportation Policy Board.
7. Discuss and recommend approval to the SORTPO Transportation Policy Board the FFY 2021 Planning Work Program.
8. Discuss and recommend approval to the SORTPO Transportation Policy of the Annual Joint Certification Statement.
9. New Business.
10. Reports and Comments
 - A. ODOT news.
 - B. ASCOG news.
 - C. Staff news.
 - D. 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 September 14th 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**

**SORTPO
Technical Committee Minutes
August 20th, 2020
10:00 a.m.**

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

**ASCOG Building Conference
Room 802 W. Main St.
Duncan, OK 73533**

Technical Committee Members	P/A	Technical Committee Members	P/A
Bryce Bohot	A	Roland Mower	P
Danny Britton	A	Julie Sanders	P
Elesia Church	P	Cole Vonfeldt	P
Chris Hartman	A	Basil Weatherly	P
Rodger Kerr	P	Kim Whaley	A
		Tom Zigler	P
		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, Ron Peel, ASCOG
Danielle Carpenter, ASCOG, Adam Gentis, ODOT RTPO Coordinator
4. Approval of Minutes:
 - Motion to approve meeting minutes from the February 20th2020 meeting was made by Elesia Church and second by Cole Vonfeldt.

Technical Committee Members	Yes/No	Technical Committee Members	Yes/No
Bryce Bohot	Absent	Roland Mower	YES
Danny Britton	Absent	Julie Sanders	YES
Elesia Church	YES	Cole Vonfeldt	YES
Chris Hartman	Absent	Basil Weatherly	YES
Roger Kerr	YES	Kim Whaley	Absent
		Tom Zigler	YES

Motion Passed

Chris Hartman	Absent	Basil Weatherly	YES
Roger Kerr	YES	Kim Whaley	Absent
		Tom Zigler	YES

Motion Passed

5. Old Business:

- No old business discussed at this meeting

6. Discuss and provide recommendations on potential Transportation Technical Committee members to the SORTPO Policy board the SORPTO.

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

- Looking for representatives mainly from Grady, Jefferson and Tillman county to help represent that area.
- Motion to approve contacting the Hobart City Manager, Ashley Slaughterback was made by Cole Vonfeldt and second by Roland Mower.

Technical Committee Members	Yes/No	Technical Committee Members	Yes/No
Bryce Bohot	Absent	Roland Mower	YES
Danny Britton	Absent	Julie Sanders	YES

Elesia Church	YES	Cole Vonfeldt	YES
Chris Hartman	Absent	Basil Weatherly	YES
Roger Kerr	YES	Kim Whaley	Absent
		Tom Zigler	YES

Motion Passed

7. Discuss and provide recommendations to the SORTPO Transportation Policy Board on Amendment #2 FFY20 Planning Work Program (PWP).

- 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).
- ODOT, SAPM has reviewed the request and is in concurrence with the proposed Amendment.
- Motion to approve Amendment #2 FFY20 Planning Work Program was made by Elesia Church and second by Roland Mower.

Technical Committee Members	Yes/No	Technical Committee Members	Yes/No
Bryce Bohot	Absent	Roland Mower	YES
Danny Britton	Absent	Julie Sanders	YES
Elesia Church	YES	Cole Vonfeldt	YES
Chris Hartman	Absent	Basil Weatherly	YES
Roger Kerr	YES	Kim Whaley	Absent
		Tom Zigler	YES

Motion Passed

8. Discuss and provide recommendations to the SORTPO Transportation Policy Board on the draft FFY21 Planning Work Program (PWP).

- 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 (\$52,560). 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.
- Motion to approve the drafted FFY21 Planning Work Program was made by Roger Kerr and second by Roland Mower.

Technical Committee Members	Yes/No	Technical Committee Members	Yes/No
Bryce Bohot	Absent	Roland Mower	YES
Danny Britton	Absent	Julie Sanders	YES
Elesia Church	YES	Cole Vonfeldt	YES
Chris Hartman	Absent	Basil Weatherly	YES
Roger Kerr	YES	Kim Whaley	Absent
		Tom Zigler	YES

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 – 80-page Grant funding guideline book. Email Chairman Sanders for link to book.
- B. Status of Better Utilizing Investments to Leverage Development (BUILD) Grant – Regional Freight Plan – SORTPO/SWODA has applied for this grant award notification on September 2020. This freight plan will include things like but not limited to air transport, train transport, and semi-truck freight transport.
- C. Letter of Support Farmrail System Inc. – Tax Credits – this is an annual letter that Farmrail uses every year for applying for tax credit.
- D. ODOT News- Center office 80% teleworking. South Oklahoma Development Authority (SODA) will be joining the RTPO program and will be the 5th RTPO in Oklahoma. ODOT Transit Plan will be sent to public review in October and to legislation by December. Everyone is encouraged to review it before October so there is enough time to make any necessary changes before December.
- E. ASCOG news – working on Census
- F. Staff news –
 - Cole Vonfeldt – ODOT field engineers will be finalizing the 8-year work plan updates and hope to have it approved by October.
 - Roland Mower – Clinton has a new city manager, Robert Johnston and 3 new city council members. Growth is still being seen within the community.

- o Elesia Church – Elk City has a new interim city manager Tom Ivester. Lots of road and bridge construction going on within city limits.
 - o Basil Weatherly – End of 8-year plan with ODOT. Sales tax revenue has stayed steady even though the oil and gas industry has almost completely left town, more people shopping locally.
 - o Roger Kerr – Altus base has been on lock down due to Covid, but so far the City is holding on and hasn't lost any business yet.
 - o Julie Sanders – New SORPTO schedule may change due to location issues in Duncan, as the previous location is no longer available due to Covid.
- G. Reports from members – lots of general discussion on Census. Discussion was mainly about low reported numbers, what ideas to help improve the numbers and what might happen if the low numbers are the final numbers.

11. Adjourn

Motion to adjourn the SORTPO Technical Committee meeting on August 20th, 2020 was made by Basil Weatherly and second by Elesia Church.

Technical Committee Members	Yes/No	Technical Committee Members	Yes/No
Bryce Bohot	Absent	Roland Mower	YES
Danny Britton	Absent	Julie Sanders	YES
Elesia Church	YES	Cole Vonfeldt	YES
Chris Hartman	Absent	Basil Weatherly	YES
Roger Kerr	YES	Kim Whaley	Absent
		Tom Zigler	YES

Motion Passed

ATTEST:

(Chairman)

**SORTPO TRANSPORTATION TECHNICAL
COMMITTEE AGENDA ITEM COMMENTARY**

September 17, 2020

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

Background: At the August 20th meeting the SORTPO Technical Committee discussed recruitment of new members to fill vacant spots. Committee member Elesia Church stated she would follow up with Ashley Slaughterbeck, Hobart City Manager and Tom Zigler would follow-up with potential members representing Jefferson, Grady, or Tillman counties.

Attachment:

Recommended Action: Provide recommendations to the SORTPO Policy Board on new Technical Committee Members.

SORTPO TRANSPORTATION TECHNICAL COMMITTEE**AGENDA ITEM COMMENTARY****September 17, 2020**

Agenda Title: Discuss and recommend the SORTPO Transportation Policy Board endorse the FFY 2021 Annual State Planning & Research funding agreement between the South Western Oklahoma Development Authority (SWODA) and The Oklahoma Department of Transportation (ODOT).

Background: The annual State Planning & Research (SPR) funding agreement between SWODA and ODOT provides funding of transportation planning activities to coordinate and support the regional transportation planning process and the regional public participation process as identified in the FFY 2021 Planning Work Program (PWP). The Oklahoma Department of Transportation has funding allocated through the Federal Highway Administration (FHWA) which may be used to develop, support, and facilitate the regional transportation planning process and regional public participation process. Total FHWA funding approved is \$225,000, representing 80% of the total eligible expenses. Effective date of the Agreement is October 1, 2020 – September 30, 2021.

Attachment: FFY 2021 SPR Annual Funding Agreement

Recommended Action: Recommend the SORTPO Transportation Policy Board endorse the FFY 2021 Annual State Planning & Research funding agreement between the South Western Oklahoma Development Authority (SWODA) and The Oklahoma Department of Transportation (ODOT).

**SORTPO TRANSPORTATION TECHNICAL
COMMITTEE AGENDA ITEM COMMENTARY
September 17, 2020**

Agenda Title: Discuss and recommend the SORTPO Transportation Policy Board approve the annual Joint Certification Statement

Background: Annually the SORTPO Transportation Policy Board must certify to the Oklahoma Department of Transportation (ODOT) that the transportation planning process is being carried out in a continuing, cooperative, and comprehensive transportation planning process is in accordance with application federal requirements. The Certification also summarizes key activities that were accomplished during the previous federal fiscal year.

Attachment: Annual Joint Certification

Recommended Action: Recommend the SORTPO Transportation Policy Board approve the annual Joint Certification Statement

JOINT CERTIFICATION STATEMENT FOR THE SOUTHWEST OKLAHOMA REGIONAL TRANSPORTATION PLANNING ORGANIZATION PROCESS BY THE OKLAHOMA DEPARTMENT OF TRANSPORTATION.

1. Memorandum of Understandings have been executed and submitted to Oklahoma Department of Transportation for the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO). This memorandum is to carry out the comprehensive, cooperative and continued efforts of the regional transportation planning process. No complaints concerning the agreement have been raised during the previous year. Therefore, no changes to this agreement are anticipated.
2. SWODA was awarded funding to continue transportation planning through the FFY 2020-2021 funding agreement.
3. The organizational structure for guidance of the SORTPO Regional Transportation Planning Process, as set forth in the Memorandum of Understanding, involves the COGs whose membership and responsibilities are detailed in the PWP. SORTPO will send to ODOT, the transportation plans, policies, and implementation programs for review and endorsement.
4. In FFY 2020, the SORTPO Policy Board received drafts chapters 1 and 2 of the regional long range transportation plan.
5. The SORTPO website was updated and maintained.
6. The FFY 2020-2021 Planning Work Program (PWP) for all participating councils of government within SORTPO was compiled and completed, then sent to the Oklahoma Department of Transportation.
7. The SORTPO staff
 - a. submitted a BUILD grant to USDOT for development of a regional freight plan,
 - b. collected information to develop regional active living inventory,
 - c. facilitated 2 Census 2020 training opportunities,
 - d. weekly emails to municipalities, counties, chambers of commerce, economic development entities, elected officials on Census Self Response information,
 - e. prepared grant applications in partnership with Duncan Power Utilities and ASAP Energy Inc for electric vehicle charging stations in Duncan and Weatherford,
 - f. participated in the Mobility Transit planning process and
 - g. presented information to boards, agencies and businesses on Census, Transportation Planning and SORTPO activities.
8. Maintained partnership between SORTPO and ODOT.
9. SORTPO hereby certifies that it is carrying out a continuing, cooperative and comprehensive transportation planning process for the area in accordance with the applicable requirements of:
 - a. 23 U.S.C.134,49 U.S.C. 5303, and this subpart;
 - b. Sections 174 and 176(c) and (d) of the Clean Air Act, as Amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
 - c. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;

- d. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.
- e. Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (Pub. L 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises (DBEs) in USDOT funded projects;
- f. 23 CFR part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- g. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et. seq.) and 49 CFR parts 27, 37 and 38;
- h. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- i. Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- j. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.
- k. In FFY 2020, emphasis will be in the following areas: Development of the Regional Long-Range Plan, revision of the Public Participation Plan and development of the Limited English Proficiency Plan.

Based upon the enumerations mentioned above, the Oklahoma Department of Transportation and SORTPO declare that the planning process is an effective, ongoing, comprehensive, continuing, cooperative transportation planning process addressing the major issues facing the Regional Transportation Area and is being conducted according to all applicable laws and regulations.

Approved this _____ day of _____, 20__

Southwest Oklahoma Regional Transportation Planning Organization SORTPO:

SORTPO Chairman

Notary Public

My Commission Expires: _____ Commission Number: _____

OKLAHOMA DEPARTMENT OF TRANSPORTATION

Recommended:

Director of Capital Programs

**SORTPO TRANSPORTATION TECHNICAL COMMITTEE
AGENDA ITEM COMMENTARY
September 17, 2020**

Agenda Title: Discuss and recommend approval to the SORTPO Transportation Policy Board of the 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 State Planning & Research (SPR) annual grant (\$225,000) and the local match (\$56,250). 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%) will be 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 approved FFY 2021 PWP must be presented to ODOT by September 30th.

Attachment: FFY 2021 PWP

Recommended Action: Recommend approval to the SORTPO Transportation Policy Board of the 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

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

Adopted – September 24, 2020

Resolution No. 2020-2
Adopting the Federal Fiscal Year 2021
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 SORPTO transportation planning area to include the Association of South Central Oklahoma Governments (ASCOG); and

Whereas, Planning Work Program (PWP) defines SORPTO'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 PWP was developed by SWODA/ASCOG in collaboration with Oklahoma Department of Transportation (ODOT); and

Whereas, 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 September 17, 2020 meeting recommended approval of the Federal Fiscal Year 2021 PWP.

NOW, THEREFORE BE IT RESOLVED, that the SORPTO Policy Board hereby approves and adopts the Federal Fiscal Year 2021 Planning Work Program.

Approved and Adopted by SORTPO Policy Board and signed this 24th day of September 2020.

Lyle Miller, Chairman SORTPO Policy Board

Anita Archer, Secretary SORTPO Policy Board

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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

	SPR Funds	SORTPO Match	Total
Personnel	\$150,365	\$37,591	\$187,956
Travel	\$2,000	\$500	\$2,500
Supplies, printing, copying	\$4,800	\$1,200	\$6,000
Advertising	\$400	\$100	\$500
Consultant	\$20,000	\$5,000	\$25,000
Equipment	\$4,000	\$1,000	\$5,000
Indirect / Bldg. Allocation	\$43,435	\$10,859	\$54,294
Total	\$225,000	\$56,250	\$281,250

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	\$56,860	\$14,215	\$71,075
2.0	Data Acquisition & Management	\$83,155	\$20,789	\$103,944
3.0	Long Range Transportation Planning	\$22,300	\$5,575	\$27,875
4.0	Short-Range Transportation Planning	\$33,755	\$8,439	\$42,194
5.0	Public Education & Participation	\$28,930	\$7,233	\$36,163
	Total	\$225,000	\$56,250	\$281,250

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 maintenance 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.
- 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, 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 st Quarter	4 th Quarter	200
Develop FFY 2022 PWP and amendments to FFY 2021	3 rd Quarter	4 th Quarter	75
Audit	3 rd Quarter	4 th Quarter	75
Monthly Claims	1 st Quarter	4 th Quarter	150
Tech and Policy Board email agenda, notices, and any meeting preparation	1 st Quarter	4 th Quarter	500

Table 3: Program Support & Administration Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$56,860
SORTPO Match	\$14,215
TOTAL	\$71,075

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 st Quarter	4 th Quarter	200
Data Acquisition and Management	2nd Quarter	4 th Quarter	2300
Develop Maps that display transportation characteristics	1 st Quarter	4 th Quarter	500
Retain GIS Consultant for training/services	1 st Quarter	4 th Quarter	500
2020 Census	1 ST Quarter	4 th Quarter	100

Table 4: Data Acquisition & Management Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$83,155
SORTPO Match	\$20,789
TOTAL	\$103,944

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	500

Table 5: Long Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$22,300
SORTPO Match	\$5,575
TOTAL	\$27,875

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 th Quarter	25
Electric vehicle charging station guidance	2 nd Quarter	4 th Quarter	100
Monitor state and federal legislation	1st Quarter	4 th Quarter	25
Request for Proposal Regional Freight Plan	1 st Quarter	1 st Quarter	75
Oversee Freight Planning Consultant’s work and Regional Freight Plan	2 nd Quarter	4 th Quarter	450
Grant Funding assistance	1st Quarter	2 nd Quarter	200

Table 6: Short Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$33,755
SORTPO Match	\$8,439
TOTAL	\$42,194

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 st Quarter	4 th Quarter	400
Procedures and information to educate	2 nd Quarter	3 rd Quarter	200
Update Public Participation Plan (PPP)	1 st Quarter	3 rd Quarter	25
Update Limited English Proficiency Plan (LEP)	2 nd Quarter	3 rd Quarter	25
Identify best practices for virtual meetings and develop SORTPO program	1 st Quarter	2 nd Quarter	200
Press Releases	1 st Quarter	4 th Quarter	100
Public Presentation	1 ST Quarter	4 th Quarter	150

Table 7: Public Education & Participation Funding

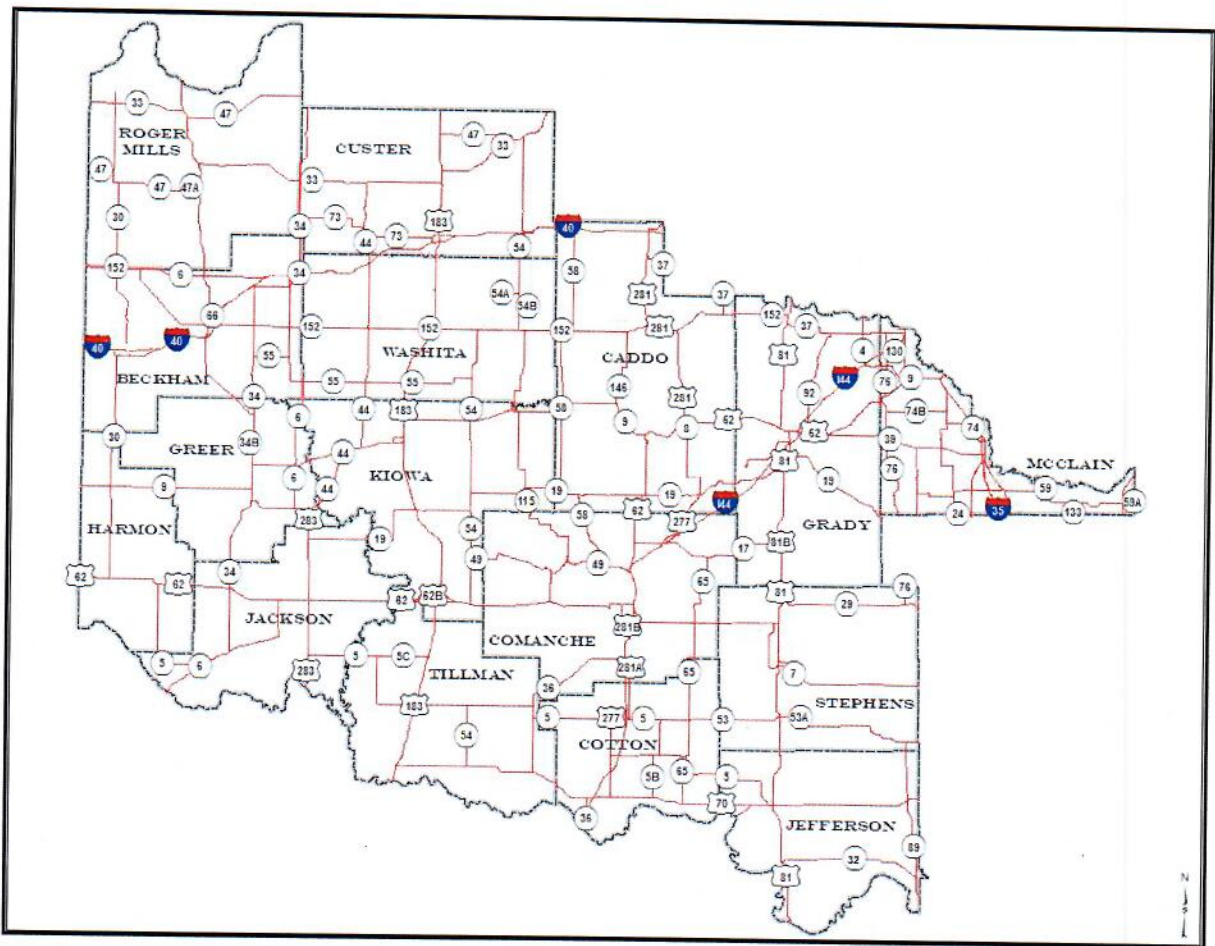
FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$28,930
SORTPO Match	\$7,233
TOTAL	\$36,163

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 C: SORTPO Technical Committee Members

Bryce Bohot	Jefferson County Commissioner District #2
Danny Britton	Western Technology Center
Elesia Church	City of Elk City, Treasurer
Chris Hartman	Walters, Oklahoma
Rodger Kerr	Altus Chamber of Commerce
Roland Mower	Clinton Economic Development
Julie Sanders	SORTPO
Cole Vonfeldt	Construction Engineer, ODOT Division 7
Basil Weatherly	City of Elk City
Kim Whaley	Pathways to Healthy Living, Jefferson & Stephens Counties
Tom Zigler	ASCOG

Non-Voting Member

Isaac Akem, FHWA Planner
Shelley Bookout, United States Department of Agriculture
Jenna Craft, Delaware Nation
Travis Estep, Lawton Metropolitan Planning Organization
Julie Funkhouse, Tobacco Settlement Entitlement Trust (Caddo and Kiowa Counties)
Adam Gentis, ODOT, Strategic Assets and Planning Performance
Debora Johnson, Tobacco Settlement Entitlement Trust (Comanche County)
Jodi Smith, Tobacco Settlement Entitlement Trust (Grady County)
Beverly Williams, Tobacco Settlement Entitlement Trust (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
Clark Southard	CATERO / Oklahoma Southwest Alliance
Bill Spurlock	Elk City Municipal Airport Board
Dale Winkler	Mayor, City of Sterling
Tom Zigler	ASCOG

Non-Voting Member

Isaac Akem, FHWA Planner

Adam Gentis, ODOT, Strategic Assets and Planning Performance

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 source; and

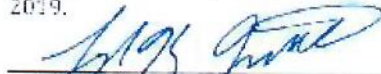
Whereas the Planning Work Program has been presented to the general public for review and comment in accordance with the SORTPO Public Participant Plan; and

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 26th day of September 2019.


Lyle Miller, Chairman SORTPO Policy Board

ATTEST:


Anita Archer, Secretary SORTPO Policy Board