

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT 8/30/2021



Planning Work Program
FFY 2022 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, 2022- September 30, 2023

Adopted –

Table of Contents

I INTRODUCTION..... 1

II SORTPO..... 1

III TRANSPORTATION PLANNING PRODUCTS 1

 Planning Work Program (PWP)..... 1

 Public Participation Plans (PPP)..... 1

 Limited English Proficiency Plan (LEP) 2

IV FFY 2020 PLANNING PRIORITIES..... 2

V PWP Revenues..... 2

 Table 1: FHWA SPR Budget Summary..... 3

 Table 2: FFY 2022 Total Budget, Including Federal, State and Local Sources 3

 ELEMENT 1.0 - Program Support & Administration 4

 Table 3: Program Support & Administration Funding..... 4

 ELEMENT 2.0 – Data Acquisition and Management 5

 Table 4: Data Acquisition & Management Funding..... 5

 ELEMENT 3.0 – Long Range Transportation Planning 6

 Table 5: Long Range Transportation Planning Funding..... 6

 ELEMENT 4.0 – Short-Range Transportation Planning..... 7

 Table 6: Short Range Transportation Planning Funding..... 7

 ELEMENT 5.0 – Public Education and Participation..... 8

 Table 7: Public Education & Participation Funding 8

ACRONYMS..... 9

APPENDIX A: Resolution.....10

APPENDIX C: SORTPO Technical Committee Members.....12

APPENDIX D: SORTPO Policy Board Members12

APPENDIX E: PWP RESOLUTION13

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 2022 PLANNING PRIORITIES

The FFY 2021 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.
- Continue development of the SORTPO Regional Long Transportation Plan
- Aid communities and agencies in development of Transportation Alternative Program grants and similar programs.
- Complete the Active Living Inventory and interactive map.
- 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 2022, 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 2022.

Table 1: FHWA SPR Budget Summary

| | SPR Funds | SORTPO Match | Total |
|--|------------------|---------------------|------------------|
| Personnel | \$122,378 | \$30,595 | \$152,973 |
| Travel | \$3,200 | \$800 | \$4,000 |
| Supplies, printing, copying, and advertising | \$2,800 | \$700 | \$3,500 |
| GIS Consultant | \$12,800 | \$3,200 | \$16,000 |
| Software/Equipment | \$8,000 | \$2,000 | \$12,000 |
| Mini Planning Grant Subrecipient | \$43,200 | \$10,800 | \$54,000 |
| ODOT SPR | | | |
| Indirect / Bldg. Allocation | \$32,621 | \$8,155 | \$40,777 |
| Total | \$225,000 | \$56,250 | \$281,250 |

Source: SWODA

Table 2: FFY 2022 Total Budget, Including Federal, State and Local Sources

| SPR | Project | SPR Funds | ASCOG/ SWODA Match | Total |
|------------|-------------------------------------|------------------|---------------------------|------------------|
| 1.0 | Program Support & Administration | \$50,612 | \$12,653 | \$63,265 |
| 2.0 | Data Acquisition & Management | \$50,747 | \$12,687 | \$63,433 |
| 3.0 | Long Range Transportation Planning | \$35,296 | \$8,824 | \$44,120 |
| 4.0 | Short-Range Transportation Planning | \$77,907 | \$19,477 | \$97,383 |
| 5.0 | Public Education & Participation | \$10,329 | \$2,582 | \$12,911 |
| | 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 | 250 |
| Develop FFY 2023 PWP and amendments to FFY 2022 | 3 rd Quarter | 4 th Quarter | 80 |
| 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 | 430 |

Table 3: Program Support & Administration Funding

| FUNDING SOURCE | FUNDING AMOUNT |
|-----------------------|-----------------------|
| SPR Funds | \$50,612 |
| ASCOG/SWODA Match | \$12,653 |
| TOTAL | \$63,265 |

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 and maintain 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 GIS Consultant to develop maps to support the transportation planning program.

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 | 2 nd Quarter | 4 th Quarter | 1,400 |
| Retain GIS Consultant for training/services | 1 st Quarter | 4 th Quarter | 250 |
| 2020 Census | 1 ST Quarter | 4 th Quarter | 600 |

Table 4: Data Acquisition & Management Funding

| FUNDING SOURCE | FUNDING AMOUNT |
|-----------------------|-----------------------|
| SPR Funds | \$50,747 |
| ASCOG/SWODA | \$12,687 |
| TOTAL | \$63,433 |

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.

Products and Schedule:

| Product | Start | Complete | Estimated Hours |
|---|--------------|-----------------|------------------------|
| Continue development of the Regional Long-Range Transportation Plan | 1st Quarter | 4th Quarter | 1,200 |

Table 5: Long Range Transportation Planning Funding

| FUNDING SOURCE | FUNDING AMOUNT |
|-----------------------|-----------------------|
| SPR Funds | \$35,296 |
| ASCOG/SWODA Match | \$8,824 |
| TOTAL | \$44,120 |

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.
- Provide direct support and oversight to the consultant retained to develop the Southwest Oklahoma Regional Freight Plan.
- Develop request for proposal for Freight Planning Consultant
- 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.
- Develop and implement mini transportation planning activities grant program.
- Assist SORPTO entities in identification of federal and/or state transportation funding sources.

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 | 50 |
| Support Freight Planning Consultant | 1 st Quarter | 4 th Quarter | 700 |
| Monitor state and federal legislation | 1st Quarter | 4 th Quarter | 20 |
| Mini planning grant program/Grant Funding assistance | 1st Quarter | 2 nd Quarter | 300 |

Table 6: Short Range Transportation Planning Funding

| FUNDING SOURCE | FUNDING AMOUNT |
|-----------------------|-----------------------|
| SPR Funds | \$77,907 |
| ASCOG/SWODA Match | \$19,477 |
| TOTAL | \$99,383 |

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 communicating with the community about transportation planning and projects.
- Host and/or facilitate stakeholder meetings and community/regional meetings to support the Southwest Oklahoma: Moving People and Goods Regional Transportation Plan, Southwest Regional Freight Plan and other transportation planning programs and projects.
- 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.

Products and Schedule:

| Product | Start | Complete | Estimated Hours |
|--|-------------------------|-------------------------|------------------------|
| Host and/or facilitate stakeholder meetings and community/regional meetings. | 1 st Quarter | 4 th Quarter | 200 |
| Procedures and information to educate | 2 nd Quarter | 3 rd Quarter | 150 |
| 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 | 50 |
| Press Releases | 1 st Quarter | 4 th Quarter | 25 |

Table 7: Public Education & Participation Funding

| FUNDING SOURCE | FUNDING AMOUNT |
|-----------------------|-----------------------|
| SPR Funds | \$10,329 |
| ASCOG/SWODA Match | \$2,582 |
| TOTAL | \$12,911 |

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

**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 8th day of November, 2016



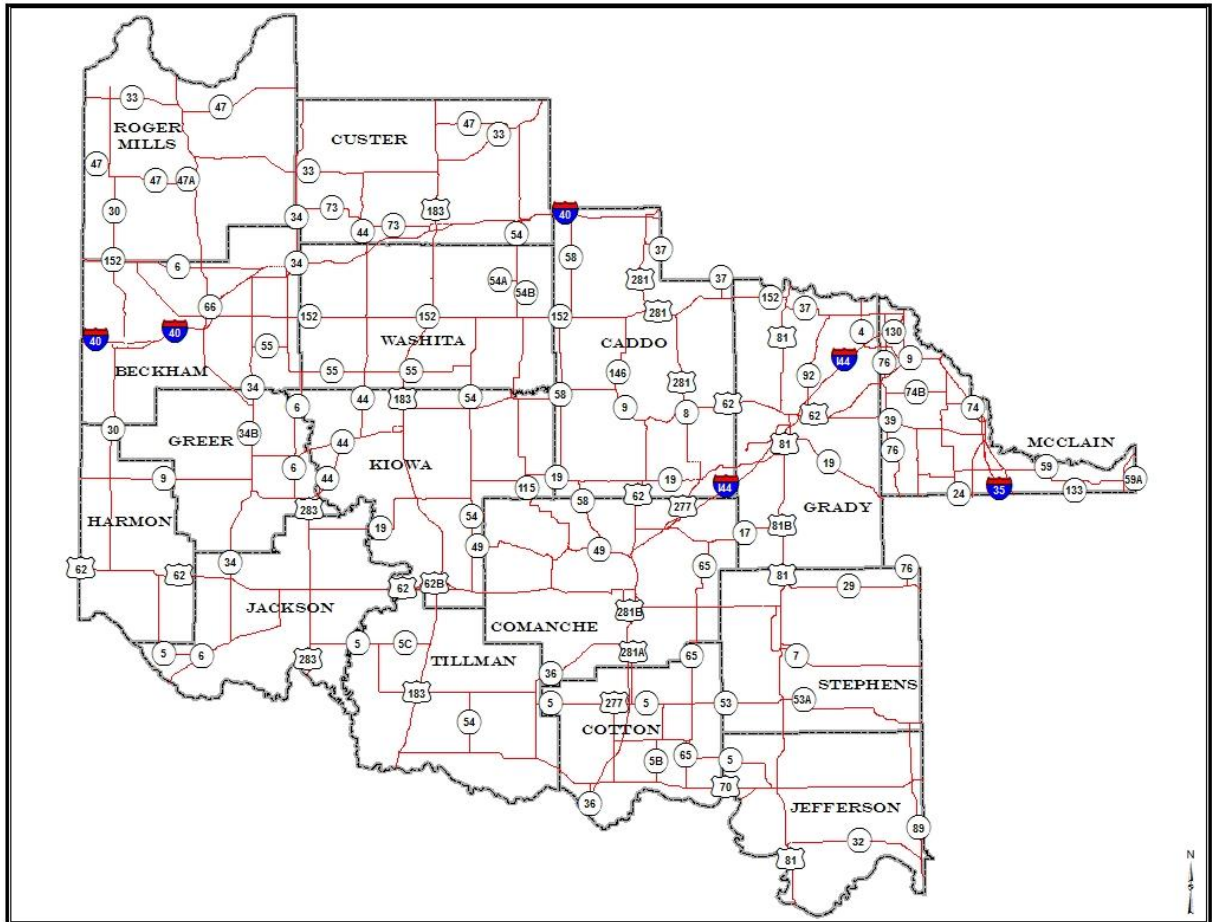
John Schaufele, Chairman

ATTEST:



John Dee Butchee, Secretary

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 | SWODA |
| 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
Ariel Anglin, Manager, McClain County TSET
Shelley Bookout, United States Department of Agriculture
Jenna Craft, Delaware Nation
Julie Funkhouse, Tobacco Settlement Entitlement Trust (Caddo and Kiowa Counties)
Laura Chaney, ODOT, Strategic Assets and Planning Performance
Brandy McIntyre, Regional Specialist, Oklahoma Department of Commerce
Debora Johnson, Tobacco Settlement Entitlement Trust (Comanche County)
Jodi Smith, Tobacco Settlement Entitlement Trust (Grady County)
Roger Tehauno, Community Planner, Bureau of Indian Affairs, Southern Region
Lawton Metropolitan Planning Organization

APPENDIX D: SORTPO Policy Board Members

| | |
|-----------------------|--|
| Anita Archer | Elk City |
| Ed Barry | Washita County Commissioners, Appointee |
| Tim Bingham | Kiowa County Commissioner |
| Dale Bunn | City Manager of Purcell |
| Kirk Butler | Jackson County Commissioners |
| 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 |
| Clark Southard | CATERO / Oklahoma Southwest Alliance |
| Dale Winkler | Mayor, City of Sterling |
| Tom Zigler | ASCOG |

Non-Voting Member

Isaac Akem, FHWA Planner
Laura Chaney, ODOT, Strategic Assets and Planning Performance

APPENDIX E: PWP RESOLUTION