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Planning Work Program  
FFY 2022 Program

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FFY October 1, 2021- September 30, 2022

Adopted -

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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 beginning 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 2022 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**

	<b>SPR Funds</b>	<b>SORTPO Match</b>	<b>Total</b>
Personnel	\$120,758	\$30,190	<b>\$150,948</b>
Travel	\$3,200	\$800	<b>\$4,000</b>
Supplies, printing, copying, and advertising	\$2,800	\$700	<b>\$3,500</b>
GIS Consultant	\$12,800	\$3,200	<b>\$16,000</b>
Software/Equipment	\$9,600	\$2,400	<b>\$12,000</b>
Mini Planning Grant Subrecipient	\$43,200	\$10,800	<b>\$54,000</b>
Indirect / Bldg. Allocation	\$32,642	\$8,160	<b>\$40,802</b>
<b>Total</b>	<b>\$225,000</b>	<b>\$56,250</b>	<b>\$281,250</b>

Source: SWODA

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

<b>SPR</b>	<b>Project</b>	<b>SPR Funds</b>	<b>ASCOG/S WODA Match</b>	<b>Total</b>
1.0	Program Support & Administration	\$50,524	\$12,631	<b>\$63,155</b>
2.0	Data Acquisition & Management	\$50,726	\$12,681	<b>\$63,407</b>
3.0	Long Range Transportation Planning	\$35,296	\$8,824	<b>\$44,120</b>
4.0	Short-Range Transportation Planning	\$78,126	\$19,531	<b>\$97,657</b>
5.0	Public Education & Participation	\$10,328	\$2,583	<b>\$12,911</b>
	<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 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 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	250
Develop FFY 2023 PWP. Process amendments to FFY 2022 PWP.	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	80
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	430

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

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	<b>\$50,524</b>
ASCOG/SWODA Match	<b>\$12,631</b>
<b>TOTAL</b>	<b>\$63,155</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 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 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	200
Data Acquisition and Management	2 <sup>nd</sup> Quarter	4 <sup>th</sup> Quarter	1,400
Retain GIS Consultant for training/services	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	250
2020 Census	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	600

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

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	<b>\$50,726</b>
ASCOG/SWODA	<b>\$12,681</b>
<b>TOTAL</b>	<b>\$63,407</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.

**Products and Schedule:**

<b>Product</b>	<b>Start</b>	<b>Complete</b>	<b>Estimated Hours</b>
Continue development of the Regional Long-Range Transportation Plan	1st Quarter	4th Quarter	800

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

<b>FUNDING SOURCE</b>	<b>FUNDING AMOUNT</b>
SPR Funds	<b>\$35,296</b>
ASCOG/SWODA Match	<b>\$8,824</b>
<b>TOTAL</b>	<b>\$44,120</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.
- 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 SORTPO 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 <sup>th</sup> Quarter	25
Electric vehicle charging station guidance	2 <sup>nd</sup> Quarter	4 <sup>th</sup> Quarter	50
Support Freight Planning Consultant	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	700
Monitor state and federal legislation	1st Quarter	4 <sup>th</sup> Quarter	20
Mini planning grant program/Grant Funding assistance	1st Quarter	2 <sup>nd</sup> Quarter	300

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

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	<b>\$78,126</b>
ASCOG/SWODA Match	<b>\$19,531</b>
<b>TOTAL</b>	<b>\$97,657</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 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 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	200
Procedures and information to educate	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	150
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	50
Press Releases	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	25

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

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	<b>\$10,328</b>
ASCOG/SWODA Match	<b>\$2,583</b>
<b>TOTAL</b>	<b>\$12,911</b>

## **ACRONYMS**

ASCOG	Association of South-Central Oklahoma Governments
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.

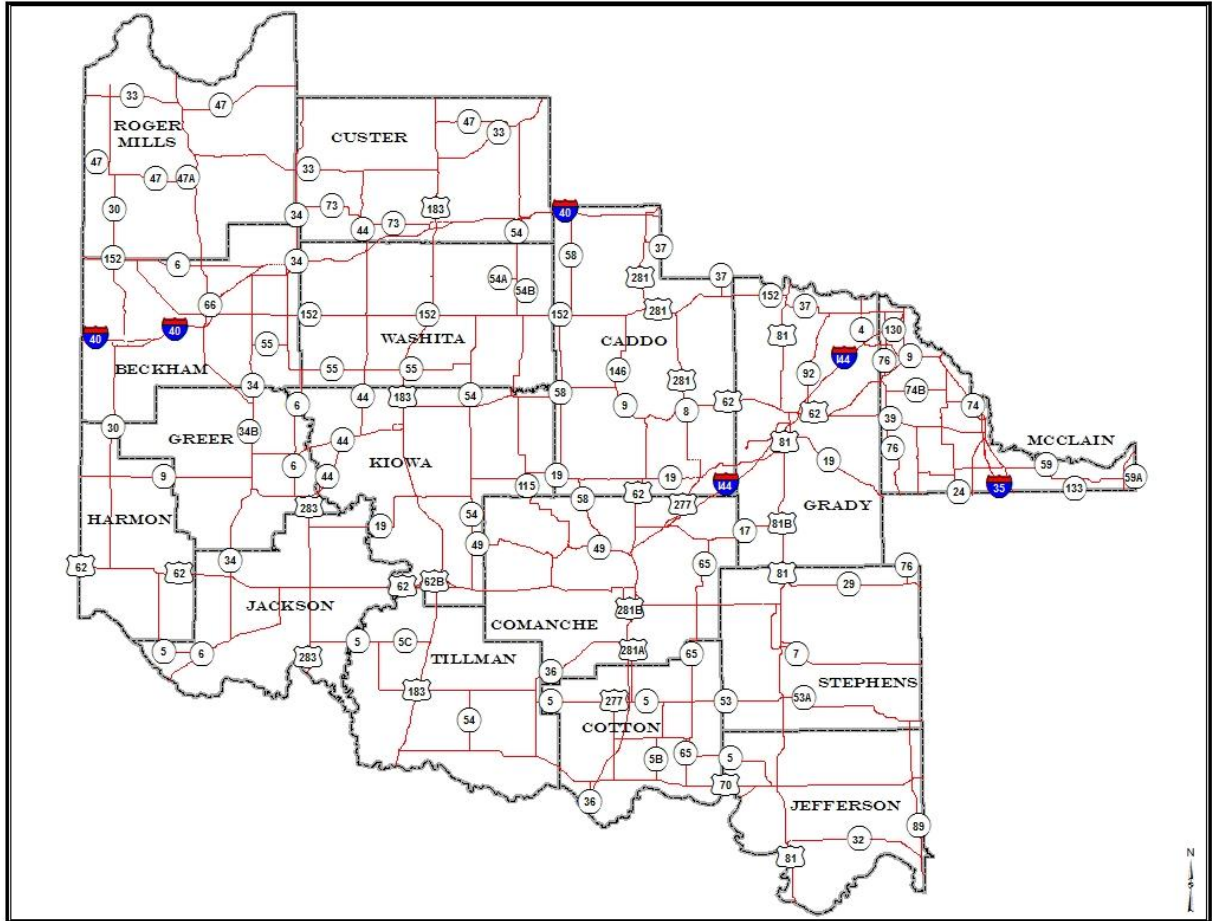
**PASSED AND APPROVED** this 8<sup>th</sup> day of November, 2016

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

**ATTEST:**

  
\_\_\_\_\_  
**John Dee Butcher, 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
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: FFY 2022 PWP RESOLUTION #2021-3**