



Planning Work Program
FFY 2025 Program

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FFY October 1, 2024 - September 30, 2025

Adopted by Resolution
SORTPO Transportation Policy Board

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RESOLUTION

**Resolution No. 24-
Adopting the Federal Fiscal Year 2025
Planning Work Program for the
Southwest Oklahoma Regional Transportation Planning Organization**

Whereas, the South Western Oklahoma Development Authority (SWODA) 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 11, 2024 meeting recommended approval of the Federal Fiscal Year 2025 PWP.

NOW, THEREFORE BE IT RESOLVED, that the SORPTO Transportation Policy Board hereby approves and adopts the Federal Fiscal Year 2025 Planning Work Program.

Approved and Adopted by SORTPO Transportation Policy Board and signed this September 24, 2024.

, Chairman SORTPO Transportation Policy Board

Julie Sanders, Secretary

Introduction

The FFY 2025 Planning Work Program (PWP) presents work activities that the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) will undertake in the 16-county transportation planning region.

The PWP is developed with input and cooperation of communities, transit providers, Oklahoma Department of Transportation (ODOT), the public through the Transportation Technical Committee (TTC) and Transportation Policy Board (TPB) and public participation process. This program implements the regional transportation plan adopted by the TPB January 2023, in accordance with the Bipartisan Infrastructure Law (BIL), enacted as the Infrastructure Invest and Jobs Act (IIJA) signed on November 15, 2021.

Southwest Oklahoma Regional Transportation Planning Organization

SORTPO since 2012 has performed the duties of a regional transportation planning organization (RTPO) for 16 counties in south west Oklahoma. Development of the regional transportation planning process includes

Overview

SORTPO is officially tasked by the Oklahoma Department of Transportation (ODOT) as the regional transportation planning organization for the non-metropolitan areas in southwest Oklahoma. SORTPO region encompasses two regional councils of government: Association of South Central Oklahoma Governments (ASCOG) and South Western Oklahoma Development Authority (SWODA); totaling 16 counties (Map 1). SORTPO serves as a technical resource for providing a forum for cooperative decision making and coordinator of regional transportation planning activities.

Federal funding for regional transportation planning activities is provided by ODOT through State Planning & Research (SPR) funds. SORTPO is responsible for maintaining a Continuing, Cooperative, and Comprehensive transportation planning process, often referred to as the three C's. An MPO can also provide a forum for cooperative decision-making among responsible state and local officials, public and private transit operators, and the public. An RTPO can coordinate the planning activities of participating agencies and adopt a long-range regional transportation plan (RTP) to guide future transportation decisions. The RTPO is also responsible for development of a Mutli year regional Transportation Improvement Program (RTIP), updated every two years, identify transportation regionally significant transportation projects and programs. Other critical activities of an RTPO include promoting transportation improvements needed in the region and project development while keeping the public engaged in the planning process.

SORTPO Structure and Responsibilities

The governing body of SORTPO is the Transportation Policy Board (TPB). It consists of fifteen voting members; two elected county officials, 2 from city government, one from higher education; one from community member; two from ODOT; one from rail, one from airport; two from regional economic development. All aspects of the planning process are overseen by the SORTPO TPB.

The SORTPO Transportation Technical Committee (TTC) serves as the advisory group for transportation planning and policy initiatives. This committee reviews transportation planning work efforts and provides a recommendation to the TPB for their consideration and action. The day-to-day activities of SORTPO are supported by a full-time transportation planner. Additional SWODA and ASCOG staff members contribute to the transportation planning process to ensure the overall planning program is executed in a timely and efficient manner and in accordance with Federal regulations. Staff are housed within the SWODA and ASCOG Planning Departments. Staff, equipment, supplies, rent, consulting studies, and other expenses used to support staffing operations are reimbursable to SORTPO by the FHWA State Planning & Research (SPR) program funds at 80% of the total amount of the work effort and the local match of 20% is provided by SWODA and ASCOG.

SORTPO responsibilities include:

- Develop and maintain a long-range multi modal RTP.
- Coordinate transportation decisions among local jurisdictions, state agencies, and area transit operators.
- Develop an annual planning work program (PWP).
- Develop and maintain a regional transportation improvement program (RTIP).
- Develop and implement a public participation process (PPP).

Purpose of the Planning Work Program

The Planning Work Program (PWP) is a document that describes all transportation planning related activities funded by SPR during FFY 2024-2025 (October 1, 2024 – September 30, 2025). The tasks and activities within the PWP are intended to advance the region’s priorities, as reflected in the federally required regional transportation plan, Southwest Oklahoma Regional Transportation Plan – Moving People and Goods, adopted January 26, 2023.

Each year SORTPO is required to prepare the PWP, in collaboration with ODOT and is comprised of seven (7) elements with specific deliverables, activities, and summary details about expected products. The seven (7) elements include:

- Program Support & Administration
- Data Acquisition and Management
- Long Range Planning
- Short Range Planning
- Public Participation
- Mobility Management
- Transportation Improvement Program

The PWP serves as the SORTPO budget and continues to utilize the same format from previous years. The elements include an objective, task description, tasks, product created, estimate staff hours and budget. The budget for all tasks is estimated based on comparing FFY 2022, 2023 and 2024 budget to actual expenditures. Each task’s funding comprises salaries and operating expenses.

During the year, the PWP can be amended to add new tasks, delete tasks, and reallocate funds between tasks. In some instances, the change may require approval by the SORTPO Policy Board and other revisions may need only approval from ODOT.

The PWP draft, final PWP and amendments will be placed on the SORTPO website.

The PWP is one of several planning documents referred to as a core document and required by federal regulations. Other core documents include: PWP, Long Range Regional Transportation Plan, Regional Transportation Improvement Program, Public Participation Process, Limited English Proficiency Plan and Title VI.

Transportation Planning Products

SORTPO’s regional transportation planning process includes development of planning products, including the PWP, data collection, Regional Transportation Plan (RTP), short range studies, Limited English Proficiency Plan and Public Participation Plan (PPP).

- *Planning Work Program (PWP)*. The PWP is one element of the transportation planning process that SORTPO will follow in support of development of transportation planning products. The PWP documents the transportation planning activities and projects to be accomplished with SPR funds in SORTPO region during the federal fiscal year (FFY). This document is the foundation for requesting federal SPR funds as well as the tool scheduling, budgeting, and monitoring the transportation planning process. The PWP identifies the planning priorities and activities to be carried out within the region and include:
 - A description of the planning work with outcomes and products.
 - Who will perform the work?
 - Timeframes for completing the work.
 - Cost of the work and
 - Source(s) of funds.
- *Regional Long-Range Transportation Plan (RTP)*. The RTP is one of the main products of the transportation planning process. The development of the Regional Plan: Southwest Oklahoma Moving People and Goods began in 2020 and was adopted in FFY 2023. SWODA is the recipient of a FFY 2022 RAISE grant in the amount of \$1.5 million to develop the 2043 RTP. Poe & Associates Inc was hired by SWODA to develop this RTP.
- *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. 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.

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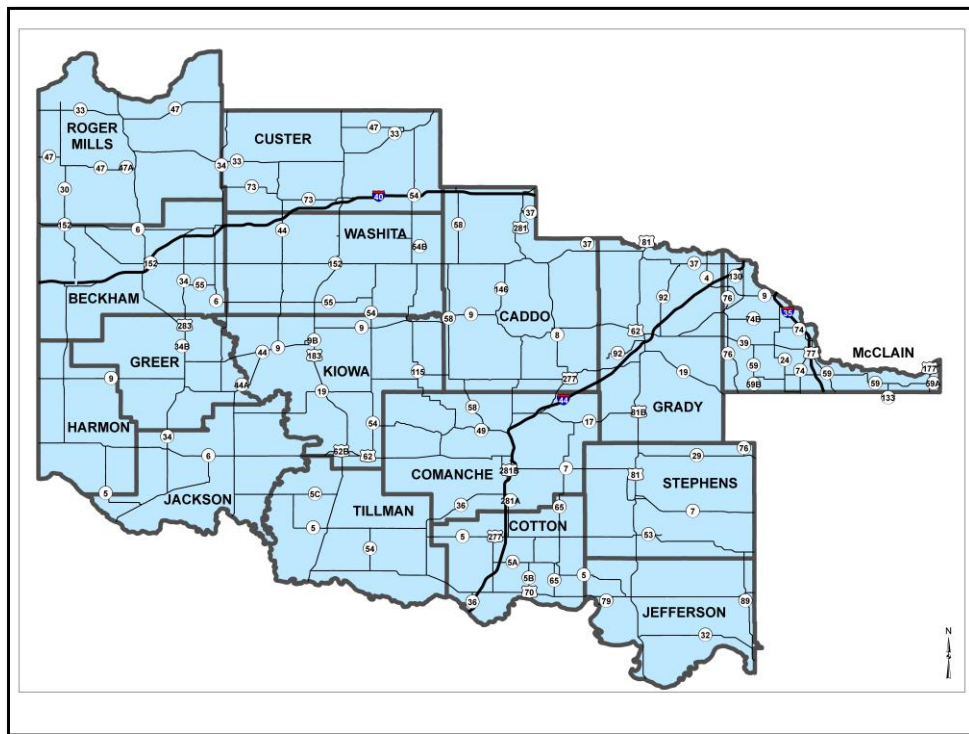
Planning Factors

The current federal transportation bill, Infrastructure Investment and Jobs Act (IIJA) was signed into law on November 15, 2021. The legislation, also known as the “Bipartisan Infrastructure Law” (BIL), is the first long-term surface transportation act since the Fixing America’s Surface Transportation (FAST) Act in 2015. The IIJA includes \$550 billion in new spending with dozens of new programs that contain new opportunities and eligibility for RTPOs. The IIJA is a sizable investment in transportation over the next five (5) years, from federal fiscal years (FFY) 2022 through 2026.

The planning factors listed below must be considered when developing the long-range regional transportation improvement plan. The planning goals and strategies identified in the RTP address the 10 national planning factors:

1. Support the economic vitality of the United States, the States, nonmetropolitan areas, and metropolitan areas, especially enabling global competitiveness, productivity, and efficiency.
2. Improve infrastructure conditions to achieve a state of good repair.
3. Reduce congestion.
4. Increase accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic patterns.
6. Enhance the integration and connectivity of the transportation system across and between modes, people, and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

Map 1: SORTPO Planning Region



Regional FFY 2025 Transportation Priorities

This PWP identifies the activities and products SORTPO will complete during FFY 2025 to improve regional transportation. The products produced through this PWP include technical assistance, writing grants, safety/walking audits and other planning activities.

The FFY 2025 SORTPO planning priorities are reflected in the various elements of this document. The major products or activities planned for FFY 2025 include:

- o SORTPO will track rulemaking and other developments relating to the IIJ Act.
- o Develop the Regional Transportation Improvement Program (RTIP) procedures and template.
- o Monitor consultant(s) work and progress on development of the Regional Transportation Plan and adopt the RTP.
- o Continue implementing the Mobility Management Program (MMP) for SORTPO's region.
- o Attending training to further enhance the skills of staff.
- o Aid communities and agencies in the development of grants that enhance or support the transportation system.
- o Advance public engagement and participation with the public to create contacts

and relationships and share information pertaining to transportation planning in the region.

- o Develop information explaining the SORTPO transportation planning process, key documents, orientation binder for members, update SORTPO website and attend meetings to present SORTPO transportation planning.

SFY 2024 Accomplishments

Reviewing FFY 2024, this section highlights some notable completed work items.

- o Developed request for proposal for FFY 2022 RAISE Planning Grant Consultant and evaluated proposals and awarded contract for Poe & Associates Inc.
- o Collaborated with the Planning Consultant to develop new website, host two walkability facilitator training events and update of the Public Participation Process document incorporating the Limited English Proficiency (LEP) document.
- o Expanded the Mobility Management Pilot Program from three counties to sixteen counties for SORTPO's region.
- o Organized an Oklahoma Safe Challenge event with commitments from three (3) schools within 30 miles of Burns Flat.
- o Completed the Regional Transportation Policy Plan.
- o Submitted application to ODOT for official RTPO designation.
- o Prepared and/or provided assistance in development of Transportation Alternative Program (TAP) grant applications.
- o Participated in the review of regional TAP applications and provided comments to ODOT, Local Governments Branch.
- o Awarded SPR Transportation Planning Mini grants.
- o Received NADO FY 2023 Excellence in Transportation Award for the SPR Transportation Planning Mini grant program.
- o Received 2024 NADO Impact Award for public engagement and communication.

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PWP Funding

The SORTPO State Planning & Research (SPR) transportation planning program is funded by state, local funds, and in-kind matching funds totaling \$281,250. The largest funding source is derived from FHWA funds apportioned to ODOT's SPR program. FHWA funds cannot exceed 80% of the total PWP project cost. The remaining 20% is provided by SWODA, ASCOG and local jurisdictions/agencies. Total federal SPR funds for the transportation planning program applied for is \$225,000 and total Federal Transit Administration (FTA) 5310 funds available approximately \$70,900. Funds shown in Table 1 summarize the budget by funding categories and source of funding. During FFY 2025, 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 2025. Table 2 includes the funds administered by ODOT's Office of Mobility and Public Transit for the Mobility Management Pilot Program.

Indirect Costs

Regarding budgeting for work tasks, each task in the PWP corresponds to an adopted budget and associated indirect cost rate. This cost has been applied to all SORTPO PWP Elements. The Federal Office of Management and Budget defines indirect costs as "those costs that have been incurred for common or joint purposes that benefit more than one

cost objective and cannot be readily identified with a particular objective without effort disproportionate to the results achieved.” These costs are incurred by and originate in the agency conducting the federal award and remain after direct costs have been determined and assigned directly to federal awards and other activities. It is the ratio (expressed as a percentage) of the indirect costs to a direct cost base.

Title VI and Environmental Justice

SORTPO recognizes that Environmental Justice must be considered in all phases of planning. Although Environmental Justice concerns are frequently raised during project development, Title VI applies equally to the plans, programs, and activities the SORTPO undertakes. The PWP integrates Environmental Justice considerations and Title VI requirements through the Public Participation Process (PPP) and PWP work tasks. Both the Public Participation Plan and Limited English Proficiency Plan contain strategies to reach minority and low-income groups.

The Public Participation Process (PPP) is an integral part of the regional transportation planning. The USDOT in 5610.2 on Environmental Justice specifies that minority populations and low-income populations be provided with greater access to information on, and opportunities for public participation in transportation decision-making.

Tribal involvement

The native American tribes as well as the Southern Region Bureau of Indian Affairs (BIA) are provided notification of TPB, TTC meetings, public hearings, and information on the transportation planning process/program. ed for inclusion in SORTPO’s regional long-range transportation plan.

Table 1: FHWA SPR Budget Summary

	SWODA SPR	ASCOG SPR	SUBTOTAL	80%	20%	TOTAL
Personnel	\$131,134 \$137,798	\$49,945	\$187,743	\$150,195	\$37,549	\$187,743
Travel	\$4,503	\$2,000	\$6,503	\$5,202	\$1,301	\$6,503
Supplies/Printing/copies	\$1,145	\$1,000	\$2,145	\$1,716	\$429	\$2,145
Advertising/Public Awareness	\$500	\$500	\$1,000	\$800	\$200	\$1,000
GIS Consult/Data/Website	\$674	\$500	\$1,174	\$939	\$235	\$1,174
SPR Sub Consult	\$-	\$30,000	\$30,000	\$24,000	\$6,000	\$30,000
Equipment/Software	\$7,045	\$500	\$7,545	\$6,036	\$1,509	\$7,545
Indirect/Bld Allocation	\$37,082	\$8,058	\$45,139	\$36,112	\$9,028	\$45,139
<i>Total</i>	\$188,747	\$92,503	\$281,250	\$225,000	\$56,250	\$ 281,250

Source: SWODA

Table 2: FFY 2025 Total Budget, Including SPR Funds, FTA 5310, State and Local Sources

	SWODA FTA 5310	SWODA SPR	ASCOG SPR	SUBTOTAL	80%	20%	TOTAL
Element 1 Program Support & Administration	-	\$48,316	\$19,359	\$67,676	\$54,141	\$13,535	\$67,676
Element 2 Data Acquisition & Management	-	\$12,271	\$685	\$12,956	\$10,365	\$2,591	\$12,956
Element 3 Long Range Planning	-	\$27,596	\$19,007	\$46,603	\$37,282	\$46,603	\$46,603
Element 4 Short Range Planning	-	\$38,862	\$40,974	\$79,836	\$63,868	\$15,967	\$79,836
Element 5 Public Participation	-	\$32,429	\$7,440	\$39,869	\$31,895	\$7,974	\$39,869
Element 6 Mobility Management	\$70,940	-	-	\$70,940	-	-	\$70,940
Element 7 Transportation Improvement Program	-	\$29,272	\$5,039	\$34,111	\$27,449	\$6,862	\$34,111
<i>Total</i>	\$	\$188,747	\$92,503	\$352,190	\$ 225,000	\$ 56,250	\$352,190

Source: SWODA

ELEMENT 1.0 – Program Support & Administration

OBJECTIVE: To carry out the necessary administrative activities related to the day-to-day functions of staff and office management.

TASK DESCRIPTION: This task involves the coordination of all RTPO activities necessary for day-to-day operations such as program oversight, coordination of the TPB, TTC, and participation in statewide transportation planning efforts. Also included are organizational activities that provide for in-house program management, financial accounting, and informational updates for committees, member jurisdictions, agencies, and the public. Day-to-day activities such as purchases of materials and services, staff management and training are also included here. The following products or activities will be the responsibility of SORTPO in cooperation with ODOT.

TASKS:

- 1.1 Provide direct support to SORTPO TPB and TTC including agenda preparation and distribution, preparation of minutes, scheduling, notification, and facilitation of meetings.
- 1.2 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.
- 1.3 Procure supplies related to transportation planning. Consult with ODOT on the purchase of equipment and/or technology to manage the transportation planning process.
- 1.4 Meetings of a general nature, phone calls, emails, and other correspondence. Create and file documents. Coordinate with other regional, state, and federal agencies involved in transportation planning activities. Participate in working groups, subcommittees, or task forces associated with ODOT.
- 1.5 Prepare annual documents such as agreements, certifications, Planning Work Program (and amendments).
- 1.6 Monitor federal and state legislation.
- 1.7 Travel – Participate in meetings with FHWA, ODOT, and other agencies. This includes travel to but not limited to RTPO meetings, Council of Governments, other regional and statewide meetings, and NADO as appropriate.

Products and Schedule:

Product	Start	Complete	Estimated Hours
1.1 – Direct support to the SORTPO Policy Board and Technical Committee	1 st Quarter	4 th Quarter	300
1.2 – Monthly claims and audit, files, and records	1 st Quarter	4 th Quarter	250
1.3 – Procurement of supplies	1 st Quarter	4 th Quarter	50
1.4 – Other meetings, phone calls, correspondence, and office administration	1 st Quarter	4 th Quarter	215
1.5 – Annual documents	1 st Quarter	4 th Quarter	235
1.6 – Monitor federal and state legislation	1 st Quarter	4 th Quarter	50
1.7 – Travel, training, webinars	1 st Quarter	4 th Quarter	200

Table 3: Program Support and Administration Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$54,141
ASCOG/SWODA Match	\$13,535
TOTAL	\$67,676

ELEMENT 2.0 – Data Acquisition and Management

OBJECTIVE: Establish and maintain a system of digital planning information, maps, and data 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:

- 2.1 Data and map development - Coordinate with SWODA/ASCOG ODOT Divisions 3, 5, 7, Director of 911 SWODA counties, and communities to collect and share data.
- 2.2 Retain GIS Consultant to develop maps, assemble and collect data to support the transportation planning program.
- 2.3 Collect regional and local data in support of the transportation planning process.
- 2.3 Provide guidance to communities on installation process of SWODA traffic count equipment.
- 2.4 Training, travel, webinars, and meeting attendance to support the development and collection of data to support the transportation planning process.

Products and Schedule:

Product	Start	Complete	Estimated Hours
2.1 - Data and map development / acquisition	1 st Quarter	4 th Quarter	100
2.2 - Retain GIS Consultant for services	3 rd Quarter	4 th Quarter	20
2.3 -Traffic count program guidance	1 st Quarter	4 th Quarter	50
2.4 - Acquire data	1 st Quarter	4 th Quarter	80
2.5 -Travel/Training/Webinars	1 st Quarter	4 th Quarter	10

Table 4: Data Acquisition and Management Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$10,365
ASCOG/SWODA	\$2,591
TOTAL	12,956

ELEMENT 3.0 – Regional Transportation Planning

OBJECTIVE: Develop, update, and implement the Regional Transportation Plan (RTP).

TASK DESCRIPTION: Working with the Consultant to develop the regional transportation plan.

TASKS:

- 3.1 RTP Development and monitoring.
 - o Monitor performance of consultant.
 - o Review documents submitted by consultant.
 - o Prepare reports and activity summaries.
- 3.2 Meetings in support of the RTP development.
 - o Meetings with RTP consultant.
 - o Meetings with FHWA, ODOT and state agencies.
 - o Meetings with RTP Advisory Committee, stakeholders, and public.
- 3.3 Review local, regional, and statewide planning documents.
- 3.4 Training, travel, webinars and attending meetings to support the long- range transportation planning process.

Products and Schedule:

Product	Start	Complete	Estimated Hours
3.1 - RTP Development and monitoring.	1 st Quarter	4 th Quarter	600
3.2 - Meetings in support of the RTP development.	1 st Quarter	4 th Quarter	300
3.3 – Review planning documents	1 st Quarter	4 th Quarter	300
3.4 - Travel/Training/Webinars	1 st Quarter	4 th Quarter	350

Table 5: Long Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$37,282
ASCOG/SWODA Match	\$9,321
TOTAL	\$46,603

ELEMENT 4.0 – Multi Modal Transportation – Short Range Planning

OBJECTIVE: Promote multimodal planning that supports the goals and objectives of the Regional Transportation Plan (RTP).

TASK DESCRIPTION: A comprehensive approach looking at all types of transportation and how they connect to each other and work together. The following products or activities will be the responsibility of SORTPO. Short-range planning activities implement and are consistent with the goals, policies, and objectives of the RTP. Technical assistance to communities and planning partners falls under this category.

TASKS:

- 4.1 Update as necessary transportation planning procedures and develop transportation resource guide.
- 4.2 Grants –
 - o Provide assistance to local governments on grants that support the transportation planning process.
 - o Administer the SPR mini transportation planning activities grant program.
 - o Develop and submit grant applications to support transportation projects.
 - o Develop, maintain, and distribute a list of grants to support the transportation planning process.
- 4.3 Special studies/projects/research such as walkability, safety audits, bicycle/pedestrian reports, and transit planning.
- 4.4 Training, travel, webinars and attending meetings to support multi modal transportation planning.

Products and Schedule:

Product	Start	Complete	Estimated Hours
4.1 - Update transportation planning procedures	1st Quarter	4 th Quarter	350
4.2 – Grant application support	1 st Quarter	4 th Quarter	300
4.3 – Special Studies/Projects	1st Quarter	4 th Quarter	600
4.4 – Travel/Training/Webinars	1 st Quarter	4 th Quarter	200

Table 6: Short Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$63,868
ASCOG/SWODA Match	\$15,967
TOTAL	\$79,836

ELEMENT 5.0 – Public Education and Participation

OBJECTIVE: Provide information to assist the community in understanding the transportation planning process and to maintain a community outreach and education program for the public in regard to the planning process.

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

TASKS:

- 5.1 Develop outreach efforts inhouse/outsource for effectively communicating with the community about transportation planning and projects. This task includes developing request for proposals and contracting for media/video/publication projects.
- 5.2 Maintain and strengthen relationships with municipal, county, regional, state, and federal participating agencies.
- 5.3 Review and update as necessary the Public Participation Process (PPP).
- 5.4 Maintain and update through 3rd party the SORTPO website and other social media sites.
- 5.5 Review and update as necessary the Limited English Proficiency Plan (LEP).
- 5.6 Maintain and update contact lists of citizens and stakeholders to notify regarding transportation activities
- 5.7 Training, travel, webinars, and meeting attendance to support the public participation planning process.

Products and Schedule:

Product	Start	Complete	Estimated Hours
5.1 - Develop outreach materials, video, graphics, digital	1 st Quarter	4 th Quarter	300
5.2 - Maintain and strengthen relationships with municipal, county, regional, state, and federal participating agencies.	1 st Quarter	4 th Quarter	400
5.3 - Review and update as necessary the Public Participation Process (PPP).	3 rd Quarter	4 th Quarter	25
5.4 - Update the SORTPO website	1 st Quarter	4 th Quarter	150
5.5 - Review and update as necessary the Limited English Proficiency Plan (LEP).	3 rd Quarter	4 th Quarter	25
5.6 - Update contact information.	1 st Quarter	4 th Quarter	200
5.7 - Travel/Training/Webinars	1 st Quarter	4 th Quarter	90

Table 7: Public Education & Participation Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$31,895
ASCOG/SWODA Match	\$7,974
TOTAL	\$39,869

ELEMENT 6.0 - Mobility Management Program

OBJECTIVE: Increase access for southwest Oklahomans through enhanced understanding and awareness of transportation needs and coordination of transportation services.

TASK DESCRIPTION: Coordinating with transportation providers, human services agencies, and the communities to develop and implement a Mobility Management Program for southwest Oklahoma.

TASKS:

- 6.1 Implement the SORTPO Pilot Mobility Management Program (MMP). This program is a pilot project and includes developing an inventory of services available in SORTPO’s region, identify projects/tasks that support the MMP, meet with transit providers, identify unmet mobility needs and develop strategies, and develop a marketing/awareness program.
- 6.2 Training, travel and attending meetings to support multi modal transportation planning.

Products and Schedule:

Product	Start	Complete	Estimated Hours
6.1 – Implement the SORTPO Mobility Management Program	1st Quarter	4 th Quarter	1700
6.2 – Travel and Training	1 st Quarter	4 th Quarter	400

Table 9: Mobility Management Program – Pilot Project

FUNDING SOURCE	FUNDING AMOUNT
FTA 5310 Funds	\$70,940

ELEMENT 7.0 – Regional Transportation Improvement Program

OBJECTIVE: Promote multimodal planning that supports the goals and objectives of the Regional Transportation Plan.

TASK DESCRIPTION: A comprehensive approach looking at all types of transportation and how they connect to each other and work together. The following products or activities will be the responsibility of SORTPO.

TASKS:

- 7.1 Development and management of the Regional Transportation Improvement Program (RTIP); including participating in statewide STIP meetings and amending RTIP as needed.
- 7.2 In coordination with Northern Oklahoma Regional Transportation Planning Organization (NORTPO) develop RTIP template and procedures.
- 7.3 Training, travel, webinars, and meeting attendance to support the TIP process.

Products and Schedule:

Product	Start	Complete	Estimated Hours
7.1 – RTIP Development and amendments	1st Quarter	4 th Quarter	150
7.2 – RTIP procedures development	1 st Quarter	2 nd Quarter	250
7.3 - Travel/Training/Webinars	2 nd Quarter	4 th Quarter	180

Table 8: Short Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$27,449
ASCOG/SWODA Match	\$6,862
TOTAL	\$34,311

ACRONYMS

ADA	Americans with Disabilities Act
ASCOG	Association of South-Central Oklahoma Governments
BIL	Bureau of
FHWA	Federal Highway Administration
FY	Fiscal Year
FFY	Federal Fiscal Year
FTA	Federal Transit Administration
GIS	Geographic Information System
IIJA	Infrastructure Investment and Job Act
LEP	Limited English Proficiency
MMP	Mobility Management Program
NADO	National Association of Development Organizations
NORTPO	Northern Oklahoma Regional Transportation Planning Organization
ODOC	Oklahoma Department of Commerce
ODOT	Oklahoma Department of Transportation
PPP	Public Participation Process
PWP	Planning Work Program
RTP	Regional Transportation Plan
RTIP	Regional Transportation Improvement Program
RTPO	Regional Transportation Planning Organization
SPR	State Planning and Research
SORTPO	Southwest Oklahoma Regional Transportation Planning Organization
SWODA	South Western Oklahoma Development Authority
TAP	Transportation Alternative Program
TPB	Transportation Policy Board
TSET	Tobacco Settlement Endowment Trust
TTC	Transportation Technical Committee
USDA	United States Department of Ag

APPENDIX B: SORTPO Technical Committee Members

Britton, Danny	Western Tech Center, Business Services Director
Kerr, Rodger	City of Altus
Graham, Amy	Office of Public Safety
Hancock, Eric	Model1
Lehr, Henry	Duncan Area Economic Development Foundation
Mikesell, Jenn	Grady County TSET
Newberry, Joel	Burns Flat City Manager
Sanders, Julie	SORTPO
Tahchawwickah, Rebecca	Comanche Nation, Safety Coordinator
Vonfeldt, Cole	ODOT District 7, Maintenance Engineer
Weatherly, Basil	Citizen, Elk City
Whaley, Kim	Pathways to Healthy Living, Director
Zigler, Tom	ASCOG
* Akem, Isaac	FHWA
* Brown, Ron	ODOT District 3, Field District Engineer
* James, Christine	Lawton MPO Director
* Sharp, John	ACOG MPO

*Non Voting

Technical Committee Agency Distribution List for meeting information

NAME	ENTITY
Anderson, Paula	Caddo Nation, Transportation Director
Biavaschi, Lexie	McClain County TSET
Bookout, Shelley	USDA
Bratcher, Steve	Oklahoma Dept of Commerce
Chaney, Laura	ODOT RTPO Division
Combs, Brandie	Oklahoma State Dept of Health Region 6 Administrator
Cooper, Durell	Apache Tribe, Chairman
Craft, Jenna	Delaware Nation, Economic Development
Dotson, Deborah	Delaware Nation, Chairman
Ferguson, Ashley	Oklahoma State Dept of Health Region 1 Administrator
Foster, Sandy	Comanche County TSET
Gonzalez, Bobby	Caddo Nation, Chairman
Graham, Amy	Oklahoma Highway Safety Office
Hixson, Mike	AEP
Holman, Terry	Chickasaw Nation, Sr Manager Transportation Program
Hook, Olivia	ODOT Office Mobility and Public Transit
Jemison, Shane	Chickasaw Nation
Johnson, LaDana	Wichita Tribe
Kirkpatrick, Daryn	Oklahoma State Dept of Health Region 5 Administrator
Kuch-McCollom, Hannah	Caddo & Kiowa Counties TSET

NAME	ENTITY
Little, Ray	Oklahoma Department of Commerce
Morrison, Jeremy	Oklahoma State Dept of Health
Munn, Chris	Oklahoma State Dept of Health Region 8 Administrator
Owen, Jade	Caddo and Washita counties TSET
SpottedBird, Lawrence	Kiowa Nation Chairman
Stillwell, Brian	Comanche Nation Transit
Tahdoohnippah, Forrest	Comanche Nation, Chairperson
Tapaha, Wilma	Cheyenne -Arapaho Transit Director
Tehauno, Roger (JR)	BIA Southern Plains Region
Tsotigh, Jacob	Kiowa Tribe Vice Chairman
Ware, Lori	Fort Sill Apache, Chairman
Wassana, Reggie	Cheyenne Arapaho Tribes
Weryackwe, David	Fort Sill Apache, Transportation Director

APPENDIX C: SORTPO Policy Board Members

NAME	ENTITY
Almquist, Brent	ODOT District 5
Adams, Shawn	Caddo Kiowa Tech
Archer, Anita	Elk City Citizen
Barry, Ed	Washita County Commissioner Appt
Callahan, Joe	Oklahoma Space Industrial Authority (OSIDA)
Demel, Sam	Purcell, City Manager
Earp, Jay	ODOT District 7 Engineer
Glasgow, Debora	SWODA Executive Director
Martin, Devin	Farmrail System
Miller, Lyle	Custer County Commissioner
Roggow, Lyle	Duncan Area Economic Development Foundation
Smith, Sharee	Red River Transit
Wallace, Mike	Jackson County Commissioner
Winkler, Dale	Sterling Mayor
Zigler, Tom	ASCOG
Almquist, Brent	ODOT District 5 Engineer
*Akem, Isaac	FHWA
*Brown, Ron	ODOT District 3, Field District Engineer
*Non-Voting	

Policy Board Distribution List for meeting information

NAME	ENTITY
Anderson, Paula	Caddo Nation, Transportation Director
Biavaschi, Lexie	McClain County TSET
Bookout, Shelley	USDA
Bratcher, Steve	Oklahoma Dept of Commerce

NAME	ENTITY
Chaney, Laura	ODOT RTPO Division
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Dotson, Deborah	Delaware Nation, Chairman
Ferguson, Ashley	Oklahoma State Dept of Health Region 1 Administrator
Foster, Sandy	Comanche County TSET
Gonzalez, Bobby	Caddo Nation, Chairman
Graham, Amy	Oklahoma Highway Safety Office
Hixson, Mike	AEP
Holman, Terry	Chickasaw Nation, Sr Manager Transportation Program
Hook, Olivia	ODOT Office Mobility and Public Transit
Jemison, Shane	Chickasaw Nation
Johnson, LaDana	Wichita Tribe
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Munn, Chris	Oklahoma State Dept of Health Region 8 Administrator
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Wassana, Reggie	Cheyenne Arapaho Tribes
Weryackwe, David	Fort Sill Apache, Transportation Director