



**SOUTHWEST OKLAHOMA  
REGIONAL TRANSPORTATION  
PLANNING ORGANIZATION**

**DRAFTDRAFTDRAFTDRAFTDRAFT**  
Planning Work Program  
FFY 2026 Program

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This project is financed with Federal SPR and SWODA and ASCOG funds.  
FFY October 1, 2025 - September 30, 2026

Adopted by Resolution  
SORTPO Transportation Policy Board

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**Resolution No. 25-2**

**Adopting the Federal Fiscal Year 2026  
Planning Work Program for the  
Southwest Oklahoma Regional Transportation Planning Organization**

Whereas, the Oklahoma Department of Transportation on February 20, 2025, designated the Board of Trustees of the South Western Oklahoma Development Authority (SWODA) as the Regional Transportation Planning Organization (RTPO).

Whereas, this designation includes both the Association of South Central Oklahoma Governments (ASCOG) and SWODA region covering the counties of Beckham, Caddo, Comanche, Cotton, Custer, Grady, Greer, Harmon, Jackson, Jefferson, Kiowa, McClain, Roger Mills, Stephens, Tillman and Washita; and

Whereas, SWODA will act as the fiscal agent for the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) and has the authority to enter into agreements as necessary to carry out the transportation planning process; and

Whereas, the SORTPO Transportation Policy Board serves as the forum for cooperative decision making for the region’s transportation planning process; and pursuant to Resolution No. 16-06 this designation includes both the Association of South Central Oklahoma Governments (ASCOG) and SWODA regions; and

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

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

Whereas, the SORTPO Transportation Technical Committee at their \_\_\_\_\_ 2025, meeting recommended approval the Federal Fiscal Year 2026 PWP.

NOW, THEREFORE BE IT RESOLVED, that the SORTPO Policy Board hereby approves and adopts Resolution 25-2 approving the Federal Fiscal Year 2026 Planning Work Program.

Approved and Adopted by SORTPO Policy Board and signed this \_\_ day of \_\_\_\_\_, 2025.

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Ed Barry, Chairman SORTPO Transportation Policy Board

Julie Sanders, Secretary SORTPO Transportation Policy Board

## Introduction

The Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) is officially tasked by the Oklahoma Department of Transportation (ODOT) as the public forum for regional transportation planning for the non-metropolitan areas of southwest Oklahoma. SORTPO serves 16 counties through two Councils of Government - Association of South Central Oklahoma Governments (ASCOG) and South Western Oklahoma Development Authority (SWODA). (Map 1). SORTPO serves as a technical resource for providing a forum for cooperative decision making and coordinator of regional transportation planning activities.

The primary purpose of SORTPO is to provide for a continuing, cooperative, and comprehensive transportation planning and decision-making process by the cities, towns, member agencies and Tribal governments. Through this forum, SORTPO prepares and maintains a decision-making process for regional transportation planning which augments and supports local transportation planning programs within the individual counties and their municipalities.

### SORTPO Structure and Responsibilities

The SORTPO Transportation Policy Board (TPB) oversees the regional transportation planning process. Voting members include representatives from

- Two (2) members shall represent municipal governments.
- Two (2) members shall represent county governments.
- Other entities, organizations and stakeholders as voting members representing:
  - Council of Governments
  - Native American Tribal Governments
  - Transit Agencies
  - ODOT – Division Engineer or Designee
  - Military Installation
  - Airport Authority
  - Rail Industry
  - Freight Industry
  - Regional Groups

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 recommendations to the TPB for their consideration and action. The fiscal management of SORTPO is the responsibility of SWODA. The day-to-day activities of SORTPO are supported by the Director of Transportation and transportation planner. Additional SWODA and ASCOG staff members contribute to the transportation planning process to ensure the overall planning program is executed in a

A graphic element on the right side of the page. It consists of a blue arrow pointing to the right, containing the text 'Southwest Oklahoma Regional Transportation Planning Organization (SORTPO)'. Below the arrow is a light beige rectangular area containing a paragraph of text.

## Southwest Oklahoma Regional Transportation Planning Organization (SORTPO)

On February 20, 2025, the SWODA Board of Trustees was designated as the Regional Transportation Planning Organization. This designation includes both the ASCOG and SWODA regions. SWODA acts as the fiscal agent for the RTPO and the SORTPO Transportation Policy Board serves as the forum for cooperative decision making.

timely and efficient manner and in accordance with Federal regulations. Staff are housed within the SWODA and ASCOG offices. 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 Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) Planning Work Program (PWP) for Federal Fiscal Year 2026 outlines regional transportation planning activities funded primarily through Federal Highway Administration State Planning & Research (SPR) funds. This one-year work plan identifies strategic priorities, supports multimodal access, and ensures compliance with federal regulations. SORTPO's PWP is based on federal planning requirements and follows a performance-based approach.

The PWP is one element of the transportation planning process that SORTPO develops and follows 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. This document 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
- Regional Transportation Improvement Program

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.

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.

This PWP is not only a technical and administrative planning guide, but also a tool to ensure that SORTPO's transportation planning activities reflect state and national priorities. Each element of the PWP is aligned with one or more of the ten federally mandated planning factors, helping ensure a coordinated, performance-based, and outcome-driven planning process. SORTPO's work is grounded in the 3C principles—Continuing, Cooperative, and Comprehensive—and reflects a commitment to planning across the region.

## **Other Transportation Planning Products**

Other core documents include: Regional Transportation Plan (RTP) Regional Transportation Improvement Program (RTIP), Public Participation Process (PPP), Limited English Proficiency Plan (LEP) and Title VI.

- *Regional Long-Range Transportation Plan.* 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 .* 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.* 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.

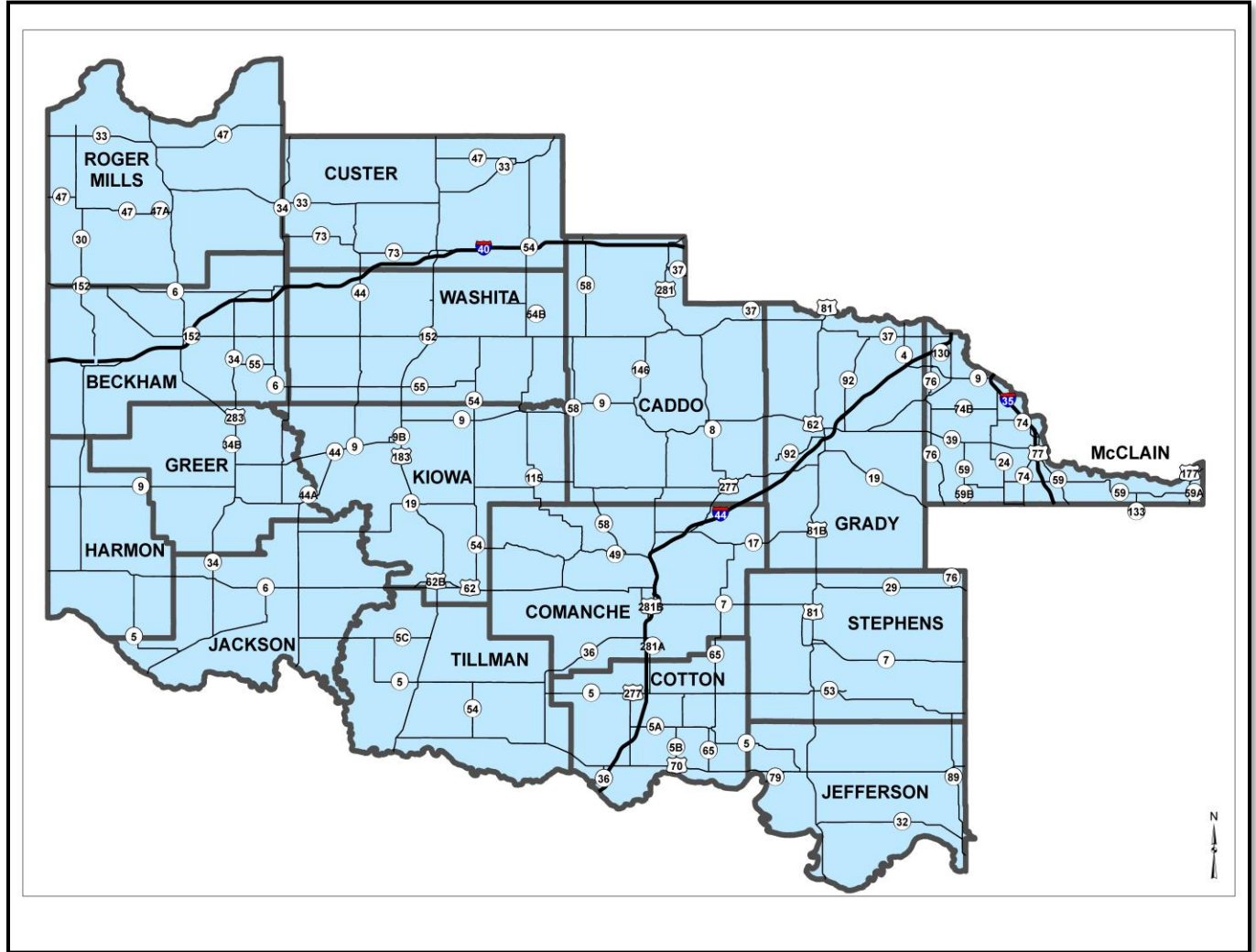
## **SFY 2025 Accomplishments**

The FFY 2025 PWP guided several important accomplishments that directly support the region's long-range goals and federal planning priorities. Highlights include:

- Released an request for proposal (RFP) and secured a consultant for the 2043 RTP.
- Hosted 19 stakeholder and community engagement meetings.
- Created interactive maps to collect safety and transit feedback from the public.
- Developed and launched the new SORTPO website.
- Conducted walkability training sessions for regional facilitators.
- Updated and adopted new Public Participation and LEP plans.

- Assisted communities with Transportation Alternatives Program (TAP) grant applications.
- Awarded SPR mini-grants for community-led planning activities.

Map 1: SORTPO Planning Region



## Regional FFY 2026 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 2026 SORTPO planning priorities are reflected in the various elements of this document. Key Priorities for FFY 2026:

- Finalize and adopt the 2043 Regional Transportation Plan (RTP).
- Develop and publish the Regional Transportation Improvement Program (RTIP).
- Advance the Mobility Management Program (MMP) pilot in 11 counties.
- Assist communities with TAP and other transportation-related grants.
- Conduct walking audits, safety assessments, and multimodal planning activities.

- Provide public education and maintain a transparent planning process.
- Collaborate with partners, host or facilitate meetings/events focusing on safety, active living, and access to transportation.

## **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 are \$225,000 and total Federal Transit Administration (FTA) 5310 funds total \$80,000. Funds shown in Table 1 summarize the budget by funding categories and source of funding. During FFY 2026, 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 includes the SPR funds and funds administered by ODOT’s Office of Mobility and Public Transit for the Mobility Management Pilot Program. This table also includes in kind match provided by ODOT.

### *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 (Appendix A and Appendix B). 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*

The PWP integrates Title VI requirements through the Public Participation Process (PPP) and PWP work tasks. The Public Participation Plan incorporates an update of the Limited English Proficiency program and contains strategies to participation and communication for all populations.

### *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.

**Table 1: FHWA SPR Budget Summary**

|                              | <b>SWODA SPR Budget</b> | <b>ASCOG SPR Budget</b> | <b>SUBTOTAL</b> | <b>80% SPR Funds</b> | <b>20% Local</b> | <b>TOTAL</b> |
|------------------------------|-------------------------|-------------------------|-----------------|----------------------|------------------|--------------|
| Personnel                    | \$ 181,966              | \$ 6,868                | \$ 188,834      | \$ 151,067           | \$ 37,767        | \$ 188,834   |
| Travel                       | \$ 6,404                | \$ 635                  | \$ 7,039        | \$ 5,631             | \$ 1,408         | \$ 7,039     |
| Supplies/Printing/copies     | \$ 1,770                | \$ 250                  | \$ 2,020        | \$ 1,616             | \$ 404           | \$ 2,020     |
| Advertising/Public Awareness | \$ 1,000                | \$ 465                  | \$ 1,465        | \$ 1,172             | \$ 293           | \$ 1,465     |
| GIS Consult/Data/Website     | \$ 1,250                | \$ 2,500                | \$ 3,750        | \$ 3,000             | \$ 750           | \$ 3,750     |
| SPR Sub Consult              | \$ 22,405               | \$ -                    | \$ 22,405       | \$ 17,924            | \$ 4,481         | \$ 22,405    |
| Equipment/Software           | \$ 1,486                | \$ -                    | \$ 1,486        | \$ 1,189             | \$ 297           | \$ 1,486     |
| Indirect                     | \$ 43,672               | \$ 8,635                | \$ 52,307       | \$ 41,846            | \$ 10,461        | \$ 52,307    |
| Building Allocation          | \$ 1,944                | \$ -                    | \$ 1,944        | \$ 1,555             | \$ 389           | \$ 1,944     |
|                              | \$ 261,897              | \$ 19,353               | \$ 281,250      | \$ 225,000           | \$ 56,250        | \$ 281,250   |

Source: SWODA

**Table 2: FFY 2026 Total Budget, Including SPR Funds, FTA 5310, State and Local Sources**

|   | <b>TOTAL COST OF PROGRAM</b> |                   |                  | <b>SUBTOTAL</b>   | <b>80%</b>       | <b>Match</b>    |                     | <b>TOTAL</b>     |
|---|------------------------------|-------------------|------------------|-------------------|------------------|-----------------|---------------------|------------------|
|   | <b>SWODA FTA 5310</b>        | <b>SWODA SPR</b>  | <b>ASCOG SPR</b> |                   |                  | <b>20%</b>      | <b>ODOT In Kind</b> |                  |
| Element 1 Program Support & Admin/      | \$ -                         | \$ 55,858         | \$ 6,791         | \$ 62,649         | \$ 50,119        | \$ 12,530       | \$ -                | \$ 62,649        |
| Element 2 Data Acquisition & Management | \$ -                         | \$ 7,364          | \$ 352           | \$ 7,716          | \$ 6,173         | \$ 1,543        | \$ -                | \$ 7,716         |
| Element 3 Long Range Planning           | \$ -                         | \$ 41,113         | \$ 2,954         | \$ 44,067         | \$ 35,254        | \$ 8,813        | \$ -                | \$ 44,067        |
| Element 4 Short Range Planning          | \$ -                         | \$ 85,546         | \$ 2,611         | \$ 88,157         | \$ 70,526        | \$ 12,931       | \$ 4,700            | \$ 88,157        |
| Element 5 Public Participation          | \$ -                         | \$ 55,770         | \$ 5,627         | \$ 61,397         | \$ 49,118        | \$ 12,279       | \$ -                | \$ 61,397        |
| Element 6 RTIP                          | \$ -                         | \$ 16,246         | \$ 1,018         | \$ 17,264         | \$ 13,811        | \$ 3,453        | \$ -                | \$ 17,264        |
| Element 7 Mobility Management           | \$ 100,000                   | \$ -              | \$ -             | \$ 100,000        | \$ 80,000        | \$ 20,000       | \$ -                | \$ 100,000       |
| <b>Total</b>                            | <b>\$100,000</b>             | <b>\$ 261,897</b> | <b>\$19,353</b>  | <b>\$ 381,250</b> | <b>\$305,000</b> | <b>\$71,550</b> | <b>\$ 4,700</b>     | <b>\$381,250</b> |

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 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. Responsible agencies: S (SWODA), A (ASCOG)
- 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 2 CFR 200 Subpart F. Responsible agencies: S, A
- 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. Responsible agencies: S, A
- 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 and transportation planning and development. Responsible agencies: S, A, O (ODOT), P (Public/Stakeholders)
- 1.5 Prepare annual documents such as agreements, certifications, Planning Work Program (and amendments). Responsible agency: S
- 1.6 Monitor federal and state legislation. Responsible agency: S
- 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, TRB, AASHTO as appropriate. Responsible agencies: S, A

**Products and Schedule:**

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

*Table 3: Total Budget Program Support and Administration*

| <b>FUNDING SOURCE</b> | <b>FUNDING AMOUNT</b> |
|-----------------------|-----------------------|
| SPR Funds             | <b>\$50,119</b>       |
| ASCOG Match           | <b>\$1,358</b>        |
| SWODA Match           | <b>\$11,172</b>       |
| <b>TOTAL</b>          | <b>\$62,649</b>       |

## 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 collection- Coordinate with SWODA/ASCOG ODOT Divisions 3, 5, 7, Director of 911 SWODA counties, and communities to collect and share data. Responsible agencies: S, A
- 2.2 Retain GIS Consultant to develop maps, assemble and collect data to support the transportation planning program. Responsible agency: S
- 2.3 Provide guidance to communities on the installation process of SWODA traffic count equipment. Responsible agency: S
- 2.4 Training, travel, webinars, and meeting attendance to support the development and collection of data to support the transportation planning process. Responsible agency: S

**Products and Schedule:**

| Product                                  | Start                   | Complete                | Estimated Hours |
|--|-------------------------|-------------------------|-----------------|
| 2.1 - Data collection                    | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | 100             |
| 2.2 - Retain GIS Consultant for services | 3rd Quarter             | 4 <sup>th</sup> Quarter | 20              |
| 2.3 -Traffic count program guidance      | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | 50              |
| 2.5 -Travel/Training/Webinars            | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | 10              |

*Table 4: Total Budget Data Acquisition and Management Funding*

| FUNDING SOURCE | FUNDING AMOUNT |
|----------------|----------------|
| SPR Funds      | <b>\$6,173</b> |
| ASCOG Match    | <b>\$70</b>    |
| SWODA Match    | <b>\$1,473</b> |
| <b>TOTAL</b>   | <b>\$7,716</b> |

## **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.

- Monitor performance of consultant. S
- Review documents submitted by consultant. S, A
- Prepare reports and activity summaries. S

3.2 Meetings in support of the RTP development.

- Meetings with RTP consultant. S
- Meetings with FHWA, ODOT and state agencies. S
- Meetings with stakeholders, public and similar meetings in support of the RTP. S, A

3.3 Review local, regional, and statewide planning documents. S

3.4 Training, travel, webinars and attending meetings to support the long-range transportation planning process. S, A

**Products and Schedule:**

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

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

| <b>FUNDING SOURCE</b> | <b>FUNDING AMOUNT</b> |
|-----------------------|-----------------------|
| SPR Funds             | <b>\$35,254</b>       |
| ASCOG Match           | <b>\$591</b>          |
| SWODA Match           | <b>\$8,222</b>        |
| <b>TOTAL</b>          | <b>\$44,067</b>       |

## **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. S
- 4.2 Grants –
  - Provide assistance to local governments related to grants that support the transportation planning process. S, A
  - Administer the SPR mini transportation planning activities grant program. S
  - Develop and submit grant applications to support transportation projects. S
  - Develop, maintain, and distribute a list of grants to support the transportation planning process. S
- 4.3 Develop or participate in special studies and research projects consistent with the Forward 45 Regional Transportation Plan such as: S
  - Walkability assessments,
  - Safety audits,
  - Develop bicycle/pedestrian reports,
  - Collaborate with emergency management agencies to identify critical transportation routes,
  - Support the mobility management program, including development of transit studies and reports,
  - Coordinate/collaborate/facilitate regional meetings focusing on safety, active living,
  - Distribute information related to interactive safety map concerns.
- 4.4 Training, travel, webinars and attending meetings to support multi-modal transportation planning. S, A

**Products and Schedule:**

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

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

| <b>FUNDING SOURCE</b>               | <b>FUNDING AMOUNT</b> |
|-------------------------------------|-----------------------|
| SPR Funds                           | <b>\$70,525</b>       |
| ASCOG Match                         | <b>\$522</b>          |
| SWODA Match                         | <b>\$12,410</b>       |
| Non-federal match for Accident Data | <b>\$4,700</b>        |
| <b>TOTAL</b>                        | <b>\$88,157</b>       |

## **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 in-house/outsource for effectively communicating with the community about transportation planning and projects. Including request for proposals and contracting for media/video/publication projects. S
- 5.2 Maintain and strengthen relationships with municipal, county, regional, state, and federal participating agencies. S, A
- 5.3 Review and update as necessary to the Public Participation Process (PPP). S
- 5.4 Website. S
  - Contract for maintenance and update through 3<sup>rd</sup> party the SORTPO website.
  - Develop website resource directory.
  - Update website and social media sites.
- 5.5 Review and update as necessary the Limited English Proficiency Plan (LEP). S
- 5.6 Maintain and update contact lists of citizens and stakeholders to notify regarding transportation activities. S
- 5.7 Training, travel, webinars, and meeting attendance to support the public participation planning process. S, A

**Products and Schedule:**

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

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

| <b>FUNDING SOURCE</b> | <b>FUNDING AMOUNT</b> |
|-----------------------|-----------------------|
| SPR Funds             | <b>\$49,118</b>       |
| ASCOG Match           | <b>\$1,126</b>        |
| SWODA Match           | <b>\$11,153</b>       |
| <b>TOTAL</b>          | <b>\$61,397</b>       |

## **ELEMENT 6.0 – Regional Transportation Improvement Program**

**OBJECTIVE:** Develop and maintain a Regional Transportation Improvement Program that identifies and prioritizes transportation projects across the region, ensuring efficient use of federal, state, and local funds while improving mobility, safety, and infrastructure for all communities.

**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:**

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

**Products and Schedule:**

| <b>Product</b>                        | <b>Start</b>            | <b>Complete</b>         | <b>Estimated Hours</b> |
|---------------------------------------|-------------------------|-------------------------|------------------------|
| 6.1 – RTIP Development and amendments | 1st Quarter             | 4 <sup>th</sup> Quarter | 150                    |
| 6.2 – RTIP procedures development     | 1 <sup>st</sup> Quarter | 2 <sup>nd</sup> Quarter | 250                    |
| 6.3 - Travel/Training/Webinars        | 2 <sup>nd</sup> Quarter | 4 <sup>th</sup> Quarter | 180                    |

*Table 8: Total Budget Short Range Transportation Planning Funding*

| <b>FUNDING SOURCE</b> | <b>FUNDING AMOUNT</b> |
|-----------------------|-----------------------|
| SPR Funds             | <b>\$13,811</b>       |
| ASCOG Match           | <b>\$204</b>          |
| SWODA Match           | <b>\$3,249</b>        |
| <b>TOTAL</b>          | <b>\$17,264</b>       |

## ELEMENT 7.0 - 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:**

- 7.1 Implement the SORTPO Mobility Management Program (MMP). S
  - Develop outreach material, attend meetings, update website.
  - Implement two mileage reimbursement pilot projects funded by USDA/Hunger Free Oklahoma for Jackson, Tillman and Harmon and Carolyn Watson rural grant in Caddo, Kiowa and Stephens counties.
  
- 7.2 Training, travel and attending meetings to support Mobility Management Program. S

**Products and Schedule:**

| Product  | Start                   | Complete                | Estimated Hours |
|--|-------------------------|-------------------------|-----------------|
| 7.1 – Implement the Southwest Oklahoma Mobility Management Program | 1st Quarter             | 4 <sup>th</sup> Quarter | 1680            |
| 7.2 – Travel and Training  | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | 400             |

*Table 9: Mobility Management Program – Pilot Project*

| FUNDING SOURCE | FUNDING AMOUNT   |
|----------------|------------------|
| FTA 5310 Funds | \$80,000         |
| ASCOG Match    | Not applicable   |
| SWODA Match    | \$20,000         |
| <b>TOTAL</b>   | <b>\$100,000</b> |

## ACRONYMS

|        |  |
|--------|--|
| AASHTO | American Association State and Highway Transportation Officials  |
| ADA    | Americans with Disabilities Act                                  |
| ASCOG  | Association of South-Central Oklahoma Governments                |
| FHWA   | Federal Highway Administration                                   |
| 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  |
| 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 Agriculture                          |
| WIC    | Women Infant & Children  |

APPENDIX A: ASCOG Indirect Rate Letter

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United States Department of the Interior  
 OFFICE OF THE SECRETARY  
 Washington, DC 20240

**State and Local Governments  
 Indirect Cost Negotiation Agreement**

**EIN:** 73-0784599

**Date:** 04/24/2025

**Organization:**

Association of South Central Oklahoma Governments  
 PO Box 1647  
 Duncan, OK 73534

**Report Number:** 2025-0220

**Filing Ref.:**  
 Last Negotiation Agreement  
 dated: 08/13/2024

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 applies subject to the limitations in Section II.A. of this agreement. The rate was negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

**Section I: Rate**

| Start Date | End Date   | Rate Type          | Rate Details |         |      |          |               |
|------------|------------|--------------------|--------------|---------|------|----------|---------------|
|            |            |                    | Name         | Rate    | Base | Location | Applicable To |
| 07/01/2025 | 06/30/2026 | Fixed Carryforward | Indirect     | 45.91 % | (A)  | All      | All Programs  |

(A) Base: Total direct costs, less capital expenditures and passthrough funds. Passthrough funds are normally defined as payments to participants, stipends to eligible recipients, or subawards, all of which normally require minimal administrative effort.

**Treatment of fringe benefits:** Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

**Treatment of paid absences:** Vacation, holiday, sick leave, and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for the salaries and wages. Separate claims for the costs of these paid absences are not made.

APPENDIX B: SWODA Indirect Rate Letter



United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

December 2, 2024

Susan Carter, Director of Finance  
South Western Oklahoma Development Authority  
PO Box 569  
Burns Flat, OK 73624

Re: Indirect Cost Rate Certificate

Susan Carter:

With this letter, the Interior Business Center (IBC), on behalf of the Economic Development Administration (EDA), a component of the Department of Commerce and your cognizant agency, acknowledges receipt of your Certificate of Indirect Costs for FY 2025 dated November 27, 2024. As a unit of state or local government that receives less than \$35 million in annual cumulative direct Federal funding, you are not required to submit an indirect cost rate proposal to EDA and, consequently, EDA will not review your submission at this time. For more information on this requirement, see 2 C.F.R. part 200, App. VII §D.1.b.

Your organization is required to develop an indirect cost rate proposal or cost allocation plan in accordance with 2 C.F.R. part 200 and retain it with related supporting documentation for audit. For more information on this requirement, see 2 C.F.R. part 200, App. VII §D.1.b. and 2 C.F.R. §200.333. EDA reserves the right to review this or future indirect cost rate proposals at a later time to ensure conformity with the requirements of 2 C.F.R. part 200. Typically, EDA will exercise this right if there is a relevant audit finding, a concern is raised by another government agency concerning a particular indirect cost rate, and/or if EDA finds an anomaly in an indirect cost rate proposal. In such circumstances EDA may review such an indirect cost rate proposal itself or through another Federal agency.

IBC is a shared service provider operating under the Department of the Interior. EDA has entered into an agreement with IBC to review and process Certificates of Indirect Costs on their behalf. EDA remains your cognizant agency and this letter, although issued from IBC, is EDA's acknowledgment of receipt.

Please contact IBC if you have any questions or concerns.

Sincerely,

Craig A. Wills  
Indirect Cost & Contract Audit Division Chief

Enclosure: Certificate of Indirect Costs

Phone: (916) 930-3803  
Fax: (916) 930-3804

Email: [EDA\\_Indirect@ibc.doi.gov](mailto:EDA_Indirect@ibc.doi.gov)  
Website: <https://ibc.doi.gov/ICS/icrma>

U.S. Department of Commerce, Economic Development Administration 1401  
Constitution Avenue, NW Washington, DC 20230

**CERTIFICATE OF INDIRECT COSTS**

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated **November 27, 2024** to establish indirect costs rate(s) for **July 1, 2024 through June 30, 2025** are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200) Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

(3) The indirect cost rate calculated within the proposal is **24%**, which was calculated using a direct cost base type of **Salary & Fringe**. The calculations were based on actual costs from fiscal year 2024 to obtain a federal indirect cost billing rate for fiscal year 2025.

(4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Organization Name: South Western Oklahoma Development of Authority

Signature: 

Name of Authorized Official: Susan Carter

Title: Director of Finance

Email Address and Phone: Finance@swoda.org 580-562-5040

Date of Execution: 11/27/2024

**APPENDIX C: SORTPO Technical Committee Members**

|                    |   |
|--------------------|---|
| Britton, Danny     | Western Tech Center, Business Services Director |
| Kerr, Rodger       | City of Altus                                   |
| Hancock, Eric      | Model1  |
| Lehr, Henry        | Duncan Area Economic Development Foundation     |
| Lovett, Lori       | Oklahoma Challenge                              |
| Newberry, Joel     | Burns Flat City Manager                         |
| Peel, Ron          | ASCOG   |
| Sanders, Julie     | SORTPO  |
| Vonfeldt, Cole     | ODOT District 7, Maintenance Engineer           |
| Weatherly, Basil   | Citizen, Elk City                               |
| Whaley, Kim        | Pathways to Healthy Living, Director            |
|                    |   |
| * Brown, Ron       | ODOT District 3, Field District Engineer        |
| * James, Christine | Lawton MPO Director                             |
| * Reddy, Viplav    | FHWA Regional Office                            |
| * Sharp, John      | ACOG MPO  |

\*Non Voting

**Technical Committee Agency Distribution List for meeting information**

| <b>NAME</b>           | <b>ENTITY</b>  |
|-----------------------|--|
| 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                               |
|                       |  |
| 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                       |
| Heminokey, Jennifer   | Fort Sill Apache                                     |
| Hixson, Mike          | AEP  |
| Holman, Terry         | Chickasaw Nation, Sr Manager Transportation Program  |
| Hook, Olivia          | ODOT Office Mobility and Public Transit              |
| Jemison, Shane        | Chickasaw Nation                                     |
| Kirkpatrick, Daryn    | Oklahoma State Dept of Health Region 5 Administrator |
| Kuch-McCollom, Hannah | Caddo & Kiowa Counties TSET                          |
| McLane, Michael       | Delaware Nation, Chairman                            |
| Morrison, Jeremy      | Oklahoma State Dept of Health                        |

| <b>NAME</b>             | <b>ENTITY</b>  |
|-------------------------|--|
| 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                              |
| Tahdoahnippah, 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            |
| Wolfe, Amber Silverhorn | Wichita & Affiliates Tribe                           |

**APPENDIX D: SORTPO Policy Board Members**

| <b>NAME</b>     | <b>ENTITY</b>                               |
|-----------------|---|
| Adams, Shawn    | Caddo Kiowa Tech                            |
| Archer, Anita   | Elk City Citizen                            |
| Barry, Ed       | Washita County Commissioner Appt            |
| Callahan, Joe   | Oklahoma Space Industrial Authority (OSIDA) |
| Carter, Susan   | SWODA Executive Director                    |
| Earp, Jay       | ODOT District 7 Engineer                    |
| Martin, Devin   | Farmrail System                             |
| Miller, Lyle    | Custer County Commissioner                  |
| Peel, Ron       | ASCOG                                       |
| Roggow, Lyle    | Duncan Area Economic Development Foundation |
| Smith, Sharee   | Red River Transit                           |
| Snipes, Will    | ODOT District 5 Engineer                    |
| Wallace, Mike   | Jackson County Commissioner                 |
| Winkler, Dale   | Sterling Mayor                              |
|                 |   |
| *Brown, Ron     | ODOT District 3, Field District Engineer    |
| * Reddy, Viplav | FHWA Regional Office                        |
| *Non-Voting     |   |

**Policy Board Distribution List for meeting information**

| <b>NAME</b>      | <b>ENTITY</b>                         |
|------------------|---------------------------------------|
| Anderson, Paula  | Caddo Nation, Transportation Director |
| Biavaschi, Lexie | McClain County TSET                   |
| Bratcher, Steve  | Oklahoma Dept of Commerce             |
| Chaney, Laura    | ODOT RTPO Division                    |
| Cooper, Durell   | Apache Tribe, Chairman                |

| <b>NAME</b>             | <b>ENTITY</b>  |
|-------------------------|--|
| Ferguson, Ashley        | Oklahoma State Dept of Health Region 1 Administrator |
| Foster, Sandy           | Comanche County TSET                                 |
| Gonzalez, Bobby         | Caddo Nation, Chairman                               |
| Heminokey, Jennifer     | Fort Sill Apache Tribe                               |
| Hixson, Mike            | AEP  |
| Holman, Terry           | Chickasaw Nation, Sr Manager Transportation Program  |
| Hook, Olivia            | ODOT Office Mobility and Public Transit              |
| Jemison, Shane          | Chickasaw Nation                                     |
| Kirkpatrick, Daryn      | Oklahoma State Dept of Health Region 5 Administrator |
| Kuch-McCollom, Hannah   | Caddo & Kiowa Counties TSET                          |
| McLane, Michael         | Delaware Nation, Chairman                            |
| SpottedBird, Lawrence   | Kiowa Nation Chairman                                |
| Stillwell, Brian        | Comanche Nation Transit                              |
| Tahdoahnippah, 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            |
| Wolfe, Amber Silverhorn | Wichita & Affiliates Tribe                           |