



Regional Transportation Planning Work Program

FFY2024 Program

**Central Oklahoma Regional
Transportation Planning Organization
(CORTPO)**

AFFILIATE



Central Oklahoma Economic Development District (COEDD)

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Regional Transportation Planning Work Program

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Regional Transportation Planning Work Program

I INTRODUCTION

The Planning Work Program (PWP) for the Central Oklahoma Regional Transportation Planning Organization (CORTPO) 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 CORTPO support the regional transportation planning needs of the area. The PWP is developed by the CORTPO in collaboration with Oklahoma Department of Transportation (ODOT).

II CORTPO

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 Central Oklahoma Economic Development District (COEDD) by Resolution created the Central Oklahoma Regional Transportation Planning Organization (CORTPO). Appendix A illustrates the CORTPO region. The Transportation Technical Committee (Appendix B) reviews the transportation planning process and provides recommendations to the CORTPO Policy Board (Appendix C). 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

CORTPO'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 the CORTPO 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 the CORTPO region.

Long Range Transportation Plan (LRTP) The LRTP is the centerpiece of the transportation planning process. CORTPO developed the first LRTP in this region in FY 2015 for Pottawatomie County. Since 2015, CORTPO has developed LRTP's for seven counties Pottawatomie, Pawnee, Seminole, Hughes, Lincoln, Payne, and Okfuskee.

Public Participation Plan (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 parties' reasonable opportunity to comment, participate in goal setting, problem solving, and expand the focus of transportation decision making. In addition, Fixing America's Surface Transportation (FAST) Act requires transportation agencies to develop and implement a proactive approach to ensure that transportation services are extended to those traditionally underserved.

Limited English Proficiency Plan (LEP) CORTPO is represented by a diverse population residing in seven counties. CORTPO must prepare for a provide the opportunity for all its citizens to participate

in the transportation planning process - regarding of their proficiency in speaking the English language - as required by Executive Order 13166 signed on August 11, 2000. CORTPO Policy adopted Resolution # _____ on _____, approving the LEP.

IV FY 2024 PLANNING PRIORITIES

The FFY 2024 CORTPO planning priorities are reflected in the various elements of this document. The major products or activities in the FFY will include:

- *Program Support & Administration: PWP, Audit, Training, Website Maintenance
- *Data Acquisition and Management:
- *Long Range Transportation Planning
- *Short-Range Transportation Planning
- *Public Education and Participation

V PWP REVENUES

The PWP programs federal transportation planning funds - and matching non-federal funds - for both specific projects and on-going programmatic activities. The primary source of federal transportation planning funds are Federal Highway Administration (FHWA) State Planning and Research (SPR) Funds. FHWA funds cannot exceed 80% of the total PWP revenues. The remaining 20% is provided by COEDD. Total federal funds applied for is \$75,000. Table 1 summarizes the budget by funding categories and source of funding. Table 2 identifies the funding by PWP work element for FFY 2024.

TABLE 1: FHWA SPR BUDGET SUMMARY:

	SPR FUNDS	COEDD MATCH	TOTAL
PERSONNEL	35,000.00	3,750.00	38,750.00
TRAVEL & TRAINING	10,000.00	3,750.00	13,750.00
SUPPLIES, PRINTING, COPYING	5,000.00	3,750.00	8,750.00
INDIRECT	10,000.00	3,750.00	13,750.00
TOTAL	60,000.00	15,000.00	75,000.00

TABLE 2: FFY 2024 TOTAL BUDGET, INCLUDING FEDERAL, STATE, AND LOCAL SOURCES:

ELEMENT	PROJECT	SPR FUNDS	COEDD MATCH	TOTAL
1.0	PROGRAM SUPPORT & ADMINISTRATION	35,000.00	5,065.00	40,065.00
2.0	DATA ACQUISITION & MANAGEMENT	5,000.00	5,000.00	10,000.00
3.0	LONG RANGE TRANSPORTATION PLANNING	5,000.00	3,325.00	8,325.00
4.0	SHORT RANGE TRANSPORTATION PLANNING	5,000.00	500.00	5,500.00
5.0	PUBLIC EDUCATION & PARTICIPATION	10,000.00	1,110.00	11,110.00
	TOTAL	60,000.00	15,000.00	75,000.00

ELEMENT 1.0 - PROGRAM SUPPORT & ADMINISTRATION

OBJECTIVE: Compliance with administration and legal requirements for crucial successful development and maintenance of a regional transportation planning process. This ensures that the planning process is transparent, accountable, and in accordance with relevant laws and regulations.

TASK DESCRIPTION: Coordinating the Technical Committee and Policy Board meetings, handling training, preparing work programs, managing program expenses, and maintaining the CORTPO website are all important tasks that require effective organization and communication skills.

Tasks:

- * 1.1 - Provide direct support to the CORTPO Technical and Policy Board including agenda preparation and distribution, preparation of minutes, scheduling, notification, and facilitation of meetings.
- * 1.2 - Prepare and submit monthly claim statements and reports to ODOT. Maintain files and financial records and submit CORTPO's annual financial audit.
- * 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 - Provides funding for travel to attend meetings in support of the program priorities identified in this document. Travel includes meetings, other Regional Councils, Federal Highways Administration and NADO as needed.
- * 1.5 - Meetings, phone calls, emails, correspondence, create and file documents. Coordination with other regional, state, Native, private, and federal agencies involved in transportation planning. Participation in working groups, subcommittees, or tasks associated with ODOT.
- * 1.6 - Prepare annual documents such as agreements, certifications, Planning Work Program (and amendments).
- * 1.7 - Monitor federal and state legislation.

The following products or activities will be the responsibility of the CORTPO staff in cooperation with ODOT.

PRODUCTS AND SCHEDULE:

PRODUCT	START	COMPLETE	ESTIMATE HOURS
Support of Technical and Policy Boards	1ST QTR	4TH QTR	55.0
FFY 2024 PWP	3RD QTR	4TH QTR	25.0
FFY 2024 PWP AMENDMENTS	1ST QTR	4TH QTR	10.0
AUDIT	4TH QTR	4TH QTR	5.0
MONTHLY CLAIMS	1ST QTR	4TH QTR	25.0
MAINTENANCE OF WEBSITE	1ST QTR	4TH QTR	55.0

TABLE 3: PROGRAM SUPPORT & ADMINISTRATION FUNDING:

FUNDING SOURCE	FUNDING AMOUNT
SPR FUNDS	9,520.00
COEDD MATCH	2,380.00
TOTAL	11,900.00

ELEMENT 2.0 - DATA ACQUISITION AND MANAGEMENT

OBJECTIVE: Data and map development, coordinate with CORTPO Division Engineers Commissioners, (Districts 3, 4, and 8), Emergency Management, County and Communities to collect and share data.

TASK DESCRIPTION: Identify resources, collect, and maintain demographic and other data elements. The following products or activities will be the responsibility of CORTPO staff in cooperation with ODOT.

TASK:

* 2.1 - Outline the goals of data and map development projects. Identify what specific data needed to collect, analyze, and visualize on maps. Determine the geographic scope and specific areas of focus. Collect relevant data from various sources, including engineering reports, GIS data, demographic information, and more. Utilize Geographic Information Systems (GIS) tools to create maps that visualize the collected data. Create different map layers for different purposes, such as hazard zones, infrastructure locations, evacuation routes, and more.

* 2.2 - Establish a plan for the ongoing maintenance of the data and maps. Data can change over time, and it's important to ensure the information remains accurate and up-to-date.

* 2.3 - Keep all stakeholders informed about the progress of the plan. Provide regular updates on data collection, map development, and any insights derived from the data analysis.

* 2.4 - Create and complete the Long Range Transportation Plan for the CORTPO Region.

PRODUCTS AND SCHEDULE:

PRODUCT	START	COMPLETE	ESTIMATED HOURS
2.1 - Data Collection	1st QTR	4th QTR	25
2.2 - Planning for data maintenance	1st QTR	4th QTR	25
2.3 - Data Analysis Plan Process	1st QTR	4th QTR	25
2.4 - Regional Long Range Transportation Plan Process (7 Counties)	1st QTR	4th QTR	75

TABLE 4: DATA ACQUISITION & MANAGEMENT FUNDING:

FUNDING SOURCE	FUNDING AMOUNT
SPR FUNDS	8,160.00
COEDD MATCH	2,040.00
TOTAL	10,200.00

ELEMENT 3.0 - LONG RANGE TRANSPORTATION PLANNING

OBJECTIVE: Maintain and implement the 2045 Regional Transportation Plan.

TASK DESCRIPTION: Coordinating the regional transportation planning process with community values and goals, land use plans, and various transportation data is crucial for developing a comprehensive and effective transportation system that meets the needs of the population while promoting sustainable development. The process involves multiple stakeholders, data sources, and considerations to create a well-rounded transportation plan that aligns with the broader goals of the community.

TASK:

- * 3.1 - Develop a long-range transportation plan reflective of the region and local plans.
- * 3.2 - Identify the community's values and goals related to transportation. The could include objectives like reducing traffic congestion, improving air quality, promoting active transportation (walking and cycling), enhancing accessibility for all members of the community and supporting economic development.
- * 3.3 - Training, travel and attending meetings to support the plan.

PRODUCTS AND SCHEDULE:

PRODUCT	START	COMPLETE	ESTIMATED HOURS
LRTPS FOR THE CORTPO REGION	1ST QTR	4TH QTR	75

TABLE 5: LONG RANGE TRANSPORTATION PLANNING FUNDING:

FUNDING SOURCE	FUNDING AMOUNT
SPR FUNDS	4,080.00
COEDD MATCH	1,020.00
TOTAL	5,100.00

ELEMENT 4.0 - SHORT RANGE TRANSPORTATION PLANNING

OBJECTIVE: Assist stakeholders with technical needs

TASK: In collaboration with ODOT, assist ODOT and member communities with 2024 Transportation Alternatives Program (TAP) funding opportunity.

PRODUCTS AND SCHEDULE:

PRODUCT	START	COMPLETE	ESTIMATED HOURS
DISCRETIONARY GRANT OPPORTUNITY	1ST QTR	4TH QTR	200

TABLE 6: SHORT RANGE TRANSPORTATION PLANNING FUNDING:

FUNDING SOURCE	FUNDING AMOUNT
SPR FUNDS	10,880.00
COEDD	2720
TOTAL	13,600.00

ELEMENT 5.0 - PUBLIC EDUCATION AND PARTICIPATION

OBJECTIVE: Public outreach and education are crucial components of the transportation planning process. They help build awareness, interest, and support among both the general public and decision makers.

TASK DESCRIPTION: Utilize a mix of communication channels, including public meetings, workshops, town halls, online platforms, social media, newsletters, and local media outlets. To ensure a reach to a diverse audience.

Task:

- * 5.1 - Develop outreach efforts for effectively communicating with the community about transportation planning and projects.
- * 5.2 - Host and/or facilitate stakeholder meetings and community/regional meetings to support central Oklahoma.
- * 5.3 - Identify best practices for virtual meetings in rural regions and develop virtual meeting program for CORTPO.
- * 5.4 - Review and update as necessary the Public Participation Plan and Planning Work Program.
- * 5.5 - Review and update necessary Public Relation Material.
- * 5.6 - Update contacts for folder, elected officials, municipalities, chambers of commerce/ economic development agencies.
- * 5.7 - Training, travel, and meeting attendance to support the public participation planning process.

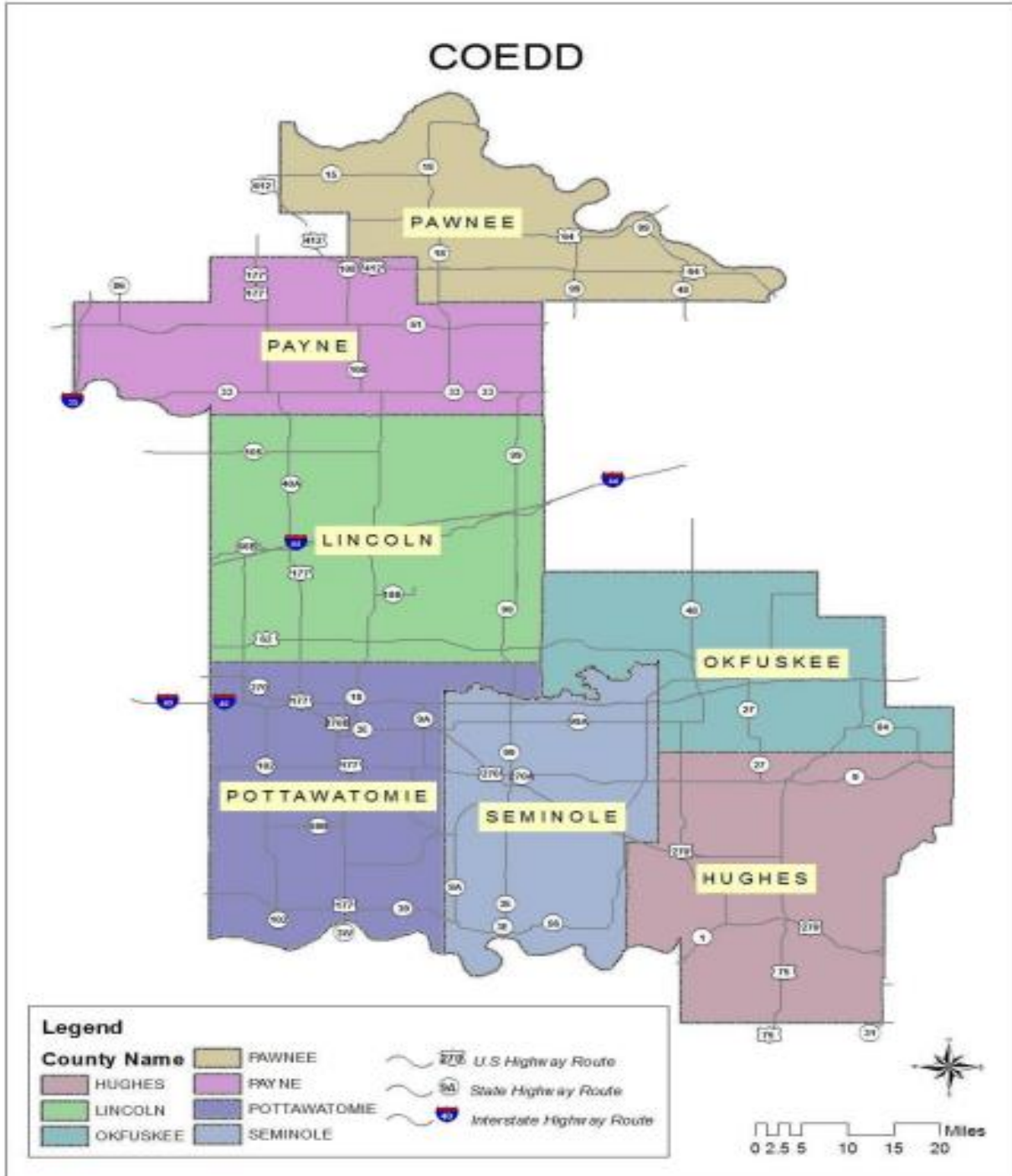
PRODUCTS AND SCHEDULE:

PRODUCT	START	COMPLETE	ESTIMATED HOURS
5.1 - Develop Outreach Efforts	1ST QTR	4TH QTR	67
5.2 - Host and/or facilitate stakeholder meetings and community/regional meetings.	1ST QTR	4TH QTR	222
5.3 - Identify best practices for virtual meetings in rural regions.	1ST QTR	4TH QTR	150
5.4 - Review and update as necessary the PPP and PWP.	1ST QTR	4TH QTR	100
5.5 - Review and update necessary Public Relation Materials.	1ST QTR	4TH QTR	
5.6 - Update contact information	1ST QTR	4TH QTR	50
5.7 - Travel and Training	1ST QTR	4TH QTR	50

TABLE 7: PUBLIC EDUCATION & PARTICIPATING FUNDING:

FUNDING SOURCE	FUNDING AMOUNT
SPR FUNDS	27,360.00
COEDD MATCH	6,840.00
TOTAL	34,200.00

APPENDIX A: CORTPO BOUNDARY MAP



APPENDIX B: CORTPO TECHNICAL COMMITTEE

- * Jim Greff - Chairman - City of Prague
- * Amy Hill - Transportation - Muscogee Creek Nation
- * Paul Simpson - Air Flight
- * Brandon Morgan - COEDD Rural Fire Coordinator
- * Tina Lowry - COTS Director
- * Cory Swearingen - COCCA
- * Melissa Fesler - 1st Capital Trolley

APPENDIX C: CORTPO POLICY BOARD

- * Jim Greff - Chairman - City of Prague Manager
- * Coal Dilday - Hughes County District 2 Commissioner
- * Jimmy Stokes - City of Tecumseh Manager
- * Jim Copeland - Emergency Manager City of Okemah
- * Keith Jennings - Seminole County District 3 Commissioner
- * Mark Mosely - City of Wewoka Manager

APPENDIX D: ACRONYMS

LIST OF ACRONYMS

ARPA	AMERICAN RESCUE PLAN ACT
ASCOG	ASSOCIATION OF SOUTH-CENTRAL OKLAHOMA GOVERNMENTS
CFR	CODE OF FEDERAL REGULATIONS
COEDD	CENTRAL OKLAHOMA ECONOMIC DEVELOPMENT DISTRICT
CORTPO	CENTRAL OKLAHOMA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FAST ACT	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FY	FISCAL YEAR
FFY	FEDERAL FISCAL YEAR
FTA	FEDERAL TRANSIT ADMINISTRATION
GGEDA	GRAND GATEWAY ECONOMIC DEVELOPMENT ASSOCIATION
GGRTOPO	GRAND GATEWAY REGIONAL TRANSPORTATION PLANNING ORG.
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
MMP	MOBILITY MANAGEMENT PROGRAM
NADO	NATIONAL ASSOCIATION OF DEVELOPMENT ORGANIZATIONS
NODA	NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY
NORTPO	NORTHERN OKLAHOMA REGIONAL TRANSPORTATION PLANNING ORG.
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 ORG.
SWODA	SOUTH WESTERN OKLAHOMA DEVELOPMENT AUTHORITY
TAP	TRANSPORTATION ALTERNATIVE PROGRAM
TAZ	TRAFFIC ANALYSIS ZONE

Appendix E: CORTPO Resolution

RESOLUTION 2024 Regional Planning Organization

The Central Oklahoma Regional Transportation Planning Organization (CORTPO) adopting the Federal Fiscal Year 2024 Work Program as prepared by the Central Oklahoma Economic Development District

WHEREAS, the Central Oklahoma Regional Transportation Planning Organization was established to serve as the decision-making body and to provide guidance to local governments in conducting the non-metropolitan consultation planning process for portions of the COEDD, pursuant to the requirements and provisions of amended 23 USC 134 (SAFETEA-LU Sec. 6001, August 2005); and

WHEREAS Central Oklahoma Regional Transportation Planning Organization is interested in the continued development of the non-metropolitan transportation consultation planning process as described in 23 CFR 450.210(b) through on-going public involvement and data collection of regional transportation needs in the aforementioned counties; and

WHEREAS the Central Oklahoma Economic Development District is serving as staff to the Regional Planning Organization and has prepared an FFY 2023 Work Program outlining the tasks necessary to accomplish the goals of the planning process and the Regional Planning Organization

NOW THEREFORE, BE IT RESOLVED, that the Central Oklahoma Regional Transportation Planning Organization does adopt and endorse the FFY 2024 Work Program as the guide for tasks to be completed for the planning process.

POSTED ON