



Central Oklahoma Regional Transportation Planning Organization (CORTPO)

Regional Transportation Planning Work Program FFY2017 Program

Central Oklahoma Economic Development District (COEDD)
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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) and the Oklahoma Association of Regional Councils (OARC).

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. The remaining counties in CORTPO's region will be developed in subsequent years.

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, Moving Ahead for Progress in the 21st Century Act (MAP-21) requires transportation agencies to develop and implement a proactive approach to ensure that transportation services are extended to those traditionally underserved.

IV FFY 2017 PLANNING PRIORITIES

The FFY 2017 CORTPO and OARC planning priorities are reflected in the various elements of this document. The major products or activities in this 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 percent of the total PWP revenues. The remaining 20 percent is provided by COEDD. Total federal funds applied for is \$55,000. Tables 1 summarizes the budget by funding categories and source of funding. Table 2 identifies the funding by PWP work element for FFY 2017.

Table 1: FHWA SPR Budget Summary

	SPR Funds	COEDD Match	TOTAL
Personnel	\$64,000	\$16,000	\$80,000
Travel	\$4,800	\$1,200	\$6,000
Supplies, Printing, Copying	\$800	\$200	\$1,000
Indirect	\$15,400	\$3,850	\$19,250
TOTAL	\$85,000	\$21,250	\$106,250

Source: COEDD

Table 2: FFY 2017 Total Budget, Including Federal, State and Local Sources

Element	Project	SPR Funds	COEDD Match	TOTAL
1.0	Program Support & Administration	\$18,700	\$4,675	\$23,375
2.0	Data Acquisition & Management	\$36,000	\$9,000	\$45,000
3.0	Long Range Transportation Planning	\$22,400	\$5,600	\$28,000
4.0	Short Range Transportation Planning	\$5,100	\$1,275	\$6,375
5.0	Public Education & Participation	\$2,800	\$700	\$3,500
	TOTAL	\$85,000	\$21,250	\$106,250

Source: COEDD

ELEMENT 1.0 - PROGRAM SUPPORT & ADMINISTRATION

OBJECTIVE: Compliance with administrative, financial, and legal requirements for development and maintenance of the regional transportation planning process.

TASK DESCRIPTION: This Task includes the coordination of the Technical Committee and Policy Board meetings, training and travel, preparing the work program, program expenses (office supplies, software, technology, printing and mailing) and the maintenance for the CORTPO website.

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

TASKS:

- Prepare agenda, minutes and support documents for the Transportation Technical Committee and CORTPO Policy Board.
- Prepare and submit monthly claims statement to OARC.
- Maintain financial records and submit COEDD’s annual financial audit, the audit will be performed following guidance from OMB Circular A133.
- Coordinate with ODOT, OARC and other Regional Councils in the RTPO process.
- Training and Travel: This task provides funding for travel to attend meetings in support of the program priorities identified in this document. Travel to include meetings at ODOT, OARC and other Regional Councils, and NADO as appropriate.
- Consult with ODOT on the purchase of equipment and/or technology to manage transportation data.

Products and Schedule:

Product	Start	Complete	Estimated Hours
Minutes, Agendas	1 st qtr	4 th qtr	30
FFY 2017 PWP	3 rd qtr	3 rd qtr	25
FFY 2017 PWP Amendments	TBD		
Audit	4 th qtr	4 th qtr	5
Monthly Claims	1 st qtr	4 th qtr	15
Maintenance of Website	1 st qtr	4 th qtr	30

Table 3: Program Support & Administration Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$18,700
COEDD Match	\$4,675
TOTAL	\$23,375

ELEMENT 2.0 – DATA ACQUISITION AND MANAGEMENT

OBJECTIVE: Develop and maintain a current and future socioeconomic database to support the transportation planning process.

TASK DESCRIPTION: Identify resources, collect and maintain demographic, and other data elements.

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

TASKS:

- In collaboration with ODOT and OARC develop methods and procedures to identify sources of data, collection of data, and maintenance of data.
- Coordinate with CORTPO’s three ODOT Divisions (3, 4 and 8) to collect and share data such as functional classification, vehicle traffic count data, transportation projects, and accident data.
- Continue development and maintenance of the Geographic Information System (GIS) and other information reporting, and continue efforts to incorporate new or revised data that supports the transportation planning process into GIS mapping.
- Physical and operational characteristics of the transportation system will be collected, analyzed and integrated in GIS. Such as street characteristics, major traffic routes, bridges, functional classification, rail system characteristics, bicycle, pedestrian usage and infrastructure.
- Identification of transportation impediments i.e., low water crossings.
- Visualization techniques will be used to communicate transportation information for public outreach.

Products and Schedule:

Product	Start	Complete	Estimated Hours
Methods and procedures to identify sources of data to collect	1 st qtr	4 th qtr	240
Scope of Work for Data Report	1 st qtr	4 th qtr	1270
Regional Data Report	1 st qtr	4 th qtr	280

Table 4: Data Acquisition & Management Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$36,000
COEDD Match	\$9,000
TOTAL	\$45,000

ELEMENT 3.0 – LONG RANGE TRANSPORTATION PLANNING

OBJECTIVE: Development of a regional long range transportation plan.

TASK DESCRIPTION: Coordination of the planning project with community values and goals, land use plans, and other various transportation data to complete Long Range Transportation Plans throughout the CORTPO service area.

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

TASKS:

- Develop a long-range transportation plan reflective of the community and local plans, and incorporation of the Regional Transportation Plan.
- Visualization techniques will be used to communicate transportation information for public outreach.
- Ensure the transportation planning process is in compliance with applicable federal legislation.

Products and Schedule:

Product	Start	Complete	Estimated Hours
L RTPs for counties within the CORTPO Region	1 st qtr	4 nd qtr	240

Table 5: Long Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$22,400
COEDD Match	\$5,600
TOTAL	\$28,000

ELEMENT 4.0 – SHORT RANGE TRANSPORTATION PLANNING

OBJECTIVE: Development of activities and studies to support the implementation of the transportation planning process.

TASK DESCRIPTION: Undertake studies when needed to address emerging transportation needs through cooperation, participation and initiation with relevant regional agencies and affected parties.

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

TASK:

In collaboration with ODOT and OARC develop a regional transportation planning procedures manual.

Products and Schedule:

Product	Start	Complete	Estimated Hours
Planning Procedures Manual	1 st qtr	1 st qtr	35

Table 6: Short Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$5,100
COEDD	\$1,275
TOTAL	\$6,375

ELEMENT 5.0 – PUBLIC EDUCATION AND PARTICIPATION

OBJECTIVE: Build awareness, interest, and support in the general public and decision-makers.

TASK DESCRIPTION: Public outreach and education on the transportation planning process.

The following products or activities will be the responsibility of CORTPO staff.

TASKS:

- Participate on state, regional, and local committees regarding County transportation issues.
- Educate the public and elected officials, in order to increase public understanding of both the options and the constraints of transportation alternatives.
- In collaboration with ODOT develop and implement techniques to eliminate barriers to public engagement in transportation planning.
- Periodically review and revise the Public Participation Plan.

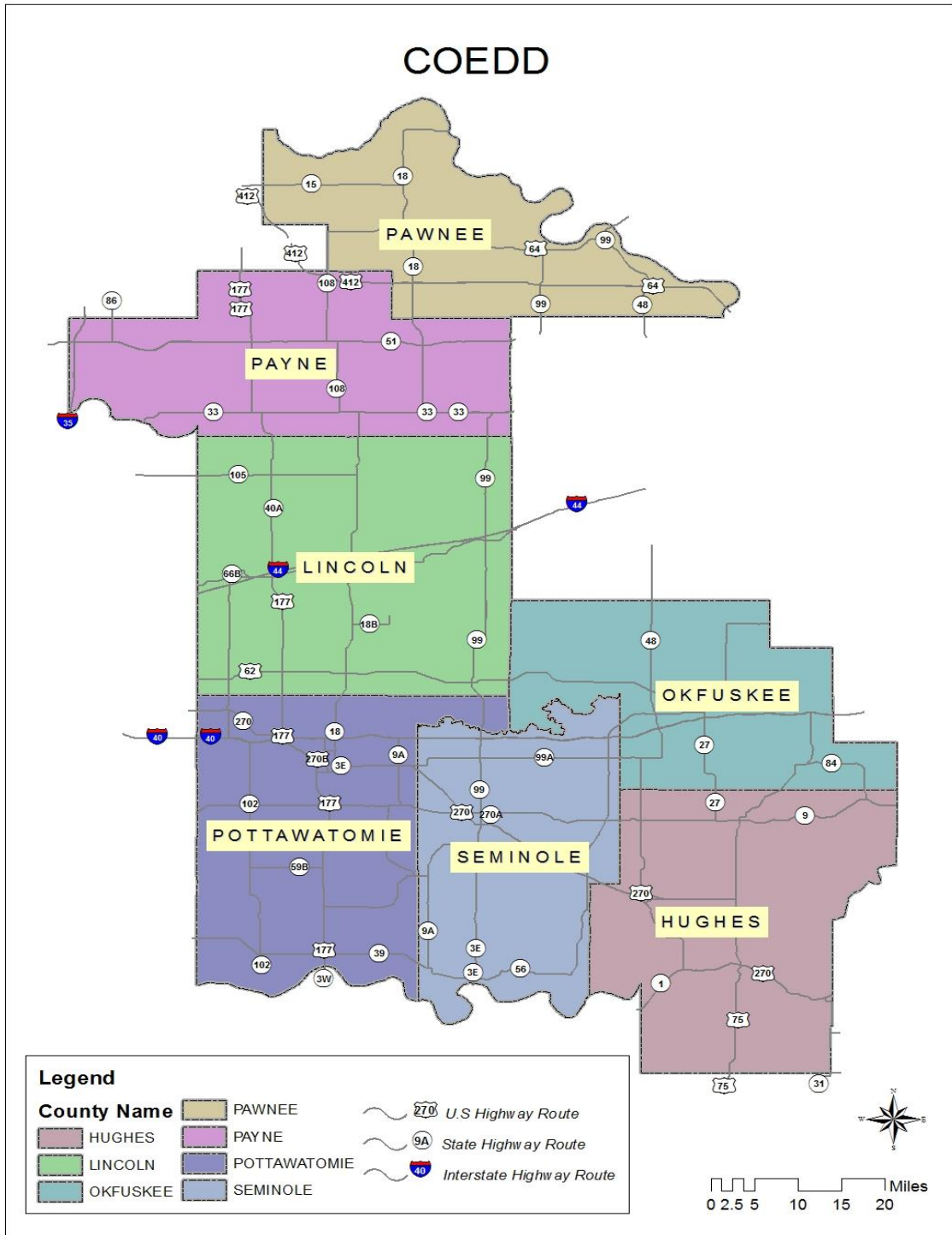
Products and Schedule:

Product	Start	Complete	Estimated Hours
Participation on committees	1 st qtr	4 th qtr	30
Procedures and information to educate	1 st qtr	4 th qtr	20
Techniques to eliminate barriers	1 st qtr	4 th qtr	20
Public Participation Plan	1 st qtr	1 st qtr	10

Table 7: Public Education & Participation Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$2,800
COEDD Match	\$700
TOTAL	\$3,500

Appendix A: CORTPO Boundary Map



Appendix B: CORTPO Technical Committee

Barry Tucker, Citizen/Bicycle Representative
Beverly Rodgers, Mayor, City of Holdenville
Mike Dockery, City of Holdenville
Aaron Walker, Public Works Director, City of Wetumka

Advisors: Gary Gray, Hughes County Commissioner
Shelly Williams, ODOT District 3 Engineer's Office

Appendix C: CORTPO Policy Board

Gary Gray, Hughes County Commissioner
Ricky Taylor, Lincoln County Commissioner
Max Henry, Okfuskee County Commissioner
Kent Bradley, Payne County Commissioner
Dale Carter, Pawnee County Commissioner
Randy Thomas, Pottawatomie County Commissioner
John Kirby, Seminole County Commissioner
Pat Griggs, City of Wetumka, Hughes County
Jim Greff, City of Prague, Lincoln County
Jim Copeland, City of Okemah, Okfuskee County
Elzie Smith, City of Cleveland, Pawnee County
Louis Smitherman, City of Yale, Payne County
Jimmy Stokes, City of Tecumseh, Pottawatomie County
Justin Erickson, City of Shawnee, Pottawatomie County
Valarie Silvers, City of Stillwater, Payne County
Jim Collard, Citizen Potawatomi Nation
Matt Goodson, Circuit Engineering
Carl Hensley, At-Large

Appendix D: Acronyms

List of Acronyms

CFR	Code of Federal Regulations
COEDD	Central Oklahoma Economic Development District
CORTPO	Central Oklahoma Regional Transportation Planning Organization
FHWA	Federal Highway Administration
FY	Fiscal Year
FFY	Federal Fiscal Year
GIS	Geographic Information System
MAP-21	Moving Ahead for Progress in the 21st Century Act
LRTP	Long Range Transportation Plan
OARC	Oklahoma Association of Regional Councils
ODOT	Oklahoma Department of Transportation
PPP	Public Participation Process
PWP	Planning Work Program
RTPO	Regional Transportation Planning Organization
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SPR	State Planning and Research

Appendix E: CORTPO Resolution

RESOLUTION
2017 Regional Planning Organization

The Central Oklahoma Regional Transportation Planning Organization (CORTPO) adopting the Fiscal Year 2017 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 FY 2017 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 District does adopt and endorse the FY 2017 Work Program as the guide for tasks to be completed for the planning process.

Chair, Central Oklahoma RTPO

Attest:
