

REGIONAL TRANSPORTATION PLANNING

MANUAL

Volume 2.0



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ACRONYMS

AADT	Average Annual Daily Traffic
AADTT	Average Annual Daily Truck Traffic
CMAQ	Congestion Mitigation & Air Quality
CFR	Code of Federal Regulations
COG	Council of Governments
CTPP	Census Transportation Planning Products
EJ	Environmental Justice
FAST Act	Fixing America’s Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	(State) Fiscal Year – July 1 to June 30
FFY	Federal Fiscal Year – October 1 to September 30
GIS	Geographic Information System
ISTEA	Intermodal Surface Transportation Efficiency Act
ITS	Intelligent Transportation System
LEP	Limited English Proficiency
LOS	Level of Service
LPA	Lead Planning Agency
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century Act
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
NHS	National Highway System
ODOT	Oklahoma Department of Transportation
OMB	Office of Management and Budget
PPP	Public Participation Plan
PWP	Planning Work Program
RTPO	Regional Transportation Planning Organization
RTP	Regional Transportation Plan
SAFETEA-LU	The Safe, Accountable, Flexible, Efficient Transportation Equity Act
SPR	State Planning & Research
STIP	Statewide Transportation Improvement Program
TAZ	Transportation Analysis Zones
TEA-21	Transportation Equity Act for the 21 st Century
TIP	Transportation Improvement Program
TPB	Transportation Policy Board
TTC	Transportation Technical Committee
VMT	Vehicle Miles Traveled

Regional Transportation Planning Activity Due Dates

RTPO Planning Activities	Due Date(s)	Public Participation
Regional Transportation Plan (Long Range Transportation Plan)	Minimum – Every 5 years	<p><u>Draft RTP:</u> Thirty (30) Day Public Comment Period for Draft Plan minimum requirements (outlined in PPP):</p> <ul style="list-style-type: none"> • Post an advertisement in Newspaper • Provide a copy to the local Library • Provide a printable copy on RTPO Website • Provide copies to County Commissioners, Cities, Division Engineers <p><u>Final RTP:</u> Legal Advertisement of Public Hearing a minimum of fifteen (15) days prior to Policy Board action on the Final RTP</p>
Planning Work Program (PWP)	Annually Draft due by August 1 Final due by September 1	Ten (10) Day Public Comment Period Office/Website/Etc.
Public Participation Plan (PPP)	Minimum – Every 4 years	Forty-Five (45) Day Public Comment Period Office/Website/Local Newspapers/Etc.
Limited English Proficiency Plan (LEP)	As Needed	Ten (10) Day Public Comment Period Office/Website/Local Newspapers/LEP groups/Etc.
All other plans	N/A	Ten (10) Day Public Comment Period Office/Website/Etc.
Amendments to Adopted RTPO Documents	N/A	Ten (10) Day Public Comment Period Office/Website/Etc. *Exception PPP - 45 day Public Comment Period Office/Website/Local Newspapers/Etc.
Policy Board Meetings & Technical Committee Meetings	N/A	Regular Scheduled Meeting: 24 Hour Notice Special Meeting: 48 Hour Notice Office/Website/Etc. (25 O.S. § 311 – Appendix A)

Regional Transportation Planning Document Due Dates

RTPO - Documents	Due Date(s)	Submission Requirements
Annual Agreement	Annually - Draft Due by August 1 - Final Signed Documents Due by September 1	Two (2) Signed Original Copies
Joint Certification	Annually - Draft Due by August 1 - Final Signed Documents Due by September 1	Two (2) Signed Original Copies
Planning Work Program (PWP)	Annually - Draft Due by August 1 - Final Signed Document Due by September 1	One (1) Signed Original Copy
Memorandum of Understanding (MOU)	As Needed	Two (2) Signed Original Copies
Claims	Monthly 10 th of each month	One (1) Copy – Electronic Submission
Audit	Annually January 31st	One (1) Copy – Electronic Submission
Inventory (valued over \$250)	Annually January 31st	One (1) Copy, Submit with Audit

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Chapter 1

REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Introduction

This document is intended to provide guidance for the Regional Transportation Planning Organizations (RTPO) in the regional transportation planning process for the state of Oklahoma. It will define the roles, responsibilities, and requirements of each participant in the regional transportation planning process, thus providing the RTPO a better understanding of the organizational structure as set by Oklahoma Department of Transportation (ODOT) in coordination with the Federal Highway Administration (FHWA).

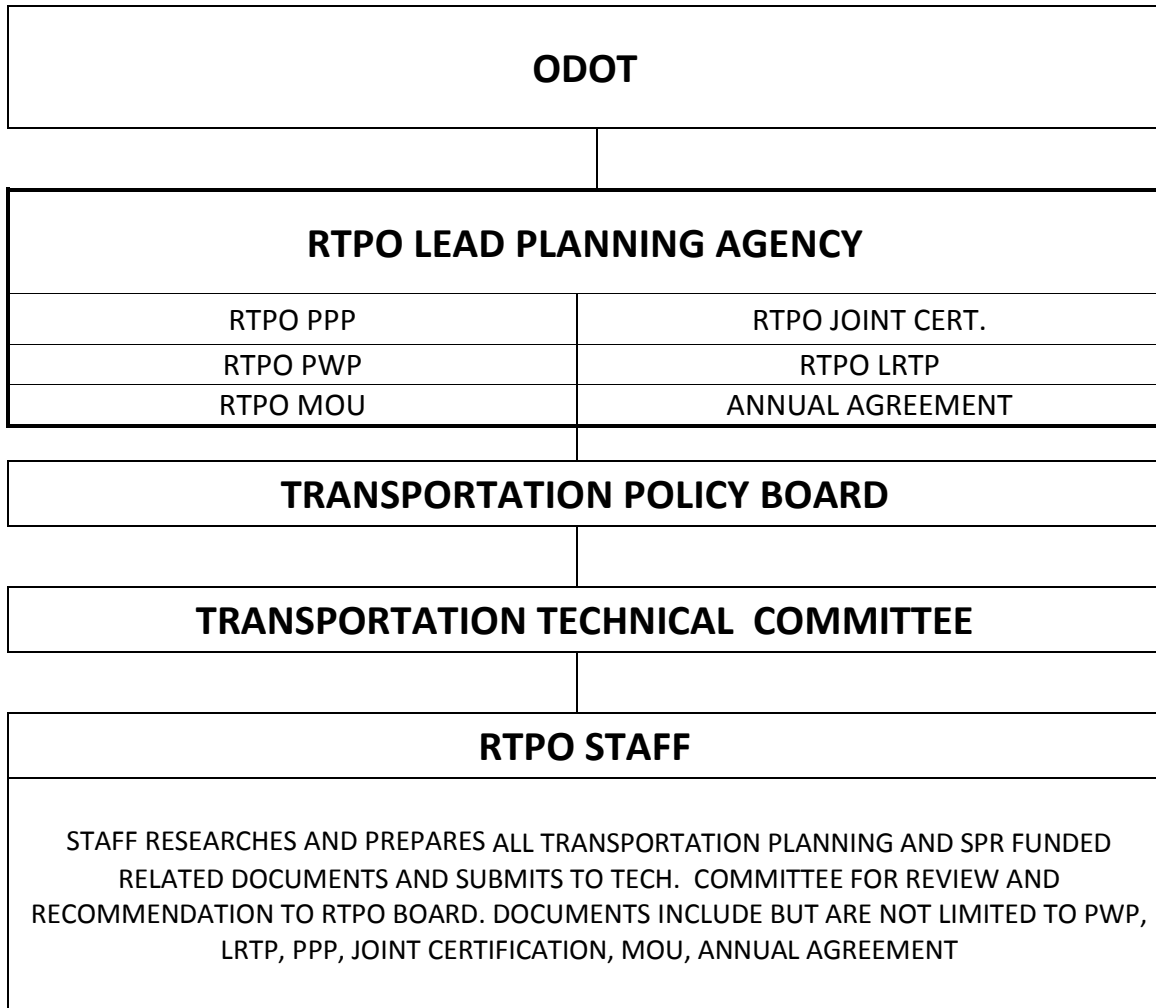
The ODOT, in cooperation with the RTPO, has allocated a portion of the State Planning and Research (SPR) funding made available via federal transportation legislation to provide transportation planning assistance for the non-metropolitan areas of the State. This regional transportation program, as illustrated in Figure 1, assists ODOT in meeting the requirements of the Statewide Planning Process to address the transportation needs in non-metropolitan areas. This manual was developed to assist ODOT and the RTPO in the development of regional transportation planning programs and documents. The Regional Transportation Planning Organization (RTPO) Coordinator at ODOT will be RTPO point of contact for regional transportation planning services and questions.

Regional transportation planning is a collaborative process designed to foster participation by all interested parties, such as the business community, community groups, elected officials, and the public, through a proactive public participation process. Emphasis by the FHWA and Federal Transit Administration (FTA) is placed on extending public participation to include people who have been traditionally underserved by the transportation system and services in the region (see Title VI and Environmental Justice (EJ) section for additional information).

The scope of work will provide guidance to the development of the regional transportation programs and will be updated annually through a Joint Certification between the RTPO and ODOT. Specific details of the scope of work will be detailed in the Planning Work Program (PWP). At a minimum, the RTPO through the scope of work will address the following activities:

- Review the Statewide Transportation Plan and compile local government comments relative to recommended plan updates,
- Review the Statewide Transportation Improvement Program and compile local government comments relative to the program,
- Provide input and oversight of various transportation-planning activities specific to the regional communities within the region,
- Assist with developing Regional consensus on priorities of highway, transit, bicycle, and pedestrian projects,
- Develop regional long-range transportation plans,
- Provide a forum for public participation in the transportation planning process, and
- Provide transportation related information to local governments.

Figure 1: Regional Transportation Planning Organizational Structure



RTPOs are those Council of Governments (COG) invited by ODOT to participate in the Regional Transportation Planning Organization (RTPO) program, thru a Request for Proposal (RFP) process. Interested COGs are required to submit a proposal and application to ODOT as defined in the RFP. The proposals will be evaluated and scored by an ODOT review team. Each proposal will be ranked according to score with funding based upon total score and ranking. COGs are not guaranteed participation into the RTPO program, as participation is contingent upon the availability of SPR funds each federal fiscal year (FFY).

Once selected for participation in the regional transportation planning process, the RTPO will enter into a Memorandum of Understanding (MOU) with ODOT to carryout transportation planning for the upcoming FFY.

Lead Planning Agency

The LPA for regional transportation planning will be the administrative entity and will coordinate transportation planning in the non-metropolitan areas of the State. The LPA is the designated recipient of the SPR funds from ODOT.

The LPA shall monitor work performed by the RTPO and ensure submission of all documents prepared by the RTPO to ODOT each fiscal year (Appendix A). The LPA will be responsible for maintaining financial and administrative services as required by the State and FHWA.

RTPO

A RTPO shall be a formal organization, with membership of counties, cities, towns, and other influencing groups within the region. The RTPO may be an existing regional organization, or may be established as a new transportation planning organization within an urbanized area of greater than 50,000 population, the RTPO and MPO lead agency must be the same organization.

Each designated RTPO will be responsible for conducting its own transportation planning process, including the development of policy and procedures to outline the transportation planning process for the RTPO’s respective region. The policy direction, plan selection, and development of programs for regional transportation planning shall be vested in the RTPO Transportation Policy Board (TPB) whose membership and responsibilities are detailed in the PWP.

By-Laws

The RTPO shall establish and adopt By-Laws that outline at a minimum the following Articles:

- Creation
- Responsibilities
- Membership
- Officers
- Meetings
- Attendance
- Designated Alternates
- Committees
- Amendments
- Duration

By-Laws should be reviewed, at a minimum, annually and updated as necessary with Transportation Policy Board adoption.

Transportation Policy Board

RTPOs shall establish a Transportation Policy Board (TPB) to provide policy advice to the RTPO. The RTPO shall allow representatives of major employers, ODOT, transit operators, port districts, and

where applicable, Native American tribal interests, and member cities, towns, and counties to participate in policy making.

The TPB membership majority shall consist of non-metropolitan local officials, or their designees, and, as appropriate, additional representatives from the State, private businesses, transportation service providers, economic development practitioners, and the public in the region as stated in [23 U.S.C. 135 \(m\)](#).

The TPB shall hold regularly scheduled meetings in accordance to [25 O.S. §301-§314](#) (*Open Meetings Act*) (Appendix B). The RTPO shall provide a final agenda, previous meeting minutes and all attachments to all TPB members and the ODOT RTPO Coordinator **no less than twenty-four hours prior** to any regularly scheduled meeting ([25 O.S. §311.9](#)). If the date twenty-four hours prior to the regularly scheduled meeting falls on a weekend, the final agenda, previous meeting minutes and all attachments shall be provided the Friday before.

If any special meeting is required by the TPB, the RTPO shall adhere to the requirements set forth in [25 O.S. §311.11](#)

In addition to the requirements set forth in [25 O.S. §301-§314](#), the Oklahoma Department of Transportation requires that **no less than 12 hours prior** to the TPB meeting, the RTPO shall verify a quorum. If no quorum is verified the RTPO shall notify (email or phone call) all of the TPB members of the meetings cancellation or rescheduling.

Transportation Technical Committee

RTPOs shall utilize the technical expertise of member jurisdictions and TPB members by the establishment of a Transportation Technical Committee (TTC). This committee shall review all regional transportation planning products and processes, making recommendations to the TPB as necessary throughout the regional transportation planning process.

The TTC shall hold regularly scheduled meetings in accordance to [25 O.S. §301- §314](#) (*Open Meetings Act*) (Appendix B). The RTPO shall provide a final agenda, previous meeting minutes and all attachments to all TTC members and the ODOT RTPO Coordinator **no less than twenty-four hours prior** to any regularly scheduled meeting([25 O.S. §311.9](#)). If the date twenty-four hours prior to the regularly scheduled meeting falls on a weekend, the final agenda, previous meeting minutes and all attachments shall be provided the Friday before.

If any special meeting is required by the TTC, the RTPO shall adhere to the requirements set forth in [25 O.S. §311.11](#)

In addition to the requirements set forth in [25 O.S. §301-§314](#), the Oklahoma Department of Transportation requires that **no less than 12 hours prior** to the TTC meeting, the RTPO shall verify a quorum. If no quorum is verified the RTPO shall notify all of the TTC members of the meetings cancellation or rescheduling.

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Chapter 2

REGIONAL TRANSPORTATION PLANNING PROCESS

Funding

The regional transportation planning process is funded through the State Planning & Research Program (SPR) and local funding. The financing provided by the funding agreement is for eighty percent (80%) of total actual auditable costs. The remaining twenty percent (20%) of the costs are to be funded by the RTPO. The funding amount available each federal fiscal year varies based on the availability of Federal and State funds. The RTPO must use the transportation planning funds to support the PWP elements and activities. Funds shall be on the basis of direct and indirect actual auditable costs as stated in [23 CFR Chapter 1](#) and the provisions of the *Office of Management and Budget (OMB) Circulars A-87 and A-133*.

The cost to carry out the entire program must be kept within the financial assistance being provided unless additional local funds are made available to finance the additional work. The criteria for the determination of eligibility of studies for inclusion as part of the PWP are based upon [23 U.S.C. 307\(c\)](#), state planning and research.

State Planning and Research Program

For Oklahoma to utilize its planning funds, an annual State Planning and Research (SPR) Work Program is developed, and must be approved by FHWA. The SPR Work Program is the mechanism in which FHWA approves the funding and eligibility of work activities, and monitors progress and results.

Eligible work activities are very broad, as long as the planning project or research activity facilitates the progress of intermodal transportation and the Federal-aid highway system. General categories include transportation research, long-range transportation planning, short-range programming, data collection and analysis, metropolitan planning, regional planning, statewide planning, limited program management and other special initiatives. ODOT adheres to the [23 CFR, Part 420, Subparts A](#) to determine eligible costs and activities.

[23 CFR 450.206\(e\)](#) requires that statewide transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. *Chapter 53* shall be documented in a state planning work program. The Planning Work Program should include a discussion of the transportation planning priorities.

[23 CFR 450.314](#) requires that metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. *Chapter 53* shall be documented in a Planning Work Program (PWP). The PWP shall include a discussion of the planning priorities facing the metropolitan planning area. Work identified in the PWP proposed over the next one or two-year period, shall be identified by activity and task. It should provide sufficient detail to identify who will perform the work, the schedule for completing the work, the resulting products, proposed funding by activity/task, and a summary of the sources of funds.

Agreements

Funding Agreement

Included in the annual funding agreement is specific language incorporating the PWP as a part of the agreement. The Agreement with the RTPO LPA shall be fully executed by **September 1** of each FFY. The process for the Agreement is listed below:

The funding agreement template will be provided by the ODOT Coordinator to the RTPO LPA.

- The ODOT Coordinator will annually update the agreement to include fiscal year, project number, funding amount, updated signature blocks and submit two (2) copies to RTPO LPA for review and signature within 10 days of SPR funding approval.
- RTPO LPA will transmit two (2) signed originals of the funding agreement within 30 days (no later than September 1) of receipt to the ODOT Coordinator.
- The ODOT Coordinator will send the signed agreement to ODOT General Counsel to review as to form and legality. Once the agreement is approved as to form and legality, the ODOT Coordinator will finalize Agreement. If there are major changes, these changes should be reviewed as to form and legality again by the General Counsel.
- The ODOT Coordinator will insure the agreements have the appropriate signatures and notarizations and verify the final PWP and Agreement have the same amounts listed for SPR funds.
- The ODOT Coordinator will return one original signed agreement to the RTPO LPA.
- The Comptroller Division will complete Authority for Expenditures, Federal Projects. This is needed before claims can be paid and this action completes the Agreement process.

Memorandum of Understanding

The Memorandum of Understanding (MOU) sets up the organizational structure of the regional transportation planning process among ODOT and the Council of Governments (COG). The MOU identifies the overall responsibilities of the agencies involved. On an as needed basis, ODOT will update the MOU to reflect regional transportation planning organizational changes.

Joint Certification

The Joint Certification is between the RTPO and ODOT. It is a declaration that the regional transportation planning processes is an effective, ongoing, comprehensive, coordinated, cooperative process.

Joint Certification template will be provided by ODOT Coordinator to the RTPO.

- RTPO will annually update the Joint Certification to include fiscal year, summary of previous activities, accomplishments, updated signature blocks and submit to ODOT for review and comment by **August 1**.
- Upon ODOT approval print two (2) originals of the Joint Certification and obtain local signatures.
- Transmit two (2) signed originals to ODOT no later than **September 1**.
- ODOT will return one signed original.

Claims

The RTPO, through approval of the PWP, allocates funds to use for regional transportation planning activities, including: staff costs, travel expenses, and the purchase of supplies. Upon receipt of notification from the ODOT Coordinator that funding has been authorized by FHWA, the RTPO can proceed with tasks identified in the PWP. To access these funds, the RTPO must perform the work or purchase the items and services according to the PWP. According to the Agreement, the RTPO monthly grant claims must be submitted through the ODOT Coordinator for reimbursement of costs incurred for transportation planning activities.

Note: Claims and narratives have to be sent to ODOT by the **10th of each month**. The claim amounts should be rounded. Do not charge an expense against the grant until the invoice is paid.

Reimbursement for eligible transportation planning expenses is through invoices submitted monthly to the ODOT Coordinator. Reimbursement will only be made for transportation planning expenses incurred in executing the work tasks described in the PWP. There will be no reimbursement for work done prior to having an approved PWP.

Invoices will not be approved for payment when the supporting documentation is incomplete or not adequate. At a minimum, invoices shall include:

- SPR No., JP No. and Item No. (provided by ODOT Coordinator)
- Grant amount authorized
- Total expenditures
- Total reimbursement for the current invoice
- Percentage of project complete

- Funds remaining in project
- Breakdown of expenditures by PWP task, number of hours worked by hourly rate for staff working on PWP tasks, and description of work performed
- Copy of expense statements/invoices for contractual services
- Copy of expense statements and receipts for travel/training
- Other documentation that may be requested

Contracts

Under terms of the funding agreement, the RTPO may engage qualified consultants to perform certain duties on their behalf. All contracts with other parties for services within the scope of the transportation planning process shall be justified, in writing, by the RTPO and are subject to prior written approval by ODOT. Contracts for work to be done, must, at a minimum, meet the requirements of law relative to non-collusion and the provisions of [49 CFR Section 18](#). U.S. Department of Transportation (USDOT) regulations ([49 CFR Part 29](#)) require that the DEPARTMENT shall insure that the RTPO insert in each subcontract the provisions required by "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion" and further shall require its inclusion in any covered transaction.

The agreements between the RTPO and contractors are referred to as "third party contracts". Contracting out is also called consultant procurement. In this section consult, consultant, contract, contractor, third party, and third party contracts will be used interchangeably. When work is contracted out, all state and federal compliance responsibilities of the RTPO apply to these consultants/contractors/third parties as they do to the RTPO. If portions of the work are further contracted out to subcontractors, the subcontractors are bound as well, i.e., any sub-recipient is bound. Contracted out work needs to be identified or labeled as such in the PWP. Contract performance and oversight is the RTPO's responsibility. The ODOT Coordinator will monitor third party contracts through **monthly progress reports** submitted by the RTPO.

The ODOT Coordinator *does not approve* contracts or contract language, *however the contracts will be reviewed* to ensure the scope of work addressed is approved work in the PWP. ODOT oversight focuses on equitable contracting procedures and quality output by the RTPO, e.g., inclusive advertisement, solid requests for proposal, objective selection, sound cost accounting, timely delivery, quality results, and production of high quality work. This oversight may involve participation in the development of the contract for products, e.g., ODOT may be part of the working group which develops a public participation plan evaluation and adds enhanced outreach efforts to the plan update, or the ODOT Coordinator may provide data for alternative scenario planning or needs assessments, or the ODOT Coordinator may participate in creation of the regional long-range transportation plan, the bicycle and pedestrian plan, the long-range transit plan, corridor studies, etc. The RTPO will provide copies of contracts and related executed amendments to the ODOT Coordinator prior to the RTPO requesting reimbursement for costs incurred on those contracts.

Third party contracts shall comply with the requirements imposed on States by USDOT regulations, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local

Governments,” (common grant management rule) at [49 CFR Part 18](#), and the current version of [FTA Circular 4220.1](#), “Third Party Contracting Requirements” and any revisions to the requirements. A third party contract is a contract financed with Federal assistance between a grantee, pass-through recipient, or sub-recipient and a third party contractor for project work elements or activities. A third party contractor may be a general contractor, a consultant, or another entity (usually in the private sector) but is not a sub-recipient that receives pass-through funding from the grantee to implement its project. A third party subcontract is a subcontract entered into by the third party contractor and another contractor for project work. In this case, the State is the grantee, and the RTPO is the state's sub-recipient. A contractor engaged to perform project work directly for either the state or sub-recipient is a third party contractor. A contractor engaged by the third party contractor is referred to as a third party subcontractor.

Audit

As part of the annual Funding Agreement, the RTPO agrees to provide ODOT with two (2) originals of a Single Audit performed in accordance with the Single Audit Act Amendment of 1996 and the revised [OMB Circular A-133](#) to ensure compliance with federal and state laws, regulations, and provisions of the AGREEMENT. The Single Audit will be performed by an independent auditor in accordance with generally accepted government auditing standards covering financial audits. If federal or state exceptions are found, the RTPO will resolve the outstanding issues as provided under Section VII of the annual agreement. This audit may be part of another audit. The annual fiscal and compliance audit report must be submitted to the ODOT Coordinator within 180 days after June 30, i.e. by **January 1** of the following calendar year.

ODOT staff reviews the audit report to ensure correct planning fund amounts and uses. If the auditor identifies deficiencies in accounting or administrative system, the RTPO and/or ODOT must work to develop a corrective action plan. The identified deficiencies will determine the corrective action needed. It may be straightforward, (e.g. increasing records retention to at least three (3) years), or it may be more complicated, (e.g. developing a better accounting and monitoring procedure).

Inventory

Federal regulations require the development and maintenance of property records for all property obtained through federal funding. A physical inventory of the property valued **over \$250** must be taken annually and the results reconciled with the property records by the RTPO. A copy of each RTPO's physical inventory and reconciliation report must be submitted with the RTPO's annual audit. A property record for equipment includes:

- Description of the type of equipment including all peripheral items,
- Manufacturer,
- Vendor (source of the property),
- Model number,
- Serial or other identification number,

- Date purchased and initial cost,
- Percent of federal reimbursement,
- Maintenance and repair service costs,
- Title owner,
- Location, use and condition of the equipment, and
- Disposition of the equipment (including the date of disposal and sale price), if applicable.

Accounting Procedures

The RTPO shall establish a separate account for the regional transportation planning funds for each federal fiscal year and shall record all transactions in accordance with acceptable accounting procedures. The account established for transportation planning funds will be included in the annual audit of the agency. Time spent for RTPO staff services on work provided for in the PWP should be recorded by work element on either standard, monthly, weekly, or biweekly time sheets for each individual and filed for audit purposes.

Limited English Proficiency (LEP) & Environmental Justice (EJ)

The RTPO's transportation planning process will include development of an LEP plan, updating as needed, that addresses the following four guiding considerations for each county throughout their region:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee;
2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the program to people's lives; and
4. The resources available to the grantee/recipient or agency, and costs. As indicated above, the intent of this guidance is to find a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small business, or small nonprofits

The LEP plan must be developed in accordance with [Title VI of the Civil Rights Act of 1964](#), [Executive Order 12898](#) and [Executive Order 13166](#).

The RTPO's transportation planning processes must assure that the transportation planning process and projects do not result in a disproportionately high and adverse effect on minority or low-income populations, and must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. The planning process must include a demographic profile identifying the locations of low-income and minority populations, an assessment of the distributions (financial), and conditions across these groups and public involvement activities aimed at engaging minority and low income population in transportation decision-making.

Data Collection

Data collection is an integral component of transportation planning and should provide current or projected socio-economic data, which can be utilized for long-range transportation planning and information to the general public. The data in the Long Range Transportation Plan (LRTP) includes, but is not limited to, socio-economic information, housing occupancy, educational attainment, housing units and vehicles available, employment status and commute to work, occupation and industry, mode of travel to work, major employers, collision data, and functional classification of streets. The data will be collected and updated, at a minimum, every five (5) years.

Transportation Analysis Zones (TAZ)

Transportation Analysis Zones are a critical factor in transportation planning. ODOT, in coordination with FHWA, agreed to the revised Traffic Analysis Zones (TAZ) guidance for the RTPOs, which should be used for all long range planning documents:

TAZ delineation will be based on:

- ***Small populated counties (population < 6,000)***
 - ***population thresholds of 200 to 400 and employment thresholds of 200-300***
- ***Medium populated counties (population 6,001 – 34,999)***
 - ***population thresholds of 400 to 600 and employment thresholds of 300-400***
- ***Large populated counties (population > 35,000)***
 - ***population thresholds of 600 to 800 and employment thresholds of 400-500***

Historically in Oklahoma, in non-Metropolitan Planning Organization (MPO) areas the TAZ boundary defaulted to the census tract boundary. TAZ delineation for all areas outside of the MPO is the responsibility of ODOT. The data collected at the TAZ level is aggregated and maintained by CTPP. TAZs are special purpose geographic entities delineated for tabulating traffic-related data, especially journey-to-work and place-of-work statistics. TAZs nest within a county and are delineated on a county basis. TAZs may be defined by grouping together most recent decennial tabulation blocks, tracts, and/or block groups. The TAZ geographic planning areas contain similar land use and activity. If a TAZ adjoins or abuts an MPO or TMA boundary then coordination with the respective MPO is required to maintain consistency across boundaries.

TAZ Delineation

When delineating TAZ boundaries consider roadway network and physical geography, existing and planned transportation facilities, planning district boundaries, socioeconomic data, major employers/special generators, developments of regional impact, and freight/intermodal facilities. TAZs are constructed by census block information. Most often, the critical information is the population, number of automobiles per household, household income, and employment within these zones. This information helps to further the understanding of trips that are produced and attracted within the zone.

- TAZs should be compact in nature. However, compactness will not prevent TAZ delineation in cases where long, narrow commercial corridors are necessary.
- All TAZs must nest within a County.
- TAZs do not need to nest within Block Groups, Tracts, Places, or another geographic unit.
- TAZs cannot split Census blocks.
- Special generators and freight generators/attractors are isolated within their own TAZ.
- No two TAZ entities can overlap or cover the same area.
- All TAZs must be defined as complete polygons.
- Every TAZ entity must be uniquely identifiable using an up-to-8-character alphanumeric identification code.
- Rail lines, Limited access highways, Arterial streets and roadways; and Collector streets and roadways should always form TAZ boundaries.

TAZ Numbering

It is recommended that TAZ numbers begin with one and be consecutive. However, it is not uncommon for regional models to set aside a specific range of TAZ numbers for both TAZs and areas in which data is assembled and/or collected, but planning is no under the RTPO's jurisdiction, such as military installations, tribal land, etc. For instance, County A may use numbers 1 to 100, of which 81 to 100 are reserved for those areas outside of the RTPO's jurisdiction. County B may use numbers 101 to 200, of which 171 to 200 are for areas outside of the RTPO's jurisdiction. In addition, one should create TAZ equivalency tables to provide a list of the new zone numbers that were split from the original zone numbers. One can use these TAZ equivalency tables to further aggregate or disaggregate the corresponding socioeconomic data.

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Chapter 3

REGIONAL TRANSPORTATION PLANNING PRODUCTS

Planning Work Program

The PWP represents the budget and work tasks necessary to accomplish and maintain the transportation planning process within the RTPO region. The PWP is developed to coordinate transportation planning activities for a cooperative, continuing, and comprehensive (3C) planning process. This document includes a description of what work is to be accomplished, who will perform the work, the schedule for completion of the work, the intended products and funding. The PWP is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between October 1 and September 30 of the FFY. In **July** of each year, ODOT will notify each RTPO of their funding budget for the upcoming fiscal year. Each RTPO will prepare the PWP describing regional transportation activities to be accomplished during the FFY. The ODOT Coordinator will review the draft PWP and send comments to RTPO for incorporation into the final PWP before adoption. Since the PWP is designed to be a work/task/product driven planning tool, the Administration and Services element shall be restricted to maximum of twenty-five percent (25%) of the total transportation planning budget. The draft PWP must be submitted annually to FHWA and the ODOT Coordinator by **August 1st**.

Federal and state laws and regulations govern the types of activities that are eligible for federal and state funding. Some activities require individual coordination by the RTPO and ODOT. Eligible costs are those that are for activities eligible under Title 23, are verifiable from the RTPO's records, are necessary and reasonable for the accomplishment of program objectives, and meet other criteria for eligible costs identified at [49 CFR PART 18](#) UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS.

Planning Work Program Content/Format

The proposed use of SPR funds must be documented in the annual PWP. Each work element must include:

- Task number and title,
- Purpose and objective statement,
- Description of previous, ongoing and future years work,
- Description of how task will be performed to include such things as subcontracting,
- Who will perform the task,
- Proposed funding source(s) with anticipated costs for each task,
- Table showing all fund sources, and uses of these funds (e.g., in-house, contracted),
- Schedule that adequately describes the activities that will take place during the year including a schedule of milestones or benchmarks to be used to measure progress,

- End product(s) with estimated completion date(s).

The general format and content for PWP development must meet all federal requirements (refer to [Circular C8100.1C FTA](#) for additional information).

The ODOT Coordinator will provide written comments within thirty (30) calendar days of receipt of the draft PWP. The final PWP will be adopted by Resolution. The RTPO will send two (2) original PWP (with resolutions) to ODOT by **September 1**. In order for FHWA to approve the PWP prior to the beginning of the FFY on October 1, it is critical that they have adequate time for review. The RTPO must be aware that failure to meet submission deadlines outlined in this section may result in a delay in receiving SPR funds for the PWP and that failure to resolve any outstanding issues may jeopardize final PWP approval and authorization of SPR funds. The many due dates and deadlines noted in this section are intended to provide adequate and reasonable times for the development, review, and approval of the PWP and documents necessary to efficiently administer funds.

Planning Work Program Administration

After the PWP is approved, and individual contracts are executed with each RTPO, the PWP may be modified, if needed. Individual project scopes of work may be modified and cost adjustments, and or other changes, may be required. Additionally, priorities may change throughout the year and new projects may be added to the PWP.

It is critical that the PWP accurately reflects the transportation planning activities of the RTPO. If funding, schedules, work products, or other items change, the PWP must be revised to reflect these changes. The significance of the changes determines whether this can be accomplished by administrative modification or with a formal amendment. Amending the PWP requires many of the same steps as development and adoption of the original PWP. The RTPO will submit a letter requesting an amendment to the ODOT Coordinator, who reviews the request to determine whether it is an administrative modification or formal amendment.

Planning Work Program Modifications/Amendments

An administrative modification is accomplished by the RTPO in coordination and consultation with the ODOT Coordinator. Approval by the RTPO Policy Board is not necessary, but can occur if the RTPO prefers. These modifications involve insignificant changes that do not affect delivery of the transportation planning tasks, activities, steps, products, etc. Administrative modifications do not result in a change of RTPO staff time or a detriment to previously approved transportation planning activities and products. A copy of all changes to the PWP, whether administrative or formal amendments must be provided to the ODOT Coordinator.

A revised budget must be included summarizing any budget transfers. ODOT will approve/disapprove the administrative modification electronically, or by letter, with a copy to FHWA to inform them of the changes. Administrative modifications do not require a supplemental contract to the annual PWP agreement.

Modifications to the PWP include the following:

- Time extensions
- Significant changes in scope of work for a task(s)

A formal amendment is required if there are significant changes to work elements funded with SPR funds or if the changes (regardless of funding type) impact transportation planning activities. The RTPO should first determine the needed course of action to be taken according to the following ODOT policy for all PWP formal amendments:

1. Overall budget amendments:
 - If change is 10 percent or less of total budget, only the RTPO Policy Board has to approve.
 - If greater than 10 percent change, the Department's approval is needed prior to the RTPO Policy Board approving it.
2. Line item changes:
 - If change is 25 percent or less of the line item, only the RTPO Policy Board has to approve.
 - If greater than 25 percent change, the Department's approval is needed prior to the RTPO Policy Boards approving it.

If a formal amendment is required, after approval by ODOT and the RTPO Policy Board, an explanatory letter and the affected pages must be submitted to ODOT, with the changes highlighted.

For budget changes, a revised budget must be provided, as well as a summary of the changes within the letter of request. If a new element/task/study is being added, or an existing task is being modified, a scope of work for the supplemental task and a revised budget must be provided. A supplemental contract letter to the annual PWP agreement will be sent to the RTPOs whose request(s) is approved. For the RTPOs whose requests are not approved, they will receive a letter of explanation. ODOT will copy FHWA on the letter to inform them of the action taken.

Formal Amendments to the PWP include the following:

- Addition/deletion of a work element funded with SPR funds,
- Addition/deletion of activities, which impact transportation planning,
- Change in scope of a work element funded with SPR funds which impacts transportation planning activities,
- Change in scope of a work element that affects the PWP as a whole,
- Substitution of fund sources within a work element.

Modifying/Amending RTPO PWPs do not require FHWA approval. The RTPO will forward a copy of the changes to FHWA for review and comment. ODOT and the RTPO will work cooperatively with FHWA. FHWA reserves the right to disallow any change if it is not consistent with Federal requirements and regulations.

Planning Work Program Eligible Planning Activities

As guidance, ODOT will use the Federal cost principles contained in [OMB Circular A-87](#), or its most recent replacement, to judge the eligibility of individual cost items. The PWP shall be comprised of the following five work elements, unless otherwise approved by ODOT:

Element 1.0 - Program Support & Administration

At a minimum task shall include:

- Distribution of final agenda, previous meeting minutes and all attachments to TTC and TPB members and the ODOT Coordinator
- Prepare and submit monthly claims statement to ODOT Coordinator.
- Maintain financial records and submit annual financial audit, the audit will be performed following guidance from [OMB Circular A133](#).

Element 2.0 - Data Acquisition and Management

At a minimum task shall include:

- Methods and procedures to identify sources of data, collection of data, and maintenance of data.
- 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.

Element 3.0 - Long Range Transportation Planning

Element 4.0 - Short Range Transportation Planning or Programming

Element 5.0 - Public Education and Participation

In general, eligible costs within the following tasks are acceptable:

- Maintaining a regional forum through the RTPO and Transportation Policy Board for regional transportation planning purposes.
- Developing and updating the regional long-range transportation plan (LRTP) through regional planning studies, subarea studies, data collection and analysis, and other activities directly related to long-range transportation planning.
- Producing required documents such as the planning work program, inter-local agreements, and a regional LRTP.
- Administrative activities to support the regional transportation planning process.
- Map of the Region
 - Develop various planning maps for the region. This could include purchase and development of a Geographic Information System (GIS).
- Develop/Determine the Region’s Key Transportation Issues
 - This is a description of the transportation issues in the region that the RTPO is facing, and how the work program will address them in the development of the regional LRTP, in general terms.
- RTPO Staff Development
 - RTPO funds may be expended to train planning staff or attend transportation planning conferences.
- RTPO Administration
 - This item includes funding of overhead and operation of the RTPO.
- Document Development
 - Developing the PWP, Quarterly Reports, Annual Reports, amendments to the PWP, and resolutions for adoption of various decisions related to the RTPO structure and PWP.
- Long Range Transportation Plan Development or Update
 - Plan Implementation/development — this includes development of a project programming process and all necessary coordination.
- Local Coordination
 - Working directly with the RTPO membership on transportation issues that relate to the regional transportation planning process. This is a very broad definition and is unique to each area. Funding may be spent on travel by city and county representatives to attend regular Regional meetings and on the coordination and administrative effort involved with conducting such meetings.

- **Public Participation Program**

Develop programs and procedures for enhancing public participation within the planning process, and/or conducting public meetings.
- **Data Management**

Once data is collected and large data bases are established considerable time and effort can be spent on organizing, updating, and keeping track of data. This also includes the setup and management of databases, and purchase of software products.
- **Technical Studies**

Includes technical studies related to development of the LRTP or improved traffic flow on the regionally designated transportation system.
- **Data Analysis and Travel Forecast**

Data collection will be reviewed for relevancy and purpose this includes data extrapolations and estimates of future volumes and travel patterns for vehicles, transit and freight movements. Purchase of software products for use on a regional basis is allowable with prior approval.
- **Special Transportation Planning Studies Sub Area**

RTPO and STP funding may be spent on special studies that enhance the regional transportation planning process or development of the LRTP within the RTPO.
- **Corridor Studies**

Same as directly above on a corridor scale.
- **Transit Planning**

Transit related planning studies can be facilitated with RTPO funds.
- **Special Needs Transportation**

Studies addressing transit needs and proposals for elderly or other special needs of the general population can be funded.
- **Transportation Demand Management**

Studies addressing methods of reducing or spreading travel demand may be conducted.
- **Environmental Considerations**

This includes conducting the environmental review process for the regional LRTP.

Long Range Transportation Plan

An objective of providing SPR funding to the RTPO is the development of a regional Long Range Transportation Plan (LRTP). The LRTP will outline the transportation projects as identified by the RTPO in coordination with ODOT. The plan will establish transportation goals and identify strategies to reach the goals. The plan will also include a prioritized project list for each county and a prioritized list of regional projects that cross county lines.

The LRTP addresses a forecast period of at least twenty (20) years and includes long-range and short-range strategies for the development of an integrated, intermodal transportation system that facilitates the efficient movement of people and goods. The LRTP projects the conditions affecting surface transportation through a process of applying reasonable assumptions, technical analysis, and financial projections, recommends a future intermodal transportation system, and reflects consideration of the area land use and development patterns.

The plan shall be reviewed and updated at least every five (5) years to confirm its validity and consistency with current and forecasted transportation and land use conditions and trends to extend the forecast period. It must include a financial plan that demonstrates the availability of funding necessary to implement the transportation improvements within the projected time frame. The LRTP and all amendments must be approved by RTPO Policy Board and shall follow the adopted Public Participation Plan (PPP) process.

Regional Transportation Plan Factors

The LRTP document is a product of planning; it reflects the steps in the planning process. The plan document is a very important product, but is not the way to judge success in planning. The success of any planning process can only be judged by its results: the tangible actions, benefits, and changes introduced by the plan.

The Four key components in any successful plan are Simplicity, Focus, Realism, and Shared Vision. Each of these components are briefly summarized as follows:

Simplicity

- A good plan ensures if someone not familiar with the plan reads it, they can understand it
- A good plan transfers data into useful information and intelligence

Focus

- A good plan focuses on relatively few strategic issues, problems, threats, or opportunities
- A good plan must not be perceived as “incomplete”—missing obviously key ideas or elements

Realism

- A good plan is one that can reasonably be expected to be implemented
- A good plan does not project wishful thinking

Shared Vision

- The plan is bought into by key decision-makers and stakeholders

Long Range Transportation Plan Development

The following LRTP guidelines for the state of Oklahoma are intended to provide an outline for a successful planning process. Both the planning process and the plan document must be developed to fit the needs of the region for which the plan is being developed. These guidelines are not intended to provide a “cookie cutter” approach or a checklist to be followed by all regions. Rather, they are guidelines that can be used to develop an appropriate planning process and planning document. Each region will have to develop guidelines for a process and a planning product that meets the needs of the region and attains results.

Although the following outline for the Regional transportation planning process below contains many important steps, it may be that a region will have to add steps or emphasize steps to develop a successful plan.

1. **Plan The Planning Process.** It is critical for LPAs and RTPOs first to decide what will be done, when it will be done, and who will do it. This step should be completed by the team of planners who will be responsible for preparing the plan. The planning process will depend on both external factors and internal factors. Examples of external factors include provisions of state or Federal law that must be complied with for the plan to be accepted. Examples of internal factors include a planning agency’s mission statement or its technical capabilities. Planning agencies must be careful to meet externally imposed conditions but not to outstrip their own technical capabilities when developing plans.
2. **Get The Right People To The Table.** Plans that succeed get the right people to the table and get them involved effectively through a mechanism such as a planning steering committee. Who the right people are depends on the region and its issues, but should include policy board members, technical advisory committee members, other elected and appointed officials, stakeholders, transportation providers, and transportation users. Some willingness to “get outside the box” when choosing a set of people to participate in the plan is important. For instance, if it is anticipated that transportation enhancements will be a major focus of the plan, then parks and recreation groups or walking/cycling representatives should be sought out. If improving economic development highway corridors is a major issue in the region, then professional economic developers should be involved.
3. **Develop The Overall Direction For The Plan.** It is important for any plan to have a set of goals and objectives. These are the goals for the planning process as well as the goals for how the organization developing the plan will use it when it is completed. The planning goals and objectives should be determined by the RTPO Policy Board with recommendations from the Technical Committee and facilitation help from professional planners.
4. **Identify Key Trends.** Use available data sources and develop information and knowledge needed to identify a handful of key trends in the region that will most impact transportation over the next several decades. These trends could involve demographics, social conditions, economic conditions, energy, environmental conditions, or physical conditions of infrastructure.

5. **Conduct a Regional Analysis.** Identify a limited number of key Regional transportation strengths, weaknesses, opportunities, and threats.
 - a. **Strength.** A strength is something positive about the region at present. An example could be a trade center that provides growing employment opportunities.
 - b. **Weakness.** A weakness is something that hinders the region at present. A good example would be a bottleneck that slows shipments of freight.
 - c. **Opportunity.** An opportunity is something positive that could be realized in the future, during the planning horizon. An example could be the completion of a Regional general aviation airport.
 - d. **Threat.** A threat is something negative that is likely to occur given current trends. An example could be a large number of pavement lane miles that are in deteriorating condition with a lack of necessary future funding.
6. **Identify Critical Issues.** Identify and categorize critical issues and transportation needs to be addressed by the plan based on the Regional analyses completed in steps 4 and 5. This is the point at which the planning process becomes *focused*.
7. **Develop Alternatives to Address Critical Issues.** Develop specific alternatives to address the key transportation issues and needs. For instance, if a critical issue or threat involves deteriorating pavements, an alternative would be to establish a region wide pavement management and rehabilitation program. Alternative levels of funding and different approaches might be considered for such an effort.
8. **Alternatives Selection.** Use available data sources, information, and knowledge to select the most appropriate alternative by issue for inclusion in the plan.
9. **Action Planning.** Develop action items applicable to the RTPO. For example, specific improvement projects and new programs with project detail for five years and a less detailed plan for the next 15 years.
10. **Financial Plan.** The long-range financial plan demonstrates that the necessary resources are available to implement the plan. If resources are lacking, the LRTP will clearly show what portions of the plan should be implemented and which portions should be postponed until resources become available. The financial plan includes an analysis of maintenance and operations expenses. The financial plan covers the entire 20-year horizon and includes three sections as described below:

An analysis of funding capability including an inventory of revenue sources for Regional transportation improvements and probable funding levels available for Regional transportation improvements from each source.

- A financing plan which compares probable funding with identified current and future needs, identifies funding shortfalls, and
- If funding shortfalls are identified, an analysis of additional funding resources to make up the shortfall, or a reassessment of the Regional development strategy to ensure that transportation needs fall within current funding and reasonable projections of future funding levels.

11. **Public Involvement.** Involve the public in a meaningful way to gain input on the proposed plan. The public should be involved when there is something fairly concrete for them to react to. The most appropriate place to involve them is at the stage that the Fiscal Plan has been completed as a draft. The public should be advised that at the point of public involvement, the plan is subject to revision based upon their input. The suggested format for public involvement is an informal “public open house” rather than a formal “public hearing”.
12. **Final Document Preparation.** This should be accomplished once the public involvement stage is completed and input has been incorporated where appropriate. The published document should be very concise with more detailed technical appendices as needed.
13. **Plan Implementation.** Implement the plan through the Regional transportation improvement programming process.
14. **Feedback.** No plan is ever perfect. Events may occur that simply were not foreseen during the planning process. All plans need to be improved as the process moves forward. Provide mechanisms for feedback to update the plan.

Public Participation Plan (PPP)

The RTPO in coordination with ODOT will develop, adopt, and implement a Public Participation Plan (PPP) that adheres to the public participation process as discussed in chapter 4.

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CHAPTER 4

REGIONAL TRANSPORTATION PLANNING PUBLIC OUTREACH

Public Participation Process

Federal transportation regulations require proactive public involvement in the transportation planning process.

This Process is designed to accomplish the following goals:

1. Seek public involvement throughout the transportation planning process.
2. Ensure that decisions will be made only after the public is aware of and has the opportunity to comment on the project.
3. Ensure that transportation planning decision-makers will consider all concerns of the public related to any proposed project.
4. Ensure that all documents will be published in easily read formats.
5. Inform the public about the RTPO's ongoing planning activities.

The Public Participation Plan (PPP) shall, at a minimum, describe procedures, strategies, and desired outcomes for:

- Providing adequate public notice of public participation activities and time for public review and comment at key decision points. This includes, but is not limited to, a reasonable opportunity to comment on the LRTP and PWP.
- Employing visualization techniques to describe LRTP.
- Making public information (technical information and meeting notices) available in electronically accessible formats, such as email or on RTPO website.
- Holding public meetings at convenient and accessible locations and times.
- Demonstrating consideration and response to input received during the public comment period and development of the LRTP.
- Seeking out and considering the needs of those traditionally underserved, such as low-income and minority households, who may face challenges accessing employment and other services
- Coordinating with statewide transportation planning processes.
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

Public Laws

Public participation in the transportation planning and programming process has been a priority for federal, state, and local officials since the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991; its successor, the Transportation Efficiency Act for the 21st Century (TEA-21); its successor, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Moving Ahead for Progress in the 21st Century Act (MAP-21) and the present Fixing America's Surface Transportation (FAST) Act. Therefore, regional Transportation Public Participation and Environmental Justice policies must reflect the mandates of ISTEA, TEA-21, SAFETEA-LU, MAP-21, and the FAST Act.

Public Participation Process General Guidelines

The PPP is intended to provide direction for transportation public participation activities to be conducted by the RTPO and contains the vision, goals, objectives, and techniques used by the RTPO for public participation. In its public participation process, the RTPO will strive to:

- Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to local jurisdictional concerns).
- Provide reasonable public access to technical and policy information used in the development of the LRTP, PWP, and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered. Such access would also include, if necessary, the conversion of the key planning documents into a different language to meet the Limited English Proficiency (LEP) Act discussed later in this document.
- Give a minimum fifteen (15) day public notice of public participation activities and allow time for public review and comment at key decision points, including but not limited to, the approval of the LRTP, PWP, and other appropriate transportation plans and projects. If the final draft of any transportation plan differs significantly from the one available for public comment by the regional staff and raises new material issues which interested parties could not reasonably have foreseen there shall be an additional opportunity for public comment.
- Respond in writing to all applicable public input. When significant written and oral comments are received on the draft transportation plan (including the financial plan) as a result of the public participation process, a summary, analysis, and report on the disposition of comments shall be made part of the final plan.
- Solicit the needs of those traditionally under-served by existing transportation systems, including but not limited to minorities, elderly, persons with disabilities, persons with limited English proficiency, and low-income households.
- Notice of any comment period will be advertised in a newspaper of general circulation.

- Provide a public comment period of not less than fifteen (15) calendar days prior to adoption of the PWP, any amendments or updates, and other appropriate transportation documents and studies.
- Provide a public comment period of not less than thirty (30) calendar days prior to adoption of the LRTP.
- Coordinate its Public Participation Process with statewide Public Participation Processes wherever possible to enhance public consideration of the issues, plans and programs, and reduce redundancies and costs.
- Periodically review the Public Participation Process to ensure it provides full and open access to all. Portions of the process, which are found not to meet the needs of the constituency, will be revised.

Public Participation Plan Vision, Goals & Policies

The vision for the PPP is that the public will be provided thorough information on transportation planning services and project development in a convenient and timely manner. To this end, the following goals and policies have been established.

Goal 1: RTPO shall keep the public informed of on-going regional transportation related activities on a continuous basis.

- RTPO shall make all publications and work products available to the public via internet, staff office, and employ visualization techniques to describe transportation actions as part of the LRTP.
- Staff shall be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of groups such as homeowners’ associations with reasonable notice.
- RTPO shall maintain a Transportation section on the COG website or shall maintain an RTPO website devoted to transportation planning. The website shall, at a minimum, contain the following information:
 - Current staffs contact information (i.e. name, title, mailing address, phone, fax, and e-mail)
 - Meeting calendars and agendas
 - Technical Committee and Policy Board memberships
 - Brief descriptions of current projects
 - Work products and publications (LRTP, PWP, Bylaws, PPP)
 - Civil Rights documentation (Title II & VI Assurances, Title VI Complaint Form)
 - Links to related agencies (e.g. ODOT, Transit Agencies, Cities/Town, Counties)

Goal 2: RTPO shall encourage the participation of all citizens in the transportation planning process.

- Target audiences shall be identified for each planning study conducted, including residents, business and property owners and those traditionally underserved and underrepresented populations including but not limited to, low-income and minority households, within the study area.
- Whenever feasible, hold public meetings at a scheduled time, location, and building facility convenient to potentially affected citizens.
- Provide an additional opportunity for public comments, if the final LRTP or transportation plans and programs differ significantly from the version that was initially made available for public comment.

Goal 3: RTPO shall continuously strive to improve public participation.

- Continuously evaluate public participation techniques, according to the procedures contained in this Public Participation Plan.
- Review and update at a **minimum of every four (4) years**.

Public Participation Techniques

An effective public participation process is characterized by techniques and procedures that enable citizens to become well informed. This section contains descriptions of public participation tools of which RTPO proposes to use. These tools are as follows:

Public Participation Process Factors

Consultation

As part of FAST Act regulations in encouraging more cooperative planning, RTPO will consult, as appropriate, with agencies and officials responsible for other planning activities that are affected by transportation within the RTPO area. To coordinate the planning function to the maximum extent practicable, such consultation will entail comparing LRTPs as they are developed with the plans, maps, inventories, and planning documents developed by other agencies. This consultation will include, as appropriate, contact with the following groups: State, local, Indian Tribal, and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, consideration, and historic preservation.

The regional transportation planning staff shall maintain an open consultation policy, whereby any private citizen or entity responsible for transportation in the RTPO area may contact the RTPO and be included in the consultation process.

Direct Mailings

Direct Mailings are used to announce upcoming activities or to provide information to a targeted area or the media. Direct mailings are usually letters, but can be post cards or fliers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue, for example avid cyclists and pedestrians may be targeted for pathways and trail projects.

E-mail Announcements

Meeting announcements and regional transportation planning information would be e-mailed to interested persons that have submitted their e-mail addresses to the RTPO staff.

Transportation Planning Master Database

Staff maintains a master database of all contacts, both business and public, on a continual basis. The database includes committee membership, mailing information, phone numbers, fax numbers, and e-mail addresses. The database is used for maintaining up-to-date committee membership lists and lists of individuals with a special interest in RTPO activities including the media and public interest groups.

Membership mailing lists generated using the databases are provided to the public, municipalities, and other agencies upon request. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements. Citizens shall be allowed to sign up to be added to the distribution lists maintained by RTPO.

Legal Advertisements

ODOT requires a minimum fifteen (15) day advertisement of any public meeting where a decision could be made that would make a significant change to an existing plan or program. Ads shall be published to solicit public comment and/or review of the requested change or plan update. The ads must provide a description of the meeting agenda, including contact information.

Public Notices

RTPO shall regularly advertise the Technical Committee and Policy Board meetings.

Regional Transportation Planning Website

The site shall provide basic information about the RTPO, the regional transportation planning process, RTPO members, and staff contact information. Regional publications and work products, such as the PWP, LRTP, PPP, and including recent meeting minutes, meeting agendas and meeting notices must be available for downloading from the site. The site shall also provide many links to other transportation related sites from the local to the national level and shall be maintained and updated by RTPO staff.

Public Informational Meetings

These public meetings are generally open and informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of public informational meetings is to provide project information to the public and to solicit public comment.

Visualization

RTPO recognizes that an important element to public participation is to provide the public, when possible, visual as well as written descriptions of transportation projects. Through visual imagery, the complex features of proposed transportation plans, policies, and programs can be portrayed at appropriate scales—region, local, project architecture, etc.—and from different points of view. To this end, RTPO will utilize various visual and architectural design techniques.

Public Participation Process TITLE VI

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

[Title VI of the Civil Rights Act of 1964](#) is the federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of minorities to gain equal access to services and programs. Among other things, in operating a federally assisted program, a recipient cannot, on the basis of race, color, or national origin, either directly or through contractual means:

- Deny program services, aids, or benefits;
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others; or
- Segregate or separately treat individuals in any matter related to the receipt of any services, aid, or benefit.

Public Participation Process ENVIRONMENTAL JUSTICE

Title VI of the Civil Rights Act of 1964 prohibits discrimination in federally assisted programs and activities on the basis of race, color, and national origin. In 1994, Presidential [Executive Order 12898](#) directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on minority populations and low-income populations.

The Federal Highway Administration articulates three fundamental environmental justice principles:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Community/Region Profile

Population Composition

Minority Population Composition

Low Income Population Composition

Limited English Proficiency

Website Development

The RTPO is responsible for development and maintenance of a transportation planning website. If the regional transportation planning website is found within the COG website, it must be listed under the link *Transportation Planning*. The website should be used as a tool for extended public outreach for all phases of the regional transportation planning process. To ensure efficiency of use, each website will be required to maintain at minimum the following up-to-date information, unless otherwise noted by ODOT:

- Introduction – describe the purpose of the RTPO including its responsibilities and involvement in transportation planning.
- Calendar of Events – all meetings with date/time/location.
- Committees – a description of all related committees with their memberships and affiliations listed.
- Meeting minutes and agendas for all related committees
- RTPO staff contact information
- Short & Long Range Planning – include and describe at minimum; PWP, PPP, LEP, LRTP
 - Any other special studies or planning documents that are prepared maybe listed.
- Maps and Data – a map of the RTPO region.
 - Any data that is relevant to transportation planning maybe provided.
- Public Involvement – list and describe all areas of ongoing public involvement, such as; website, newsletter, meetings, news releases, social media.
- Civil Rights – the following statement shall be included:

It is the policy of the RTPO name (RTPO), under Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1968; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-aid Highway Act of 1973; Civil Rights Restoration Act of 1987; and other related authorities and regulations, that no person in the United States shall, on the basis of race, color, national origin, sex, age, handicap/disability, religion, or familial status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the RTPO name (RTPO) or its sub-recipients.

If you have any questions, please contact RTPO name at (XXX) XXX-XXXX.

- Title VI and Title II required downloadable documents include: Title II Assurance, Title VI Assurance, Title VI Complaint Process, Title VI Complaint Form, Title VI Brochures (English/Spanish), ADA Complaint Process, ADA Complaint Form, ADA/504 Compliance Plan, Title VI Data Collection and Reporting.
- Links to other transportation related sites (RTPOs, ODOT, FHWA, FTA, Local Transit providers, Bicycle & Pedestrian Agencies, etc.)

Optional information to be included:

- Congestion Management – includes traffic counts, traffic incidents, Regional crash analysis, Regional snow routes

REGIONAL TRANSPORTATION PLANNING APPENDIX A

Title 25 Oklahoma Statutes

§ 301. Short Title

This act shall be known as the **Oklahoma Open Meeting Act**.

§ 302. Public Policy

It is the public policy of the State of Oklahoma to encourage and facilitate an informed citizenry's understanding of the governmental processes and governmental problems.

§ 303. Times and Places – Advance notice

All meetings of public bodies, as defined hereinafter, shall be held at specified times and places which are convenient to the public and shall be open to the public, except as hereinafter specifically provided. All meetings of such public bodies, except for executive sessions of the State Banking Board and Oklahoma Savings and Loan Board, shall be preceded by advance public notice specifying the time and place of each such meeting to be convened as well as the subject matter or matters to be considered at such meeting, as hereinafter provided.

§ 304. Definitions

As used in the Oklahoma Open Meeting Act:

1. "Public body" means the governing bodies of all municipalities located within this state, boards of county commissioners of the counties in this state, boards of public and higher education in this state and all boards, bureaus, commissions, agencies, trusteeships, authorities, councils, committees, public trusts or any entity created by a public trust, including any committee or subcommittee composed of any of the members of a public trust or other legal entity receiving funds from the Rural Economic Action Plan Fund as authorized by Section [2007](#) of Title 62 of the Oklahoma Statutes, task forces or study groups in this state supported in whole or in part by public funds or entrusted with the expending of public funds, or administering public property, and shall include all committees or subcommittees of any public body. Public body shall not include the state judiciary, the Council on Judicial Complaints when conducting, discussing, or deliberating any matter relating to a complaint received or filed with the Council, the Legislature, or administrative staffs of public bodies, including, but not limited to, faculty meetings and athletic staff meetings of institutions of higher education when those staffs are not meeting with the public body, or entry-year assistance committees. Furthermore, public body shall not include the multidisciplinary team provided for in subsection C of Section [1-502.2](#) of Title 63 of the Oklahoma Statutes or

any school board meeting for the sole purpose of considering recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of the recommendations. Furthermore, public body shall not include meetings conducted by stewards designated by the Oklahoma Horse Racing Commission pursuant to Section [203.4](#) of Title 3A of the Oklahoma Statutes when the stewards are officiating at races or otherwise enforcing rules of the Commission;

2. "Meeting" means the conduct of business of a public body by a majority of its members being personally together or, as authorized by Section [307.1](#) of this title, together pursuant to a videoconference. Meeting shall not include informal gatherings of a majority of the members of the public body when no business of the public body is discussed;

3. "Regularly scheduled meeting" means a meeting at which the regular business of the public body is conducted;

4. "Special meeting" means any meeting of a public body other than a regularly scheduled meeting or emergency meeting;

5. "Emergency meeting" means any meeting called for the purpose of dealing with an emergency. For purposes of the Oklahoma Open Meeting Act, an emergency is defined as a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss;

6. "Continued or reconvened meeting" means a meeting which is assembled for the purpose of finishing business appearing on an agenda of a previous meeting. For the purposes of the Oklahoma Open Meeting Act, only matters on the agenda of the previous meeting at which the announcement of the continuance is made may be discussed at a continued or reconvened meeting; and

7. "Videoconference" means a conference among members of a public body remote from one another who are linked by interactive telecommunication devices permitting both visual and auditory communication between and among members of the public body and members of the public. During any videoconference both the visual and auditory communications functions of the device shall be utilized. Whenever the term "teleconference" appears in any law in relation to a meeting of a public body, it shall be deemed to mean a videoconference as defined in this paragraph.

§ 305. Recording of Votes

In all meetings of public bodies, the vote of each member must be publicly cast and recorded.

§ 306. Vote By Electronic or Telephonic Communications

No informal gatherings or any electronic or telephonic communications, except teleconferences as authorized by Section 3 of this act, among a majority of the members of a public body shall be used to decide any action or to take any vote on any matter.

§ 307. Executive Sessions

A. No public body shall hold executive sessions unless otherwise specifically provided in this section.

B. Executive sessions of public bodies will be permitted only for the purpose of:

1. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee;
2. Discussing negotiations concerning employees and representatives of employee groups;
3. Discussing the purchase or appraisal of real property;
4. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest;
5. Permitting district boards of education to hear evidence and discuss the expulsion or suspension of a student when requested by the student involved or the student's parent, attorney or legal guardian;
6. Discussing matters involving a specific handicapped child;
7. Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law;
8. Engaging in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act; or
9. Discussing the following:
 - a. the investigation of a plan or scheme to commit an act of terrorism,

- b. assessments of the vulnerability of government facilities or public improvements to an act of terrorism,
- c. plans for deterrence or prevention of or protection from an act of terrorism,
- d. plans for response or remediation after an act of terrorism,
- e. information technology of the public body but only if the discussion specifically identifies:
 - (1) design or functional schematics that demonstrate the relationship or connections between devices or systems,
 - (2) system configuration information,
 - (3) security monitoring and response equipment placement and configuration,
 - (4) specific location or placement of systems, components or devices,
 - (5) system identification numbers, names, or connecting circuits,
 - (6) business continuity and disaster planning, or response plans, or
 - (7) investigation information directly related to security penetrations or denial of services, or
- f. the investigation of an act of terrorism that has already been committed.

(For the purposes of this subsection, the term "terrorism" means any act encompassed by the definitions set forth in Section 1268.1 of Title 21 of the Oklahoma Statutes.)

C. Notwithstanding the provisions of subsection B of this section, the following public bodies may hold executive sessions:

1. The State Banking Board, as provided for under Section 306.1 of Title 6 of the Oklahoma Statutes;
2. The Oklahoma Industrial Finance Authority, as provided for in Section 854 of Title 74 of the Oklahoma Statutes;
3. The Oklahoma Development Finance Authority, as provided for in Section 5062.6 of Title 74 of the Oklahoma Statutes;

4. The Oklahoma Center for the Advancement of Science and Technology, as provided for in Section 5060.7 of Title 74 of the Oklahoma Statutes;

5. The Oklahoma Savings and Loan Board, as provided for under subsection A of Section 381.74 of Title 18 of the Oklahoma Statutes;

6. The Oklahoma Health Research Committee for purposes of conferring on matters pertaining to research and development of products, if public disclosure of the matter discussed would interfere with the development of patents, copyrights, products, or services;

7. A review committee, as provided for in Section 855 of Title 62 of the Oklahoma Statutes;

8. The Child Death Review Board for purposes of receiving and conferring on matters pertaining to materials declared confidential by law;

9. The Domestic Violence Fatality Review Board as provided in Section 1601 of Title 22 of the Oklahoma Statutes;

10. All nonprofit foundations, boards, bureaus, commissions, agencies, trusteeships, authorities, councils, committees, public trusts, task forces or study groups supported in whole or part by public funds or entrusted with the expenditure of public funds for purposes of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business;

11. The Oklahoma Indigent Defense System Board for purposes of discussing negotiating strategies in connection with making possible counteroffers to offers to contract to provide legal representation to indigent criminal defendants and indigent juveniles in cases for which the System must provide representation pursuant to the provisions of the Indigent Defense System Act; and

12. The Quality Investment Committee for purposes of discussing applications and confidential materials pursuant to the terms of the Oklahoma Quality Investment Act.

D. An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No landowner, real estate salesperson, broker, developer, or any other person who may profit directly or indirectly by a proposed

transaction concerning real property which is under consideration may be present or participate in the executive session.

E. No public body may go into an executive session unless the following procedures are strictly complied with:

1. The proposed executive session is noted on the agenda as provided in Section 311 of this title;
2. The executive session is authorized by a majority vote of a quorum of the members present and the vote is a recorded vote; and
3. Except for matters considered in executive sessions of the State Banking Board and the Oklahoma Savings and Loan Board, and which are required by state or federal law to be confidential, any vote or action on any item of business considered in an executive session shall be taken in public meeting with the vote of each member publicly cast and recorded.

F. A willful violation of the provisions of this section shall:

1. Subject each member of the public body to criminal sanctions as provided in Section 314 of this title; and
2. Cause the minutes and all other records of the executive session, including tape recordings, to be immediately made public.

§307.1 Videoconference Exceptions

A. A public body may hold meetings by videoconference where each member of the public body is visible and audible to each other and the public through a video monitor, subject to the following:

1. No less than a quorum of the public body shall be present in person at the meeting site as posted on the meeting notice and agenda;
2. The meeting notice and agenda prepared in advance of the meeting, as required by law, shall indicate the meeting will include videoconferencing locations and shall state:
 - a. the location, address, and telephone number of each available videoconference site, and

b. the identity of each member of the public body and the specific site from which each member of the body shall be physically present and participating in the meeting;

3. After the meeting notice and agenda are prepared and posted, as required by law, no member of the public body shall be allowed to participate in the meeting from any location other than the specific location posted on the agenda in advance of the meeting;

4. In order to allow the public the maximum opportunity to attend and observe each public official carrying out the duties of the public official, a member or members of a public body desiring to participate in a meeting by videoconference shall participate in the videoconference from a site and room located within the district or political subdivision from which they are elected, appointed, or are sworn to represent;

5. Each site and room where a member of the public body is present for a meeting by videoconference shall be open and accessible to the public, and the public shall be allowed into that site and room. Public bodies may provide additional videoconference sites as a convenience to the public, but additional sites shall not be used to exclude or discourage public attendance at any videoconference site;

6. The public shall be allowed to participate and speak, as allowed by rule or policy set by the public body, in a meeting at the videoconference site in the same manner and to the same extent as the public is allowed to participate or speak at the site of the meeting;

7. Any materials shared electronically between members of the public body, before or during the videoconference, shall also be immediately available to the public in the same form and manner as shared with members of the public body; and

8. All votes occurring during any meeting conducted using videoconferencing shall occur and be recorded by roll call vote.

B. No public body shall conduct an executive session by videoconference.

§ 308. Meeting Between Governor and Majority Members of Public Body

Any meeting between the governor and a majority of members of any public body shall be open to the public and subject to all other provisions of this act.

§ 309. Legislature

The Legislature shall conduct open meetings in accordance with rules to be adopted by each house thereof.

§ 310. Legislative Committee Members Attending Executive Sessions

Any member of the Legislature appointed as a member of a committee of either house of the Legislature or joint committee thereof shall be permitted to attend any executive session authorized by the Oklahoma Open Meeting Act of any state agency, board or commission whenever the jurisdiction of such committee includes the actions of the public body involved.

§ 311. Public Bodies – Notice

A. Notwithstanding any other provisions of law, all regularly scheduled, continued or reconvened, special or emergency meetings of public bodies shall be preceded by public notice as follows:

1. All public bodies shall give notice in writing by December 15 of each calendar year of the schedule showing the date, time and place of the regularly scheduled meetings of such public bodies for the following calendar year.
2. All state public bodies, including, but not limited to, public trusts and other bodies with the state as beneficiary, shall give such notice to the Secretary of State.
3. All county public bodies, including, but not limited to, public trusts and any other bodies with the county as beneficiary, shall give such notice to the county clerk of the county wherein they are principally located.
4. All municipal public bodies, including, but not limited to, public trusts and any other bodies with the municipality as beneficiary, shall give such notice to the municipal clerk of the municipality wherein they are principally located.
5. All multicounty, regional, areawide or district public bodies, including, but not limited to, district boards of education, shall give such notice to the county clerk of the county wherein they are principally located, or if no office exists, to the county clerk of the county or counties served by such public body.
6. All governing boards of state institutions of higher education, and committees and subcommittees thereof, shall give such notice to the Secretary of State. All other public bodies covered by the provisions of this act which exist under the auspices of a state institution of higher education, but a majority of whose members are not members of the institution's governing board, shall give such notice to the county clerk of the county wherein the institution is principally located.
7. The Secretary of State and each county clerk or municipal clerk shall keep a record of all notices received in a register open to the public for inspection during regular

office hours, and, in addition, shall make known upon any request of any person the contents of said register.

8. If any change is to be made of the date, time or place of regularly scheduled meetings of public bodies, then notice in writing shall be given to the Secretary of State or county clerk or municipal clerk, as required herein, not less than ten (10) days prior to the implementation of any such change.

9. In addition to the advance public notice in writing required to be filed for regularly scheduled meetings, all public bodies shall, at least twenty-four (24) hours prior to such meetings, display public notice of said meeting, setting forth thereon the date, time, place and agenda for said meeting, such twenty-four (24) hours prior public posting shall exclude Saturdays and Sundays and holidays legally declared by the State of Oklahoma; provided, however, the posting of an agenda shall not preclude a public body from considering at its regularly scheduled meeting any new business. Such public notice shall be posted in prominent public view at the principal office of the public body or at the location of said meeting if no office exists. "New business", as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting.

10. In the event any meeting is to be continued or reconvened, public notice of such action, including date, time and place of the continued meeting, shall be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting which is continued may be discussed at the continued or reconvened meeting.

11. Special meetings of public bodies shall not be held without public notice being given at least forty-eight (48) hours prior to said meetings. Such public notice of date, time and place shall be given in writing, in person or by telephonic means to the Secretary of State or to the county clerk or to the municipal clerk by public bodies in the manner set forth in paragraphs 2, 3, 4, 5 and 6 of this section. The public body also shall cause written notice of the date, time and place of the meeting to be mailed or delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for notice of meetings of the public body with the clerk or secretary of the public body or with some other person designated by the public body. Such written notice shall be mailed or delivered at least forty-eight (48) hours prior to the special meeting. The public body may charge a fee of up to Eighteen Dollars (\$18.00) per year to persons or entities filing a written request for notice of meetings, and may require such persons or entities to renew the request for notice annually. In addition, all public bodies shall, at least twenty-four (24) hours prior to such special meetings, display public notice of said meeting, setting forth thereon the date, time, place and agenda for said meeting. Only matters appearing on the posted agenda may be considered at said special meeting. Such

public notice shall be posted in prominent public view at the principal office of the public body or at the location of said meeting if no office exists. Twenty-four (24) hours prior public posting shall exclude Saturdays and Sundays and holidays legally declared by the State of Oklahoma.

12. In the event of an emergency, an emergency meeting of a public body may be held without the public notice heretofore required. Should an emergency meeting of a public body be necessary, the person calling such a meeting shall give as much advance public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means.

B. 1. All agendas required pursuant to the provisions of this section shall identify all items of business to be transacted by a public body at a meeting, including, but not limited to, any proposed executive session for the purpose of engaging in deliberations or rendering a final or intermediate decision in an individual proceeding prescribed by the Administrative Procedures Act.

2. If a public body proposes to conduct an executive session, the agenda shall:

- a. contain sufficient information for the public to ascertain that an executive session will be proposed;
- b. identify the items of business and purposes of the executive session; and
- c. state specifically the provision of Section [307](#) of this title authorizing the executive session.

§ 312. Written Minutes

A. The proceedings of a public body shall be kept by a person so designated by such public body in the form of written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the public body, and all actions taken by such public body. The minutes of each meeting shall be open to public inspection and shall reflect the manner and time of notice required by this act.

B. In the written minutes of an emergency meeting, the nature of the emergency and the proceedings occurring at such meeting, including reasons for declaring such emergency meeting, shall be included.

C. Any person attending a public meeting may record the proceedings of said meeting by videotape, audiotape or by any other method; providing, however, such recording shall not interfere with the conduct of the meeting.

§ 313. Actions Taken in Willful Violation of Act

Any action taken in willful violation of this act shall be invalid.

§ 314. Violations - Criminal Penalties - Civil Relief

A. Any person or persons willfully violating any of the provisions of this act shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not exceeding Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for a period not exceeding one (1) year or by both such fine and imprisonment.

B. Following a violation of this act, any person:

1. May bring a civil suit for declarative or injunctive relief, or both; and
2. If successful, shall be entitled to reasonable attorney fees.

C. If the public body successfully defends a civil suit and the court finds that the suit was clearly frivolous, the public body shall be entitled to reasonable attorney fees.

For more information please and update to date amendments please visit the following:

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Oklahoma Department of Transportation

200 N.E. 21st Street

Oklahoma City, OK 73105-3204

<http://www.odot.org>