



## ***Northern Oklahoma Regional Transportation Planning Organization (NORTPO)***

of the  
Northern Oklahoma Development Authority

### **Regional Transportation Planning Work Program FFY 2024 Program**



Northern Oklahoma Development Authority (NODA)

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## I INTRODUCTION

This Planning Work Program (PWP) for the Northern Oklahoma Regional Transportation Planning Organization (NORTPO) identifies transportation planning activities to be undertaken during federal fiscal year (FFY) 2024. The objective of the PWP is to ensure the transportation planning activities for NORTPO support the regional transportation planning needs of the area. The PWP is developed by NORTPO in collaboration with Oklahoma Department of Transportation (ODOT), Northern Oklahoma Development Authority (NODA), and Oklahoma Economic Development Association (OEDA).

## II NORTPO

In April 2012, ODOT entered into an agreement with Oklahoma Association of Regional Councils (OARC) to oversee development of the regional transportation planning process and the regional public participation process in the non-metropolitan areas of the state. The Northern Oklahoma Development Authority (NODA), by Resolution #2016 PWP, created the Northern Oklahoma Regional Transportation Planning Organization (NORTPO). Appendix A illustrates the NORTPO region. The NORTPO Technical Committee (Appendix B) reviews the transportation planning process and provides recommendations to the NORTPO Policy Board (Appendix B). The Policy Board reviews and makes final approval on transportation planning products such as the PWP, Long Range Transportation Plans, Public Participation Plan and other transportation planning studies and documents.

## III TRANSPORTATION PLANNING PRODUCTS

NORTPO's regional transportation planning process results in the development of planning products, including the PWP, inventory and data collection, Long Range Transportation Plans, short range projects and studies, and the Public Participation Plan.

Planning Work Program (PWP) The PWP is one element of the transportation planning process that the NORTPO will follow in support of development of transportation planning products. The PWP will document the transportation planning activities and projects to be accomplished with SPR funds in the NORTPO region.

Long Range Transportation Plans (LRTP) The R-LRTP is the centerpiece of the transportation planning process. Since 2015, NORTPO has developed LRTPs for nine counties: Alfalfa, Blaine, Garfield, Grant, Kay, Kingfisher, Major, Noble, and Woodward. FFY2024 will continue the regional planning process in anticipation of the regional plan being developed and completed in the last quarter of FFY2023. Phase 1 (FFY2020) development of the R-LRTP focused on the introduction; federal planning regulations; goals and strategies for implementation; regional characteristics and profile; beginning discussions of transportation needs; public involvement (which occur throughout all phases of development), and appendices items tied to Phase 1. Phase 2 (FFY2021) included development patterns and land use by county/TAZ and continued into FFY2022 due to the Covid-19 pandemic. (FFY2022) included public surveys; demographic trends; future population and employment projections; commercial development; regional

destinations; economic activity; opportunity zones; environmental and cultural resources; trends and challenges; transportation inventory; freight needs; public transit, bicycle and pedestrian facilities; and continue with transportation needs, public participation, and appendices updates. In Phase 3 (FFY2023) staff continued to cultivate public participation and involvement, as well as updating appendices and data for the Regional LRTP. Focus centered on rural vs. urban vs. town vs. main street concerns; additional demographic trends, future populations, and employment; system management review and technology; transportation, homeland security, and emergency preparedness; functional classifications; alternative fuel corridors; policy development, freight development; and transit, bicycle, and pedestrian needs. In Phase 4 (FFY2024) staff will garner further support of the approved plan through local stakeholders, and officials in order to become a designated Regional Transportation Planning Organization.

**Public Participation Plan (PPP)** The intent of the Public Participation Plan is to encourage and support proactive public participation throughout the planning and decision-making process related to the development of proposed transportation plans, programs, and projects so that a safe, efficient transportation system reflecting the needs and interests of all stakeholders can be provided. Public participation provides citizens, affected public agencies, private providers of transportation and other interested parties' reasonable opportunity to comment, participate in goal-setting, problem solving, and expand the focus of transportation decision making. In addition, Fixing America's Surface Transportation (FAST) Act requires transportation agencies to develop and implement a proactive approach to ensure that transportation services are extended to those traditionally underserved.

## IV FFY 2024 PLANNING PRIORITIES

The FFY 2024 NORTPO and ODOT planning priorities are reflected in the various elements of this document. The major products or activities in this fiscal year will include:

### Work Elements:

- Program Support & Administration: Coordination of the Technical Committee and Policy Board meetings, training and travel, preparing the Planning Work Program, and program expenses.
- Data Acquisition and Management: Identify resources, collect and maintain demographic, transportation system, and other relevant data.
- Long Range Transportation Planning: Coordination of the planning project with community values and goals, community plans, and other various transportation data to complete and utilize the Regional Long Range Transportation Plan for community support through grants.
- Short Range Transportation Planning: Undertake studies and activities when needed to address emerging transportation needs through cooperation, participation and initiation with relevant local and regional agencies and affected parties, including working with ODOT on the TAP grant program, as applicable, CED 8 and OEDA.
- Public Education and Participation: Public outreach and education on transportation, the planning process, and maintenance for the NORTPO website.
- Mobility Management Program: Coordinate with transportation providers, human

services agencies and the communities to develop and implement a Mobility Management Program for northwest Oklahoma.

## V PWP Revenues

The PWP helps focus federal transportation planning funds – and matching non-federal funds – for both specific projects and on-going programmatic activities. The primary source of federal transportation planning funds are Federal Highway Administration (FHWA) State Planning and Research Funds (SPR). FHWA funds cannot exceed 80 percent of the total PWP revenues. The remaining 20 percent is provided by NODA. Total federal funds received is \$175,000. Tables 1 and 2 illustrate the source of funding for FFY 2024.

Table 1: FHWA SPR Budget Summary

	SPR Funds	NODA Match	TOTAL
Personnel	\$130,000	\$32,500	\$162,500
Travel	\$10,000	\$2,500	\$12,500
Indirect, Supplies & Operating Expenses	\$20,000	\$5,000	\$25,000
<b>TOTAL</b>	<b>\$160,000</b>	<b>\$40,000</b>	<b>\$200,000</b>

Source: NODA.

Table 2: FFY 2024 Total Budget, Including Federal, State and Local Sources

Element	Project	SPR Funds	NODA Match	ODOT/ARPA	TOTAL
1	Program Support & Administration	\$35,200	\$8,800	\$0	<b>\$44,000</b>
2	Data Acquisition & Management	\$40,000	\$10,000	\$0	<b>\$50,000</b>
3	Long Range Transportation Planning	\$34,000	\$8,500	\$0	<b>\$42,500</b>
4	Short Range Transportation Planning	\$30,000	\$7,500	\$0	<b>\$37,500</b>
5	Public Education & Participation	\$20,800	\$5,200	\$0	<b>\$26,000</b>
6	Mobility Management Program	\$0	\$0	\$100,000	<b>\$100,000</b>
	<b>TOTAL</b>	<b>\$160,000</b>	<b>\$40,000</b>	<b>\$100,000</b>	<b>\$300,000</b>

## Element 1.0 - Program Support & Administration

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

**TASK DESCRIPTION:** This Task includes the coordination of the Technical Committee and Policy Board meetings, training, travel, webinars, preparing the work program, and program expenses (office supplies, software, hardware, technology, printing, mailing, etc.).

The following products or activities will be the responsibility of the NORTPO staff and/or consultants in cooperation with ODOT:

- Prepare agenda, minutes and support documents for the NORTPO Technical Committee and NORTPO Policy Board, including annual PWP and amendments, as needed.
- Prepare and submit monthly claims statement to ODOT.
- Maintain financial records and submit NODA's annual financial audit. The audit will be performed following guidance from OMB Circular A133.
- Coordinate with ODOT, and other Regional Councils in the RTPO process.
- Training, travel, and meetings: This task provides funding for travel to attend meetings in support of the program priorities identified in this document. Training to include both in-person and electronic means (webinars, teleconferences, etc.). Travel to include NORTPO meetings, and meetings at ODOT, OARC, other regional councils, and NADO and other conferences as appropriate.
- Consult with ODOT on the purchase of equipment and/or technology to manage transportation data.
- Grow the NORTPO Policy Board and Technical Committee member base and increase their reputation within the region as policy recommending bodies.

### Product and Schedule:

Product	Start	Complete	Estimated Hours
Agendas, minutes, documents, etc.	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	210
FFY 2025 PWP	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	60
FFY 2024 PWP Amendments	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	30
Audit	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	10
Monthly Claims	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	50
Training, travel, and meetings	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	505
Budgeting, purchases	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	50

Table 3: Program Support & Administration Funding

<b>FUNDING SOURCE</b>	<b>FUNDING AMOUNT</b>
SPR Funds	\$35,200
NODA Match	\$8,800
<b>TOTAL</b>	<b>\$44,000</b>

## Element 2.0 – Data Acquisition and Management

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

**TASK DESCRIPTION:** Identify resources, collect and maintain demographic, and other data elements and make necessary purchases (software, hardware, technology, etc.).

The following products or activities will be the responsibility of NORTPO staff and/or consultant:

- Develop methods and procedures to identify sources of data, collection of data, and maintenance of data.
- Create maps for regional and county long range transportation plan(s).
- Coordinate with NORTPO's three ODOT Divisions (4, 5 and 6) to collect and share data such as functional classification, vehicle traffic count data, transportation projects, accident data, etc.
- Continue development and maintenance of the Geographic Information System (GIS) and other information reporting, and continue efforts to incorporate new or revised data into GIS mapping.
- Physical and operational characteristics of the transportation system will be collected, analyzed and integrated in GIS. Such items include street characteristics, major traffic routes, bridges, functional classification, rail system characteristics, transit usage, bicycle facilities and usage, pedestrian facilities and usage, transportation impediments, and infrastructure.
- Incorporate US Census Bureau data needed for the NORTPO region from the 2020 Census.
- Work with ODOT and area freight stakeholders to maintain up-to-date inventories of intermodal facilities and goods movement data affecting the NORTPO area.
- Assist ODOT and local communities with information pertaining to transit, bicycle and pedestrian facilities and usage.

**Products and Schedule:**

Product	Start	Complete	Estimated Hours
Develop methods and procedures to identify sources of data to collect	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	240
Data acquisition and management	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	800

**Table 4: Data Acquisition & Management Funding**

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$40,000
NODA Match	\$10,000
<b>TOTAL</b>	<b>\$50,000</b>

## ELEMENT 3.0 – LONG RANGE TRANSPORTATION PLANNING

**OBJECTIVE:** Development and utilization of regional long-range transportation plan.

**TASK DESCRIPTION:** Coordination of the planning project with community values and goals, land use plans, and other various transportation data to complete a Regional Long Range Transportation Plan and make necessary purchases (software, hardware, technology, etc.).

The following products or activities will be the responsibility of staff and/or planning consultant:

- Develop, and update a regional long-range transportation plan reflective of the region and local plans.
- Develop other long range plans based on the needs of the community such as safety, active, or resilience plans etc. for the region.
- Work to implement policies and work with communities on needs, projects, and policies identified through public involvement activities and beyond.
- Visualization techniques will be used to communicate transportation information for public outreach - such as tables and graphs.
- Ensure the transportation planning process is in compliance with applicable federal and state legislation.
- Coordinate transportation planning efforts with ODOT, and planning consultant as needed.
- Support local communities planning processes, within the scope of the long range transportation plan.
- Undergo studies and write regional transportation plans based on needs identified in the public participation process possible areas include freight management, economic development along corridors, alternative transportation connects, etc.

**Products and Schedule:**

Product	Start	Complete	Estimated Hours
Regional long range planning	1 <sup>st</sup> Quarter	3 <sup>rd</sup> Quarter	500
Visualization techniques, data representation (Mapping)	1 <sup>st</sup> Quarter	3rd Quarter	300
Monitor federal and state legislation	1 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	50
Oversight and coordination of planning effort with ODOT, consultant as needed	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	24

**Table 5: Long Range Planning Funding**

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$34,000
NODA Match	\$8,500
<b>TOTAL</b>	<b>\$42,500</b>

## ELEMENT 4.0 – SHORT RANGE TRANSPORTATION PLANNING

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

**TASK DESCRIPTION:** Undertake studies and activities when needed to address emerging transportation needs through cooperation, participation and initiation with relevant local and regional agencies and affected parties and make necessary purchases (software, hardware, technology, etc.).

The following products or activities will be the responsibility of staff and/or the planning consultant:

- Continue to conduct traffic, and pedestrian count studies within the region's counties, as needed.
- Coordinate with ODOT on the implementation of the Transportation Alternatives Set – Aside program and assist local government members with applications as requested.
- Administer a pilot SPR mini transportation planning activity program.
- Collaborate with city managers, county commissioners, county engineering districts, etc. on projects, studies, grant assistance etc., within NORPTO area, including assistance to ODOT staff with regional surveys of needs, etc.
- Assist NORTPO entities in identification of appropriate federal and state funding sources for local transportation improvements and assist in the application process.
- Continue to review transportation planning procedures as needed.

### Products and Schedule:

Product	Start	Complete	Estimated Hours
Traffic/Pedestrian studies	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	140
Grant Assistance	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	150
Collaboration and technical assistance on projects, studies, etc., in NORTPO area.	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	200
Pilot - SPR Mini Grant	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	100
Transportation planning procedures	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	200

Table 6: Short Range Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$30,000
NODA Match	\$7,500
<b>TOTAL</b>	<b>\$37,500</b>

## Element 5.0 – Public Education and Participation

**OBJECTIVE:** Build awareness, interest, and support in the general public, stakeholders, and underserved communities for transportation concerns.

**TASK DESCRIPTION:** Public outreach and education on the transportation planning process and the maintenance for the NORTPO website and make necessary purchases (software, hardware, technology, etc.).

The following products or activities will be the responsibility of staff, ODOT and/or the planning consultant:

- Participate on state, regional, and local committees regarding transportation issues.
- Educate the public and elected officials, in order to increase public understanding of both the options and the constraints of transportation alternatives.
- Develop and implement techniques to eliminate barriers to public engagement in transportation planning.
- Coordinate with local and state partners in development procedure to identify data needed, and a procedure for collection and distribution of data.
- Visualization techniques will be used to communicate transportation information for public outreach.
- Periodically review and revise the Public Participation Plan (PPP), Limited English Proficiency Plan (LEP), and other appropriate documents.
- Promote and maintain NORTPO website, social media, etc., to keep citizens and decision makers informed of transportation concerns, needs and projects.

### Products and Schedule:

Product	Start	Complete	Estimated Hours
State, regional, local committees	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	50
Public education	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	200
Planning for public education	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	91
Identification of data needs	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	70
Review of PPP, LEP, etc.	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	30
Website and Social Media	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	100

Table 7: Public Education & Participation Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$20,800
NODA Match	\$5,200
<b>TOTAL</b>	<b>\$26,000</b>

## Element 6.0 – Mobility Management Program – Pilot Project

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

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

The following products or activities will be the responsibility of staff, ODOT and/or the Mobility Manager/Planning Consultant:

- Maintain and update an inventory of available transportation services in NORTPO region.
- Review adopted plans and identify projects/tasks that support the MMP.
- Regularly meet with local transit providers.
- Identify unmet mobility needs and develop strategies through assessments and surveys.
- Develop a marketing/awareness program that produces public outreach material.
- Conduct public outreach events.
- Training, travel and attending meetings to support multi modal transportation planning.
- Development and Maintenance of 5310 Coordinated Human Services Plan for the region.

### Products and Schedule:

Product	Start	Complete	Estimated Hours
Development of NORTPO Mobility Management Program	1st Quarter	4 <sup>th</sup> Quarter	780
Travel, Training, and meetings	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	500
Data acquisition and management	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	800

Table 8: Funding Source & Funding Amount

FUNDING SOURCE	FUNDING AMOUNT
ODOT	\$100,000
NODA Match	\$0
<b>TOTAL</b>	<b>\$100,000</b>

## Appendix A: NORTPO Boundary Map

### NORTPO Region



## Appendix B: NORTPO Boards and Committees

### Technical Committee

Cecil Michael; <cecil@nodanet.org>	Rural Fire Coordinator - NODA
Tiffany Plunkett; <tiffany@noda-ok.org>	Cherokee Strip Transit
Tyler Schroder <tschroder@ced8.org>	Engineer - CED 8
Vicki Eggers; <vicki@noda-ok.org>	Director of Economic Development - NODA
Kelly Parker <kparker@smcok.com>;	Mayor of Alva
Tom Sheats <fire@oeda.org>;	Rural Fire Coordinator - OEDA
Gary Flynn <GFlynn@odot.org>	Planning Coordinator - ODOT
<b><u>Alternate - Tech Committee</u></b>	
Jason Brinley <jbrinley@ced8.org>;	Engineer - CED 8

### Policy Board

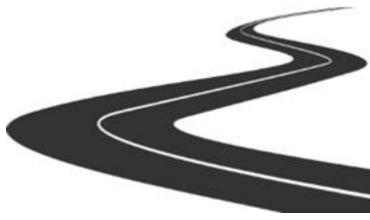
Ashley Humphrey <ashley.humphrey@enid.org>	Supervisor of Street & Stormwater Dept. - Enid
Bill Seitter (seitterb@gmail.com) seitterb@gmail.com	Mayor of Watonga
Brandon Schultz <blco2@pldi.net>	Blaine County Commisioner
Chris Henderson <hendecd@poncacityok.gov>	City Planner - Ponca City
Dea Mandevill <cityofmedfordok@yahoo.com>	Grant County Cities and Towns
Dixie Johnson <djohnson@cityofperryok.com>	Noble County Cities and Towns
Donnie Head <dhead@ced8.org>	Circuit Engineering District #8
Gary May <dist2noble@outlook.com>	Noble County Commissioner
Howard Powell <david-shumate@sbcglobal.net>	Garfield County Cities and Towns
James Crabbs <jim@crabbstrans.biz>	Crabbs Transport
Jason Shanks <jrshanks@newkirkok.net>	Kay County Commissioner
Jay Hague <alfcounty1@gmail.com>	Alfalfa County Commissioner
Jeff Moss <district1@pldi.net>	Kingfisher County Commissioner
Marc Bolz <marcboz56@hotmail.com>	Garfield County Commissioner
Marci Hyde <townhall@sctelcom.net>	Alfalfa County Cities and Towns
Max Hess <grantcomm1@pldi.net>	Grant County Commissioner
Noel Clonts <n.clonts@tonkawaok.gov>	Director of Public Works - Tonkawa
Philip Schrahl <philip@schrahl.me>	Major County Cities and Towns
Rick Howland <rhowland@odot.org>	Oklahoma Department of Transportation, Div. 4, Urban Cons. & Maint. Eng
Rita Kroll <rita@noda-ok.org>	Cherokee Strip Transit
Tiffany Tillman <hennesseyokus@pldi.net>	Kingfisher County Cities and Towns

## Appendix C: Acronyms

### List of Acronyms

CFR	Code of Federal Regulations
FAST	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FY	Fiscal Year
FFY	Federal Fiscal Year
GIS	Geographic Information System
LEP	Limited English Proficiency Plan
MM	Mobility Management
MSC	Mobility Services Coordinator
LRTP	Long Range Transportation Plans
NODA	Northern Oklahoma Development Authority
NORTPO	Northern Oklahoma Regional Transportation Planning Organization
OARC	Oklahoma Association of Regional Councils
ODOT	Oklahoma Department of Transportation
OEDA	Oklahoma Economic Development Authority
PPP	Public Participation Plan
PWP	Planning Work Program
RTPO	Regional Transportation Planning Organization
R-LRTP	Regional Long Range Transportation Plan
SPR	State Planning and Research

## Appendix D: Resolution (Insert)



**Northern Oklahoma Regional  
Transportation Planning Organization**



**RESOLUTION #2023-3**

**NORTHERN OKLAHOMA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
FFY2024 PLANNING WORK PROGRAM - AMENDED 9/28/23**

**WHEREAS**, the Northern Oklahoma Regional Transportation Organization (NORTPO) was established to serve as the planning organization and to provide guidance to local governments in conducting the regional transportation planning process for the Northern Oklahoma Development Authority (NODA) and Oklahoma Economic Development Authority (OEDA) and the counties of Alfalfa, Beaver, Blaine, Cimarron, Dewey, Ellis, Garfield, Grant, Harper, Kay, Kingfisher, Major, Noble, Texas, Woods, and Woodward, pursuant to the requirements and provisions of Moving Ahead for Progress in the 21st Century Act (MAP-21 Section 134 (d)(2) of Title 23);

**WHEREAS**, NORTPO is interested in the continued development of the regional transportation planning process as described in the 24 CFR 450.21(b) through on-going public involvement and data collection of regional transportation needs in the aforementioned counties; and

**WHEREAS**, NODA is serving as staff to the NORTPO FFY2024 Planning Work Program (PWP) outlining the tasks necessary to accomplish the goals of the planning work process and the Regional Planning Organization;

**NOW THEREFORE, BE IT RESOLVED** that NORTPO does adopt and endorse the FFY2024 Planning Work Program as amended, as the guide for tasks to be completed in the planning process.

PASSED, APPROVED AND ADOPTED by the NORTPO Policy Board on 9/28/23

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NORTPO Policy Board Chair

Attest:

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Secretary