



***Northern Oklahoma Regional Transportation  
Planning Organization (NORTPO)***  
of the  
Northern Oklahoma Development Authority

**Regional Transportation Planning Work Program  
FFY 2021 Program**



Northern Oklahoma Development Authority (NODA)  
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## Table of Contents

I	Introduction .....	1
II	NORTPO .....	1
III	Transportation Planning Products .....	1
	Planning Work Program (PWP) .....	1
	Long Range Transportation Plan (LRTP) .....	1
	Public Participation Plan (PPP) .....	2
IV	FFY 2021 Planning Priorities .....	2
V	PWP Revenues .....	3
	Table 1: FHWA SPR Budget Summary .....	3
	Table 2: Federal Fiscal Year 2021 Total Budget, Including Federal, State and Local Source .....	3
	Element 1.0 Program Support & Administration .....	4
	Table 3: Program Support & Administration Funding .....	5
	Element 2.0 Data Acquisition and Management .....	6
	Table 4: Data Acquisition & Management Funding .....	7
	Element 3.0 Long Range Transportation Planning .....	8
	Table 5: Long Range Planning Funding .....	8
	Element 4.0 Short Range Transportation Planning .....	9
	Table 6: Short Range Planning Funding .....	9
	Element 5.0 Public Education and Participation .....	10
	Table 7: Public Education and Participation Funding .....	10
	Appendix A: NORTPO Boundary Map .....	11
	Appendix B: NORTPO Boards and Committees .....	12
	Appendix C: Acronyms.....	13
	Appendix D: NORTPO Resolution.....	14

## I INTRODUCTION

The 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) 2021. 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 Plan, 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 Plan, 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 Plan (LRTP) The 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. FFY2021 will continue the regional planning process. It is anticipated the regional plan development will take until FFY2022 to complete. Phase 1 (FFY2020) development 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) will include public surveys; demographic trends; future population and employment projections; commercial development; development patterns and land use by county/TAZ; 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 (FFY2022) staff will continue to cultivate public participation and involvement, as well as updating appendices. Focus will center 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; freight development; and transit, bicycle, and pedestrian needs. Financial aspects, as well as project selection and phasing, will be thoroughly discussed and planned in Phase 3.

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 2021 PLANNING PRIORITIES**

The FFY 2021 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 (office supplies, software, hardware, technology, printing and mailing).
- Data Acquisition and Management: Identify resources, collect and maintain demographic, and other data elements.
- Long Range Transportation Planning: 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.
- 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.
- Public Education and Participation: Public outreach and education on transportation, the planning process, and maintenance for the NORTPO website.

## 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 2021.

**Table 1: FHWA SPR Budget Summary**

	SPR Funds	NODA Match	TOTAL
Personnel	\$136,000	\$34,000	\$170,000
Travel	\$14,000	\$3,500	\$17,500
*Consultant	\$0	\$0	\$0
Indirect, Supplies & Operating Expenses	\$25,000	\$6,250	\$31,250
<b>TOTAL</b>	<b>\$175,000</b>	<b>\$43,750</b>	<b>\$218,750</b>

Source: NODA

*\*This item will utilize an on-demand service contract; the amount listed is the maximum to be expended for the year.*

**Table 2: FFY 2021 Total Budget, Including Federal, State and Local Sources**

Element	Project	SPR Funds	NODA Match	TOTAL
1.0	Program Support & Administration	\$43,600	\$10,900	<b>\$54,500</b>
2.0	Data Acquisition & Management	\$52,500	\$13,125	<b>\$65,625</b>
3.0	Long Range Transportation Planning	\$26,276	\$6,569	<b>\$32,845</b>
4.0	Short Range Transportation Planning	\$23,748	\$5,937	<b>\$29,685</b>
5.0	Public Education & Participation	\$28,876	\$7,219	<b>\$36,095</b>
	<b>TOTAL</b>	<b>\$175,000</b>	<b>\$43,750</b>	<b>\$218,750</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 and travel, preparing the work program, program expenses (office supplies, software, hardware, technology, printing and mailing).

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.

**Product and Schedule:**

<b>Product</b>	<b>Start</b>	<b>Complete</b>	<b>Estimated Hours</b>
Agendas, minutes, documents, etc.	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	150
FFY 2022 PWP	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	50
FFY 2021 PWP Amendments	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	25
Audit	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	8
Monthly Claims	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	24
Training, travel, and meetings	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	625
Budgeting, purchases	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	25

**Table 3: Program Support & Administration Funding**

<b>FUNDING SOURCE</b>	<b>FUNDING AMOUNT</b>
SPR Funds	\$43,600
NODA Match	\$10,900
<b>TOTAL</b>	<b>\$54,500</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.

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.
- 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.
- Coordinate with US Census Bureau on information and data needed from the NORTPO region for the upcoming 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 with information pertaining to transit, bicycle and pedestrian facilities and usage.

**Products and Schedule:**

<b>Product</b>	<b>Start</b>	<b>Complete</b>	<b>Estimated Hours</b>
Develop methods and procedures to identify sources of data to collect	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	100
Coordinate with ODOT to share data	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	175
Data acquisition and management	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	900
Transit, bicycle, pedestrian facilities information with ODOT	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	70

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

<b>FUNDING SOURCE</b>	<b>FUNDING AMOUNT</b>
SPR Funds	\$52,500
NODA Match	\$13,125
<b>TOTAL</b>	<b>\$65,625</b>

**ELEMENT 3.0 – LONG RANGE TRANSPORTATION PLANNING**

OBJECTIVE: Development of a regional long range transportation plan.

TASK DESCRIPTION: Coordination of the planning project with community values and goals, land use plans, and other various transportation data to complete a Regional Long Range Transportation Plan.

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

- Develop a regional long-range transportation plan reflective of the region and local plans.
- Visualization techniques will be used to communicate transportation information for public outreach.
- 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.

**Products and Schedule:**

Product	Start	Complete	Estimated Hours
Regional long range transportation plan	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	350
Visualization techniques	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	100
Monitor federal and state legislation	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	20
Oversight and coordination of planning effort with ODOT, consultant as needed	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	50

**Table 5: Long Range Planning Funding**

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$26,276
NODA Match	\$6,569
<b>TOTAL</b>	<b>\$32,845</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.

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

- Continue to conduct traffic count studies within the region’s counties, as needed.
- Coordinate with ODOT on the development and implementation of its Transportation Alternative Program (TAP) process and assist local government members with applications for the same. Review TAP applications and monitor implementation of projects competitively selected using project evaluation and scoring criteria.
- Collaborate with city managers, county commissioners, and county engineering districts on projects, studies, etc., within NORTPO area, including assistance to ODOT staff with regional transit survey of needs, as requested.
- Assist NORTPO entities in identification of appropriate federal and state funding sources for local transportation improvements.
- Continue to review transportation planning procedures as needed.

**Products and Schedule:**

<b>Product</b>	<b>Start</b>	<b>Complete</b>	<b>Estimated Hours</b>
Traffic counts	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	200
TAP grant program	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	100
Collaboration on projects, studies, etc., in NORTPO area	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	100
Technical assistance	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	100
Transportation planning procedures	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	100

**Table 6: Short Range Planning Funding**

<b>FUNDING SOURCE</b>	<b>FUNDING AMOUNT</b>
SPR Funds	\$23,748
NODA Match	\$5,937
<b>TOTAL</b>	<b>\$29,685</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.

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:**

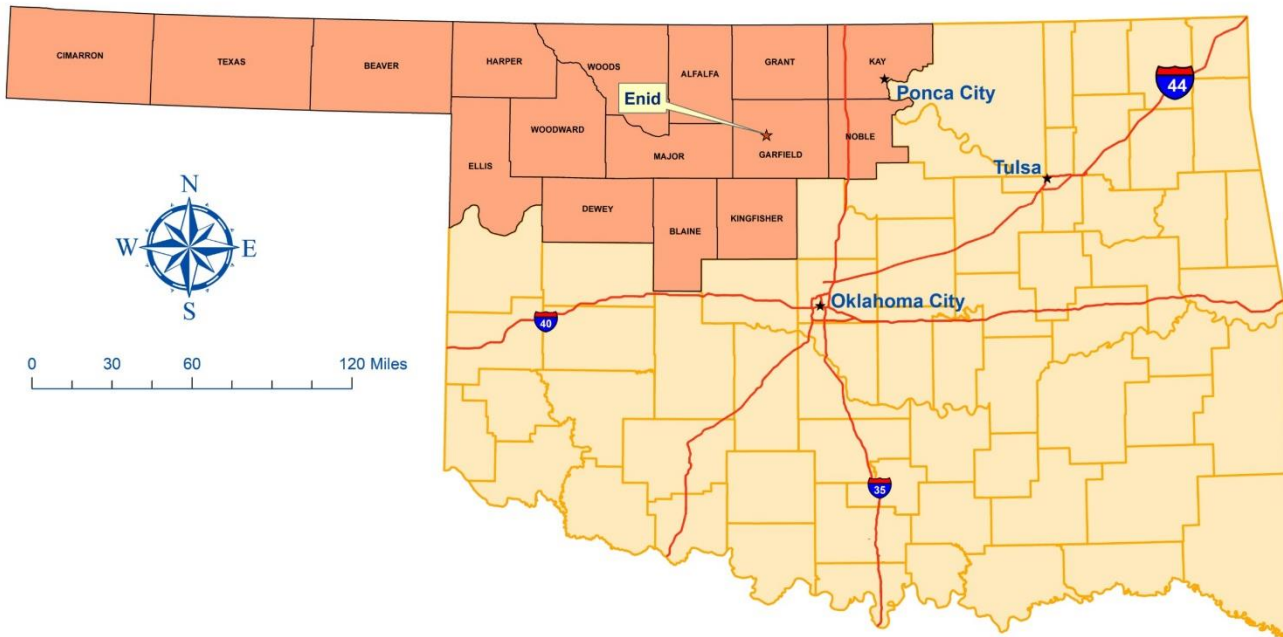
Product	Start	Complete	Estimated Hours
State, regional, local committees	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	30
Public education	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	250
Planning	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	40
Identification of data needs	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	25
Visualization techniques	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	20
Review of PPP, LEP, etc.	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	25
NORTPO website	1 <sup>st</sup> Quarter	4 <sup>th</sup> Quarter	10

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

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$28,876
NODA Match	\$7,219
<b>TOTAL</b>	<b>\$36,095</b>

Appendix A: NORTPO Boundary Map

NORTPO Region



## Appendix B: NORTPO Boards and Committees

### Technical Committee

Tiffany Plunkett	Cherokee Strip Transit
Tyler Schroder	Circuit Engineering District #8 Engineer
Valerie Snethen	Long Term Care Authority – Aging Services
Vicki Eggers	Northern Oklahoma Development Authority
Cecil Michael	Oklahoma Economic Development Authority
Scott Armstrong	Oklahoma Dept. of Transportation, Dist. 6 Engineer
Adam Gentis	Oklahoma Dept. of Transportation, RTPO Coordinator
Joe Schneider	Woodward Airport

### Alternates

Jason Brinley	Circuit Engineering District #8 Engineer
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### Policy Board

Marci Hyde	Alfalfa County Cities and Towns
Jay Hague	Alfalfa County
John Robertson	Blackwell Industrial Authority/Railroad
Mary Dungan	Blaine County Cities and Towns
Brandon Schultz	Blaine County
Rita Kroll	Cherokee Strip Transit
Donnie Head	Circuit Engineering District #8
Stephanie Moffitt	City of Enid
Chris Henderson	City of Ponca City
James Crabbs	Crabbs Transport/Business
Howard Powell	Garfield County Cities and Towns
Marc Bolz	Garfield County
Dea Mandevill	Grant County Cities and Towns
Max Hess	Grant County
Noel Clonts	Kay County Cities and Towns
Jason Shanks	Kay County
Bill Tucker	Kingfisher County Cities and Towns
Jeff Moss	Kingfisher County
Philip Schrahl	Major County Cities and Towns
Kent Schlotthauer	Major County
Dixie Johnson	Noble County Cities and Towns
Gary May	Noble County
Rick Howland	Oklahoma Dept. of Transportation, Division 4

## 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
LRTP	Long Range Transportation Plan
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
SPR	State Planning and Research



Appendix D: NORTPO Resolution



**RESOLUTION #2021 PWP  
NORTHERN OKLAHOMA REGIONAL TRANSPORTATION  
PLANNING ORGANIZATION  
FFY2021 PLANNING WORK PROGRAM**

**WHEREAS**, the Northern Oklahoma Regional Transportation Planning 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 Association (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 21<sup>st</sup> 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 24 CFR 450.210(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 FFY2021 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 FFY2021 Planning Work Program as the guide for tasks to be completed in the planning process.

PASSED, APPROVED AND ADOPTED by the NORTPO Policy Board on the 23<sup>th</sup> day of July, 2020.

  
\_\_\_\_\_  
Chair, NORTPO Policy Board

Attest:

  
\_\_\_\_\_  
Secretary