

OCARTS

Transportation Management Area Unified Planning Work Program

Fiscal Year 2010

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
OKLAHOMA CITY METROPOLITAN PLANNING ORGANIZATION

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The contents of this report reflect the views of the Association of Central Oklahoma Governments (ACOG), the Metropolitan Planning Organization for the Oklahoma City Area Regional Transportation Study (OCARTS) Transportation Management Area. ACOG is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect official views or policy of the U.S. Department of Transportation. This report does not constitute a standard, specification, or regulation.

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PART VI: ELEMENT AND TASK DESCRIPTIONS

ELEMENT #1: DATA DEVELOPMENT AND INFORMATION MANAGEMENT

This element is designed to provide a systematic framework for maintaining, developing, coordinating, integrating and supporting an areawide urban/regional data management information system. In order to accomplish this, ACOG staff will continue coordination with various federal, state, and local agencies including the Bureau of Census, U.S. Department of Commerce, Oklahoma Department of Environmental Quality, Oklahoma Department of Commerce, and the State Data Center for acquisition and analysis of socioeconomic, demographic, and transportation data.

This element produces a continuing inventory of land use, demographic, socioeconomic, and travel data, as well as transportation and transit facilities to monitor changes within the region.

Tasks Included:

- 1.01 - Demographic/Socioeconomic Data Monitoring
- 1.02 - Transportation Planning Data Management
- 1.03 - Geographic Information System Improvements and Census Geography
- 1.04 - Transportation Planning Assistance

*Task 1.01: Demographic/Socioeconomic Data Monitoring**Background Information*

Complete the 2035 Growth Allocation Model (GAM) allocation of future population and employment data at various levels of the OCARTS geography by using available land use capacity.

Program Objective

Finalize the socioeconomic data for the 2035 Plan and complete reports.

Program Activities (all activities to be conducted by ACOG)

1. Run the 2035 GAM to allocate population to the TAZ level of geography in the OCARTS area. Develop 2035 group quarters numbers. Finalize the outputs with local entities and complete the report update process. Begin to monitor annual residential building permits.
2. Finalize the 2035 OCARTS employment data at the TAZ level of geography. Complete the documentation on the process. Begin to monitor annual employment changes in the region.
3. Monitor regional land use changes and keep updates date specific.
4. Complete the development of the assumed 2035 densities for population and employment. Finalize the report on this process.
5. Develop the 2035 Commercial, Office, Industrial and Public (COIP) employment categories. Develop retail/other 2035 employment sub categories and self-employed for modeling purposes.
6. Provide data as needed, to project sponsors, regarding social, demographic, economic, and environmental impacts of major transportation projects. Complete 2035 Plan Impacts report.
7. Review the Final Alternates of the 2035 Plan in regards to evaluating the possibilities of disproportionately high and adverse effects on minority and low-income populations, consistent with the 1995 Environmental Justice order.
8. Develop the 2035 school enrollment projections including public, private schools, colleges, universities, and Vo-techs. Use the 2005-2035 population change by TAZ to develop these numbers.

End Products

Development of the 2035 OCARTS Plan socioeconomic data control numbers for all levels of geography. Complete reports on each task.

Task 1.02: Transportation Planning Data Management

Background Information

Transportation planning data are collected every year and compiled in various computerized transportation files at ACOG. Information is placed in new formats, and programs are revised as needed in order to allow greater flexibility and broader reviews of the subject matter.

Program Objective

To collect, maintain, update and evaluate information that is basic to the transportation planning process regarding current travel and system characteristics, and to utilize such information for the assessment of the transportation system performance and for the forecasting of the regional travel demand. Also, to provide a statistical foundation for the identification and evaluation of projects, as well as their planning and prioritization for the Transportation Improvement Program.

Program Activities

1. Traffic Counts

ACOG's comprehensive traffic counting program is based on a two-year cycle. The goal is to systematically collect traffic volume data on key links on the OCARTS Plan network on a rotation basis over a two-year period. Annual counts will be collected for a select number of locations. The traffic count program will continue to include counts taken by the Oklahoma Department of Transportation (ODOT), The City of Oklahoma City Traffic Management (OKC TM) and the cities of Edmond, Midwest City, Moore and Norman. These counts will support various tasks including Long Range Transportation Plan maintenance, the Congestion Management Process, Regional Accident Analysis, and Air Quality Planning.

The counts are programmed with coordination between ACOG, ODOT, OKC TM, and other member entities in the OCARTS area, in order to minimize any duplication of effort.

Following the FY 2009 purchase of a region-wide traffic count database web service, the count data will now be uploaded directly from the participants' counters into a hosted, central database. The database allows for the storage of 15 minute interval data, which will greatly increase the analysis capabilities for estimating peak-time system performance and travel demand within the region. The information contained in the hosted database can be downloaded by the participating agencies, as well as ACOG at any time. In addition, the counts will also be stored in ACOG's historical traffic count database.

ACOG, as well as all participating entities can retrieve the counts along with information such as historical counts, number of lanes, subarea location, jurisdiction, street name, functional classification, etc. Emphasis on sharing traffic count and transportation system data between the various entities will thus continue, but will be greatly enhanced due to the hosted traffic count database and associated Web services now available. (ODOT, ACOG, OKC TM, EDM, MWC, MRE, NOR)

2. Management Systems

ACOG's efforts in regard to the region-wide Congestion Management Process (formerly named "Congestion Management Systems") are detailed in Task 2.03.

ACOG will continue to work cooperatively with the Oklahoma Department of Transportation, affected governmental entities, and private sector groups in the development of the pavement, bridge, safety management systems, and the aforementioned congestion management process, as well as the highway performance monitoring system (HPMS). ACOG will continue to provide traffic counts and lane-width information to ODOT from the OCARTS traffic count database for the HPMS. (ACOG)

3. Global Positioning Systems

In close cooperation with the City of Oklahoma City, Global Positioning Systems (GPS) technology will be utilized to perform 4 travel time runs (2 at a.m. peak, 2 at p.m. peak) on all 19 congestion corridors in the OCARTS area. The use of this technology will allow MPO staff to monitor and analyze congestion with greater spatial accuracy and will provide valuable data to be utilized in the OCARTS area Congestion Management Process. (ACOG, OKC TM)

4. Transit Database and Network Reporting

COTPA and CART will separately collect and analyze National Transit Database (NTD) data for operated and purchased/contracted transportation services. Emphasis will be placed on monthly data compilation. COTPA will also collect data as part of the City's strategic business planning database on such items as passengers per service mile and service hours lost due to breakdowns. COTPA will partially accomplish this using upgraded methods and new software available in Trapeze and using fareboxes installed during calendar year 2006. These systems are part of the Regional Intelligent Transportation Systems (ITS) Architecture. (COTPA, CART)

End Product

Computerized database files. Technical memoranda and reports as required to account for the findings and analysis of data collected under these program activities including:

- Annual National Transit Data report (COTPA, CART)
- Travel Time and Delay Study Report (ACOG)

*Task 1.03: Geographic Information System Improvement and Census Geography**Background Information*

Continue to update and maintain the current OCARTS area street network file. As a member of the State Data Center Affiliate Agency Program, ACOG aids in the preparation, review, and distribution of census data. As Geographic Information Systems become more popular, the MPO will continue to provide education about and promote sharing of maps and data.

Program Objectives

Maintain the TIGER file geography and monitor the E 9-1-1 centerline file in order keep a current street network map for the OCARTS area. Assist the Census Bureau and the Oklahoma State Data Center with planning for the 2010 Census and related programs.

Program Activities

1. By using local resources and partnering with ACOG's E 9-1-1 Division, continue to update the most current 2000 Census TIGER files to maintain a street inventory and accurate address ranges. Monitor city boundary changes. (ACOG)
2. Continue to monitor American Community Survey (ACS) status and provide written support for the project, when required. Review the ACS results, at various levels of geography, to qualify its use for the transportation planning process. (ACOG)
3. Continue to maintain an inventory of a comprehensive set of regional base maps and computerized maps for use in short and long range planning and data analysis. This includes metadata development and map inventory management. (ACOG)
4. Participate as an affiliate agency in the Oklahoma State Data Center Program, administered by the Oklahoma Department of Commerce. Responsibilities include the dissemination of 2000 Census Bureau products, 2010 Census preparations and hosting workshops, reviewing population estimates, housing of Census Bureau reports for public use, and communication with the State Data Center concerning data requests through the submission of an annual report. (ACOG)
5. Provide assistance to the Census Bureau in the preparation for the 2010 Census. This will include coordination with local entities.
6. Monitor local community Geographic Information System (GIS) capabilities. Identify components that are critical for ease of data use and map compatibility, such as projection, level of accuracy, etc. Explore the development of a GIS Server/ArcIMS system to assist in sharing geographic data between ODOT, local entities, local agencies, and ACOG. Develop customized GIS programs, as needed, to assist in the agency's mapping work. Continue to monitor the possibility of regional digital aerial coordination. (ACOG)

End Product

A current OCARTS street network map and updated TIGER file. Storage of on-site Census related products. The ability to share OCARTS area maps and other GIS products.

Task 1.04: Transportation Planning Assistance - Oklahoma Department of Transportation*Program Objectives*

The Oklahoma Department of Transportation will provide administrative, technical, and policy guidance and assistance related to the successful completion of the urban transportation planning work activities itemized in this UPWP.

Program Activities

1. Urban Transportation Planning Process

The Oklahoma Department of Transportation (ODOT) will provide a liaison, maintain information flows, and provide technical assistance for the maintenance of an effective continuous, comprehensive, and cooperative urban transportation planning process in the OCARTS area. (ODOT)

2. Computer Support

ODOT's Graphic Resource Information Portal (GRIP) Lite system is available and accessible to ACOG for gathering GIS data collected by ODOT.

End Product

Urban transportation planning, technical, and computer support and services for the successful implementation of the FY 2010 UPWP.

ELEMENT #2: REGIONAL TRANSPORTATION PLANNING

This activity involves the maintenance and refinement of the short range and long range transportation planning process. Work areas include tasks to develop, maintain and refine the methodology for reevaluation and update of proposed transportation systems and subsystems. Multimodal travel forecasting models and traffic management strategies will be used in order to improve the system of integrated regional transportation planning.

Tasks Included:

- 2.01 - Long Range Transportation Planning
- 2.02 - Short Range Transportation Planning
- 2.03 - Congestion Management
- 2.04 - Elderly and Disabled Transportation Planning
- 2.05 - (Temporarily Suspended)
- 2.06 - Air Quality Planning

Task 2.01: Long Range Transportation Planning

Background Information

The Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU) signed on August 10, 2005, authorized federal funding for transportation investments for fiscal years 2005 - 2009. The federal transportation law defines the process for transportation planning, construction and maintenance throughout the United States. SAFETEA-LU superseded the Transportation Equity Act for the 21st Century of 1998 (TEA-21) and the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA).

The federal planning regulations governing the development of statewide and urban area transportation plans and programs were jointly issued by the Federal Highway and Federal Transit Administrations in February 2007. Prompted by the passage of SAFETEA-LU, the revised transportation planning regulations also incorporate changes initiated in the predecessor legislation, TEA-21 and generally made the regulations consistent with current statutory requirements.

As before, the federal guidelines require a continuing, comprehensive, and coordinated transportation planning process in metropolitan areas and States. SAFETEA-LU established eight specific planning factors that must be considered in the development of metropolitan plans and programs, including economic vitality of the metropolitan area, safety, security, increased accessibility and mobility, environmental protection and energy conservation, intermodal integration of the transportation system for movement of people and goods, efficient system management, and preservation of the existing transportation network. Additionally, SAFETEA-LU continues its predecessor's emphasis on financial feasibility, public involvement, and consideration of social and environmental impacts of transportation decisions.

The 2030 OCARTS Plan was adopted by the MPO in August 2005. Current efforts are focused on implementation of the 2030 Plan as well as the development of the 2035 Plan. The OCARTS area is an air quality attainment area and thus, the long-range plan update for Central Oklahoma is required every five years.

Program Objective

To develop and implement the intermodal long range transportation plan for the OCARTS area in compliance with the requirements of SAFETEA-LU. To develop and enhance modeling tools in order to accurately estimate and forecast travel patterns.

Program Activities

1. Ensure compliance with guidance issued by the Federal Transit and Federal Highway Administrations that implements SAFETEA-LU, particularly regarding metropolitan and statewide planning requirements. (ACOG)
2. Evaluate requests to amend the 2030 OCARTS Plan in accordance with ACOG's plan amendment procedures, SAFETEA-LU requirements, financial constraint, public involvement, and any applicable conformity guidelines promulgated under the 1990 Clean Air Act Amendments. Any proposed amendments to the adopted plan shall include consideration of the planning factors, review of mobility benefits and burdens to different socioeconomic groups, the adopted public participation plan (see Task 3.01), and financial capacity to implement such plan amendments. (ACOG)

3. Monitor highway and intermodal (transit, bicycle, pedestrian, freight movement, airport access) improvements that implement the long-range plan by maintaining up-to-date data files and a mapped inventory of the improvements. This data collection will be used to monitor implementation of the Highway and Intermodal Elements of the 2030 OCARTS Plan, and to update other databases such as those used for Accident Analysis and the implementation of the Congestion Management Process. (ACOG)

COTPA and CART will provide information about the route network changes for inclusion in the region's annual Network Monitoring Report. (COTPA, CART)

4. Compile and maintain long range data on transit, bicycle and pedestrian modes, and on freight movement and airport access within the OCARTS area. Employ ACOG's modal committees and working groups (e.g. Bicycle-Pedestrian Advisory Committee and the Freight Stakeholders Workgroup) to review intermodal strategies. (ACOG)

COTPA and CART will provide input for the transit element of the 2035 OCARTS Plan. COTPA and CART will be available for various public outreach components of the OCARTS Planning process. (COTPA, CART)

Evaluate the recommendations included in the Intermodal Element of the 2030 Plan for improving multimodal and intermodal (transit, bicycle, pedestrian, freight movement, airport access) travel and goods movement within the OCARTS area. Update regional data and goals as necessary and provide recommendations for the 2035 OCARTS Plan update. (ACOG)

5. Prepare information related to estimated revenues, by source, available for financing construction and maintenance of the 2035 OCARTS Plan. (ACOG)
6. In order to ensure the reliability and responsiveness of forecasting tools, the MPO will continue implementation of a transportation model improvement program to provide for the continued maintenance of the OCARTS model network. Utilize CUBE and ArcView as editing and GIS tools to improve analytical abilities. (ACOG)
7. Complete the Travel Demand Model Update initiated in FY 2008. The purpose of this task is to use the recently obtained regional household survey and onboard transit survey data to estimate and calibrate databases for the 2005 base year in order to develop a state-of-the-practice mode-choice travel demand forecasting model for the 2035 OCARTS Plan update. (ACOG)
8. In coordination with ACOG's modeling consultant, calibrate and validate the 2005 base year travel demand forecasting model through the traditional four step process (trip generation, trip distribution, mode choice and trip assignment). This process will differ from previous OCARTS model work in that a mode choice model component will now be an integral part of the OCARTS travel demand model. (ACOG)

Validation will be conducted by analyzing the study area screenlines. Model calibration will include a comparison of actual, observed data against model output in order to produce valid and reliable modeling results. CUBE and ArcView software will be used to replicate the base year travel patterns. (ACOG)

9. Develop the 2035 forecast year trip generation tables based on the socioeconomic data generated by the Growth Allocation Model. (ACOG)
10. Develop alternative scenarios for the 2035 OCARTS Plan and assign trips to the alternatives. (ACOG)
11. Prepare a benefit/cost analysis for each 2035 alternative scenario, with an evaluation of construction, maintenance, right-of-way, and structure costs. Assess each alternative for its impacts on congestion and safety. (ACOG)
12. Assemble estimated costs as the 2035 alternative scenarios are developed. This information will assist in the selection of a financially constrained long-range plan for 2035. (ACOG)
13. Coordinate with ODOT on implementation of the 2005-2030 Statewide Intermodal Transportation Plan and the ongoing development of the Statewide Intermodal Transportation Plan update. Share information and assist as needed in processing amendments to the 2030 OCARTS Plan, TIP, and federal functional classification system. (ACOG)
14. Monitor ODOT Statewide Corridor Plan. Coordinate with the Oklahoma Turnpike Authority (OTA), as needed, and track OTA-sponsored improvements to the regional network. (ACOG)
15. Long Range Transit Planning (COTPA)

a. COTPA Long Range Transit Plan Implementation

COTPA will continue to implement the COTPA Long Range Transit Plan, adopted in 2001, and seek public support for the Plan recommendations and improvement of the transit system. The progress made under the Plan during its first five years was formally reviewed in FY 2008. (COTPA)

b. COTPA Regional Fixed Guideway Systems Planning

Advance the findings of the Systems Planning phase of the 2005 Regional Fixed Guideway Study (FGS).

COTPA will:

- Continue to support ACOG's efforts to upgrade the region's travel model to enhance the mode choice capabilities as a prerequisite step to completing Alternatives Analyses (AA) such as the Greater Downtown Circulator AA.
- Participate in ACOG's new Regional Transit Dialogue committees.
- Continue to reach out to strategic groups and districts with a stake in the FGS findings, such as the OKC Plan Update Steering Committee, 2008-2009 Downtown Strategic Initiative (DSI), suburban communities, neighborhood organizations, "Core-to-Shore," MAPS III, APT, and business leaders.

- Communicate the need for the Enhanced Bus (EB) component whether or not it is part of a feeder system studied as part of an AA for the fixed guideway improvements.
- Educate area jurisdictions about the costs and revenue projections associated with fixed guideway and transit plans.
- Encourage area jurisdictions to develop transit supportive land use (LU) plans and policies.

c. COTPA Regional Fixed Guideway Corridor Planning

Explore partnerships with ACOG, cities, and other entities to fund and complete implementation steps (i.e. AA, environmental studies) of the 2005 Fixed Guideway Study for individual corridors.

COTPA will:

- Complete the Greater Downtown Circulator AA.
- Prepare and potentially issue a Request for Proposals (RFP) for an environmental study that meets the requirement of NEPA for the Locally Preferred Alternative (LPA) of the fixed guideway transit circulator project for the greater downtown area, with the assistance of the MPO. Explore the potential for conducting Preliminary Engineering (PE).
- Explore the opportunity to conduct additional Alternatives Analyses (AA).

16. CART staff, Norman elected officials and City of Norman staff will continue to refine and explore funding options for CART's long range plan. (CART)
17. ACOG will continue efforts to lead a Regional Transit Dialogue (RTD) among leaders from the public and private sectors to determine local desire to develop and promote transit priorities within the region. ACOG will provide staff assistance to the RTD steering committee and its subcommittees to accomplish this initiative. (ACOG)

End Product

Documentation of amendments to the OCARTS Plan and completed intermodal improvements. Creation of a map and database depicting implementation status of the highway element of the currently adopted long range regional transportation plan. Development of a "next generation" travel demand forecasting tool which will increase the accuracy of future plans.

Technical memoranda and reports as required to account for the findings and analysis of program activities including:

- Network Monitoring Report (ACOG)
- Travel Demand Model Update Documentation (ACOG)
- Mapped Inventory of 2030 Plan Improvements (ACOG)
- Downtown Circulator Alternatives Analysis: Executive Summary (COTPA)
- Regional Transit Dialogue Report (ACOG)

Task 2.02: Short Range Transportation Planning

Background Information

Short range transportation planning plays an important role in identifying and implementing priorities for highway and intermodal improvements within the metropolitan area. The transportation improvement program is the primary tool used to advance the goals of the long range plan.

Program Objectives

To coordinate with ODOT, OCARTS area local governments, and the local transit providers in the implementation of transportation improvements throughout the region that are consistent with the financially constrained long-range transportation plan. To expend the region's federal transportation dollars quickly and efficiently in accordance with regionally established priorities.

Program Activities

1. Monitor federally funded transportation improvements within the OCARTS area, especially the Surface Transportation Program Urbanized Area (STP-UZA) funds, and provide a mid-year STP-UZA status report, by entity, in accordance with ITPC policy. Provide assistance to local entities, as needed, concerning STP-UZA procedures, funds, project statuses, and obligation of STP-UZA funds.

Prepare an annual listing of projects for which federal transportation funds were obligated during FFY 2009, including investments in pedestrian walkways and bicycle transportation facilities. (ACOG)

2. Consider requests by UZA entities to amend the federal functional classification system maps, as needed. Such requests will be reviewed by the MPO's Technical and Policy Committees and forwarded to ODOT for submission to FHWA. (ACOG)
3. Cooperate with ODOT in the selection of projects for funding under the NHS, Bridge, and Interstate Maintenance Programs in conformance with STIP and TIP priorities. (ACOG)
4. Coordinate with ODOT on the selection of OCARTS area projects for funding under the Surface Transportation Program (STP), STP-Enhancement, Highway Safety Improvement Program (HSIP) and Congestion Mitigation/Air Quality (CMAQ) categories of funds in conformance with TIP priorities. Coordinate with ODOT on the implementation of OCARTS area recommendations from its Strategic Highway Safety Plan (SHSP), which establishes policies, priorities and strategies to improve the safety of the transportation system as required by SAFETEA-LU. (ACOG)
5. Assist entities inside the OCARTS study area, but outside of the urbanized area, in identification of appropriate federal and state funding sources for local transportation improvements. (ACOG)
6. Continue working with ODOT and area freight stakeholders to maintain up-to-date inventories of intermodal facilities and goods movement data affecting the OCARTS area. (ACOG)

7. Integrated Planning and Environmental Processes

The MPO will provide assistance to lead agencies performing a planning process that can be integrated into the required environmental analysis for major highway and public transit projects in the OCARTS area. The analysis process will involve the MPO, ODOT, COTPA, CART, FHWA and FTA, and other agencies as needed. The process will establish the range of alternatives to be studied such as alternative modes and general alignments, and include appropriate public involvement opportunities. Broad social, economic, and environmental impacts that could result from the proposed improvement will be evaluated. (ACOG, ODOT, COTPA, CART)

8. Regional Construction Coordination Program

Establish a program to ensure communication and coordination among the MPO, local governments, and ODOT concerning current and impending OCARTS area roadway improvements. The program will utilize a mapped, GIS-based product and will be designed to improve communication among all jurisdictions and to ensure that construction, temporary closures and detours pose the least burden to the traveling public as possible. The program will also provide a communication tool to the public on such matters. (ACOG, ODOT, FHWA)

9. Coordinated Public Transit-Human Services Transportation Plan

Work with state, ACOG and local partners who provide public transportation services and health and human services to implement the *Oklahoma City Urban Area Coordinated Public Transit-Human Services Transportation Plan* (Coordinated Plan), as required by SAFETEA-LU. (COTPA)

Employ a competitive project selection process for JARC and New Freedom funds apportioned to the Oklahoma City UZA. Projects funded in this manner will be consistent with the Coordinated Plan. (ACOG)

Projects utilizing JARC and New Freedom funds within the Norman Urbanized Area will be included in the *Statewide Coordinated Plan* and will be selected using a separate competitive selection process, developed by the Oklahoma Department of Transportation.

Projects funded under the Sec. 5310 Elderly and Persons with Disabilities program will be part of the *Statewide Coordinated Plan* and the competitive selection process will be conducted by the Oklahoma Department of Human Services, Aging Services Division.

All Public Transit-Human Services Coordinated Plans affecting the OCARTS area must be consistent with the long range transportation plan and selected projects must be included in the Transportation Improvement Program (TIP) and Statewide TIP (STIP). (COTPA, ACOG, CART, ODOT)

10. Tinker Air Force Base Express Bus Service

COTPA will continue to provide express bus service to Tinker Air Force Base, the state's largest employer. In addition, staff will evaluate the need to adjust and possibly expand the existing service. (COTPA)

11. Public Transportation Quarterly Coordination Meetings

COTPA will continue to host a quarterly coordination meeting with staff invited from ACOG, COTPA, CART, OKC Planning and ODOT to discuss progress and prospective service, customer service, marketing, and other transit changes, as well as other ongoing transportation planning and air quality initiatives within the region. (COTPA, CART, ODOT, ACOG)

12. Short Term Transit Route Performance & Service Plans

a. Transit Route Performance Evaluation

COTPA will compile data that will be used to monitor the performance and validity of existing transit routes such as ridership per revenue mile and hour. COTPA will continue to use performance data generated by new fareboxes installed in early 2006. COTPA will also evaluate information relative to route segments by conducting on-off passenger studies on some routes. Such studies will indicate what segments of routes are most actively used and will assist in planning for bus stops, passenger amenities, sidewalk needs and bus route changes.

Customer satisfaction information will be used to help measure transit performance and to plan for changes. After such information is collected, it will be reviewed for planning purposes. (COTPA)

b. Planning for Bus Route Service & Schedules

COTPA scheduling and planning staffs will continue to review the impact of bus route changes and develop bus route service plans, in conformance with the long range transit plan and the outcomes of the 2008 City of Oklahoma City Mayor/Council Transit Workshop. Some examples include: review of existing and proposed express bus routes, planning to improve schedule adherence, planning to reach new Job Access Reverse Commute destinations (noted in the *Oklahoma City Urban Area Coordinated Plan, 2007*), continuation of special event shuttle services, and revision of route maps and timetables. The greater downtown area trolley routes will be analyzed for potential changes. This data will also be used in conjunction with the greater downtown area circulator Alternatives Analysis as part of a no-build option. The cities of Moore, Edmond and Midwest City will be among those given special emphasis due to their interest in funding service changes. COTPA will also seek to improve intermodal connections between the Oklahoma River Cruises and the Spirit Trolley system. COTPA will also conduct community and public meetings, as needed, to gather input about proposed fare and service changes. (COTPA)

CART will implement various elements of the Norman Transit Needs Assessment in order to improve services. CART will evaluate the Norman Needs Assessment with bodies such as the Norman City Council's Subcommittee on Transportation and the public. (CART)

Provide journey-to-work, employment, census, or other data, as needed, to assist with transit route service modification plans. Assist COTPA in evaluating opportunities for additional or modified transit service on or adjacent to Recurring Congestion Corridors to aid in traffic reduction. Assist private and public transportation providers in planning and evaluating potential transit routes and markets. (ACOG)

13. Transit Marketing

COTPA will continue to evaluate customer service and will focus on marketing to improve overall ridership and the ridership of targeted routes. COTPA plans to use past and ongoing research to identify potential customers for existing routes and help accomplish Title VI customer service objectives.

COTPA will pursue the following marketing strategies to retain and expand ridership:

- Conduct a survey at least once to evaluate the various aspects of the system.
- Prepare plans to rebrand METRO Transit with a new name, logo and color scheme.
- Conduct market research to profile current and potential riders.
- Utilize market research to further develop messages that increase awareness on the environmental effects of Single Occupancy Vehicles (SOV) and how use of public transportation can reduce emissions and congestion.
- Continue to reach out to minority audiences through community events and service programs.
- Develop and distribute a video detailing how to ride the bus. The video can be viewed on Oklahoma City's COX Cable channel 20, as well as in Edmond, Moore and potentially other Metro communities. The video will also be available at several online venues, including gometro.org. A DVD is available upon request to citizens, partner agencies and corporate offices seeking to educate their audience on the benefits of public transportation.
- Continue to plan and implement marketing strategies related to the personal and environmental benefits of supporting public transportation services. In addition, staff is working closely with the CART, Oklahoma Transportation Association, Oklahoma Alliance for Public Transportation (APT) and other organizations to strengthen support for a greater public transportation presence in Central Oklahoma.
- Build a new transit website to serve immediate and future needs. Ultimately, the site will be equipped with a trip planner and email/SMS alert system, a comments section and more up-to-date information on our various programs and services.
- Work with other agencies on community service and /or outreach programs.
- Continue to plan and implement marketing strategies related to the Oklahoma River Cruises service.

14. Promotion of Public Transit Use

CART and COTPA will continue efforts to promote public transit among apartment complexes, social service agencies, university students, residential centers, healthcare

providers, tourism interests, employers, and other stakeholders and potential funding partners within the region. (CART, COTPA)

15. Short Range Transit Partnership Planning and Development

COTPA will continue to seek new partnership opportunities to provide public transportation and recruit new transit funding partners. As part of this work effort, COTPA staff will expand communication with the health industry and its coalitions, jurisdictions, tribal organizations, governmental agencies, colleges, career/vocational tech districts, transit coalitions such as Oklahoma Alliance for Public Transportation (APT) and Oklahoma Transit Association (OTA), merchant associations, chambers of commerce, nearby transit agencies such as CART, and other entities. COTPA will meet with local officials around the region to educate and collaborate with them on various matters, including municipal expenditures for public transportation. Similarly, local officials will be consulted to help verify results of a sidewalk inventory near bus routes. (COTPA, CART)

16. Bus Route Accessibility Planning, Sidewalk Survey, and Park & Ride Partners

COTPA will continue to identify accessibility issues and problems that identify the need for more bus shelters and sidewalks in certain locations, ADA compliant ramps, bus turnout lanes, shopping cart corrals at bus stops, and other capital improvements. COTPA staff will continue to work closely with its private sector and suburban bus shelter and bench partners to upgrade these bus stops. Locations known to experience substantial usage by persons with disabilities will also be identified. COTPA will also work closely with the Mayor's Committee on Disability Concerns (MCDC) to implement the transit portions of their 2005 policy on community accessibility.

COTPA will survey area jurisdictions to identify sidewalk needs along bus routes or near high density housing developments and identify potential funding sources.

COTPA will plan and implement ADA accessibility changes called for during the 2007 ADA transition plan development process. Such recommendations and findings were wide ranging including matters such as planning and implementing fixed route bus service, voice annunciation/AVL GPS systems, improved paratransit service, better bus stop accessibility, training, equipment, customer eligibility, and planning.

COTPA will update its database of multifamily housing complexes and offer a transit system overview to apartment management staff. COTPA will involve more apartments in its planning efforts to identify and reach transit patrons.

Staff will continue to plan for park-and-ride partnerships and add park-and-ride signage near the lots. Current park-and-ride lot partnerships are in effect with a total of approximately 24 shopping centers, churches, and other land managers. COTPA will strive to maintain and expand the inventory of available lots. COTPA will also consider the need for a small number of public or COTPA-owned park & ride lots, in locations near highway interchanges and elsewhere. (COTPA)

CART will continue to work with City of Norman staff to improve accessibility at all bus stops. CART staff developed a list of the 20 most inaccessible stops in 2008, and all of

those stops have been brought up to ADA standards by the city utilizing city funding. (CART)

17. Enhanced Planning for Safety and Security Measures

Safety has long been a focus of METRO Transit, and COTPA will continue and strengthen this emphasis to help meet the FTA Safety and Security Program Emphasis Area (PEA). COTPA will continue to plan for improved safety and security at the downtown transit center and will review and update its security measures related to the cameras installed in 2008 inside buses. COTPA will initiate the installation of cameras at its fixed facilities.

COTPA will continue to emphasize customer service safety training for front line operators and seek to further reduce the number of safety claims by passengers. This training will address several issues as needed, including the safety chapter of the Operator Training Manual. (COTPA)

All CART transit revenue vehicles will have onboard camera systems by the end of FY 2010. (CART)

18. Planning for Enhanced Customer Service

COTPA will continue to improve customer service through training, supervision, and the relocation of 235-RIDE call center staff. The training may involve outside vendors, sensitivity training, new training materials, safety training, ADA operator training, and training needs identified through feedback from customers. This effort will involve front line personnel, such as bus operators, customer service telephone call center representatives, transit center staff, route supervisors, and the transit dispatchers. (COTPA)

CART will add a new operations position which will enable customer service staff to better communicate with transit vehicles. The completion of the Transportation Operations Center allows office space for a new transportation dispatch position. (CART)

19. Ferry System Planning

COTPA will continue to monitor progress on the water-based public transportation system on the Oklahoma River and develop, coordinate, and implement operational and marketing efforts. COTPA will work closely with the Oklahoma Riverfront Redevelopment Authority (OCRRA), the City of Oklahoma City, and other stakeholders to achieve objectives. Operational systems, including schedules, services, and maintenance, will be monitored in conjunction with the efforts of the contracted operator for effectiveness and efficiency. Marketing efforts as designed by COTPA and its outsourced vendor, such as website, electronic billboards, publications, brochures, and news coverage, will be evaluated on their effectiveness. Capital improvement projects, designed to support the system, will be monitored by COTPA as part of COTPA's oversight of grant funding used for the ferryboat system. (COTPA)

End Product

Technical memoranda and reports as required to account for the findings and analysis of program activities including:

- Annual Listing of Federally Funded Transportation Projects (ACOG)
- Public Transportation Coordination Report (COTPA)
- Short Term Transit Planning and Marketing Report (COTPA, CART)

Task 2.03: Congestion Management

Background Information

Congestion management is a valuable tool to help OCARTS area leaders maximize the use of existing transportation facilities, assist with efficient goods movement, reduce vehicular emissions and improve air quality, as well as analyze, plan for and mitigate safety and security related transportation network challenges. Attention must be given to predictable, recurring congestion as well as unexpected, random incidents that tie up traffic and inconvenience the public. Activities under this task are designed to pinpoint transportation systems management, travel demand reduction, traffic incident management, safety conscious planning, transportation infrastructure security, public information opportunities, as well as other strategies that will improve the way the multimodal transportation network is managed and operated in Central Oklahoma.

Program Objective

To develop the data necessary to analyze and the techniques and relationships needed to respond to recurring and unexpected traffic congestion and incidents in the OCARTS area. To work with the Oklahoma Department of Transportation, local governments, emergency service providers, public safety units, and others to develop a coordinated long-term congestion management strategy for the region.

Program Activities

1. Congestion Management Process

Maintain and implement the OCARTS Area Congestion Management Process (CMP) to ensure compliance with SAFETEA-LU. Continue to evaluate the region's CMP structure and key subsets of recurring and non-recurring congestion. Examine the MPO's current, planned, as well as additional strategies to alleviate congestion and enhance mobility in accordance with federal rules. Review and evaluate current and new performance measures, evaluation criteria, data collection, implementation schedule, and the CMP's relationship to TIP and Long Range Plan. Continue to engage stakeholders from various modal and professional interests that assist in the development and implementation of congestion management strategies. (ACOG)

a. Recurring Congestion

Monitor the congestion levels on the identified congestion corridors based on the traffic count and the GPS assisted travel delay data collected under Task 1.02, Subtasks 1 and 3, as well as accident data collected under this task. Utilize available transit data to assess congested corridors; and consider bus routes and other intermodal solutions to remedy congestion problems; and to make the most efficient use of the existing infrastructure. Analyze the use of new data sources for use in the evaluation of recurring congestion. Continue to work with local government entities by reviewing the progress of data collection work. ACOG staff will make a minimum of one status report to the ITTC and ITPC regarding this subtask during the fiscal year. (ACOG)

b. Non-recurring Congestion and Incident Management

Coordinate with regional leaders to continue the implementation of the recommendations proposed by the OCARTS Incident Management Guide (IM Guide) completed in FY 2004. The recommendations include, but are not limited to: multi-agency incident management training, multi-agency post incident reviews, public education and information, and changes to towing regulations. (ACOG)

Continue to collaborate with state and local agencies, as well as non-profits and emergency responders to further enhance incident management within the OCARTS area, through involvement in and efforts such as region-wide evacuation planning, coordination of regional snow routes, and other related activities. (ACOG)

2. Intelligent Transportation Systems Strategies

Facilitate cooperative planning, programming, and training for Intelligent Transportation Systems deployment within the OCARTS area. Agency cooperation will be coordinated through the ITS Steering Committee, supported by its three subcommittees: the Incident Management Subcommittee, the Traveler Information Subcommittee, and the Technology and Operations Subcommittee. (ACOG)

Continue maintenance of the OCARTS Regional ITS Architecture, as new stakeholders and new projects are added. Provide planning assistance to local member entities during the development and implementation of ITS related transportation projects. Review and update the OCARTS area Regional ITS Architecture to ensure continued conformity with SAFETEA-LU. (ACOG)

Research, evaluate and distribute information to member entities, regarding potential operational improvements aimed at mitigating non-congestion related transportation issues. (ACOG, ODOT)

3. ODOT Intelligent Transportation Systems Planning Activities

ITS planning in Oklahoma is guided by three primary goals, which are based on the key transportation needs identified by ITS stakeholders: improve safety and mobility, enhance security, and increase agency efficiency. To achieve the envisioned integrated ITS system, ODOT staff continues to plan and deploy ITS infrastructure (i.e., cameras, dynamic message signs, detectors, weather sensors, and telecommunication, as well as the structural support hardware and cabinets) within the OCARTS area. The ITS infrastructure gathers and disseminates essential information to state and local operators, responders, managers, and users of the system. This statewide ITS planning supports the OCARTS area ITS Implementation Plan. (ODOT)

(A portion of this task is providing local in-kind contribution to match federal funds used elsewhere in the UPWP.)

4. Regional Accident Analysis, Accident Reduction, and Safety Conscious Planning

Continue to provide ACOG with accurate up-to-date accident information to support the regional congestion management process, safety conscious planning and other MPO initiatives. (ODOT)

Continue ACOG's safety planning efforts in FY 2010. Collect and analyze high accident intersection locations in the OCARTS area. Analyze the physical characteristics of the accidents, causes and patterns of accidents, and cost effectiveness of implemented safety improvements. Assist in the implementation of the State Highway Safety Plan (SHSP) and provide member entities with ODOT's accident data upon request. (ACOG)

(The ODOT portion of this task is providing local in-kind contribution to match federal funds used elsewhere in the UPWP.)

5. Transportation Infrastructure Security

Continue developing liaisons with federal, state and local homeland security and emergency management related agencies and committees. Participate in relevant meetings and workgroups to represent the interests and the perspective of regionally coordinated transportation.

Build on these relationships as well as other homeland security, emergency management, or traffic incident management activities to assist in the identification and evaluation of vulnerable regional transportation facilities and services.

Analyze the regional transportation network for alternate routes and redundancies to accommodate moving large numbers of people, as well as develop strategies for dealing with choke points, such as toll booths, ramps, etc. (ACOG)

End Product

Technical memoranda and reports as required to account for the findings and analysis of program activities including:

- Congestion Management Process Implementation Report (ACOG)
- Incident Management Status Report (ACOG)

*Task 2.04: Elderly and Disabled Transportation Planning**Background Information*

Planning for older individuals and persons with disabilities requires the continued identification of transportation needs and the availability of services and resources for those populations. Activities under this task involve the efficient and coordinated transportation services for older individuals and persons with disabilities, the dissemination of information to those groups, and a continued outreach to segments in the community that rely heavily on public transportation for mobility.

Program Objectives

To ensure continued planning and development of transportation services for the elderly and persons with disabilities in the Oklahoma City area. To expand paratransit services and implement other components of the Section 504/ADA Implementation Plan to ensure accessibility to public transportation by all citizens.

Program Activities

1. Vehicles/Organizations Providing Transportation Services to the Elderly and Persons with Disabilities

Provide assistance to the Oklahoma Department of Human Services and eligible applicants for expending 49 U.S.C. Sec. 5310 funds within the OCARTS area in conformance with the Statewide Coordinated Public Transit-Human Services Transportation Plan and competitive selection process for funding such projects. Convene at least one meeting of the Section 5310 Subcommittee of the ITTC to review applications for inclusion in the Transportation Improvement Program. (ACOG)

2. Regional Americans with Disabilities Act Implementation Plan

a. Coordination of Special Transit Services

Provide technical assistance to local governments, the Section 5310 Subcommittee, the Special Transportation Advisory Committee (STAC), the Oklahoma Alliance for Public Transportation, the Advisory Committee related to the Coordinated Public Transit Human Services Plan, private sector operators, and others concerning compliance with the ADA. (ACOG, COTPA)

b. Promotion of Special Transit Services

COTPA will continue to market services for persons with disabilities and will assist providers of special transportation services. COTPA replaced all inaccessible buses with wheelchair accessible buses by the end of 2004. COTPA plans to add Voice Enunciation and other ADA technology to fixed route buses and will replace older lift equipped buses with ramp-equipped vehicles. COTPA will also collaborate with various cities to improve ADA accessibility along and near bus routes. COTPA will coordinate with the Mayor's Committee on Disability Concerns regarding ADA accessibility in transportation networks. This task also involves those services and routes identified by COTPA's regional Section 504/Americans with Disabilities Act Implementation Plan. (COTPA)

3. Special Transit Services Customer Evaluation and Database Management

COTPA will continue to review and refine methods of determining applicants' eligibility for various special services. COTPA may use the 2007 Oklahoma City ADA Transition Plan consultant to provide advice and an implementation plan related to making this change, and to plan for a recertification program for existing eligible clients. (COTPA)

Staff will continue supporting the CARTaccess Van Advisory Committee (VAC). VAC members are elected by CARTaccess passengers and hold monthly meetings to review ridership statistics and evaluate ridership patterns or trends. Data is collected by CART staff and is disseminated to VAC before each meeting for review. (CART)

4. Outreach to Elderly and Persons with Disabilities

a. COTPA will continue to promote and measure transit usage by older adults and persons with disabilities and will make concerted outreach efforts to include these populations. COTPA will continue to target service to additional areas. COTPA will participate in various public open house activities, boards and organizations, and educational events.

Also, COTPA will work with Areawide Aging Agency and other entities to encourage awareness of the growing need for this form of transportation and to encourage adequate subsidies from within the region. COTPA will help plan and conduct a Seniors Transportation Summit called for by the 2008 Envision 2020 planning process. Key entities to work with include the State AARP, the APT coalition, Oklahoma County government, the Oklahoma Alliance on Aging, ACOG, and the Shades of Grey Task Force of the Citizens' League of Central Oklahoma. (COTPA)

b. CART will work with social service agencies to disseminate information regarding the elderly and disabled transportation program, and will work with these agencies to increase awareness among the general public of the transportation needs of these groups. (CART)

End Product

Technical memoranda and reports as required to account for the findings and analysis of program activities including:

- Elderly and Disabled Transportation Planning (COTPA)

Task 2.06: Air Quality Planning

Background Information

Although the OCARTS area is in compliance with the federal air quality standards, regional leaders continue to explore strategies that will maintain and improve the region's air quality. ACOG works in concert with a multitude of stakeholders on air quality related activities with a particular focus on ground-level Ozone and Carbon Monoxide.

Ozone

On December 4, 2003, the Environmental Protection Agency (EPA) sent a letter to the state of Oklahoma recognizing Central Oklahoma as an air quality attainment region. Attainment recommendations were based on EPA's 8-hour standard, which after its introduction in 1997, had gone through lengthy court battles before a federal appeals court gave EPA the authority to implement the 0.08 ppm standard in 2002. EPA based its decision on three-years of data from 2001-2003 and in its letter, the agency commented that "voluntary efforts in the state helped to improve the air quality."

On December 31, 2002, ACOG entered into a Memorandum of Agreement with EPA and the Oklahoma Department of Environmental Quality (ODEQ) to participate in an EPA program called the 8-Hour Ozone Early Action Compact (EAC). The EAC provided communities with an opportunity to meet the new stricter 8-hour ozone standard using locally tailored pollution controls - instead of federally mandated measures. The program was designed for areas that approached or monitored exceedances of the 8-hour standard. Central Oklahoma was successful in meeting EPA's mandatory EAC milestones. Unfortunately, the EAC expired before the beginning of the 2007 ozone season (May).

After meeting with regional stakeholders, Central Oklahoma decided to enter into a new EPA program called the 8-Hour Ozone Flex Program (8-hr O₃ Flex). Similar to the EAC, the 8-hr O₃ Flex program supports and rewards local, innovative measures. In January 2007, ACOG, ODEQ and the City of Oklahoma City transmitted a letter of commitment to EPA. Following an extensive coordination effort with local stakeholders, businesses, and other interested parties, the final Central Oklahoma 8-Hour Ozone Flex Program report was submitted to EPA in January 2008 and accepted in June 2008. In December 2008, the first semi-annual Ozone Flex Program progress report was sent to EPA as required by the program.

Concurrently, in March 2008, EPA announced the new 0.075 ppm standard for ground-level ozone and a designation of attainment/non-attainment for the Central Oklahoma region is expected to be announced in March 2010. EPA will most likely base its designation on 2007-2009 data.

Central Oklahoma must remain vigilant in promoting good air quality habits if we are to remain in compliance in the future.

Carbon Monoxide

In earlier history, the Federal Register in August 1991 published notice that the State Implementation Plan (SIP) for attainment of carbon monoxide standards in Oklahoma County had been approved. With historical documentation of no violations over a three year period and an approved Plan for maintaining clean air, the Oklahoma City area was retroactively redesignated as an attainment area prior to passage of the Clean Air Act Amendments of 1990. Having been in non-attainment status for violating Carbon Monoxide (CO) standards since 1984,

the region has a strong incentive to maintain its "clean air" designation. In December 1996, the Central Oklahoma region was designated a Flexible Attainment Region for carbon monoxide pollution. The FAR designation gives the Oklahoma City area an opportunity to correct carbon monoxide problems following a violation of the federal standards, before the federal government considers sanctions for the area.

Program Objective

To assist the OCARTS transportation committees, local governments, COTPA, state and federal agencies, and the private sector in focusing on maintaining compliance with carbon monoxide and ozone standards. To utilize various techniques to reduce air pollution and decrease congestion.

Program Activities

1. Air Quality Data Analysis:
 - a. Monitor and evaluate air quality issues related to transportation. Coordinate with ODOT and INCOG in efforts to maintain carbon monoxide and ozone attainment status.
 - b. Work with EPA, and ODEQ to implement new ozone and particulate matter standards (if appropriate), and assess the implications of these standards on the Central Oklahoma region.
 - c. Work with ODEQ on updating and implementing the State Implementation Plan (SIP), and on determining the conformity of air quality and transportation plans for the OCARTS area.
 - d. Receive and review the monthly ozone and carbon monoxide readings, and related meteorological data monitored daily by ODEQ's Air Quality Division. ODEQ maintains and operates one carbon monoxide and six ozone monitoring stations in the OCARTS area. Document the 10 highest ozone and carbon monoxide readings and associated meteorological data in an annual report, and compare with historical trends.
 - e. Provide information (including vehicle occupancy, delay time, vehicle miles of travel, etc.) to estimate and/or simulate mobile source emissions affecting air quality in the region.
 - f. Work with area agencies and jurisdictions to implement emission reduction strategies that will reduce air pollution, fuel consumption, and traffic congestion.

ACOG staff will make a minimum of two status reports to the ITTC and ITPC regarding this subtask during the fiscal year. (ACOG)

2. Clean Air Alert Day Program:
 - a. Coordinate with ODEQ, COTPA and CART on implementation of Clean Air Alert Days when high levels of carbon monoxide or ground-level ozone are predicted.

Document highest recorded pollutant levels on Alert Days, noting monitoring station location and magnitude. (ACOG)

- b. Free bus rides, in conformance with FTA guidance, will be available through COTPA and CART on Clean Air Alert Days. Congestion Mitigation Air Quality (CMAQ) funds, if available and as identified in the TIP, may be used to offset COTPA revenue losses on both ozone and carbon monoxide Air Alert Days. COTPA and CART will gather data on passenger counts for such days. (COTPA, CART)

3. Air Quality Public Education

- a. Continue the Air Quality Public Education Program, initiated in FY 2001 (previously referred to as the Air Quality Public Awareness Campaign) to promote personal actions intended to reduce mobile and non-mobile emissions, particularly on days which are conducive to high ozone levels. Activities such as carpooling, refueling vehicles at night, use of public transportation, bike-and-bus strategies, and trip chaining that attempt to smooth out the peaks on high ozone days will be the focus of this educational effort. The program will also emphasize energy efficiency. It will use a variety of mediums such as television, radio, newspaper, and billboards in order to achieve the greatest exposure. It is expected that Congestion Mitigation Air Quality (CMAQ) funds will be used to finance the public awareness efforts. Sponsorship of air quality friendly product promotions and other experiential activities will be utilized to promote public health and clean air. (ACOG, ODOT, COTPA, CART)
- b. Continue communicating with the public about causes and consequences of high pollution levels through public presentations and news releases, and by working with the Clean Air Work Group. (ACOG)
- c. Promote alternative forms of transportation (ridesharing, transit, cycling and bike-and-ride) as a means of achieving a balanced transportation system, improving air quality and public health. MPO staff, in conjunction with local entities, ACOG's Bicycle-Pedestrian Advisory Committee (BPAC), major employers, COTPA and CART, will develop a program to promote National Bike to Work Day. (ACOG, COTPA, CART)
- d. COTPA will develop more partnerships with large employers and multifamily housing developments in the greater Oklahoma City area. A portion of this will be related to the METRO Transit Commuter Choice program. This program features a "how to ride" workshop which provides information on such things as the COTPA Guaranteed Ride Home (GRH) benefit, use of park-and-ride lots, federal tax incentives, the benefits of riding a bike or walking to work, and the features of the new ACOG Rideshare software. (COTPA)

4. 8-Hour Ozone Flex Program (8-hr O₃ Flex)

Coordinate implementation of Central Oklahoma's 8-hr O₃ Flex Program and associated emission reduction strategy with ODEQ, EPA and regional stakeholders. The strategy may include various transportation control strategies such as intersection improvement projects, signal improvements, and signal coordination efforts. It may also include

Intelligent Transportation System (ITS) deployment, increased use of alternative fuels, modification of fleet and construction contract and increased use of energy efficient technology. Organize and attend Regional Air Quality Stakeholder Committee meetings as scheduled. (ACOG)

5. Promotion of Alternative Fuels - Oklahoma Clean Cities Program

Provide data for, and coordination with, ACOG's Clean Cities program. Clean Cities program efforts focus on promoting the use of alternative fuels (those fuels defined by EPA as 'clean fuels'), alternative fuel blends, idle reduction technologies, hybrid electric and advanced technology vehicles, as well as fuel efficient vehicles in the OCARTS area through a government-industry partnership that includes state and local government leaders and officials, industry/business leaders, health and environmental professionals, and civic leaders. Clean Cities staff will provide technical and marketing assistance and coordination for the stakeholder committee to expand the use of alternative fuels across the OCARTS area. (ACOG)

6. Regional Rideshare Program

Continue building a regional rideshare program to aid Central Oklahoma commuters in finding easy, viable and sustainable alternatives to driving to work alone; such as, carpooling and employer-based opportunities. The implementation of the new rideshare program will consist of three major elements:

- Implementing and maintaining the Web-based and hosted rideshare matching service
- Coordinating with major employers and colleges/universities to build up the rideshare database
- Promoting the new Central Oklahoma rideshare program

(ACOG)

7. Public Fleet Conversion Program

Continue implementing and administering the Public Fleet Conversion program which allows government entities and school districts to access federal funds for projects that promote the conversion of vehicles to alternative fuel vehicles (AFVs), the purchase of original equipment manufactured AFVs, the purchase of advanced vehicle technologies, idle reduction technologies, and the development of the AFV infrastructure within the OCARTS area. (ACOG)

End Product

Documentation of Air Quality Planning related activities. Public information and educational materials related to the air quality benefits of alternative forms of transportation and fuels.

Technical memoranda and reports as required to account for the findings and analysis of program activities including:

- CY 2009 Air Quality Planning Report (ACOG)
- CY 2009 Bike to Work Day Report (ACOG)
- CY 2009 Air Quality Public Education Program Report (ACOG)
- FY 2010 Semi-Annual O₃ Flex Program Status Reports (ACOG)
- FY 2009 Regional Rideshare Status Report (ACOG)
- FY 2009 Public Fleet Conversion Grant Status Report

ELEMENT #3: PUBLIC PARTICIPATION

Consistent with citizen participation guidelines from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), this element includes work tasks required to ensure effective public information and public involvement in the transportation planning process. The MPO establishes methods for encouraging citizens, affected organizations, and other interested parties to be involved in the development of the three major areas of the OCARTS planning process: the Long Range Plan, the Transportation Improvement Program, and the ongoing transportation planning program.

The MPO conducts numerous informational activities during each program year to keep citizens informed on various aspects of the regional transportation planning process. ACOG also maintains a planning library that is open to the public.

*Task Included:***3.01 - Citizen Participation and Public Information**

Task 3.01: Citizen Participation and Public Information

Background Information

Citizen participation is an integral part of the OCARTS planning process. Increased communication among citizens, elected officials, and technical staff permits these groups to work more easily together to achieve desired goals. When the public is involved in the planning process, issues often can be addressed early enough to reduce the time and cost of project implementation. The Citizens Advisory Committee (CAC) is a key mechanism used to encourage citizen participation in the OCARTS area.

ACOG uses several public participation techniques to facilitate general public understanding of the regional planning process. A regional newsletter, *Central Oklahoma Perspective*, is published bimonthly and includes articles related to transportation. This newsletter, as well as reports developed to explain the OCARTS Transportation Plan, is also available on ACOG's website, www.acogok.org.

Program Objective

To assure ample opportunities for citizens, including those with disabilities; affected public agencies; and representatives of all modes participation in the regional transportation planning process through informational meetings and work sessions. To solicit input from traditionally underrepresented populations. To serve as a source of public information for transportation planning programs by preparing and disseminating general and specific transportation information to other public agencies, professional and business interest groups, community based organizations, and the public at large. To provide a location for receipt of suggestions and feedback regarding the Long Range Plan, the Transportation Improvement Program, and specific projects.

Program Activities

1. Meet with local city councils, study groups, citizens groups, or civic organizations to receive input and to inform the public about the various tasks in the FY 2010 Unified Planning Work Program. (ACOG)
2. Maintain a central mailing list of various transportation user groups with interest in the regional transportation planning process in Central Oklahoma including civic, modal, tribal, environmental, minority, neighborhood and other citizens groups. (ACOG)
3. Prepare a bimonthly newsletter containing information on activities in Central Oklahoma relating to local government and regional planning activities. Notices regarding public meetings for various highway and transit plans and projects may be included. (ACOG)
4. Update the membership of the OCARTS Plan Citizens Advisory Committee, which represents the interests of private citizens, businesses, local governments, environmental advocates, elderly and disabled populations, minority populations, low-income populations, neighborhoods, the traditionally underserved, each mode, and private sector transportation providers. The CAC is an advisory committee to the Policy Committee and will be involved in the evaluation of the 2035 OCARTS Plan alternatives and the financial constraint of the plan. Plan alternatives will include street and highway, airport access, transit, and bicycle and pedestrian elements for the movement of people and goods. The CAC and various other avenues will be used to ensure early

- and frequent public involvement in the development of the 2035 OCARTS Plan. The CAC will meet, as needed, to consider proposed amendments to the 2030 regional transportation plan for recommendation to the ITPC. (ACOG)
5. Coordinate with tribal governments and encourage their involvement in the transportation planning process. (ACOG, ODOT, FHWA)
 6. Identify and utilize appropriate tools to communicate with low income, minority, non-motor-vehicle owners and other traditionally under-represented groups in a manner consistent with Title VI of the 1964 Civil Rights Act and Environmental Justice regulations. (ACOG, ODOT, COTPA, CART)
 7. Prepare public notices for proposed amendments to the OCARTS Transportation Improvement Program and the 2030 OCARTS Plan. Notices will be published at least two weeks prior to the anticipated date of decision by the Intermodal Transportation Policy Committee, which will conduct a public hearing prior to its decision. (ACOG)
 8. Implement the public involvement activities identified in the Public Participation Plan (PPP). The PPP identifies methods for ensuring outreach to citizens, affected public agencies, public transportation employees, freight shippers and freight transportation services, private and public providers of transportation, representatives of all modes including users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties regarding development of the OCARTS Long Range Plan, the Transportation Improvement Program, special studies with input to the NEPA process, and the ongoing transportation planning process. Emphasis is also placed on compliance with Title VI of the Civil Rights Act and other non-discrimination laws, ensuring accessible public meetings and employment of visualization techniques to describe planning products. Citizen comments related to the transportation planning process and products will be documented and provided to the Intermodal Transportation Policy Committee to assist them in their decision making. (ACOG)
 9. Prepare press releases, ACOG website data, brochures, or other special publications explaining services available to local units of government, aspects of regional planning and other general information. Special materials may also be prepared on issues such as air quality, alternative fuels, congestion management, Intelligent Transportation Systems (ITS) planning, corridor preservation, Census results and activities, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), and other topics identified at the request of the Policy Committee. (ACOG)
 10. Seek public input throughout the development of the 2035 OCARTS Plan through various means, which may include a regional visioning session, transportation-related surveys (scientific, web-based, mode specific, etc.), public meetings, focus groups, and presentations by ACOG staff to various interest groups. A 2035 OCARTS brand, dedicated Web page, and utilization of online public-interfacing sites will assist in LRP public outreach efforts. Public opinion obtained using these tools will be shared with ACOG policy makers and the Citizens Advisory Committee (CAC) during special working sessions and/or regular meetings. (ACOG)

End Product

A record of public forums and meetings will be maintained. The newsletters will be distributed along with other brochures, publications and press releases, as needed. Notices will be published in the local newspaper(s) regarding proposed amendments to the regional transportation plan and Transportation Improvement Program. The 2030 OCARTS Plan Brochure, Plan Report and Technical Supplement will continue to be distributed, and made available electronically on ACOG's website.

Technical memoranda and reports as required to account for the findings and analysis of program activities including:

- Central Oklahoma Perspective Newsletter (ACOG)
- Documentation of FY 2009 Public Involvement Activities (ACOG)

ELEMENT #4: TRANSPORTATION PLANNING ASSISTANCE AND COORDINATION

This element includes overseeing the effective operation of the organization through committee meetings, regular review of organizational structure and principles, and development and refinement of the UPWP and Transportation Improvement Program, local technical assistance projects, and other tasks.

Tasks Included:

- 4.01 - Program Coordination and Certification Process
- 4.02 - Local Technical Assistance

*Task 4.01: Program Coordination and Certification Process**Background Information*

A major function of ACOG is general program coordination encompassing specific tasks concerned with the continued operation of OCARTS and ACOG as a Metropolitan Planning Organization (MPO). The specific tasks included ensure effective operation and provide forums to address local transportation issues and to establish policy. ACOG also provides for grants management, technical assistance, and continued certification of OCARTS by FHWA and FTA for receiving federal capital and planning assistance under federal and state statutes.

Efforts are also undertaken to monitor and review the current program and develop a comprehensive program for the following year. Included is the maintenance of a four-year Transportation Improvement Program (TIP) serving as the short-range implementation tool for the region's long range transportation plan.

Program Objective

To ensure that the transportation planning process is conducted in compliance with federal laws and guidance established by the Federal Highway and Federal Transit Administrations, state laws, and local statutes. To prepare documents necessary for the administration of the continuing planning process.

Program Activities

(ACOG is responsible for all activities under this task unless otherwise specified.)

1. Provide for the administration of OCARTS, its committees and subcommittees and consultation with local officials participating in the OCARTS planning process. Provide necessary preparation for meetings and conduct all work necessary for holding these meetings and follow-ups thereafter.
2. Provide for the financial administration of OCARTS planning grants and programs, including preparation of planning grant applications and management of the UPWP budget and any necessary revisions.
3. Monitor and revise or amend the FY 2010 UPWP. Develop the FY 2011 UPWP to include task descriptions and budget. Summarize FY 2010 accomplishments for FY 2011 UPWP. (ACOG)
4. Prepare annual joint certification statement for FY 2009. Develop the statement in cooperation with ODOT and COTPA to document the MPO's effectiveness in fulfilling federal requirements regarding the 3C transportation planning process.
5. Continue administration and enforcement of drug-free workplace policies and programs.
6. Prepare triennial report documenting continued compliance with Title VI of the 1964 Civil Rights Act for submission to FTA. Document and provide materials on compliance with air quality, Title VI, environmental justice, equal employment opportunity, periodic self evaluation, and other legislation and regulations. Assist ODOT with its training efforts to ensure that local governments comply with Title VI, as subrecipients of federal transportation funding. (ACOG, COTPA, CART).

7. Provide for regional clearinghouse review of applications requesting federal or state funding assistance for public or private transportation projects. Review and comment on social, environmental, economic, land use, and transportation-related impacts.

8. Prepare new Transportation Improvement Program for FFY 2011-2014 in consultation with local officials and coordinate with ODOT on preparation of the Statewide Transportation Improvement Program (STIP) covering the same period.

Process amendments to the FFY 2010-2013 TIP through the ITTC and ITPC, provide public notice on each amendment, and document said amendments for submission to the FHWA, FTA, ODOT, and other applicable agencies. Monitor revisions to project descriptions, funding sources, and cost estimates in order to maintain a fiscally constrained TIP.

In accordance with the regional priorities reflected in the TIP, provide approval for project lettings that will utilize the Surface Transportation Program obligational authority provided to the Oklahoma City UZA. Maintain information on authorized projects and obligated federal funds based on information provided by ODOT and FHWA.

9. Provide input into the State's Eight-Year Construction Work Plan by selecting projects, in consultation with the state, to be funded with state Surface Transportation Program (STP), STP-Enhancement, Highway Safety Improvement Program (HSIP) and CMAQ funds within the OCARTS area. Coordinate with the State regarding selection of projects utilizing STP funds for entities outside of the Urbanized Area, but inside the OCARTS boundary. Select projects, in cooperation with the state, to be funded with Interstate, NHS, and Bridge funds within the OCARTS Transportation Management Area. Review and comment on Statewide Transportation Improvement Program (STIP).

10. Review and revise the *Criteria and Process for Evaluation of STP-UZA Projects*, as needed and desired by the ITTC and ITPC.

11. COTPA will prepare for a Triennial Review by the FTA. The desk audit materials will be submitted to the FTA in spring 2010. The actual site visit is anticipated to occur in August 2010. This certification process evaluates virtually all areas of COTPA's activities and its compliance with federal laws and guidelines. (COTPA)

12. COTPA will prepare a Financial Oversight report regarding COTPA's financial practices. The report will meet applicable federal guidelines and outline key practices and annual routines. (COTPA)

End Product

Administrative and policy memoranda, reports and relevant documents as required for each activity including:

- Annual Financial Oversight Report (COTPA)
- FY 2011 Unified Planning Work Program (ACOG)
- FFY 2011-2014 OCARTS Area Transportation Improvement Program (ACOG)

*Task 4.02: Local Technical Assistance Projects**Background Information*

During the past fiscal year, staff responded to numerous requests for assistance from member local governments, state agencies, private organizations and citizens. Many of these requests related to the OCARTS planning process, covering topics such as federal programs and funds established by SAFETEA-LU, project review, socioeconomic data, traffic counts, etc.

In the past, staff has also provided assistance to member entities for projects of a slightly larger scale than regular technical assistance requests.

Program Objective

The purpose of this work element is to provide information and technical services to member entities in an effort to assist them in the areas of planning and facility management. As studies are completed, technical capabilities and refined databases are developed, allowing for increased utilization of these services and information. The objective is to assist member entities in the application of existing data and analytical capabilities for solving specific local problems. Staff will respond to requests by member entities for assistance in preserving or improving existing community areas, and ensuring orderly growth and development.

Program Activities

(ACOG is responsible for all activities under this task.)

1. Provide information and transportation planning technical assistance upon request to assist local governments with acquiring socioeconomic, environmental, traffic, and land use data. Technical assistance and data support will be provided to COTPA and CART for use in transit planning activities.
2. Monitor transportation related policy development as discussed in the Federal Register and Oklahoma Register. Staff will also provide assistance in educating and informing local, state, and federal units of government regarding highway and transit related issues and priorities.
3. Continue to update, format, and catalog a set of standard regional information reports and databases to facilitate a timely response to requests.
4. Tabulate and analyze the technical assistance provided to local governments and others concerning the OCARTS transportation program.

End Product

An ongoing resource to provide service to local units of government. Measurement of this activity is conducted by each staff member who records all technical assistance.

ELEMENT #5: STAFF TRAINING AND MAINTENANCE AND PRODUCTION OF PLANNING RELATED DOCUMENTS

This element includes a task on providing adequate staff training to ensure that current, high quality planning & research techniques are used in the Central Oklahoma transportation planning process. This element also includes work items to develop, maintain, and update all regional planning documents including technical reports, funding procedures, and other plan reports. These work items include the publication and re-publication of current planning documents to ensure the general availability of this information to interested persons and public officials.

Tasks Included:

- 5.01 - Staff Training
- 5.02 - Planning Documents, Reports, and Data Dissemination

Task 5.01: Staff Training

Background Information

Staff members from ACOG, OKC Traffic Management, and COTPA attend various workshops, courses, seminars and conferences to keep up with the state-of-the-art techniques in transportation planning. Additionally, they learn about new federal policies and emphasis areas toward transportation in general.

Program Objective

To provide adequate staff training to ensure that the current, high quality planning and research techniques are used in the OCARTS Transportation Management Area.

Program Activities

(Activities under this task will be completed by ACOG, COTPA, CART, and OKC Traffic Management on an as needed basis.)

1. Attend transportation planning courses, training sessions, seminars and conferences in order to maintain and enhance technical capacity of the OCARTS MPO. Training sessions will include but not be limited to traffic data collection and analysis, transportation planning, traffic engineering and transportation systems management. Specific emphasis will be placed on FTA grants management, transit software, improved transportation service to persons with disabilities, Mobile 6 emissions model, public involvement, Transportation Planning Plus (TP+) and CUBE software.

COTPA will place greater emphasis on training in relation to congestion management, air quality activities, as well as, environmental assessment and preliminary engineering for fixed guideway projects. Also, the implementation of Trapeze software addresses various ITS objectives as well as the FTA Planning Emphasis Area (PEA) on enhancing the Technical Capacity of the Planning Process. This activity also relates to the need for software training for other transit purposes such as the extraction and use of images from the new on-bus cameras and mobile data terminals on paratransit vans.

2. Attend professional development workshops, courses, seminars, and conferences and other such meetings related to transportation planning and grant programs.
3. Review transportation related literature and publications by staff to help keep up with state-of-the-art techniques.

End Product

Technical training for staff.

*Task 5.02: Planning Documents, Reports, and Data Dissemination**Background Information*

Technical documents with information describing study, databases, methodology and results are produced for distribution to various committee members and other agencies connected with the transportation program.

Program Objective

To maintain a technical record of the transportation data gathering, data analysis, and planning procedures for future work consistency and time series review.

Program Activities

(ACOG, OKC Traffic Management, CART, COTPA are responsible for preparation and printing of their own reports. Monthly reports are due to ACOG by the 10th day of the month following the month in which the work was completed.)

1. Document procedures, methods and testing used for the transportation planning process in technical work papers or reports.
2. Document work by task activity for monthly progress reports.
3. Continue to improve formats, standards, and metadata for maps, data, and reports. Promote data exchange, particularly in the areas of GIS data and computer generated maps.

End Product

Technical reports describing work accomplished for a specific UPWP subtask which are submitted to the Intermodal Transportation Technical Committee and Intermodal Transportation Policy Committee for their review and comment before finalization. OCARTS area computer-generated maps related to all or part of the OCARTS area.

ELEMENT #6: MANAGEMENT

This work item provides for the effective administration of the continuing planning process. Included under this item is the supervision and coordination of personnel assigned to the study and office management.

Task Included:

6.01 - Direct Project Management**Task 6.01: Direct Project Management*****Background Information***

This task provides for the management and support of OCARTS planning, research and technical assistance activities. This includes responsibility for accounting, budgeting, and personnel management.

Program Objective

To provide for the effective administration of the Oklahoma City Area Regional Transportation Study. To manage grants and contracts with ODOT, OKC Traffic Management, consultants and other entities and agencies. To support the various transportation related committees; to manage the OCARTS transportation planning staff; and to maintain liaison with the affected public and private interests.

Program Activities

1. Supervise personnel assigned to the OCARTS planning work. Monitor work on the UPWP and evaluate progress. (ACOG)
2. Prepare and maintain adequate records of correspondence, purchasing, grant applications, annual audit, and contracts. (ACOG)
3. Prepare monthly and quarterly progress reports to include accounting reports for ODOT, FHWA and FTA. . (ACOG)
4. Review federal policies and procedures as they relate to the 3-C urban transportation planning process. Analyze SAFETEA-LU for its effect on the current planning process and recommend modifications as needed. (ACOG)

End Product

A U.S. Department of Transportation certified transportation plan and planning process.

