

# OCARTS

## Transportation Management Area Unified Planning Work Program

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*Fiscal Year 2015*



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### **Preliminary Document    Final Document**

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Approved by the Intermodal Transportation Policy Committee	April 24, 2014	May 29, 2014

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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 I: INTRODUCTION

The Unified Planning Work Program (UPWP) is a description of the proposed multimodal transportation planning activities to be conducted in the Oklahoma City Area Regional Transportation Study (OCARTS) area during FY 2015 (July 1, 2014, to June 30, 2015). This program is administered by the Association of Central Oklahoma Governments (ACOG), in accordance with a "[Memorandum of Understanding](#)" between the ACOG, the Oklahoma Department of Transportation (ODOT), the Central Oklahoma Transportation and Parking Authority (COTPA), and Cleveland Area Rapid Transit (CART). ACOG serves as the Metropolitan Planning Organization (MPO) for the Oklahoma City transportation management area, providing a multi-government, multi-agency body for carrying out a continuing, coordinated, comprehensive program of multimodal transportation system planning.

The Federal Highway Administration (FHWA) and Federal Transit Administration's (FTA) Offices of Planning have jointly issued Planning Emphasis Areas (PEAs) for MPOs to identify work tasks associated with planning emphasis areas.

- **Map-21 Implementation**—Begin transition to Performance Based Planning and Programming
- **Models of Regional Planning Cooperation**—Promote cooperation and coordination across MPO boundaries and across State boundaries, where appropriate, to ensure a regional approach to transportation planning.
- **Ladders of Opportunity**—Promote access to essential services as part of the transportation planning process and identify transportation connectivity gaps which when addressed will improve access to essential services.

The UPWP is prepared annually and serves as a basis for requesting federal planning funds from the U.S. Department of Transportation, as well as a management tool for scheduling, budgeting and monitoring the planning activities of the participating entities. This document was developed with input from numerous agencies, including the Oklahoma Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Central Oklahoma Transportation and Parking Authority, Cleveland Area Rapid Transit, the Oklahoma City Traffic Management Division and other cities included in the regional transportation study area.

## PART II: OCARTS ORGANIZATION

### COMMITTEE STRUCTURE

Multimodal transportation planning and implementation require a unified policy direction for all modes of travel. This direction is provided by a committee structure, which was developed jointly by the Oklahoma Department of Transportation and local governments within the OCARTS area. The structure consists of an Intermodal Transportation Policy Committee (ITPC), an Intermodal Transportation Technical Committee (ITTC), and a Citizens Advisory Committee (CAC). The OCARTS organizational structure is shown in [Figure 1](#).

#### Intermodal Transportation Policy Committee (ITPC)

The ITPC has 45 members and is the single policy group for regional transportation decision making in the OCARTS area. The ITPC voting membership is composed of locally elected officials, state transportation department managers and commissioners, and designees from other local agencies, representing various transportation modes. Each member local government has one vote. Federal aviation, transit, and highway officials are designated as non-voting ITPC members. The primary functions of the ITPC are to provide guidance for multimodal transportation planning and to assure coordination among transportation modes, local government entities, and planning efforts. The current membership of the ITPC is shown in [Table 1](#).

The Chairman of the ITPC is elected from the membership every year for a one-year term. Individual local governing bodies select their representatives to the ITPC. Staff personnel of ACOG have been designated by the ITPC to provide administrative and clerical support to the Committee. The ITPC meets at 1:20 p.m. on the last Thursday of each month in the Board Room of the Association of Central Oklahoma Governments.

#### Intermodal Transportation Technical Committee (ITTC)

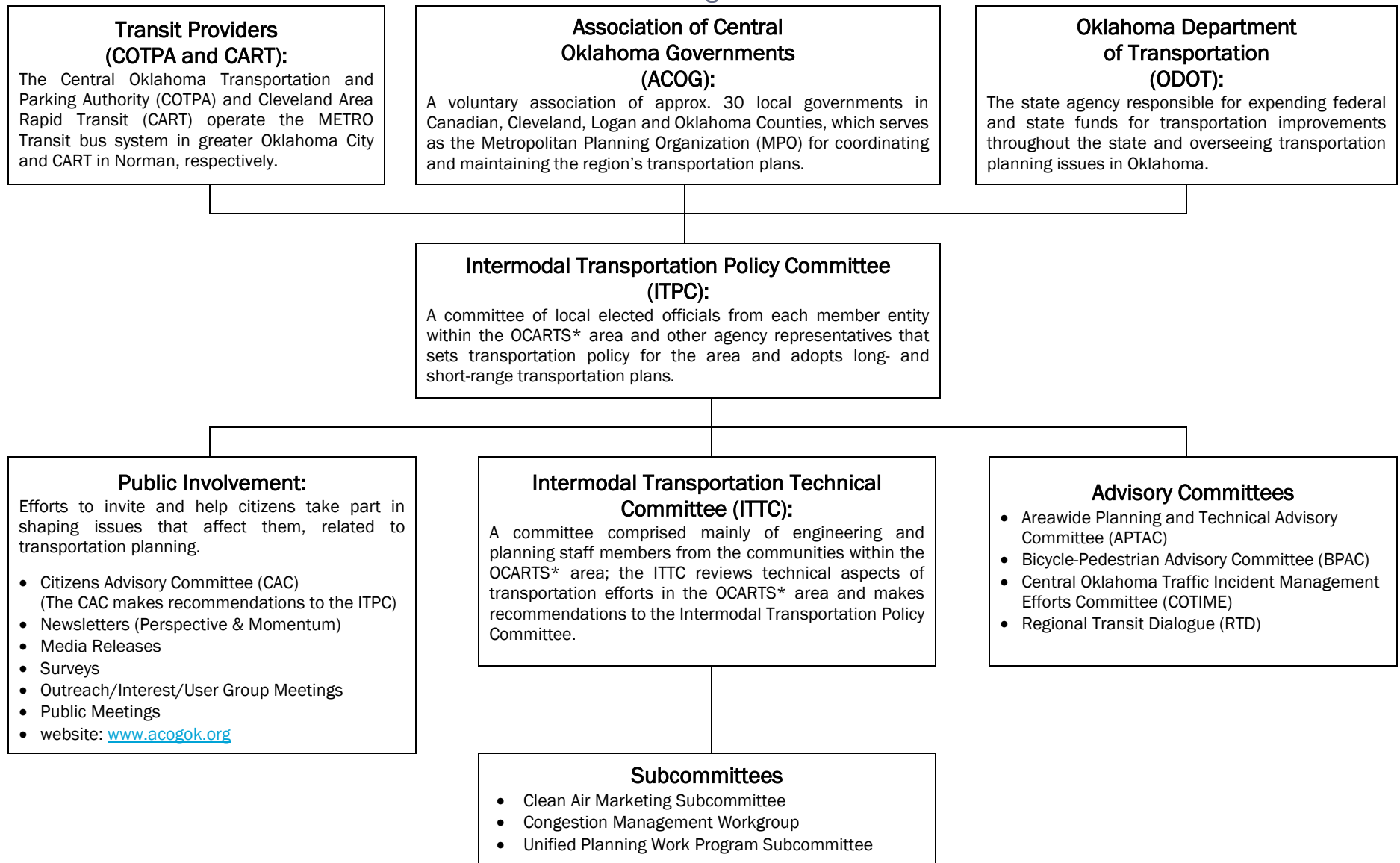
Technical review and guidance for the OCARTS planning programs are provided by the ITTC. This committee is generally composed of city planners, city engineers and traffic managers, and also includes representatives of various modes, environmental agencies, the Oklahoma Turnpike Authority, ODOT and the federal transportation agencies.

The ITTC makes recommendations to the Policy Committee concerning adoption and approval of all transportation plans and programs, such as the Unified Planning Work Program, the long-range transportation plan, and the Transportation Improvement Program. The ITTC is governed by bylaws approved by the Policy Committee and typically meets at 10:00 a.m. on the second Thursday of each month to review the progress of the tasks outlined in the Unified Planning Work Program. The ITTC also monitors the performance of the regional transportation system and recommends policy changes to the Policy Committee to improve system performance.

#### OCARTS Citizens Advisory Committee (CAC)

The CAC membership encompasses all transportation modes, representatives of minority and elderly populations, persons with disabilities, businesses, local governments, environmental/public interest groups, neighborhoods, and private citizens. The Committee includes a total of 41 voting members, and is supported by representatives of 19 federal, state and local agencies serving as non-voting members for technical assistance/resource support. The CAC was involved in development of the region's 2035 OCARTS Plan. This committee provides a tool to ensure that the public is kept aware of planning developments, that the transportation planning process is responsive to public needs, and that advocates of various modes are included and heard.

**Figure 1:  
OCARTS Organization**



\* The Oklahoma City Area Regional Transportation Study (OCARTS) area includes all of Oklahoma and Cleveland Counties and portions of Canadian, Logan, Grady and McClain Counties that are urbanized or are expected to be urbanized within the next 20 years.

**Table 1:**  
**Intermodal Transportation Policy Committee**  
as of April 24, 2014

**OFFICE BEARERS**

*(Also listed by entity below.)*

HON. ELIZABETH WANER	CHAIR	EDMOND
HON. PETE WHITE	VICE-CHAIR	OKLAHOMA CITY
HON. WILLA JOHNSON	SECRETARY/TREASURER	OKLAHOMA COUNTY

**LOCAL GOVERNMENT MEMBERS**

CITY/ORGANIZATION	MEMBERS	ALTERNATES
BETHANY	HON. PHILLIP SHIREY, COUNCILMEMBER	HON. BRYAN TAYLOR, MAYOR
		HON. RANDY LUINSTR, COUNCILMEMBER
BLANCHARD	HON. YVONNE LACKEY, COUNCILMEMBER	HON. JOE DAVIS, MAYOR
CEDAR VALLEY	HON. STAN WIECZOREK, MAYOR	HON. TERRY HAMILTON, TRUSTEE
CHOCTAW	HON. ROGER MALONE, COUNCILMEMBER	HON. LARRY GOELLER, COUNCILMEMBER
COLE	HON. WILLIAM ANDERSON, TRUSTEE	VACANT
DEL CITY	HON. KEN BARTLETT, COUNCILMEMBER	HON. BRIAN E. LINLEY, MAYOR
EDMOND	HON. ELIZABETH WANER, COUNCILMEMBER	HON. VICTORIA CALDWELL, COUNCILMEMBER
FOREST PARK	HON. MARIANNE YARBROUGH, TRUSTEE	HON. DOROTHY O. WINSTON, MAYOR
GOLDSBY	NO DESIGNEE	VACANT
GUTHRIE	HON. JOHN WOOD, VICE MAYOR	HON. JEFF TAYLOR, COUNCILMEMBER
HARRAH	HON. TOM BARRON, COUNCILMEMBER	HON. KIM BISHOP, COUNCILMEMBER
JONES CITY	HON. RAY POLAND, MAYOR	HON. MATT ELERICK, COUNCILMEMBER
LEXINGTON	HON. MARK EASTON, COUNCILMEMBER	VACANT
LUTHER	NO DESIGNEE	VACANT
MIDWEST CITY	HON. JACK FRY, MAYOR	HON. J. DEE COLLINS, VICE-MAYOR
		HON. RICK DAWKINS, COUNCILMEMBER

## INTERMODAL TRANSPORTATION POLICY COMMITTEE (CONT.)

## LOCAL GOVERNMENT MEMBERS (CONT.)

CITY/ORGANIZATION	MEMBERS	ALTERNATES
MOORE	HON. MARK HAMM, COUNCILMEMBER	HON. JASON BLAIR, COUNCILMEMBER
MUSTANG	HON. JAY ADAMS, MAYOR	HON. TERRY JONES, COUNCILMEMBER
NEWCASTLE	HON. MIKE FULLERTON, COUNCILMEMBER	HON. CINDY FRIZZELL, VICE MAYOR
		HON. GENE REID, COUNCILMEMBER
NICHOLS HILLS	HON. PETER HOFFMAN, MAYOR	VACANT
NICOMA PARK	HON. ROBERT PITTMAN, MAYOR	HON. JIM SHONTS, VICE MAYOR
NOBLE	HON. DIANNE GRAY, VICE MAYOR	HON. GAIL HATFIELD, COUNCILMEMBER
NORMAN	HON. CINDY ROSENTHAL, MAYOR	HON. CHAD WILLIAMS, COUNCILMEMBER
OKLAHOMA CITY	HON. PETE WHITE, COUNCILMEMBER	ANY OKLAHOMA CITY COUNCILMEMBER
PIEDMONT	HON. VALERIE THOMERSON, MAYOR	HON. CHARLES COFFMAN, COUNCILMEMBER
		HON. DONNIE ROBINSON, COUNCILMEMBER
SLAUGHTERVILLE	HON. JOHN KOEHLER, TRUSTEE	HON. CURTIS BAKER, MAYOR
SPENCER	HON. EARNEST WARE, MAYOR	HON. MARSHA JEFFERSON, VICE MAYOR
TUTTLE	HON. MARY SMITH, COUNCILMEMBER	VACANT
THE VILLAGE	HON. DAVID BENNETT, MAYOR	HON. HUTCH HIBBARD, COUNCILMEMBER
WARR ACRES	HON. ROGER GODWIN, COUNCILMEMBER	HON. PATRICK WOOLLEY, MAYOR
YUKON	HON. KEN SMITH, MAYOR	HON. JOHN ALBERTS, COUNCILMEMBER
CANADIAN COUNTY	HON. JACK STEWART, COMMISSIONER	HON. DAVID ANDERSON, COMMISSIONER
		HON. PHIL CARSON, COMMISSIONER
CLEVELAND COUNTY	HON. ROD CLEVELAND, COMMISSIONER	HON. RUSTY SULLIVAN, COMMISSIONER
LOGAN COUNTY	HON. MARK SHARPTON, COMMISSIONER	HON. MIKE PEARSON, COMMISSIONER
		HON. MONTY PIEARCY, COMMISSIONER

## INTERMODAL TRANSPORTATION POLICY COMMITTEE (CONT.)

## LOCAL GOVERNMENT MEMBERS (CONT.)

CITY/ORGANIZATION	MEMBERS	ALTERNATES
MCCLAIN COUNTY	HON. WILSON LYLES, COMMISSIONER	HON. CHARLES FOSTER, COMMISSIONER
OKLAHOMA COUNTY	HON. WILLA JOHNSON, COMMISSIONER	HON. BRIAN MAUGHAN, COMMISSIONER
		HON. RAY VAUGHN, COMMISSIONER

## AGENCY MEMBERS

CITY/ORGANIZATION	MEMBERS	ALTERNATES
CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA)	NO DESIGNEE	LARRY HOPPER PLANNING MGR.-ADMINISTRATION
		JASON FERBRACHE ASSISTANT DIRECTOR
CLEVELAND AREA RAPID TRANSIT (CART)	DOUG MYERS DIRECTOR	KARLEENE SMITH PLANNER AND GRANT SPECIALIST
OKLAHOMA CITY AIRPORT TRUST	RANDON RIEGER, P.E. CIVIL ENGINEER III	JOHN STORMS CIVIL ENGINEER IV
OKLAHOMA DEPT. OF TRANSPORTATION (ODOT)	DAVID OOTEN, DIV. ENGINEER STRATEGIC ASSET & PERFORMANCE MANAGEMENT DIV.	RANDY B. LEE, ASST. DIV. ENG. STRATEGIC ASSET/PERF. MGMT. DIV.
		LAURA CHANEY, TRANSP. MANAGER STRATEGIC ASSET/PERF. MGMT. DIV.
OKLAHOMA TRANSPORTATION COMMISSION (OTC) – DIVISION III – MCCLAIN & CLEVELAND COUNTIES IN OCARTS AREA	DAN B. OVERLAND TRANSPORTATION COMMISSIONER	JOHN R. BOWMAN DIRECTOR-CAPITAL PROGRAMS-ODOT
OKLAHOMA TRANSPORTATION COMMISSION (OTC) – DIVISION IV – CANADIAN, LOGAN, & OKLAHOMA COUNTIES IN OCARTS AREA	GREG LOVE TRANSPORTATION COMMISSIONER	JOHN R. BOWMAN DIRECTOR-CAPITAL PROGRAMS-ODOT
OKLAHOMA TRANSPORTATION COMMISSION (OTC) – DIVISION VII – GRADY COUNTY IN OCARTS AREA	BRADLEY W. BURGESS TRANSPORTATION COMMISSIONER	JOHN R. BOWMAN DIRECTOR-CAPITAL PROGRAMS-ODOT

## NON-VOTING MEMBERS

CITY/ORGANIZATION	MEMBERS	ALTERNATES
FEDERAL AVIATION ADMINISTRATION (FAA)	EDWARD N. AGNEW, MANAGER AR/OK AIRPORTS DEVLPMT. OFFICE	VACANT
FEDERAL HIGHWAY ADMINISTRATION (FHWA)	GARY CORINO OK DIV. ADMINISTRATOR	ISAAC AKEM COMMUNITY PLANNER
		ELIZABETH ROMERO PLANNING/TECH SERV TEAM LEADER
FEDERAL TRANSIT ADMINISTRATION (FTA)	ROBERT C. PATRICK REG'L ADMIN.	VACANT

## SPONSOR AGENCIES

The Oklahoma City Area Regional Transportation Study (OCARTS) is sponsored by the State of Oklahoma (ODOT), the local transit operators (COTPA and CART) and the Metropolitan Planning Organization (ACOG). The OCARTS planning process is staffed with personnel from each of these sponsor agencies and with additional transportation personnel from the City of Oklahoma City and several suburban cities who work under contract with the Association of Central Oklahoma Governments.

### Association of Central Oklahoma Governments (ACOG)

The Association of Central Oklahoma Governments (ACOG) is a voluntary association of city, town and county governments within the four county (Oklahoma County, Cleveland County, Logan County, and Canadian County) region known as Central Oklahoma. Established in 1966, ACOG's purpose is to aid local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development. This regional cooperation serves to strengthen both the individual and collective capabilities of local governments.

ACOG is the designated Metropolitan Planning Organization (MPO) conducting the transportation planning process in compliance with the provisions of the Federal Highway and Federal Transit Acts of 1962, as amended by the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21), signed into law in 2012. Initially designated as a Metropolitan Planning Organization (MPO) in October 1973, ACOG has worked cooperatively with the Oklahoma Department of Transportation and other partners in Central Oklahoma to develop and maintain a regional transportation plan for the OCARTS area.

The Board of Directors serves as the governing body of the Association (Sec. 1.(e) (b), ACOG Agreement). The Board has sole authority to initiate and review all activities, grants and contracts and to adopt or approve any study or plan pertaining to the four county region. This authority is exercised by a quorum of the Board voting according to the authorized weighted vote of each member government (Sec. IV, ACOG Agreement). The business of the Association is transacted according to the provisions of the "Agreement Creating the Association," effective March 31, 1983, as amended.

The ACOG Board of Directors reviews and may elect to endorse actions of the Intermodal Transportation Policy Committee. It is understood that items relating to the transportation planning process are covered by an annual agreement between ODOT and ACOG.

### Oklahoma Department of Transportation (ODOT)

The Oklahoma Department of Transportation was established on September 1, 1976, following the State Legislature's approval of reorganization legislation.<sup>1</sup> The reorganization combined, in their entirety, the Oklahoma Highway Department, the Oklahoma Aeronautics Commission, and the Oklahoma Highway Safety Coordination Committee. Subsequently, in 2002, the Aeronautics Commission separated from ODOT and was classified as a separate agency. The Rail and Transit staff of the former Department of Economic and Community Affairs and the powers of the Railroad Maintenance Authority were also transferred to the Oklahoma Department of Transportation. In the early 1990s, the duties of the Waterways Branch of the Department of Commerce were also brought under the jurisdiction of ODOT.

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<sup>1</sup> "An Overview of the State's Public Transportation Mandate and Public Transportation Operations in Oklahoma." October 24, 1978. ODOT Planning Division.

According to Title 69 O.S. 1981, Sec. 4002, the Department of Transportation has the following responsibilities:

1. To coordinate and develop for the State of Oklahoma a comprehensive transportation plan to meet present and future needs for adequate, safe and efficient transportation facilities at reasonable cost to the people.
2. To coordinate the development and operation of such transportation facilities in the state including, but not limited to, highways, public transportation, railroad, marine and waterways, and aeronautics.
3. To develop, periodically revise and maintain a comprehensive state master plan for transportation facilities.
4. To develop the STIP and approve the metropolitan TIPs as the Governor's designee.
5. To develop measurable objectives and goals designed to carry out the master plan for transportation and report progress in achievement of objectives and goals to the Governor and Legislature as part of the annual budget submission.
6. To make such studies and analyses of transportation problems as may be requested by the Governor or Legislature relative to any aspect of transportation in the state.
7. To exercise and perform such functions, powers and duties as may be, from time to time, conferred or imposed by law, including all the functions, powers and duties assigned and transferred to the Department of Transportation by this act.
8. To apply for, accept and receive and be the administrator for and in behalf of the state agencies, boards and commissions of all federal or other monies now or hereafter available for purposes of transportation or which would further the intent and specific purposes of this act.
9. To cooperate with local governments in the planning and development of transportation-related activities, and encourage state and federally-funded plans and programs at the local level consistent with the goals and objectives of the state master plan for transportation.

ODOT has developed various techniques to generate public interest and to promote public participation in the decision-making process related to proposed transportation improvements undertaken with federal assistance.

The Department completes a field review for all projects in the 8-Year Construction Work Plan. The review consists of researching projects for location, design, and social, environmental, and economic impacts. Part of the social, environmental, and economic analysis during the review is a consideration of the public involvement needs for a specific project.

During the individual project development process, ODOT staff performs more detailed planning and engineering studies related to location, design, and analysis of social, environmental and economic impacts. During this phase, one or more of the following public involvement tools may be employed: public meetings, distribution of flyers in the study area, press releases, meetings with locally elected officials, and coordination with local, state and federal resource agencies.

The OCARTS public involvement process is coordinated with the ODOT process, and they are intended to be used as vehicles to promote maximum public participation early enough in the planning process to influence technical studies and subsequent final decisions. This ensures that decisions, as they are made, will be in the overall public interest and that the average citizen will have an adequate opportunity to have input during the decision-making process.

## **Central Oklahoma Transportation and Parking Authority (COTPA), Cleveland Area Rapid Transit (CART) and Citylink**

The Central Oklahoma Transportation and Parking Authority was created under a Trust Indenture, dated February 1, 1966. The Trust has the authority "to plan, establish, develop, acquire, construct, purchase, install, repair, enlarge, improve, maintain and equip transit systems and facilities and public parking systems and facilities either within or outside the territorial boundaries of the City of Oklahoma City." This Trust Indenture establishes that COTPA has the authority to provide regional transit and parking services. COTPA is governed by a Board of eight Trustees, including the Oklahoma City Mayor, the City Manager of Oklahoma City, the Oklahoma City Finance Director and five additional trustees who are appointed by the Oklahoma City Council.

As of November 1, 1989, the City of Oklahoma City reorganized the city's transit system, creating the Department of Transit Services as the planning/administration arm of COTPA. The operations and maintenance functions of the transit system have remained the responsibility of the Authority.

Each year COTPA develops a Program of Projects (POP) reflecting anticipated capital, planning, and operating needs for the upcoming fiscal year along with an estimated budget. COTPA submits projects to the MPO for inclusion in the transit portion of the Transportation Improvement Program (TIP), and carries out the transit-related planning activities contained in the UPWP. In recent years, COTPA has been authorized, through the TIP, to use a portion of the region's Congestion Mitigation/Air Quality (CMAQ) funds for transit investments that demonstrate a positive impact on air quality. COTPA utilized the public notice/public involvement opportunities related to the TIP, performed by the MPO, to ensure opportunity for public input on the POP.

Cleveland Area Rapid Transit (CART) – previously administered under the umbrella of COTPA – was recognized as a small urbanized area transit entity as a result of the 2000 Census and became a direct recipient of FTA funds beginning in FFY 2003. CART is operated by the University of Oklahoma in Norman, and receives some local funds from the University and the City of Norman. CART submits a separate Program of Projects for the OCARTS TIP.

Citylink runs five local routes serving the University of Central Oklahoma (UCO) campus and a large portion of the City of Edmond, as well as an express route to and from Oklahoma City.

## **AFFILIATED AGENCIES/ENTITIES**

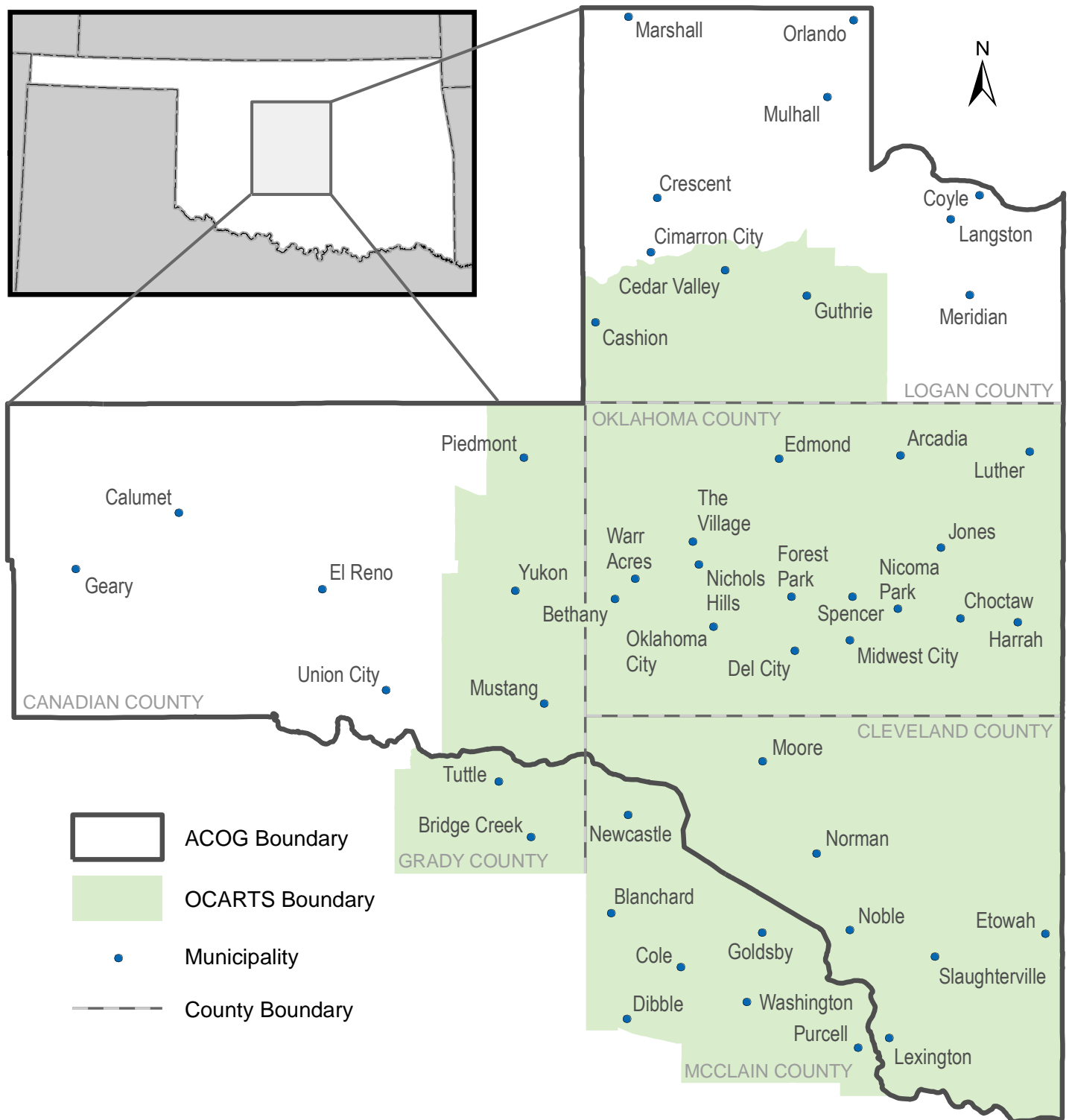
ACOG also works with the Air Quality Division of the Oklahoma Department of Environmental Quality (ODEQ) on preserving the Oklahoma City metropolitan area's air quality attainment status through clean air initiatives such as "Better Together" public education program and the new Ozone Advance program.

The ODEQ Air Quality Division, previously a part of the Oklahoma State Department of Health, was established in 1993 to implement the federal and state air quality mandates regarding emission inventory, planning, permitting, monitoring, compliance and enforcement activities, as required under the 1990 Clean Air Act Amendments. The OCARTS area is currently in attainment status under the 1990 Clean Air Act Amendments, and under the terms of this Act, the ODEQ Air Quality Division is the designated agency responsible for preparing and monitoring the State Implementation Plan for the Oklahoma City metropolitan area.

## **OKLAHOMA CITY AREA REGIONAL TRANSPORTATION STUDY (OCARTS) TRANSPORTATION MANAGEMENT AREA**

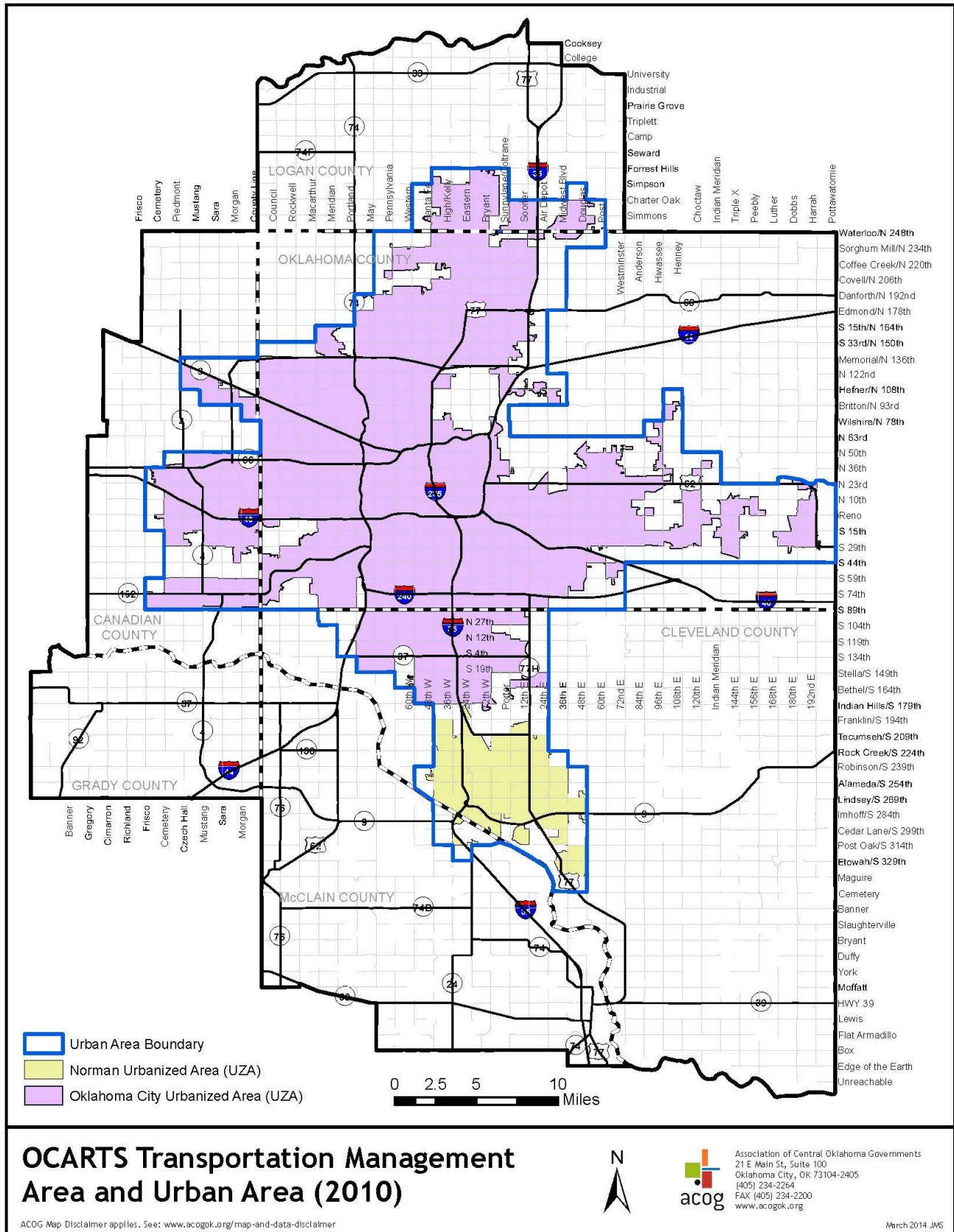
The Oklahoma City Area Regional Transportation Study (OCARTS) Transportation Management Area encompasses all of Oklahoma and Cleveland Counties, and parts of Canadian, Grady, Logan, and McClain Counties. The Intermodal Transportation Policy Committee approved the current study area geography in February 2002. [Figure 2](#) reflects the OCARTS area in relation to the four-county ACOG region. [Figure 3](#) reflects the urbanized areas within OCARTS.

Figure 2:  
OCARTS Area in Relation to the Four-County ACOG Region



Map Disclaimer Applies. See the report Table of Contents  
or <http://www.acogok.org/mapdisclaimer.asp>

**Figure 3:**  
**OCARTS Transportation Management Area and Urbanized Areas**



## PART III: FY 2015 UNIFIED PLANNING WORK PROGRAM PRIORITIES

### OVERVIEW

The Unified Planning Work Program reflects and provides direction for implementing the financially constrained, citizen-influenced, intermodal 2035 Oklahoma City Area Regional Transportation Study (OCARTS) Plan, entitled Encompass 2035. The Regional Transportation Plan, last adopted in 2011, has provided the framework for other modal plans including:

- planOKC, underway
- Central Oklahoma Commuter Corridors Study, 2014
- Edmond Bicycle Master Plan, 2012.
- Regional Intermodal Transportation Hub Study, 2011
- Greater Downtown Oklahoma City Circulator Alternatives Analysis, 2010
- Oklahoma City Project 180, 2010
- Midwest City Trails Master Plan and Implementation Study, 2010
- Oklahoma City Walkability Study, 2009
- Oklahoma City Downtown Streetscape Master Plan, 2009
- Master Trails Plan Update, City of Moore, 2008.
- Oklahoma City Bicycle Transportation Strategic Action Plan 2008-2015, 2008
- Coordinated Public Transit-Human Services Plan, 2008
- Core to Shore Plan, Oklahoma City, 2007.
- Fixed Guideway Study, Central Oklahoma Transportation and Parking Authority, 2006.
- Edmond Transportation Plan, City of Edmond, 2006.
- Oklahoma River Water Transport Mobility Program, Oklahoma City, 2005.
- Norman Transportation Needs Assessment Study, City of Norman, 2003.
- COTPA Long-Range Transit Plan, Central Oklahoma Transportation and Parking Authority, 2001.

Thus, street and highway, bus, bicycle and pedestrian ways, and airport access improvements are all considered in the intermodal regional transportation plan that seeks the efficient movement of people and goods.

This Unified Planning Work Program (UPWP) presents the scope and direction of all transportation planning activities in the region and specifies which work program tasks will be accomplished during FY 2015 (July 1, 2014 to June 30, 2015). This part of the UPWP describes priorities related to various intermodal planning efforts in the OCARTS Transportation Management Area. Priorities of the FY 2015 UPWP include: completion of 2010 base year data and development of 2040 population, employment and school enrollment forecasts for the 2040 long-range transportation plan; initiation of regional land use scenario planning exercise; implementation of Encompass 2035 projects and strategies; continuation of the Regional Transit Dialogue (RTD) and documentation of the results of the Central Oklahoma Commuter Corridors Study; development of a regional pedestrian facilities master plan; update of the FFY 2015-2018 OCARTS TIP; establishment of OCARTS area performance measures and update of the OCARTS Congestion Management Process; and continued coordination with local governments regarding federal transportation funding opportunities; air quality planning and compliance with the federal transportation law.

The current regional transportation plan, Encompass 2035, was approved by the Metropolitan Planning Organization (MPO) and endorsed by the ACOG Board of Directors in April 2011. This financially constrained Plan includes recommendations for streets and highways, airport access, transit, freight movement, and bicycle and pedestrian ways.

The work element and task descriptions included in this work program were prepared and approved through the ACOG committee structure which provides technical and policy guidance for the continuing transportation planning process. The work program elements may be revised or amended at any time to reflect improved study procedures. Revisions or amendments must be approved through the Technical and Policy Committee structure.

## SPECIAL CONCERNS AND METROPOLITAN PLANNING FACTORS

State, regional, and local priorities are expressed by the OCARTS members in development and execution of the planning program. Federal planning emphasis areas are often expressed through legislation or through planning guidance issued by the Federal Highway Administration, the Federal Transit Administration, or the Environmental Protection Agency. The Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21), signed into law in 2012, requires MPOs to consider eight planning factors in the transportation planning process. Additionally, MAP-21 continues its predecessor's emphasis on financial feasibility, public involvement, and consideration of social, economic, and environmental impacts of transportation decisions. Substantial work is anticipated during FY 2015 in consideration of these planning requirements. Following is a description of the planning factors and a summary of FY 2015 planning activities applicable to each MAP-21 planning factor.

1. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
  - Task 1.02(1-4) and Task 2.02(7,9,10) - compile and analyze information about current traffic patterns and travel conditions
  - Task 2.01(4,8,9,10,11) - promote the use of alternative forms of transportation
  - Task 2.02 (15-17) - provide a process to evaluate proposed TIP projects based on anticipated efficient movement of people and goods
  - Task 2.02(7) - maintain the Coordinated Public Transit-Human Services Transportation Plan and work with state and local partners who provide public transportation services and health and human services, all consistent with the OCARTS long-range transportation plan and selected projects will be included in the Transportation Improvement Program (TIP) and Statewide TIP (STIP).
  - Task 2.02(1) - assist entities outside of census-designated urban area, but inside the OCARTS area, in identifying needed transportation improvements and related funding sources
  - Task 2.02(3,5) - participate in evaluation of proposed major transportation improvement projects in the metropolitan area
  - Task 2.02(13) - support water-based public transportation on the Oklahoma River
  - Task 2.03(1-6) - develop travel demand, congestion and performance management strategies to improve efficiency of existing system
  - Task 2.05 (3-7) - promote the use alternative fuels and more efficient transportation system
2. Increase the **safety of the transportation system** for motorized and nonmotorized users.
  - Task 1.02(2) - identify bridges and roadway where unsafe conditions underscore the need for prompt improvement
  - Task 2.01(3) - monitor intermodal improvements in the OCARTS area.
  - Task 2.02(3,4,6) - coordinate with ODOT in selecting projects that merit special funding consideration because related safety concerns warrant attention; focus on transit safety in regards to transit operations and passenger protection
  - Task 2.02(15-17) - consider safety as factor in evaluation of proposed TIP projects

- Task 2.03(1,2,4) - identify locations of recurring congestion and high accidents rates and encourage development of appropriate safety and congestion management strategies
  - Task 2.03(3-6) - promote use of technological solutions, alternate routes, etc. to manage incidents
  - Task 2.04(4) - educate elderly persons regarding transit safety
3. Increase the **security of the transportation system** for motorized and nonmotorized users.
- Task 1.02(2) - maintain pavement and bridge inventories
  - Task 1.03(1,3,5,6,7) - maintain an inventory of comprehensive regional base maps
  - Task 2.01(3) - monitor intermodal improvements in the OCARTS area
  - Task 2.03(7) - promote the use of technology to enhance transit service security
  - Task 2.03(6-8) - promote the use of technology to enhance the security of roadway infrastructure
  - Task 2.03(3,8) - coordinate with homeland security and emergency management related agencies and committees
4. Increase the **accessibility and mobility options** available to **people and for freight**.
- Task 1.01(1-5) - assemble and analyze demographic, socioeconomic and land use data to simulate the current and planned land development patterns in which the transportation system must operate
  - Task 1.02(4) and Task 2.02(7) - maintain a current transit database that documents characteristics of bus service available to metropolitan area travelers
  - Task 2.01(2) - process Plan amendments that meet the public involvement, fiscal constraint, and air quality thresholds, and demonstrate the ability to improve mobility for movement of people and freight
  - Task 2.01(3) - collect and analyze network data to improve the efficiency of existing and future OCARTS area transportation networks
  - Task 2.01(4) - develop a pedestrian facilities master plan
  - Task 2.01(5) - enhance the forecasting ability of regional transportation models
  - Task 2.01 (10-11) - promote regional transit discussion
  - Task 2.02(4) - continue working with ODOT and other states on freight and trade
  - Task 2.02(2,5) - maintain current information on federal functional classification network and analyze major investments which can increase mobility options
  - Task 2.02(7-14) and 2.03(1,7) - assess transit needs and promote transit options in OCARTS area
  - Task 3.01(5-10) and Task 4.01(6) - ensure compliance with civil rights laws and other guidelines calling for access to information about, and options related to, transportation choices
5. Protect and enhance the **environment**, promote **energy conservation**, and improve **quality of life**, and promote **consistency** between transportation improvements and state and local planned growth and economic development patterns.
- Task 1.01(1-3) - evaluate social, environmental, land use and economic impacts of transportation plans
  - Task 1.01(1,2,5) and Task 1.03(1-7) - maintain geographic information system that allows integrated analysis of various layers of data as they affect the human population and transportation network
  - Task 2.01(6-7) - coordinate with ODOT and the Oklahoma Turnpike Authority (OTA) with regard to statewide transportation network improvements
  - Task 2.01(10,11) - to determine regional desire to develop and promote transit priorities

- Task 2.02(1) – develop project criteria and select Transportation Alternatives Program (TAP) projects
  - Task 2.02(5) - develop a planning process that can be integrated into the required environmental analysis for major highway and transit projects
  - Task 2.02 (6) and Task 2.03(1-6) – improve the efficiency of the current transportation system
  - Task 2.02(7) – implement the Oklahoma City Urban Area Coordinated Public Transit-Human Services Transportation Plan with state and local health and human services providers
  - Task 2.04(1-4) - continue provision of paratransit services for the elderly and individuals with disabilities
  - Task 2.05(1-7) - monitor air quality in the metropolitan area, and implement measures to improve air quality including promotion of rideshare, use of clean fuels, implementation of transportation system management strategies
  - Task 3.01(1-10) - maintain contact with area citizens and business with a focus on receiving and providing information that can help to improve the transportation system and quality of life for the metropolitan area
6. Enhance the **integration and connectivity** of the transportation system, across and between modes, and for people and freight.
- Task 1.03(1) and 2.01(3) - monitor and map the continuing development of the intermodal regional transportation network, including transit, bicycle and pedestrian trail strategies
  - Task 2.01(6,7) - coordinate with ODOT and OTA with regard to statewide transportation network improvements
  - Task 2.01(10,11) – integration of regional public transportation
  - Task 2.02(2,3) - maintain updated functional classification system, and cooperate with ODOT in selection of projects for funding under the NHS, Bridge, and Interstate programs
  - Task 2.02(6) – develop regional construction coordination program
  - Task 2.02(9-10) - maintain transit route and scheduling database that assists in continuous internal review of bus route performance
  - Task 2.02(16) - provide input to development of ODOT's Eight Year Construction Program and State TIP
  - Task 2.05(6) – maintain regional rideshare program
7. Promote efficient system **management and operation**.
- Task 1.01(3-5) - assemble and analyze demographic, socioeconomic and land use data to simulate the current and planned land development patterns in which the transportation system must operate
  - Task 2.01(2,3,6) - develop and maintain fiscally constrained long-range transportation plan
  - Task 1.01(2) and 2.01(5) - analyze future travel demand
  - Task 2.02(1) - monitor federally funded transportation improvements and provide periodic status reports
  - Task 2.02 (6) – develop a Regional Construction Coordination Program to ensure that construction and temporary closures will pose the least burden to the traveling public.
  - Task 2.02(15,17) - provide a process to evaluate proposed TIP projects based on anticipated efficient movement of people and goods
  - Task 2.03 (1-6) – develop strategies to alleviate congestion and enhance mobility

8. Emphasize the **preservation** of the existing transportation system.
  - Task 1.01(1-5) - assemble and analyze demographic, socioeconomic and land use data to simulate the current and planned land development patterns in which the transportation system must operate
  - Task 1.02(1) - data collection of existing traffic and transportation conditions, strategic roadways, public transportation, and goods movement
  - Task 2.03(1-6) - utilize congestion management and intelligent transportation technology to maximize efficient use of the existing transportation system

Additionally, the OCARTS planning process must include the following activities. These responsibilities are carried out through the completion of work program tasks as well.

1. Publish public involvement procedures that support early and continuing involvement of citizens, affected public agencies, transportation agency employees, private providers of transportation, public transit users, freight shippers, and other interested parties in the development of the transportation plans and transportation improvement programs (TIPs).
2. Comply with Title VI of the Civil Rights Act of 1964, the Presidential Order on Environmental Justice, and the State's assurance of nondiscrimination under any program receiving U.S. Department of Transportation (DOT) assistance.
3. Identify actions necessary to comply with the Americans with Disabilities Act of 1990 and applicable U.S. DOT regulations.
4. Provide for the involvement of traffic, rideshare, and parking agencies; airport and port authorities; and appropriate private transportation providers.
5. Provide for involvement of local, state, and federal environmental resource and permit agencies.
6. Include preparation of technical reports to assure documentation of the redevelopment, refinement, and reappraisal of the transportation plan.
7. Develop and maintain a long-range intermodal regional transportation plan that is fiscally constrained, and addresses at least a 20-year period.
8. Develop/update a transportation improvement program (TIP) every year in cooperation with the State and public transit operators. The TIP must be fiscally constrained by year, and may identify illustrative projects.

## **PART IV: ACCOMPLISHMENTS OF FY 2014**

### **DATA DEVELOPMENT AND COMPREHENSIVE PLANNING**

#### **Socioeconomic Data and Growth Allocation Model (GAM)**

The MPO initiated data collection efforts for the 2040 long range plan update. 2010 present and 2040 planned land use was collected and entered into a regional database for future mapping and analysis. The 2010 OCARTS base population and employment totals were developed and were disaggregated to the traffic analysis zone level. Some initial research into scenario land use software was started, as the 2040 Plan will include different development options for the region.

#### **Transportation Planning Data**

Traffic count data was used for a number of planning initiatives including monitoring activities related to the Congestion Management Process, crash analysis, and for response to individual data requests.

MPO staff worked closely with several member entities in an effort to populate the online traffic count database system (TCDS) and mapping service hosted and provided by Midwestern Software Solutions (MS2), LLC, whose services were procured in FY 2009. This approach has greatly simplified overall database management and quality control activities, and granted easier and more comprehensive access to traffic count information by the general public. MS2 has worked with many agencies throughout the nation to develop such online database and mapping solutions, which are functional for many levels of users - from traffic engineers to realtors. With the collective participation of several ACOG members, this system offers a cost effective solution to many of the traffic count related planning problems. In addition, the traffic count database can be converted to various formats for use with the travel demand model software and other applications.

#### **Geographic Information Systems**

ACOG is uniquely situated to aid member communities with their GIS needs and has the potential to serve as the regional repository for many data sets, foster regional collaboration and improve regional data editing processes. In FY 2014, ACOG added several online services to its GIS toolkit. Staff acquired an ArcGIS Online account, ESRI's online mapping and hosting platform that allows users to create and publish interactive GIS applications. Maps created using ArcGIS Online can be linked to documents and presentations as well as embedded in ACOG's numerous websites, aiding staff in the dissemination of data. For instance, interactive maps produced using ArcGIS Online have been used as part of the Transportation Alternatives Program application process. ACOG has begun using ArcGIS Online to provide GIS assistance to member entities, creating maps used by members at city council meetings and other public involvement efforts. Along with ArcGIS Online, ACOG added its own subscription to ESRI's Community Analyst which provides detail socioeconomic data. ArcGIS Online and Community Analyst complement ACOG's online application hosted by ROK Technologies, which continues to be updated and maintained by staff.

The MPO assisted local communities to acquire 2014 aerial photography. This will also allow MPO staff to verify transportation project completion.

## LONG-RANGE TRANSPORTATION PLANNING

### Encompass 2035

On April 28, 2011, the Intermodal Transportation Policy Committee approved Encompass 2035, the long range transportation plan for the OCARTS area. Over the past year, the MPO continued to implement projects and work programs identified in the plan. There were no amendments to the plan requested by OCARTS local governments.

## SHORT-RANGE TRANSPORTATION PLANNING

### Monitoring Urbanized Area Funds

The OCARTS Area MPO continued coordination with the Oklahoma Department of Transportation and local governments located in the OCARTS Transportation Management Area concerning distribution, programming, and monitoring of federal Surface Transportation Program Urbanized Area (STP-UZA) funds. Area STP-UZA funds were based on the combined Census 2010 populations of the Oklahoma City and Norman Urbanized Areas per Sec. 6016 of MAP-21.

The adopted *Surface Transportation Program (STP) Procedures for the Oklahoma City Urbanized Area Funds* and *Criteria and Process for Evaluation of STP-UZA Projects* continued to serve as the MPO's policy for selecting project priorities using urbanized area funds. The STP Procedures allow all entities within the TMA boundary to apply for STP-UZA funding.

### Updated Federal Functional Classification System

The MPO worked with member local governments and ODOT to recommend comprehensive updates to the OCARTS area federal functional classification system maps consistent with the results of the 2010 Census, the adjusted urban area boundary approved in FY 2013, and MAP-21.

### Transit Operations

Transit services within the OCARTS area continued to be provided through three urban and two rural transit systems. In FY 2014, the METRO Transit bus system underwent a name change to EMBARK. The EMBARK bus system, operated by the Central Oklahoma Transportation and Parking Authority (COTPA), serves the Oklahoma City Urbanized Area; Citylink, the City of Edmond's transit service (begun in FY 2010), operated by McDonald Transit, serves the northern portion of the Oklahoma City Urbanized Area; and Cleveland Area Rapid Transit (CART), operated by the University of Oklahoma, serves the Norman Urbanized Area. The U.S. Census Bureau issued urbanized Area (UZA) designations, using 2010 Census criteria, and maintained the two separate Oklahoma City and Norman UZAs; both are designated recipients for FTA Sec. 5307 funds.

During FY 2014, the greater Oklahoma City system included 19 local routes, a trolleybus route in downtown Oklahoma City, an express route between Norman and Oklahoma City, and four late-night routes. COTPA also operates shuttles at the OU Health Sciences Center campus in Oklahoma City. The Norman system included 11 local routes serving the OU campus and a large portion of the City of Norman's urbanized area, an express route to and from Oklahoma City, and a late-night flex route. The Edmond system included four local routes and an express route to and from Oklahoma City.

The MPO, COTPA, CART, Edmond Citylink, and ODOT Transit Programs staffs met quarterly throughout FY 2014 to coordinate on ongoing and upcoming regional planning and transit activities.

Rural transit service was provided by First Capital Trolley, based in Guthrie, and Delta Public Transit, based outside the OCARTS area but providing some service to the southern portion of the OCARTS area.

### **Enhancements and Bicycle/Pedestrian Facilities**

The MPO, Edmond, Guthrie, Midwest City, Moore, Norman, Oklahoma City, Yukon and local transit agencies co-sponsored the tenth Central Oklahoma Bike to Work Day event as part of the National Bike to Work campaign, held during the month of May. With the assistance of interested stakeholders, group rides were organized for a number of locations in each community. All OCARTS communities were encouraged to participate. The Bike to Work Day page was updated on the ACOG website, which included event information, route maps, posters, safety tips and a link to the national campaign. A calendar for all bike rides in the month of May (Bike Month) was developed to encourage local riders. A safety flyer, developed in Spanish, was loaded on the website to provide information to one of the metro areas growing populations. The Facebook page now has over 900 followers.

The MPO researched the new Transportation Alternative Program (TAP) that was created under MAP-21. The MPO would now manage the portion of the TAP funding for the OCARTS area. In FY 2014, the Regional Bicycle Master Plan was developed to assist with the TAP project grant applications that were due by late May. The current bicycle network, crash data, future preferred regional corridors, design criteria and future goals were all included in the report.

The MPO's Bike Pedestrian Advisory Committee (BPAC) continues to disseminate regional bike/pedestrian information and coordinate regional trails development. Among the presentations given to BPAC over the past year include presentations on regional bicycle crash data, a mobile phone application that collects trip data, various grant opportunities, and background information on the planning for Open Streets events.

### **Recurring Congestion and Congestion Management Process**

The OCARTS area MPO is continually looking for opportunities to increase the efficiency of the existing transportation system. In FY 2014, MPO staff initiated the process of updating the region's congestion management process. Data collection and analysis efforts continued, which allowed for the ongoing monitoring of identified congestion corridors within the region and the evaluation of employed strategies.

In FY 2014, several projects and strategies were implemented to alleviate congestion problems in the OCARTS area. The strategies included traffic operation improvements such as intersection modification, signalization and channelization, deployment of Intelligent Transportation Systems related infrastructure, interchange improvements, improved bus service, and the addition of general-purpose lanes.

### **Non-Recurring Congestion and Traffic Incident Management (TIM)**

Non-recurring congestion and traffic incidents make up a large portion of the OCARTS area congestion. MAP-21 prescribes that incident caused congestion be a part of the overall Congestion Management Process, thus bringing emphasis not only to overall travel time, but also to travel time reliability. The MPO coordinated with ODOT and public safety officials in the collection and analysis of traffic crash data.

In FY 2014, staff continued to assist local first responders and transportation agencies in establishing the Central Oklahoma Traffic Incident Management Effort (COTIME). COTIME's stated

mission is to focus on, but is not limited to, the establishment of TIM protocol and procedures at the scene of an incident, TIM training for all incident responders, as well as public outreach and the promotion of quick clearance legislation, which allows for more efficient removal of vehicles of the roadway during an incident. The development of this multi-agency TIM partnership will continue to contribute to the improvement of congestion management, and is inherent to the reduction of secondary crash rates and injury or death to first responders and persons traveling on roads within the Central Oklahoma area.

COTIME committee members adopted bylaws and members voted for a chair and vice chair to guide the committee. Though in its infancy, committee members are establishing roles, responsibilities, protocol and procedures for their specific discipline at the scene of a crash. Members are also looking into their CAD systems to determine ways in which crash reporting times can be captured to establish a baseline for reporting arrival and clearance times, as well as identifying secondary crashes.

A SHRP2 Trainer course was established by the Oklahoma Highway Patrol to train first responders across the state on proper TIM techniques and roadway clearance protocol. A training schedule has been established that continued into December 2014.

Furthermore, the MPO continued its involvement in the OCARTS area-wide collaboration associated with the regional snow routes system. Staff maintained contact with OCARTS entities in order to make sure that the regional snow routes were still accurate and that associated maintenance activities were being carried out as documented.

### **Intelligent Transportation Systems**

The MPO continued, in close coordination with the Oklahoma Department of Transportation (ODOT), to realize its vision for Intelligent Transportation Systems (ITS) within the OCARTS area. Staff monitored and analyzed data supplied by ITS roadside devices in high volume and high accident locations, designed to aid in the monitoring of traffic conditions, as well as the detection of incidents.

### **Safety Conscious Planning**

The MPO is committed to providing a safe environment for the traveling public and has a track record of considering safety as an important factor in the development of the Transportation Improvement Program and the long-range transportation plan.

### **Freight and Intermodal Transportation Planning**

The MPO stayed apprised of the state-led Commercial Vehicle Operations (CVO) activities, as well as the ongoing Commercial Vehicle Information Network System (CVISN) planning and deployment.

## **AIR QUALITY**

### **Air Quality Monitoring**

The MPO continued to work with the Air Quality Division of the Oklahoma Department of Environmental Quality (ODEQ) on monitoring and evaluating carbon monoxide (CO) and ozone levels in Central Oklahoma. EPA should finalize any revisions to the national ambient air quality standards (NAAQS) in 2014. The next regular review of the health and welfare science is well underway.

On May 31, 2013 The Oklahoma Department of Environmental Quality (ODEQ), Air Quality Division, in collaboration with the Association of Central Oklahoma Governments (ACOG) formally submitted the Oklahoma City Metropolitan area path forward letter as required by participation in the U.S. Environmental Protection Agency's Ozone Advance program. This is a "living" document and will be updated as programs are added or evolve. The Oklahoma City Metropolitan Statistical Area (MSA) was accepted into the Ozone Advance program on May 30, 2012 and comprises Canadian, Cleveland, Grady, Lincoln, Logan, McClain, and Oklahoma counties. The document includes a list of Ozone Advance initiatives and ongoing programs for the Oklahoma City MSA along with a schedule for implementation of each is enclosed. Reports will be provided to EPA on an annual basis.

The ground-level ozone reduction programs include voluntary and mandatory measures, as allowed in the EPA Ozone Advance Guidance Document. This mix of programs will allow for more expeditious implementation and provide flexibility for program stakeholders. Additionally, DEQ plans to target ozone precursor emissions that could affect the Canadian County area. DEQ believes reductions obtained from the implementation of Ozone Advance program measures could result in the design value for the Canadian County monitoring site being restored to compliance with the standard. While the Oklahoma City MSA is currently designated as an attainment area, the 2013 design values for all ozone monitoring sites in the MSA, except the Goldsby site in McLain county, exceed the 8-hour ozone standard.

The MPO teamed up with the Oklahoma City-County Health Department's Wellness Now Coalition, the City of Oklahoma City, the YMCA of Greater Oklahoma, the Neighborhood Alliance of Central Oklahoma and Uptown 23<sup>rd</sup> to plan for Open Streets OKC. The event was planned for NW 23<sup>rd</sup> St and included shutting a portion of the street from noon to 4:00 pm. All vehicular traffic was prohibited from using the street, but walking jogging, bicycling, dancing, skateboarding, and dog walking were encouraged. The event was a great success, as approximately 20,000 people attended.

### **Air Quality Public Awareness Campaign**

The MPO continued administration of a comprehensive public education program on air quality and its requisite impacts on regional health, the economy and quality of life, including its effect on the transportation sector. The program is funded primarily from Congestion Mitigation Air Quality (CMAQ) funds provided by the Oklahoma Department of Transportation (ODOT).

In FY 2014 the MPO created the Air Quality Awareness Grants as a one year pilot program to provide CMAQ funds to eligible entities and member local governments throughout the region. The Air Quality Awareness Grants fund small active transportation infrastructure such as bicycle racks, pedestrian and bicycle signage, pedestrian lighting and crosswalk pavement markings, all with the goal of reducing ground-level ozone-forming emissions through a wider reduction in single-occupancy vehicle trips. The Air Quality Awareness Grants similarly fund public education efforts which can include the Environmental Protection Agency's Air Quality School Flag program, community-lead walking school bus or bicycle bus programs, idle reduction programs at schools and more. The grant was developed via the collaboration of the ACOG Clean Air Marketing Committee, a multi-agency coalition comprised of public information officers, environmental scientists and transit and transportation officials focused on addressing Central Oklahoma's air quality.

A minimum of \$75,000 in CMAQ funds are available through the Air Quality Awareness Grants to city and county governments, public schools, public school districts, public universities and tribal governments.

Social media and online platforms remain essential tools in raising awareness about Central Oklahoma's air quality. Social media such as Twitter and Facebook are cost-efficient methods of reaching wide audiences; since the beginning of FY 2014, Facebook alone has been used to reach a total audience of 2,813 based on metrics provided per post by Facebook. Constant Contact is

utilized to send email notifications of Ozone Alert Day declarations; with three Ozone Alert Days in 2013, a total of 1,313 people received email notifications for an average 26% open rate and an average 8% click-through rate.

### Central Oklahoma Rideshare

The MPO continued to administer “Get Around OK,” Central Oklahoma’s rideshare program. This program is funded using Congestion Mitigation and Air Quality (CMAQ) funds as it is designed to relieve congestion, reduce air pollution, and reduce petroleum usage in the transportation sector. “Get Around OK” is dedicated to aiding Central Oklahoma commuters in finding *easy*, *viable*, and *sustainable* modes of alternative transportation. The primary goal of the program is to reduce the number of single occupancy vehicles in the Oklahoma City Area Regional Transportation Study (OCARTS) area. The program promotes and encourages all forms of “alternative transportation” (any mode of commuting *besides* driving alone). To do this, the program provides a free, web-based ridematching service that allows users to connect with other commuters with similar commuting schedules and preferences. The website, [www.getaroundok.com](http://www.getaroundok.com), has the capabilities to provide information on carpooling, transit, bike trails, and park and ride lots. GetAroundOK.com is simple, quick, and easy to use and takes all measures possible to secure the identities and privacy of the users in order to ensure a safe and positive experience. To be eligible for this service, users must have an origin and/or destination located within the OCARTS service area.

The MPO has created customized modules for the University of Oklahoma to utilize for both the student body and campus faculty/staff.

### Public Fleet Conversion Grant Program

Congestion Mitigation and Air Quality (CMAQ) funds assigned to the OCARTS area provided funding for projects that entail fleet conversion to clean fuel technologies, the purchase of alternative fuel vehicles and hybrid vehicles, and/or the deployment of alternative fuel vehicle fueling and charging infrastructure. In FY 2014, OCARTS member entities, public trusts and public authorities providing essential services to OCARTS member entities, public colleges and universities, public technical education centers, and public school districts located principally within the OCARTS boundaries were eligible to participate.

The MPO issued a call for competitive project applications under its FY 2014 Public Fleet Conversion Grants process in late September 2013. Funding for new alternative fuel vehicles, hybrid vehicles and advanced technology vehicles was limited to the incremental cost of those vehicles and required a minimum 20% local cost share with maximum 80% federal share. Heavy duty vehicles to be replaced were restricted to pre-2007 model year vehicles. Light-duty vehicles to be replaced were restricted to model years 2002 and newer. Alternative fuel charging and fueling infrastructure also required a minimum 20% local share.

Five (5) OCARTS area fleet projects were approved by the ITPC in February 2014. These projects included the replacement of diesel- and gasoline-fueled vehicles in like or heavier weight classes with two (2) heavy duty, 35-foot, fixed-route, natural gas buses, one (1) heavy duty natural gas refuse hauler, one (1) heavy duty natural gas bucket truck, one (1) medium-duty natural gas pickup truck, two (2) light-duty, plug-in, all-electric vehicles, and one (1) light-duty, extended-range, plug-in hybrid vehicle. Additionally, two associated infrastructure projects were approved for purchase and installation of two (2) metered, dual-port, Level 2 (240V), electric vehicle chargers.

Total criteria pollutant (CO, VOC, NOx, PM 2.5) lb. credits attributable to emissions reductions based on projected mileage and fuel use for these vehicles are expected to equal or exceed 4,837 lbs. annually.

## SPECIAL PROJECTS

### Intermodal Transportation Hub Study

The *Intermodal Transportation Hub Master Plan for Central Oklahoma*, dated June 2011, was the product of a partnership among the City of Oklahoma City, COTPA, ODOT, and ACOG. As a result of the study's recommendations, in FY 2014, the City acquired the Santa Fe Depot in downtown Oklahoma City and received a TIGER V grant, which will be combined with other state, MPO and local funds for renovations.

### Commuter Corridors Study

In FY 2014, ACOG conducted the Central Oklahoma Commuter Corridors Study (CCS) under contract with URS Corporation. The study is evaluating the commuter corridors reflected in the 2030 System Plan of the Regional Fixed Guideway Study: 1) downtown Oklahoma City to Edmond, 2) downtown Oklahoma City to Norman, and 3) downtown Oklahoma City to Midwest City/Tinker Air Force Base. Accomplishments included development and implementation of a public involvement process for the study, establishment of guiding project goals and objectives, identification and evaluation of preliminary alignments for study, detailed analysis of the more feasible alignments and modes within each corridor, modeling/ridership forecasts, development of capital and O&M cost estimates, and an analysis of potential revenue sources to build and operate the system. The final outcome will be selection of a locally preferred alternative (LPA) for each corridor. The CCS is being funded with 80 percent Surface Transportation Program Urbanized Area (STP-UZA) funds and 20 percent local match provided by the six communities adjacent to the corridors. The 18-month study was officially kicked off Feb. 1, 2013.

The Regional Transit Dialogue (RTD) Steering Committee continued to meet throughout FY 2014 to serve as the Steering Committee for the Commuter Corridors Study and to continue discussions relative to formation, governance and financing of a regional transit authority.

## TRANSPORTATION SERVICES FOR THE ELDERLY AND PERSONS WITH DISABILITIES

As required by the Americans with Disabilities Act, COTPA, CART, and Citylink provide paratransit services for Central Oklahoma's elderly and disabled populations. ACOG, COTPA, CART, and Citylink continue to be involved in efforts to improve transportation choices for persons with disabilities and persons with low/moderate income. During FY 2014, The MPO continued participation in the Special Transportation Advisory Committee (STAC), the Oklahoma Alliance for Public Transportation (APT), and the Governor's United We Ride Council. The Oklahoma City Urban Area Coordinated Public Transit-Human Services Transportation Plan, prepared by COTPA in FY 2008, continued to serve as the region's Coordinated Plan to guide the distribution of funds to assist persons with disabilities and the elderly.

The MPO reviewed applications for Sec. 5310 capital assistance from non-profit organizations that serve elderly and disabled citizens, as submitted by the Oklahoma Department of Human Services, Aging Services Division. The applications were approved and included in the OCARTS Area Transportation Improvement Program (TIP).

Under MAP-21, the New Freedom program has been consolidated with the Section 5310 program. ACOG formally requested that DHS continue to serve as the Sec. 5310 designated recipient for the Oklahoma City Urban Area under MAP-21, which changed the program's apportionment from statewide to separate apportionments based on urban and rural designations. DHS received that designation from the Governor in FY 2014.

## Title VI/ADA

ACOG continued to include an accommodation statement (inclusive of all disabilities) on its monthly agendas. ACOG maintained its website with all available Title VI and ADA documents and forms, and prepared an annual Title VI accomplishments report. ACOG staff provided census data and maps to COTPA and CART to assist in their Title VI reporting.

## PROGRAM SUPPORT AND ADMINISTRATION

### Transportation Improvement Program

The FFY 2013-2016 OCARTS Area Transportation Improvement Program identified the region's priorities for expenditure of federal-aid transportation funds within the OCARTS area during FFY 2014. Amendments to the program were made, as needed, financial constraint was maintained and opportunity for public comment on all amendments was provided.

The FFY 2015-2018 Transportation Improvement Program was developed and adopted by the MPO and submitted to ODOT for approval and amendment to the Statewide Transportation Improvement Program (STIP). The TIP contains street and highway, transit, and airport elements, and was developed through a cooperative process with OCARTS local governments, ODOT, COTPA, CART, the Oklahoma City Department of Airports, and others.

### Public Involvement Program

The *OCARTS Public Participation Plan (PPP)* guided public involvement activities related to the long-range transportation plan, the OCARTS Area Transportation Improvement Program and other transportation planning activities.

The MPO continued to utilize media releases, the monthly Momentum newsletters, and e-news releases distributed to ACOG's social media suite, which includes email, Facebook, Twitter, and YouTube. Staff also provided information to the public about the OCARTS transportation planning process through ACOG's website, ACOG's blog, various radio and television interviews, news articles, and presentations to academic, civic and community groups. The MPO utilized visualization techniques in all presentations, including PowerPoint presentations, maps, charts, pictures and other graphics.

The MPO accomplished significant outreach to the public through the use of a blog; between June 2013 to now, the blog has received 12,825 visits and been updated by the MPO with 49 staff-written blogs about transportation topics in Central Oklahoma. This equates to an average of 261 visits per blog post and indicates a significant increase in blog traffic over the prior fiscal year, which had a total of 4,420 visits and 41 blog posts for an average of 107 visits per blog post. This translates to a 190% increase in blog traffic between FFY 2013 and FFY 2014.

The monthly MPO newsletter, Momentum, was sent out 6 times during FFY 2014 to a total of 8,561 recipients spanning members of the public, elected officials, policymakers and advocates, board members, state legislators and more. The average open rate of these emails was 29% and average click-through rate was 26%. Momentum includes links to staff-written transportation-related stories on the ACOG blog, rounds up local, state and national transportation news links and provides a calendar for upcoming MPO committee meetings.

### **Technical Assistance**

The MPO provides considerable technical assistance to its member local governments, private consultants working for local staff, other agencies, and the public. To insure adequate documentation and assessment of this service, the organization maintains an annual computerized listing of all technical assistance records. During calendar year 2013, ACOG records show a total of 584 technical assistance calls and e-mails on a variety of MPO planning issues.

## PART V: FY 2015 UNIFIED PLANNING WORK PROGRAM BUDGET

### FY 2015 OCARTS UPWP

**TABLE V-1a  
EXPECTED PLANNING FUNDS**

<b>Funding Sources</b>	<b>Allocation</b>	<b>Match</b>	<b>Total</b>
FHWA (PL)	\$1,231,179	\$307,794	\$1,538,973
FHWA (CMAQ)	\$69,073	\$5,000	\$74,073
FTA 5303	\$337,630	\$84,404	\$422,034
FTA 5307	\$1,168,000	\$292,000	\$1,460,000
ODOT (FHWA-SPR)	\$20,000	\$0	\$20,000
FTA (JARC/NF)	\$11,274	\$0	\$11,274
LOCAL CONT	\$0	\$0	\$0
<b>GRAND TOTAL</b>	<b>\$2,837,156</b>	<b>\$689,198</b>	<b>\$3,526,354</b>

**TABLE V-1b  
PLANNING FUND DISTRIBUTION**

<b>Source</b>	<b>ACOG</b>	<b>OKC TM</b>	<b>CART &amp; COTPA</b>	<b>SUB. ENT.</b>	<b>ODOT</b>	<b>TOTAL</b>
FHWA (PL)	\$1,111,419	\$95,760	\$0	\$24,000	\$0	\$1,231,179
FHWA (CMAQ)*	\$69,073	\$0	\$0	\$0	\$0	\$69,073
FTA 5303	\$337,630	\$0	\$0	\$0	\$0	\$337,630
FTA 5307	\$0	\$0	\$1,168,000	\$0	\$0	\$1,168,000
ODOT (FHWA-SPR) **	\$0	\$0	\$0	\$0	\$20,000	\$20,000
FTA (JARC/NF) ***	\$11,274	\$0	\$0	\$0	\$0	\$11,274
LOCAL PL & FTA MATCH	\$167,258	\$23,940	\$292,000	\$0	\$0	\$483,198
PL IN KIND CONTR MATCH	\$200,000	\$0	\$0	\$6,000	\$0	\$206,000
<b>GRAND TOTAL</b>	<b>\$1,896,654</b>	<b>\$119,700</b>	<b>\$1,460,000</b>	<b>\$30,000</b>	<b>\$20,000</b>	<b>\$3,526,354</b>

FHWA: ODOT CMAQ & AQ represents federal CMAQ funds from ODOT. See TableV-2.

OKC TM = Oklahoma City Traffic Management

COTPA = Central Oklahoma Transportation and Parking Authority

CART = Cleveland Area Rapid Transit/Univ. of Oklahoma

SUB.ENT.= Edmond, Midwest City and Norman

\* Includes \$49,073 for Regional Rideshare Program funded at 100% Federal Share

\*\* ODOT and FHWA State Planning & Research (SPR) funding for Transportation Planning Assistance

\*\*\* Funded at 100% Federal Share (no local match required)

**TABLE V-2**  
**FY 2015 UPWP**  
**ACOG PARTICIPATION**

No.	Task Description	FEDERAL FUNDS						LOCAL MATCH						TOTAL FUNDS					ACOG Subtotal
		FHWA-PL (80%)	FTA 5303 (80%)	CMAQ (80%)	CMAQ (100%)	JARC/NF (100%)	Total Federal	FHWA-PL (80%)	FTA 5303 (80%)	CMAQ (80%)	CMAQ (100%)	JARC/NF (100%)	Total Local	FHWA-PL (80%)	FTA 5303 (80%)	CMAQ (80%)	CMAQ (100%)	JARC/NF (100%)	
101	Monitor Soec. Data	\$115,561	\$34,523				\$150,084	\$28,890	\$8,631				\$37,521	\$144,451	\$43,154				\$187,605
102	Trans. Planng. Data	\$86,776	\$25,779				\$112,555	\$21,694	\$6,445				\$28,139	\$108,470	\$32,224				\$140,694
103	Census & Geo. In. Sys.	\$100,995	\$30,098				\$131,094	\$25,249	\$7,524				\$32,772	\$126,244	\$37,622				\$163,866
Subtotal		\$303,333	\$90,400				\$393,733	\$75,833	\$22,599				\$98,432	\$379,166	\$112,999				\$492,165
201	Long Range Plan	\$235,936	\$71,090				\$307,026	\$58,984	\$17,773				\$76,757	\$294,920	\$88,863			\$11,274	\$383,783
202	Short Range Plan	\$56,659	\$16,630			\$11,274	\$84,563	\$14,165	\$4,156				\$18,321	\$70,824	\$20,786				\$102,884
203	Congestion Mgt	\$197,774	\$59,498				\$257,271	\$49,443	\$14,874				\$64,318	\$247,217	\$74,372				\$321,589
204	E and D Plan		\$7,567				\$7,567	\$0	\$1,892				\$1,892		\$9,459				\$9,459
205	Air Quality*	\$39,544	\$11,432	\$20,000	\$49,073		\$120,049	\$9,886	\$2,857	\$5,000			\$17,743	\$49,430	\$14,290	\$25,000	\$49,073		\$137,792
Subtotal		\$529,912	\$166,217	\$20,000	\$49,073	\$11,274	\$776,477	\$132,478	\$41,552	\$5,000			\$179,030	\$662,391	\$207,770	\$25,000	\$49,073	\$11,274	\$955,507
301	Citizen Part. System	\$72,265	\$21,372				\$93,637	\$18,066	\$5,343				\$23,409	\$90,331	\$26,715				\$117,046
Subtotal		\$72,265	\$21,372				\$93,637	\$18,066	\$5,343				\$23,409	\$90,331	\$26,715				\$117,046
401	Certification/Coord.	\$56,992	\$16,731				\$73,723	\$14,248	\$4,183				\$18,431	\$71,240	\$20,914				\$92,154
402	Technical Assist.	\$7,600	\$1,727				\$9,326	\$1,900	\$432				\$2,332	\$9,500	\$2,158				\$11,658
Subtotal		\$64,592	\$18,458				\$83,050	\$16,148	\$4,614				\$20,762	\$80,740	\$23,072				\$103,812
501	Staff Training	\$21,678	\$6,003				\$27,682	\$5,419	\$1,501				\$6,919	\$27,097	\$7,504				\$34,601
502	Annual Report/Doc.	\$24,763	\$6,940				\$31,703	\$6,191	\$1,735				\$7,926	\$30,954	\$8,675				\$39,629
Subtotal		\$46,441	\$12,944				\$59,385	\$11,609	\$3,236				\$14,845	\$58,050	\$16,180				\$74,230
601	Direct Proj.Mgt.	\$94,876	\$28,239				\$123,115	\$23,719	\$7,060				\$30,779	\$118,595	\$35,299				\$153,894
Subtotal		\$94,876	\$28,239				\$123,115	\$23,719	\$7,060				\$30,779	\$118,595	\$35,299				\$153,894
Total		\$1,111,419	\$337,630	\$20,000	\$49,073	\$11,274	\$1,529,396	\$277,854	\$84,404	\$5,000	\$0	\$0	\$367,258	\$1,389,273	\$422,034	\$25,000	\$49,073	\$11,274	\$1,896,654

\*Requested/proposed CMAQ funds for Task 2.05 include CMAQ funds (\$20,000 Federal + \$5,000 Local, for air quality public information work).

\*\*In Kind match contribution related to ODOT ITS Planning and Accident Analysis subtasks included in Task 2.03.

**TABLE V-3**  
**FY 2015 UPWP**  
**OKLAHOMA CITY TRAFFIC MANAGEMENT**

No.	Task Description	FEDERAL FUNDS			LOCAL MATCH				TOTAL FUNDS			OKC TM Subtotal
		PL	FTA 5303	FTA 5307	PL	FTA 5303	FTA 5307	Total Local	PL	FTA 5303	FTA 5307	
101	Monitor Soec. Data	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
102	Trans. Planng. Data	\$82,000	0	0	20,500	0	0	20,500	102,500	0	0	\$102,500
103	Census & Geo. In. Sys.	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$82,000	0	0	20,500	0	0	20,500	102,500	0	0	\$102,500
201	Long Range Plan	\$0	0	0	0	0	0	0	0	0	0	\$0
202	Short Range Plan	\$0	0	0	0	0	0	0	0	0	0	\$0
203	Congestion Mgt	\$0	0	0	0	0	0	0	0	0	0	\$0
204	E and D Plan	\$0	0	0	0	0	0	0	0	0	0	\$0
205	Air Quality	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	0	0	0	0	0	0	0	0	\$0
301	Citizen Part. System	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	0	0	0	0	0	0	0	0	\$0
401	Certification/Coord.	\$0	0	0	0	0	0	0	0	0	0	\$0
402	Technical Assist.	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	0	0	0	0	0	0	0	0	\$0
501	Staff Training	\$7,680	0	0	1,920	0	0	1,920	9,600	0	0	\$9,600
502	Annual Report/Doc.	\$6,080	0	0	1,520	0	0	1,520	7,600	0	0	\$7,600
Subtotal		\$13,760	0	0	3,440	0	0	3,440	17,200	0	0	\$17,200
601	Direct Proj.Mgt.	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	0	0	0	0	0	0	0	0	\$0
<b>Total</b>		<b>\$95,760</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,940</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,940</b>	<b>\$119,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$119,700</b>

TABLE V-4

FY 2015 UPWP  
CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA)

No.	Task Description	FEDERAL FUNDS			LOCAL MATCH				TOTAL FUNDS			COTPA Subtotal
			JARC/NF	FTA 5307		JARC/NF	FTA 5307	Total Local		JARC/NF	FTA 5307	
101	Monitor Soec. Data	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
102	Trans. Planng. Data	\$0	0	130,000	0	0	32,500	32,500	0	0	162,500	\$162,500
103	Census & Geo. In. Sys	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	130,000	0	0	32,500	32,500	0	0	162,500	\$162,500
201	Long Range Plan	\$0	0	250,000	0	0	62,500	62,500	0	0	312,500	\$312,500
202	Short Range Plan	\$0	0	388,000	0	0	97,000	97,000	0	0	485,000	\$485,000
203	Congestion Mgt	\$0	0	0	0	0	0	0	0	0	0	\$0
204	E and D Plan	\$0	0	152,000	0	0	38,000	38,000	0	0	190,000	\$190,000
205	Air Quality	\$0	0	4,000	0	0	1,000	1,000	0	0	5,000	\$5,000
Subtotal		\$0	0	794,000	0	0	198,500	198,500	0	0	992,500	\$992,500
301	Citizen Part. System	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	0	0	0	0	0	0	0	0	\$0
401	Certification/Coord.	\$0	0	12,000	0	0	3,000	3,000	0	0	15,000	\$15,000
402	Technical Assist.	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	12,000	0	0	3,000	3,000	0	0	15,000	\$15,000
501	Staff Training	\$0	0	12,000	0	0	3,000	3,000	0	0	15,000	\$15,000
502	Annual Report/Doc.	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	12,000	0	0	3,000	3,000	0	0	15,000	\$15,000
601	Direct Proj.Mgt.	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	0	0	0	0	0	0	0	0	\$0
<b>Total</b>		\$0	\$0	\$948,000	\$0	\$0	\$237,000	\$237,000	\$0	\$0	\$1,185,000	\$1,185,000

TABLE V-5

FY 2015 UPWP  
CLEVELAND AREA RAPID TRANSIT (CART)

No.	Task Description	FEDERAL FUNDS			LOCAL MATCH				TOTAL FUNDS			CART Subtotal
			ITS	FTA 5307		ITS	FTA 5307	Total Local		ITS	FTA 5307	
101	Monitor Soec. Data	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
102	Trans. Planng. Data	\$0	0	50,000	0	0	12,500	12,500	0	0	62,500	\$62,500
103	Census & Geo. In. Sys.	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	50,000	0	0	12,500	12,500	0	0	62,500	\$62,500
201	Long Range Plan	\$0	0	0	0	0	0	0	0	0	0	\$0
202	Short Range Plan	\$0	0	93,800	0	0	23,450	23,450	0	0	117,250	\$117,250
203	Congestion Mgt	\$0	0	0	0	0	0	0	0	0	0	\$0
204	E and D Plan	\$0	0	64,000	0	0	16,000	16,000	0	0	80,000	\$80,000
205	Air Quality	\$0	0	2,200	0	0	550	550	0	0	2,750	\$2,750
Subtotal		\$0	0	160,000	0	0	40,000	40,000	0	0	200,000	\$200,000
301	Citizen Part. System	\$0	0	5,000	0	0	1,250	1,250	0	0	6,250	\$6,250
Subtotal		\$0	0	5,000	0	0	1,250	1,250	0	0	6,250	\$6,250
401	Certification/Coord.	\$0	0	0	0	0	0	0	0	0	0	\$0
402	Technical Assist.	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	0	0	0	0	0	0	0	0	\$0
501	Staff Training	\$0	0	5,000	0	0	1,250	1,250	0	0	6,250	\$6,250
502	Annual Report/Doc.	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	5,000	0	0	1,250	1,250	0	0	6,250	\$6,250
601	Direct Proj.Mgt.	\$0	0	0	0	0	0	0	0	0	0	\$0
Subtotal		\$0	0	0	0	0	0	0	0	0	0	\$0
<b>Total</b>		\$0	\$0	\$220,000	\$0	\$0	\$55,000	\$55,000	\$0	\$0	\$275,000	\$275,000

**TABLE V-6**  
**FY 2015 UPWP**  
**SUBURBAN ENTITIES**

No.	Task Description	FEDERAL FUNDS			LOCAL MATCH				TOTAL FUNDS			Suburban Entities Subtotal
		PL	FTA 5303	FTA 5307	PL	FTA 5303	FTA 5307	Total Local	PL	FTA 5303	FTA 5307	
102	Trans. Planning Data											
	Edmond	\$6,000	\$0	\$0	\$1,500	\$0	\$0	\$1,500	\$7,500	\$0	\$0	\$7,500
	Midwest City	\$4,000	0	0	1,000	0	0	1,000	5,000	0	0	\$5,000
	Moore	\$4,000	0	0	1,000	0	0	1,000	5,000	0	0	\$5,000
	Norman	\$10,000	0	0	2,500	0	0	2,500	12,500	0	0	\$12,500
<b>Total</b>		\$24,000	\$0	\$0	\$6,000	\$0	\$0	\$6,000	\$30,000	\$0	\$0	\$30,000

## **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*

A primary function of the MPO is the calibration and application of a regional land use distribution model. This requires substantial data inputs including base year and future year land use, population, employment, dwelling units and school enrollment within the OCARTS area. The regional population and employment forecasts generated are critical to the MPO's ability to plan for future traffic congestion.

*Program Objective*

Provide data inputs for the regional long-range plan and monitor the U.S. Census Bureau data releases.

*Program Activities (all activities to be conducted by ACOG)*

1. Complete the collection and geocoding of the recent 2010-2013 residential and commercial building permits and demolition data. This is to be used for trend data for the Encompass 2040 Plan.
2. Complete development of base year 2010 employment file at the traffic analysis zone level for 2040 OCARTS Plan update. Develop the 2040 employment forecast control total.
3. Initiate a future land use scenario planning exercise for developing a shared vision and enhancing the effectiveness of the 2040 OCARTS Plan's recommendations. Develop three land use scenarios for the 2040 growth and the resulting population and employment development patterns.
4. Develop the 2040 OCARTS population forecast control total.
5. Provide data as needed to project sponsors regarding social, demographic, economic, and environmental impacts of major transportation projects.
6. Develop the 2040 school enrollment data including public, private schools, colleges, universities, and Vo-techs. Use 2040 Population projections to develop TAZ level school population data (scenarios).
7. Continue to monitor census products that can be used in model development. Provide census materials and workshops to area members, as needed. Promote annual census programs to members (ACS and BAS).

*End Products*

Complete the 2010 base-year data, land use scenarios and other related data products for the 2040 Plan.

## **Task 1.02: Transportation Planning Data Management**

### *Background Information*

Transportation planning data are collected every year and compiled in various 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 transportation system performance and for forecasting regional travel demand. Data collected is also used to provide a statistical foundation for the identification and prioritization of projects included in 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, and Regional Crash Analysis.

The volume data, as well as any available speed and classification data is uploaded directly by the participants into a hosted, central database available online at [acog.ms2soft.com](http://acog.ms2soft.com). The database allows for the storage of 15 minute interval data, which greatly increases the analysis capabilities for estimating peak-time system performance and travel demand within the region. The portal is accessible anytime to the general public. The downloadable database contains historical traffic count data, jurisdiction, street name, and functional classification.

Emphasis on sharing traffic count and transportation system data between the various entities will continue. (ODOT, ACOG, OKC TM, EDM, MWC, MOR, NOR)

#### **2. Management Systems**

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 from the OCARTS traffic count database and transportation model to ODOT for the HPMS. (ACOG)

#### **3. Travel Time Studies**

Utilize GPS based travel time data on major roads within Central Oklahoma to monitor and analyze system performance and congestion with greater spatial accuracy. The results will provide valuable information in the maintenance and development of the OCARTS area

Congestion Management Process, Performance Based Planning Process and the regional long-range Plan. (ACOG)

#### 4. Transit Database and Network Reporting

COTPA, CART and Citylink will collect and analyze National Transit Database (NTD) data for operated and purchased/contracted transportation services monthly. 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 refine its method of tracking boardings and alightings utilizing a new automated passenger counting system. (COTPA, CART, Citylink)

#### *End Product*

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

- Annual National Transit Data Operational and Financial Summaries (COTPA, CART, Citylink)

**Task 1.03: Geographic Information System (GIS) Improvements***Program Objectives*

Maintain an accurate geographic information system of all data relevant to the regional transportation planning process including but not limited to the street network, transportation projects, functional class, bicycle/pedestrian facilities, crash data, traffic counts, traffic congestion and corridors, parks and open space, administrative boundaries, land use data, parcels, transit routes, and regional snow routes. Provide GIS products and support for members through user-friendly and innovative technologies.

*Program Activities (all activities to be conducted by ACOG)*

1. Maintain an accurate inventory of transportation planning related geographic data sets using a centralized geodatabase. Develop and apply GIS metadata and other standards.
2. Provide data in multiple formats (e.g. PDF, Esri shapefile, online) for requesting entities.
3. Provide regional support for GIS data collection projects (e.g. parcels).
4. Assist with the production of map templates and data for the transportation long-range plan.
5. Provide regional coordination for digital aerial sharing and planning. Start planning for 2015 aerial coordination and collection with local members.
6. Collaborate with ACOG's ArcGIS hosting partner, ROK Inc., to maintain GoMaps a public, flex based interactive online mapping service of relevant GIS layers.
7. Explore future GIS and mapping capabilities for ACOG and member entities (e.g. ArcGIS Online).

*End Product*

GIS products and support for members through user-friendly and innovative technologies. The ability to share OCARTS area GIS maps and aerial photography with the public.

### **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 2015 UPWP.

## **ELEMENT #2: REGIONAL TRANSPORTATION PLANNING**

This activity involves the maintenance and refinement of the short-range and long-range transportation planning processes. 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. 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.

### *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 - Air Quality Planning](#)

## **Task 2.01: Long-Range Transportation Planning**

### *Background Information*

MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), signed into law on July 6, 2012, defines the process for transportation planning, construction and maintenance throughout the United States. Funding surface transportation programs for federal fiscal years (FFY) 2013 and 2014, MAP-21 is the first highway reauthorization enacted since 2005. MAP-21 supersedes the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

In MAP-21, the metropolitan and statewide transportation planning processes are continued and enhanced to incorporate performance goals, measures, and targets into the process of identifying needed transportation improvements and project selection. Requirements for a long-range plan and a short-term transportation improvement program (TIP) continue and public involvement remains a hallmark of the planning process.

As before, the federal guidelines require a continuing, comprehensive, and coordinated transportation planning process in metropolitan areas and states. MAP-21 continued the eight specific planning factors (established under SAFETEA-LU) 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, MAP-21 continues its predecessor's emphasis on financial feasibility and consideration of social and environmental impacts of transportation decisions.

Encompass 2035, the long-range transportation plan for the OCARTS area, was adopted by the MPO in April 2011. Current efforts are focused on implementation of Encompass 2035, as well as the development of data needed for the next long-range transportation plan.

As of March 2014, the OCARTS area is an air quality attainment area and thus, the long-range transportation 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 MAP-21. To begin data collection required for the development of the next long-range plan. 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 MAP-21, particularly regarding metropolitan and statewide planning requirements. (ACOG)
2. Evaluate requests to amend Encompass 2035 in accordance with the plan amendment procedures, MAP-21 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, street, and intermodal (transit, bicycle, pedestrian, freight movement, airport access) improvements, including those that implement the long-range transportation plan, by maintaining up-to-date data files and a mapped inventory of the improvements. (ACOG)

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

4. Prepare the OCARTS Area Pedestrian Facilities Master Plan. (ACOG)
5. In order to ensure the reliability and responsiveness of forecasting tools, the MPO will continue implementation of a transportation model improvement program (TMIP) to provide for the continued maintenance of the OCARTS model network. Utilize Cube and Esri ArcGIS as editing and GIS tools to improve analytical abilities. (ACOG)
6. Coordinate with ODOT on the implementation of the 2010-2035 Statewide Intermodal Transportation Plan and development of the 2015-2040 statewide plan. Share information and assist as needed in processing amendments to Encompass 2035, the OCARTS TIP, and federal functional classification system. (ACOG, ODOT)
7. Coordinate with the Oklahoma Turnpike Authority (OTA), as needed, and track OTA-sponsored improvements to the regional network. (ACOG)
8. Long Range Transit Planning (COTPA)

- a. COTPA Long Range Transit Plan Implementation

Continue to implement the COTPA Long Range Transit Plan (LRTP), adopted in 2001, and seek public support for the Plan recommendations and improvement of the transit system. Address transit planning initiatives resulting from MAPS 3. Finalize bid procedures for planning and implementation of a commuter vanpool program, as called for in the LRTP. (COTPA)

- b. COTPA Regional Fixed Guideway Systems Planning

Present and advance the findings of the 2030 System Plan of the 2005 Regional Fixed Guideway Study (FGS).

COTPA will:

- Coordinate with MAPS 3 staff, the Oklahoma City (OKC) Planning Department, OKC Public Works, Downtown OKC, Inc. and other entities to refine the September 24 , 2013 Recommended Route Framework, and then execute the new Locally Preferred Alternative (LPA). COTPA will assist in seeking new capital and operating funding opportunities.
- Foster support for the recommendations embodied in the FY 2014 TIGER streetcar planning activities. Develop a management plan for the Santa Fe Intermodal Hub leased by COTPA from the City in early 2014, and work with others on executing the 2013 TIGER V grant for the station's renovation.
- Continue participation in ACOG's Regional Transit Dialogue (RTD) process and assist in the execution of the Commuter Corridors Study (CCS).
- Continue to implement the enhanced bus element of the 2005 Fixed Guideway Study's 2030 System Plan, as modified by the findings of the 2013 Nelson Nygaard Transit Services Analysis (TSA).

- Continue to research and educate about the need for dedicated local funding to accommodate present and future bus and rail transit demand in Central Oklahoma.
  - Continue to reach out to strategic groups and districts with a stake in the FGS findings.
  - Collaborate with the City of Oklahoma City, ACOG, and FTA to develop housing and employment projections for the 2040 OCARTS Plan that reflect the 2030 System Plan of the Fixed Guideway Study.
  - Continue to engage the public in planning for high capacity public transit such as Bus Rapid Transit (BRT) and/or streetcar in corridors such as Classen Blvd/NW Expressway, the Adventure Line, and South Western Avenue.
  - Continue to educate communities of the need for transit supportive land use plans and policies that cover the continuum of transit access, ranging from bus stops/shelters to mixed use rail stations.
9. CART will continue to re-evaluate its Long Range Public Transportation Plan (CART's 2008 Plan) and work with the City to adopt the CART plan. Upon approval of the Comprehensive Transportation Plan and CART's Long-Range Plan, CART will begin work with the City to identify funding to implement specific transit improvements included in both plans. (CART)
  10. Continue efforts to lead phase two of the Regional Transit Dialogue (RTD) among leaders from the public and private sectors, including efforts to establish a regional transit authority and district, identify interim funding and staffing needs, and educate local leaders and the public about the benefits and costs of such a regional system. (ACOG)
  11. Complete the Commuter Corridors Study for the three commuter corridors identified in the 2030 System Plan of the 2005 FGS: downtown Oklahoma City to Edmond, Norman and Midwest City/Tinker AFB. The consultant will complete the detailed analyses of the alternatives and transportation modeling to determine the most feasible mode and alignment (locally preferred alternative) for each corridor. The findings and final recommendations will be presented in a final report. (ACOG, COTPA, CART, Citylink)

#### *End Product*

Documentation of amendments to the Encompass 2035 and completed intermodal improvements. Creation of maps and databases depicting implementation statuses of the street/highway and other modal elements of the current plan. Operation of a "next generation" travel demand forecasting tool which results in an increase in modeling accuracy. Locally preferred alternatives for the Central Oklahoma commuter corridors.

Technical memoranda and reports as required, documenting the findings and analysis of program activities, including:

- Network Monitoring Report (ACOG)
- Mapped Inventory of Encompass 2035 Improvements (ACOG)
- Downtown Streetcar Circulator Report (COTPA)
- Technical Memoranda to document work effort for long-range transportation planning. (CART)
- Commuter Corridors Study technical memos and final reports (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 transportation 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
  - a. Monitor the region's 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.
  - b. Monitor the implementation of OCARTS area Transportation Alternatives Program (TAP) projects competitively selected using FFY 2013 and FFY 2014 TAP funds and the MPO's project evaluation and scoring criteria. Coordinate with ODOT on the development and implementation of its TAP process and assist local government members with application for the same.(TAP)
  - c. Assist OCARTS entities in identification of other appropriate federal and state funding sources for local transportation improvements.
  - d. Prepare an annual listing of projects for which federal transportation funds were obligated during FFY 2014, including investments in pedestrian walkways and bicycle transportation facilities. (ACOG)
2. Consider requests by OCARTS entities to amend the federal functional classification system as needed. Such requests will be reviewed by the MPO's Technical and Policy Committees and forwarded to ODOT for submission to FHWA. Work with ODOT and FHWA to identify appropriate OCARTS area principal arterials for removal from the MAP-21 National Highway System (NHS). (ACOG)
3. Cooperate with ODOT in the selection of projects for funding on the National Highway System (NHS), and select other Title 23 and transit projects in consultation with ODOT and area public transportation providers in conformance with TIP and STIP priorities. Coordinate with ODOT on the implementation of OCARTS area recommendations from its Strategic Highway Safety Plan (SHSP). (ACOG)
4. 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)

## 5. Integrated Planning and Environmental Processes

The Central Oklahoma Commuter Corridors Study (CCS) will be conducted in conformance with FTA guidelines so that study results can be incorporated into future environmental evaluation(s). (ACOG)

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)

## 6. 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)

## 7. Coordinated Public Transit-Human Services Transportation Plan

Work with state and local partners who provide public transportation services and health and human services to update the 2007 *Oklahoma City Urban Area Coordinated Public Transit-Human Services Transportation Plan* (Coordinated Plan), as required by MAP-21 for the FTA Enhanced Mobility of Seniors and Individuals with Disabilities Program (Sec. 5310). (ACOG)

Projects funded under the Sec. 5310 program within the Norman Urban Area will be part of the *Statewide Coordinated Plan* and selected by the Oklahoma Department of Human Services, Aging Services Division. Both Coordinated Plans will be consistent with the OCARTS long-range transportation plan and selected projects will be included in the Transportation Improvement Program (TIP) and Statewide TIP (STIP). (ACOG, ODOT, CART)

## 8. Public Transportation Quarterly Coordination Meetings

Conduct quarterly coordination meetings among staff from ACOG, COTPA, CART, Citylink, First Capital Trolley, Oklahoma City Planning Department, and ODOT. This forum enables transit providers, ACOG, ODOT and other transportation professionals to interface about regional transit issues. (COTPA, CART, Citylink, ODOT, ACOG)

## 9. Short Term Transit Route Performance & Service Plans

### a. Transit Route Performance Evaluation

Utilize on-bus technology and other surveys to determine route performance, usage trends and validity of service for existing fixed routes. CART will attend the City of Norman's monthly Community and Transportation Committee meetings to present the CART ridership report. (COTPA, CART)

## b. Planning for Bus Route Service &amp; Schedules

COTPA will:

- Continue to review the impact of bus route changes and develop bus route service plans in conformance with budgetary considerations and various plans and processes.
- Monitor the spring 2014 route changes which were executed based largely upon the findings of the 2013 Transit Service Analysis (TSA), and adjust, as appropriate.
- The Cities of Moore, Bethany, Del City, Warr Acres, and Midwest City will be among the suburbs given special planning emphasis due to their interest and proximity to existing bus routes.
- Provide Edmond Citylink with transit planning assistance, as appropriate, and consider lending some fleet equipment.
- Refine the intermodal connections between the Oklahoma River Cruises and the Downtown Discover bus line in order to avoid traffic congestion in the Boathouse area.
- Initiate further collaboration with suburbs and other entities in regard to future express bus services.
- Conduct community and public meetings, as needed, to gather input about any proposed service changes.

CART will utilize AVL/APC systems to analyze route and stop location effectiveness to determine if route changes or bus stop location changes are needed. (CART)

Provide journey-to-work, employment, census, or other data, as needed, to assist with transit route service modification plans. Assist COTPA, CART and Citylink 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)

## 10. Transit Marketing

COTPA will continue to evaluate customer service and will promote support for transit as well as conduct marketing to improve overall ridership and the ridership of targeted routes. Update 2011 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 market research to evaluate the various aspects of the system and/or profile both current and potential riders.
- Execute fully the My Ride on-line real-time trip advisor system. Prepare materials helpful to the public in understanding service changes, the rebranding to EMBARK, customer conduct policies, vanpooling, the new bus stop spacing policy, and other aspects of COTPA.
- 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.

- Work with other agencies on community service and/or outreach programs, such as health fairs and literacy events. Develop and implement marketing strategies related to the Oklahoma River Cruises.

Continue efforts to promote public transit among apartment complexes, social service agencies, university students, residential centers, healthcare providers, tourism interests, employers, and other stakeholders to educate potential riders on the EMBARK and CART systems and to increase ridership. CART will use its Limited English Proficiency (LEP) outreach efforts to identify new target groups and promote transit within the LEP populations. CART will continue to identify new potential funding partners in the region. (COTPA, CART)

#### 11. Short Range Transit Partnership Planning and Development

Seek new and strengthen existing partnerships in support of better public transportation and funding. Work with transit coalitions and nearby transit agencies to educate local officials on various matters, including municipal expenditures for public transportation. Similarly, local officials in various communities will be consulted to help implement additional bus shelters and sidewalks near bus routes. (COTPA)

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

Continue to work with private sector partners, OKC Public Works, MAPS 3 staff and others to identify and address accessibility issues and to add bus stops, bus shelters, ramps and sidewalks in certain high-use locations. Strive to maintain and expand the inventory of available park-and-ride lots for transit customers and add park-and-ride signage. Current park-and-ride lot partnerships are in effect at 24 locations with shopping centers, churches, and other land managers. COTPA will also consider the need for a small number of public or COTPA-owned park-and-ride lots in locations near highway interchanges.

COTPA will reduce its frequency of stops to every 2-3 blocks to provide better schedule adherence for all passengers, but will continue to stop nearly anywhere along a route for people with disabilities. New route signs will be more informative due to the new AVL system and many stops will be upgraded. (COTPA)

#### 13. 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. Operational systems, including schedules, services, and maintenance, will be monitored and planned to optimize effectiveness and efficiency. Performance of these activities will be measured by the number of riders per service hour.

Capital improvement projects, designed to support the system, will be planned and monitored by COTPA as part of its oversight of grant funding used for the ferryboat system. The new ferryboat maintenance building at the Exchange Avenue facility will be made fully operational. Comprehensive maintenance schedules will be used to optimize the new facility. Performance of these activities will be measured by the percent of on time service and the number of trips provided versus trips planned. COTPA will also monitor river development projects by other entities and aggressively seek partnerships for additional landings. The landing at the river connection to the Bricktown Canal north of Regatta Park should be opened by spring 2014. (COTPA)

#### 14. Livability Initiatives

Continue past initiatives to further the six livability principles of the FTA-HUD-EPA Sustainability Partnership as related to both streetcar and bus planning. COTPA will continue to place greater emphasis on transit oriented development (TOD). COTPA will coordinate with public health, bicycle, car sharing, public housing, and various other entities and community organizations to promote livability principles, healthy communities, sustainability, brownfields reuse, walkability and transit. Efforts underway with the City-County Health Department (CCHD) Wellness Now, Downtown OKC Inc., the State health equity campaign, Plan OKC, and other activities will be continued. (COTPA)

ACOG will coordinate with public health and various other entities and community organizations to promote livability principles, healthy communities, sustainability, walkability and transit oriented development (TOD). Efforts underway with the City-County Health Department (CCHD) Wellness Now, Plan OKC, and other activities are among the livability activities to be continued. (ACOG)

15. Update the FFY 2015 and 2016 elements of the FFY 2015-2018 TIP with the latest priorities of the MPO member entities. Conduct a call for Surface Transportation Program Urbanized Area (STP-UZA) projects and use the STP-UZA Evaluation Criteria to select projects for update of the TIP.

Process amendments to the current 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 region's STP-UZA funds. Maintain information on authorized projects and obligated federal funds based on information provided by ODOT and FHWA.

16. Provide input into the State's Eight-Year Construction Work Plan and Statewide Transportation Improvement Program (STIP).
17. Review and revise the *Criteria and Process for Evaluation of STP-UZA Projects*, as needed and desired by the ITTC and ITPC. The same review and revisions will be offered for TAP.

#### End Product

Technical memoranda and reports as required, accounting for the findings and analysis of program activities, including:

- Annual Listing of Federally Funded Transportation Projects Report (ACOG)
- Public Transportation Coordination Report (COTPA)
- Short Term Transit Planning and Marketing Report (COTPA, CART)
- Updated FFY 2015-2018 Transportation Improvement Program (ACOG)

## **Task 2.03: System Performance and Congestion Management**

### *Background Information*

Moving Ahead for Progress in the 21st Century (MAP-21) placed increased emphasis on performance management within the Federal-aid highway and transit programs, and requires use of performance-based approaches in statewide, metropolitan, and non-metropolitan transportation planning. Performance management is credited with improving project and program delivery, informing investment decision-making, focusing staff on leadership priorities, and providing greater transparency and accountability to the public. The Performance based planning process (PBPP) is intended to assist OCARTS area leaders maximize the use of existing transportation facilities, assist with efficient movement of goods, reduce vehicular emissions and improve air quality, as well as analyze, plan for and mitigate safety and security related transportation network challenges.

### *Program Objective*

PBPP attempts to ensure that transportation investment decisions are made – both in long-term planning and short-term programming of projects – based on their ability to meet established goals. Activities under this task are designed to pinpoint transportation systems management, travel demand reduction, traffic incident management, safety conscious planning, transportation infrastructure security, and public information opportunities, in addition to other strategies that will improve the overall management and operation of the multimodal transportation network in Central Oklahoma.

### *Program Activities*

#### **1. Performance Based Programming and Management**

Establish a list of regional performance measures for the OCARTS area where appropriate as required by MAP-21 in the following areas: (1) serious injuries per vehicle miles traveled (VMT); (2) fatalities per VMT; (3) number of serious injuries; (4) number of fatalities; (5) pavement condition on the interstate system; (6) pavement condition on the non-interstate NHS; (7) bridge condition on the NHS; (8) traffic congestion; (9) on-road mobile source emissions; (10) freight movement on the interstate system; (11) performance of the interstate system; and (12) performance of the non-interstate NHS. Performance targets and reporting requirements will also be developed for the region in coordination with ODOT. (ACOG)

COTPA will explore ways to achieve this new emphasis area of the FTA, as provided for under MAP-21. COTPA will coordinate with ACOG, Oklahoma City and others. (COTPA)

#### **2. Congestion Management Process**

Review, update and implement the OCARTS Area Congestion Management Process (CMP) to ensure compliance with MAP-21. Evaluate the region's CMP structure and key subsets of recurring and non-recurring congestion. Examine the MPO's current and planned strategies, as well as additional strategies to alleviate congestion and enhance mobility in accordance with federal rules. Review and assess current and new performance measures, evaluation criteria, data collection, implementation schedule, and the CMP's relationship to the TIP and long-range transportation plan. Develop the techniques and relationships needed, as well as analyze data necessary for responding to recurring and non-recurring traffic congestion and incidents in the OCARTS area. Continue to engage stakeholders from various modal and professional interests that assist in the development and implementation of congestion management strategies. 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. (ACOG)

### 3. Traffic Incident Management

Through the Central Oklahoma Traffic Incident Management Effort (COTIME) Committee, promote regional, multi-agency traffic incident management initiatives, including after-action reviews, training, public education, awareness and information distribution, and changes to towing regulations that allow for more efficient removal of vehicles from an incident. (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 efforts such as region-wide evacuation planning, coordination of regional snow routes and other preventative measures identified in the OCARTS area Incident Management Guide. (ACOG)

### 4. Regional Crash Analysis, Crash 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, crash analysis, and other MPO initiatives. (ODOT)

Continue ACOG's safety planning efforts in FY 2015. Collect and analyze OCARTS area high crash locations between 2007 and 2012. 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. Regional Operations Planning

Develop a regional operations plan that identifies additional intersections or corridors with potential for signal system improvements, and outlines coordination of traffic signal interconnects on major routes through the region. Regional operations planning will help reduce unnecessary "stop delay," improve traffic flow, and reduce vehicle emissions that contribute to air pollution. In coordination with local member traffic management staff, compile and maintain an inventory of intersection traffic control devices, with particular attention to corridors that have synchronized signal systems. (ACOG)

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

### 6. Intelligent Transportation Systems Strategies

Facilitate cooperative planning, programming, and training for Intelligent Transportation Systems (ITS) deployment within the OCARTS area. 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 MAP-21. (ACOG)

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.)*

#### 7. Enhanced Planning for Safety and Security Measures

Safety has long been a focus of EMBARK and it will continue and strengthen this emphasis through its security plan that meets MAP-21 guidance. 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. (COTPA)

Continue to plan for fleet replacement to help ensure a safe bus fleet, one with safety and security technology, and a fleet in a state of good repair.

Continue monthly safety and security meetings with all staff, and monthly staff meetings that allow operators open discussion with managers to address any potential safety concerns. (CART)

#### 8. Transportation Infrastructure Security

Continue coordination 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 potentially 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, documenting the findings and analysis of program activities, including:

- Congestion Management Process Report (ACOG)
- Documentation related to development of performance-based planning

## **Task 2.04: Elderly and Disabled Transportation Planning**

### *Background Information*

Planning for older adults and those with disabilities requires the continued identification of transportation needs and the availability of services and resources to meet those needs. Activities under this task involve the efficient and coordinated transportation services for seniors and individuals with disabilities, the dissemination of information, 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 Central Oklahoma. To expand paratransit services and implement other components of the Section 504/ADA Implementation Plan to improve accessibility to public transportation by all citizens.

### *Program Activities*

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

Work with the Oklahoma Department of Human Services and eligible applicants to expend Sec. 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funds within the OCARTS area in conformance with the metropolitan and Statewide Coordinated Public Transit-Human Services Transportation Plans. (ACOG)

2. Regional Americans with Disabilities Act Implementation Plan

- a. Coordination of Special Transit Services

Provide technical assistance to various parties and grow COTPA's relationship with the local Independent Transportation Network of America (ITNAmerica). Other parties to assist include local governments, the Special Transportation Advisory Committee (STAC), and transit coalitions such as the Oklahoma Alliance for Public Transportation. COTPA will also work with private sector operators, private employers such as NewView Oklahoma, 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. While COTPA will no longer stop at the far side of each public street intersection and will thus be reducing the number of bus stops, buses will continue to stop nearly anywhere along a route for people with disabilities. Use of the new AVL system will help COTPA add stops needed to serve individuals with disabilities.

COTPA will continue to expand and improve its nonemergency medical transportation (NEMT) services. COTPA has added AVL-based voice enunciation and other ADA technology to fixed route buses and replaced all 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 refine methods of determining applicants' eligibility for various special services and improve scheduling methods. (COTPA)

CART will continue to use paratransit scheduling software to track data and assure performance measures are being met. Staff will continue to support the CARTaccess Van Advisory Committee (VAC). (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 the Areawide Aging Agency, the local ITNAmerica and other entities to encourage awareness of the growing need for this form of transportation and to encourage adequate subsidies from within the region. Other key entities to work with include the State AARP, the APT coalition, Oklahoma County government, the Oklahoma Alliance on Aging, ACOG, and others. (COTPA)

- b. CART will work with social service agencies, the elderly, and persons with disabilities to disseminate information about its fixed route and paratransit service. CART will provide assistance with trip planning and encourage use of the fixed route system whenever possible. CART will work to increase awareness among the general public of the transportation needs of these groups. (CART)

*End Product*

Technical memoranda to document work effort for special transportation outreach.

## **Task 2.05: Air Quality Planning**

### *Background Information*

Although the OCARTS area is in compliance with 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 multiple stakeholders on air quality related activities with a particular focus on ground-level Ozone.

### Ozone

On March 12, 2008, the Environmental Protection Agency (EPA) significantly strengthened its national ambient air quality standards (NAAQS) for ground-level ozone, the primary component of smog, to the level of 0.075 parts per million (ppm).

The next regular review of the health and welfare science is well underway. EPA will propose and finalize any revisions to the standard in 2014.

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

### *Program Objective*

To assist the OCARTS transportation committees, local governments, COTPA, CART, state and federal agencies, and the private sector in 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. Organize and attend Regional Air Quality Stakeholder Committee meetings. Receive and review the monthly ozone and carbon monoxide readings and related meteorological data monitored daily by ODEQ's Air Quality Division.  
  
Work with EPA and ODEQ to implement new ozone, particulate matter, and carbon monoxide standards (if appropriate), and assess the implications of these standards on the Central Oklahoma region. 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.
2. Ozone Alert Day Program:
  - a. Coordinate with ODEQ, ODOT, COTPA, CART and Citylink in the implementation of Ozone Alert Days when high levels of carbon monoxide or ground-level ozone are predicted. Document highest recorded pollutant levels on alert days, along with information on the monitoring station location and magnitude of the event. (ACOG)
  - b. Provide free bus rides on Ozone Alert Days, in conformance with FTA guidance. CART will document passenger counts for Ozone Alert Days. (CART)
3. Air Quality Public Education
  - a. Continue the Air Quality Public Education Program, initiated in FY 2001, 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. A variety of marketing mediums and strategies will be utilized 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. (ACOG, ODOT, COTPA, CART)

CART will document passengers traveling with bicycles on CART buses and educate transit riders on university and City of Norman bicycle routes to encourage more alternative transportation choices to improve air quality. (CART)

- b. Develop and implement the Air Quality Awareness Grant Program, a one-year pilot program to fund small active transportation infrastructure and public education programs for the betterment of regional air quality. \$75,000 in grant awards will be made available to eligible applicants through a competitive grant process using available CMAQ funds. A variety of projects and programs will be eligible, but all serve to achieve long-term reductions in transportation-related emissions that contribute to the formation of ground-level ozone. (ACOG)
  - c. Free bus rides, in conformance with FTA guidance, will be available through COTPA on pre-announced days during the months of high ozone season. The intent is to facilitate consumer education about how to prepare and how to use the bus during periods of elevated ozone. Congestion Mitigation Air Quality (CMAQ) funds, if available and as identified in the TIP, may be used to offset COTPA revenue losses on such days. COTPA will gather data on passenger counts for such days. (COTPA)
  - d. Promote alternative forms of transportation (ridesharing, transit, cycling and bike-and-ride) as a means of achieving a balanced transportation system, as well as improved 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 the Central Oklahoma Ridesharing Program (Get around OK), National Bike Month and Bike to Work Day. Staff will also promote other forms of promotional events like Open Streets (ACOG, COTPA, CART)
  - e. Develop new partnerships with large employers and multifamily housing developments in support of fixed route, vanpool, on-line trip planning, and other transit programs. (COTPA)
  - f. Conduct the annual Dump-the-Pump day initiative to promote transit as an alternative form of transportation to improve air quality and public health. (CART)
4. Ozone Advance
- Coordinate with the Oklahoma Department of Environmental Quality (ODEQ), in the implementation of the Ozone Advance Program. On May 30, 2012, ODEQ, in partnership with ACOG, submitted a letter of intent to participate in the Ozone Advance Program for the Central Oklahoma area. This program is a collaborative effort between EPA, states, tribes, and local governments. The program encourages expeditious emission reductions in ozone and fine particle (PM<sub>2.5</sub>) attainment areas to help these areas continue to meet the National Ambient Air Quality Standards (NAAQS).

## 5. Promotion of Alternative Fuels – Central Oklahoma Clean Cities Program

Provide data for, and coordinate with, ACOG's Clean Cities program. Clean Cities program efforts focus on promoting the use of "replacement" fuels (those fuels defined by Congress and the U.S. Department of Energy as alternative fuels), alternative fuel vehicles, idle reduction technologies, hybrid electric and other advanced technology vehicles, as well as fuel efficient vehicles in the OCARTS area through a government-industry partnership that includes federal, state and local government leaders and officials, industry/business leaders, health and environmental professionals, and civic leaders. Alternative fuels are considered cleaner fuels than conventional petroleum-based fuels, thereby reducing vehicle emissions and improving air quality. 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)

The region's transit providers will continue to use and explore opportunities to expand alternative fuel technology, and evaluate the advantages and disadvantages of alternative fuel sources in Central Oklahoma's transit fleets. (COTPA, CART, Citylink)

## 6. Regional Rideshare Program

Manage the regional rideshare program to aid Central Oklahoma commuters in finding easy, viable and sustainable alternatives to driving alone; such as, carpooling and employer-based opportunities. Continue working with stakeholders and large employers in the region to implement rideshare promotions and partnerships to increase the overall subscription base. (ACOG)

Initiate a vanpool program and work with ACOG, employers, and other stakeholders to educate commuters and promote this practice. (COTPA)

## 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 refueling and recharging 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, documenting the findings and analysis of program activities, including:

- CY 2014 Bike to Work Day Report (ACOG)
- FY 2014 Public Fleet Conversion Grant Status Report (ACOG)

**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 transportation 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 disseminates information to the public via social media outlets.

*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 staffs permits everyone 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.

ACOG uses several public outreach techniques to communicate with the general public about the regional transportation planning process, including public meetings, news releases, reports and publications, surveys, electronic newsletters, email blasts, the ACOG website, and ACOG Facebook, Twitter and blog posts.

#### *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 transportation 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 Unified Planning Work Program. (ACOG)
2. Maintain a database for contacting various individuals and interest groups about the regional transportation planning process in Central Oklahoma, including civic, modal, tribal, environmental, minority, neighborhood and other citizen groups. (ACOG)
3. Prepare a monthly newsletter containing information on multimodal transportation activities affecting Central Oklahoma at the local, regional, state and federal levels. Notices regarding public meetings for various highway and transit plans and projects may be included. (ACOG)
4. Convene meetings of the OCARTS Citizens Advisory Committee, as needed, in order to gain input and recommendations to the ITPC on proposed amendments to Encompass 2035. Information on various regional planning activities, such as air quality and the Regional Transit Dialogue (RTD), will also be provided to the CAC for their information and input. The CAC represents the interests of private citizens, businesses, local governments, environmental advocates, elderly and disabled populations, minority and low-income populations, neighborhoods, the traditionally underserved, each mode, and private sector transportation providers. (ACOG)
5. Coordinate with tribal governments and encourage their involvement in the transportation planning process. (ACOG, ODOT, FHWA)
6. Continue to identify and utilize appropriate tools to communicate with low income, minority and other traditionally under-represented groups in accordance with Title VI of the 1964 Civil Rights Act and Environmental Justice regulations. Provide appropriate accommodations, as

requested by individuals with disabilities, so they can access and participate in regular and special meetings. (ACOG, ODOT, COTPA, CART)

COTPA will hold public meetings on route and service changes and follow its 2011 LEP Plan as it revises and implements its Title VI program. (COTPA)

CART will implement its Title VI Plan, along with its new implementation plan for improving access for people with limited English proficiency (LEP). CART will also update and implement its Disadvantaged Business Enterprise (DBE) Program. (CART)

7. Prepare public notices for proposed updates and amendments to the OCARTS Transportation Improvement Program and Encompass 2035 Long-Range Transportation Plan. Notices of proposed TIP amendments will be published at least 10 days prior to the anticipated date of decision by the Intermodal Transportation Policy Committee, and notices of proposed Plan amendments will be published at least 30 days prior to the anticipated date of the ITPC meeting. The ITPC will conduct a public hearing prior to its decisions. (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 transportation 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 governments, 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 other topics identified at the request of the Policy Committee. (ACOG)
10. Utilize the ACOG website to provide information about the region's long-range transportation plan and short-range transportation improvement program, including the plan summary, plan report, map of planned street and highway network improvements, and amendments to the TIP and long-range plan. (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.

Technical memoranda and reports documenting program activities, including:

- Momentum newsletters (ACOG)
- Documentation of FY 2014 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 Unified Planning Work Program (UPWP), local technical assistance projects, and other tasks.

### *Tasks Included:*

[4.01 - Program Coordination and Certification Process](#)

[4.02 - Local Technical Assistance Projects](#)

## **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 the OCARTS 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. Similarly, transit providers undergo a review by FTA to ensure compliance with federal regulations and guidelines.

Efforts are also undertaken to monitor and review the current work program and develop a comprehensive program for the following year.

### *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-up 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 2015 UPWP. Develop the FY 2016 UPWP to include task descriptions and budget. Summarize FY 2015 accomplishments for the FY 2016 UPWP.
4. Prepare annual joint certification statement for FY 2014. 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. Document compliance with air quality, Title VI, environmental justice, equal employment opportunity, periodic self-evaluation, and other legislation and regulations. COTPA will follow its 2011 revised Title VI program in matters including but not limited to LEP outreach, Disadvantaged Business Enterprises (DBE), and EEO. (ACOG, COTPA, CART).

### *End Product*

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

- FY 2016 Unified Planning Work Program (ACOG)
- Documentation of work efforts to implement Title VI (ACOG, COTPA, CART)

## **Task 4.02: Local Technical Assistance Projects**

### *Background Information*

During the fiscal year, staff responds to numerous requests for assistance from member local governments, state agencies, private organizations and citizens. Many of these requests relate to the OCARTS planning process, covering topics such as federal programs and funds established by MAP-21, 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, CART and Citylink 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 and 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, COTPA and CART 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 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 staff. 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, air quality emissions modeling, public involvement and modeling software.

COTPA will place greater emphasis on training in relation to congestion management, air quality activities, and environmental assessment and engineering for streetcar, BRT and other fixed guideway technologies. This task also relates to the need for software training for other transit purposes.

CART staff will participate in training programs to improve transit operations, including training to improve transit scheduling, to upgrade software programs used for transit operations, and other training programs essential for improving efficiency.

2. Attend professional development workshops, courses, seminars, and conferences and other such meetings related to transportation planning, transit security 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, COTPA and CART are responsible for preparation of their own reports. Monthly reports are due to ACOG by the 15<sup>th</sup> 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.
- Monthly progress reports.

**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 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 MAP-21 for its effect on the current planning process and recommend modifications as needed. (ACOG)

*End Product*

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

## ATTACHMENT 1: MEMORANDUM OF UNDERSTANDING

### BETWEEN THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS, OKLAHOMA DEPARTMENT OF TRANSPORTATION, CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY, AND CLEVELAND AREA RAPID TRANSIT

WHEREAS, Section 134(a) of Title 23, and Section 5303 of Subtitle III of Title 49, U.S.C. require that federally funded projects be developed through a comprehensive, cooperative, and continuing transportation planning process; and

WHEREAS, the Association of Central Oklahoma Governments (ACOG) has been designated as the Metropolitan Planning Organization (MPO) for the Oklahoma City Metropolitan Area; and

WHEREAS, ACOG, the Oklahoma Department of Transportation (ODOT), the Central Oklahoma Transportation and Parking Authority (COTPA), and the Cleveland Area Rapid Transit (CART) desire to maintain a comprehensive, cooperative, and continuing planning process for the Oklahoma City Area Regional Transportation Study (OCARTS) Area that results in the development of transportation goals and objectives, long and short-range transportation plans, and programs of implementation.

NOW, THEREFORE, ACOG, ODOT, COTPA and CART enter into this agreement to carry out the comprehensive, cooperative, and continuing planning process for the OCARTS area as detailed below:

#### *I. Intermodal Transportation Policy Committee*

Responsibility for policy direction, plan selection and development of programs for plan implementation is vested in an Intermodal Transportation Policy Committee (ITPC). The ITPC shall transmit all transportation policies, plans and implementation programs to ACOG, the MPO, for review and endorsement.

The ITPC membership is as follows:

- A. A designated elected official\* from each of the transportation study area political subdivisions\*\* listed below:

Bethany	Del City	Lexington	Newcastle	Piedmont
Blanchard	Edmond	Logan County	Nichols Hills	Slaughterville
Canadian County	Forest Park	Luther	Nicoma Park	Spencer
Cedar Valley+	Goldsby	McClain County+	Noble	Tuttle
Choctaw	Guthrie	Midwest City	Norman	The Village
Cleveland County	Harrah	Moore	Oklahoma City	Warr Acres
Cole	Jones	Mustang	Oklahoma County	Yukon

+Administrative Changes – May 6, 2011

\* Each elected official shall be permitted to designate an alternate from his governing body to participate in his absence.

\*\* Each additional political subdivision added to the transportation study area shall be permitted to designate a voting elected official to the committee.

- B. A designated trustee of the Oklahoma City Airport Trust or their designee.
- C. A designated trustee of the Central Oklahoma Transportation and Parking Authority or their designee.
- D. The Director of the Cleveland Area Rapid Transit or their designee.
- E. The Oklahoma Transportation Commissioner from Districts III, IV, and VII or their designees.
- F. A designated appointee of the Oklahoma Department of Transportation or their designee (currently Division 4 Division Engineer)\*.
- G. A non-voting representative from each of the following: Federal Aviation Administration (FAA), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA).

The ITPC shall meet regularly to perform the following duties:

- A. Review recommendations of the Intermodal Transportation Technical Committee (ITTC) and set policies for transportation planning.
- B. Direct development and adopt regional transportation plans and transportation improvement programs; review transportation plans at least annually; make changes based upon recommendations of the ITTC.
- C. Recommend any changes in plans to the Planning Commission or City Councils of participating agencies and recommend methods of financing any changes.
- D. Elect a chairperson and hold meetings on a regular basis.
- E. Vote on business items before the ITPC provided a quorum of twelve (12) of the designated members is present. The ACOG staff has the primary administrative responsibility for maintaining the regional transportation plans and supporting documents necessary to serve the ITPC.
- F. Receive comments and observations from representatives of each federal agency in the United States Department of Transportation - Federal Aviation Administration (FAA), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) - who will be requested to attend the ITPC meetings. From time to time, the different agency representatives will be asked to clarify new rules, regulations, or procedures affecting the ITPC decision process.

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\* Administrative Change – 7-2014

## *II. Intermodal Transportation Technical Committee*

The technical advice and guidance for transportation planning is vested in the Intermodal Transportation Technical Committee (ITTC). The ITTC consists of technical and professional personnel from the various participating agencies. This Committee reviews the technical aspects of the study and makes recommendations to the ITPC.

The ITTC membership is as follows:

### Voting:

- A. Oklahoma Department of Transportation (ODOT) – Planning & Research Division Manager or designee.
- B. Oklahoma Department of Transportation (ODOT) – Transit Programs Division Manager or designee.
- C. Local Government - Two official staff members from each of the member local governments, one designated as City or County Planner and one designated as City or County Engineer. In the absence of a staff member who is an engineer or planner, the Chief Executive Officer may serve; no consulting engineer or planner may serve on the committee.
- D. Association of Central Oklahoma Governments (ACOG) - Executive Director or designee.
- E. Central Oklahoma Transportation and Parking Authority (COTPA) - Administrator and one (1) delegate or designee.
- F. Cleveland Area Rapid Transit (CART) – Director and one (1) delegate or designee.
- G. Oklahoma City Department of Airports - Director and one (1) delegate or designee.
- H. Oklahoma Aeronautics Commission - Director or designee.
- I. Oklahoma Department of Environmental Quality (ODEQ) - Director or designee.

### Non-Voting:

- J. Areawide Aging Agency (AAA) - Executive Director or designee.
- K. Capitol-Medical Zoning Commission - Director or designee.
- L. Oklahoma Department of Transportation (ODOT) - Local Government Division Engineer or designee.
- M. Oklahoma Railroad Association – Director or designee.
- N. Oklahoma Turnpike Authority (OTA) - Chief Engineer or designee.
- O. Oklahoma Trucking Association – Director or designee.
- P. Tinker Air Force Base - Deputy Base Civil Engineer or Base Comprehensive Planner or designee.

- Q. Tribal Governments – Representatives in the OCARTS area or their designees.
- R. Federal Bureau of Indian Affairs (BIA) – Delegate or designee.
- S. U.S. Department of Transportation - FHWA, FTA and FAA delegates or designees.

The Intermodal Transportation Technical Committee may appoint other qualified individuals to full voting membership in order to utilize their professional expertise and to coordinate the transportation planning process activities with other planning areas such as airports, parking, bicycling, etc.

The Chairman of the ITTC shall be the ACOG Executive Director or his designee. Meetings shall be held on a regular basis to review technical procedures and advise the Intermodal Transportation Policy Committee. A quorum of the Intermodal Transportation Technical Committee shall consist of one-third of the most current appointments from designated voting membership including representatives from at least four member cities or counties; however, business conducted in the absence of a quorum shall be forwarded to the ITPC in the same manner as business conducted with a quorum, except the number of cities and counties represented shall be noted (in the minutes and in the transmittal to the ITPC) along with the statement that a quorum was not present.

### III. Unified Planning Work Program (UPWP)

Detailed planning activities will be developed each year in a Unified Planning Work Program (UPWP) with the Intermodal Transportation Technical Committee and adopted by the Intermodal Transportation Policy Committee. ACOG, ODOT, COTPA and CART agree to participate in the development of the UPWP each year so that it reflects a cooperative annual planning process. The UPWP will specify the annual work activities with the responsible agency, participating agency costs, and funding sources.

This Memorandum of Understanding has been approved through formal resolution or action of the Association of Central Oklahoma Governments, the Oklahoma Department of Transportation, the Central Oklahoma Transportation and Parking Authority, and the Cleveland Area Rapid Transit on or before the 18<sup>th</sup> day of December, 2008.

20 Nov 2008  
Date

Willa Johnson  
Association of Central Oklahoma Governments  
Willa Johnson, Chairwoman

12/18/08  
Date

David Streb  
Oklahoma Department of Transportation  
David Streb, Director of Engineering

12-7-08  
Date

Chris Kauffman  
Central Oklahoma Transportation and Parking Authority  
Chris Kauffman, Chairman

12-18-08  
Date

Theta Dempsey  
Cleveland Area Rapid Transit  
Theta Dempsey, Director of Parking & Transportation

## ATTACHMENT 2: INTERMODAL TRANSPORTATION TECHNICAL COMMITTEE (ITTC) BYLAWS

ARTICLE	I.	GENERAL
ARTICLE	II.	PURPOSE
ARTICLE	III.	STRUCTURE AND MEMBERSHIP
ARTICLE	IV.	MEETINGS
ARTICLE	V.	FUNCTION AND ROLE OF THE ITTC
ARTICLE	VI.	GENERAL TRANSPORTATION ADVISORY ROLE
ARTICLE	VII.	SEVERABILITY CLAUSE

### ARTICLE I.            GENERAL

- Section 1.            Name. The technical advisory committee, as established by the Memorandum of Understanding, Section II, shall be known as the Intermodal Transportation Technical Committee (ITTC).
- Section 2.            Effective Date. These bylaws shall be effective immediately upon adoption by the Intermodal Transportation Policy Committee (ITPC).
- Section 3.            Amendments to Bylaws. These bylaws may be amended by a majority vote of the ITPC on their own motion. The ITTC may recommend amendments of the bylaws to the ITPC.

### ARTICLE II.           PURPOSE

- Section 1.            Purposes of the Intermodal Transportation Technical Committee. The purposes of the ITTC shall include:
- a. To serve in an advisory capacity to the Intermodal Transportation Policy Committee in all technical matters concerning and related to transportation.
  - b. To represent the regional intermodal transportation system interest in implementing these purposes and acting as the technical advisory committee.
  - c. To generate public interest in, and attention to, improvement of the intermodal transportation system of the transportation study area, and to coordinate with other transportation planning groups.

- d. To assist the ITPC in providing planning and coordination with the local governments, Oklahoma Department of Transportation (ODOT), Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), and Federal Transit Administration (FTA).
- e. To respond to specific requests from the ITPC.

### ARTICLE III.           STRUCTURE AND MEMBERSHIP

Section 1.           Representation. The ITTC membership shall be as follows:

Voting:

- a. Oklahoma Department of Transportation - Planning and Research Division Manager or designee.
- b. Oklahoma Department of Transportation - Transit Programs Division Manager or designee.
- c. Local Government - Two official staff members from each of the member local governments, one designated as City or County Planner and one designated as City or County Engineer. In the absence of a staff member who is an engineer or planner, the Chief Executive Officer may serve; no consulting engineer or planner may serve on the committee.
- d. Association of Central Oklahoma Governments (ACOG) - Executive Director or designee.
- e. Central Oklahoma Transportation and Parking Authority (COTPA) - Administrator and one (1) delegate or designee.
- f. Cleveland Area Rapid Transit – Director and one (1) delegate or designee.
- g. Oklahoma City Department of Airports - Director and one (1) delegate or designee.
- h. Oklahoma Aeronautics Commission - Director or designee.
- i. Oklahoma Department of Environmental Quality - Director or designee.

Non-Voting:

- j. Areawide Aging Agency - Executive Director or designee.
- k. Capitol-Medical Zoning Commission - Director or designee.
- l. Oklahoma Department of Transportation – Local Government Division Engineer or designee.
- m. Oklahoma Railroad Association - Director or designee.
- n. Oklahoma Turnpike Authority - Chief Engineer or designee.
- o. Oklahoma Trucking Association - Director or designee.
- p. Tinker Air Force Base - Deputy Base Civil Engineer or Base Comprehensive Planner or designee.
- q. Tribal Governments - Representatives in the OCARTS area or their designees.
- r. Federal Bureau of Indian Affairs (BIA) - Delegate or designee.
- s. U.S. Department of Transportation - Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Federal Aviation Administration (FAA) delegates or designees.

The technical advisory committee may appoint other qualified individuals to full voting membership in order to utilize their professional expertise and to coordinate the transportation planning process activities with other planning areas such as airports, parking, bicycling, etc.

The ITTC Chair shall be notified in writing of the appointment, reappointment or replacement of a member agency representative's member.

## Section 2.

Alternate Members. Alternate representatives may be designated to act on behalf of voting and non-voting members with all the privileges accorded thereto provided the alternate is an official staff member of the member agency. The ITTC Chair shall be notified in writing of the appointment, reappointment or replacement of a member agency representative's alternate. An alternate may vote only in the absence of the regular member he or she represents.

Section 3. Proxies. Each member shall have the power to appoint a proxy who is not already a member or alternate of the ITTC to act in the member's capacity at any meeting in the event the member or alternate cannot attend, if the proxy designation is made:

- a. In writing for a specific period of time, or
- b. By telephone or personal contact with the ACOG Executive Director or designee for one meeting.

A designated proxy, as provided in this section, shall have the right to exercise one vote in all individual proceedings and shall not be permitted to exercise one or more proxies on behalf of other members or alternates.

Section 4. Terms. Voting members shall be designated for appointment for an indefinite term by the governing body or chief executive of their agency and may serve as long as qualified under Section 1 above.

Section 5. Vacancies. In the event of a vacancy on the ITTC, said vacancy shall be filled according to the procedures of Article III, Section 4 above.

Section 6. Membership Attendance. Any member, alternate or his/her designated proxy who has not attended three (3) consecutive regular monthly meetings may be contacted by the ACOG staff to discuss attendance at subsequent meetings either by the member, alternate or proxy.

If the member, alternate or proxy fails to attend a subsequent meeting, this may be reported to the appropriate ITTC member or Chief Executive making such designation for appointment.

Section 7. Members' Obligation. The members of the ITTC are charged with the duty to conduct themselves as representatives of the transportation system as a whole with the purpose of improving intermodal transportation in the transportation planning area.

Section 8. Chairman. The Chairman of the ITTC shall be the ACOG Executive Director or his/her designee.

Section 9. Subcommittees. The ITTC shall have the power to create subcommittees of a temporary or permanent nature.

Section 10. Subcommittee Membership. Appointment of members to ITTC subcommittees shall be by the Chairman. Chairman of the various subcommittees shall be appointed by the Chairman of the ITTC. Subcommittee chairmen must be members of the ITTC.

**ARTICLE IV. MEETINGS**

- Section 1. Meeting Time. The regular monthly meeting date and time of the ITTC shall be established by the ITTC with concurrence by the ITPC. The schedule of meetings shall be posted according to state law.
- Section 2. Meeting Notice; Minutes. The ACOG Transportation Planning and Data Services staff will send out a meeting notice to all members one week in advance of the meeting. Staff will include all agenda items for discussion at the meeting in the meeting notice. Agenda items for regularly scheduled monthly meetings shall be submitted to the ACOG staff no later than two weeks before each meeting. Addendums to the agenda shall be prepared in accordance with the requirements of the Oklahoma Open Meetings Act. Minutes shall be prepared by ACOG staff for each meeting and subcommittee meeting. Such minutes shall accurately reflect the conduct of the meeting, all activities and relevant discussion occurring at the meeting, and a record of all votes taken. Tape recordings of all meetings shall be preserved at least 12 months from the date of the meeting and be available for review by any interested party.
- Section 3. Quorum. A quorum of the Intermodal Transportation Technical Committee shall consist of one-third of the most current appointments from designated voting membership including representatives from at least four member cities or counties; however, business conducted in the absence of a quorum shall be forwarded to the ITPC in the same manner as business conducted with a quorum, except the number of cities and counties represented shall be noted (in the minutes and in the transmittal to the ITPC) along with the statement that a quorum was not present.
- Section 4. Open Meetings. All meetings of the ITTC shall be conducted with no restrictions on the attendance of observers, citizens or the press, and shall comply with all requirements of the Oklahoma Open Meetings Act.
- Section 5. Voting. All voting members, as specified in Article III, Section 1, their alternates or proxies shall have the right to exercise one vote per designated representative. For entities that have two representatives, both representatives are eligible to vote if they are present.
- a. Non-voting members shall retain the right to advisory comments on all proceedings, which shall be recorded and reflected in all minutes and reports to the ITPC.
  - b. Voting on all proceedings of the ITTC shall be based on the majority of those regular members, alternates or proxies present and voting, not a majority of total membership.
  - c. No entity shall make and second its own motion.

ARTICLE V. FUNCTION AND ROLE OF THE ITTCSection 1. Function. The function of the ITTC shall be:

- a. To act as an advisory committee to the ITPC and provide for the ITPC technical review, recommendations and information.
- b. To serve as a committee which reviews and recommends to the ITPC annually, a draft Unified Planning Work Program (UPWP) prepared by the ACOG staff in cooperation with participating entities. This shall include review and recommendation of the scope, content, and work products of the UPWP; this shall also include an oversight function during the progress of the year.
- c. To serve as a committee which reviews and recommends to the ITPC a draft Transportation Improvement Program (TIP), plans, and policy statements prepared in cooperation with the ACOG staff.
- d. To act as a technical resource to review and comment on the procedures used during the performance of work elements and during preparation of reports.
- e. To review the federal aid allocation procedures and methodology and present recommendations to the ITPC as required.

ARTICLE VI. GENERAL TRANSPORTATION ADVISORY ROLESection 1. Advisory Function. The ITTC may, upon its own motion, bring important matters relative to transportation to the attention of the ITPC. Such advice and/or recommendations may be accompanied by a request from the ITTC for formal ITPC action.ARTICLE VII. SEVERABILITY CLAUSESection 1. Severability. If any section, subsection, sentence, clause, phrase or portion of these bylaws is for any reason held invalid by the ITPC, said portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of these bylaws.

Bylaws amended and approved by the  
Intermodal Transportation Policy Committee: November 20, 2008

## ATTACHMENT 3: CERTIFICATION STATEMENT OCARTS TRANSPORTATION MANAGEMENT AREA FY 2014

A JOINT CERTIFICATION STATEMENT FOR THE OKLAHOMA CITY TRANSPORTATION MANAGEMENT AREA BY THE OKLAHOMA DEPARTMENT OF TRANSPORTATION AND THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

1. A Memorandum of Understanding (MOU), signed in FY 2009, among the Oklahoma Department of Transportation (ODOT), the Central Oklahoma Transportation and Parking Authority (COTPA), Cleveland Area Rapid Transit (CART) and the Association of Central Oklahoma Governments (ACOG) continued to provide the organizational structure and basis for the Comprehensive, Continuing and Cooperative (3C) transportation planning process, also known as the Oklahoma City Area Regional Transportation Study (OCARTS) for the Oklahoma City Transportation Management Area (TMA).
2. ACOG, as the Metropolitan Planning Organization (MPO), provides the support necessary to ensure that the 3C transportation planning process in the Oklahoma City Transportation Management Area is current and ongoing, and is being conducted in accordance with Section 134 of Title 23, U.S.C. and Section 5303 of Title 49, U.S.C.
3. The 2035 OCARTS Plan, known as Encompass 2035, was adopted by the Intermodal Transportation Policy Committee (ITPC) and endorsed by the ACOG Board of Directors on April 28, 2011. The financially constrained Plan contains street and highway, public transportation, bicycle, pedestrian, and goods movement recommendations.
4. The OCARTS Transportation Improvement Program (TIP) is the short-range planning tool that identifies federally funded projects consistent with the goals of Encompass 2035. A new TIP is prepared biennially and provided to the Oklahoma Department of Transportation for approval (as the governor's designee) and inclusion in the Oklahoma Statewide Transportation Improvement Program (STIP).
5. The 2030 Systems Plan, a product of the 2005 Regional Fixed Guideway Study (FGS), established the vision for a regional public transportation system within the OCARTS area. Subsequently, COTPA conducted an alternatives analysis for a downtown OKC circulator.
6. The MPO completed an upgrade to the regional transportation model to include a mode choice component that would meet FTA requirements in FY 2011.
7. Public involvement in the transportation planning process is accomplished in accordance with 23 CFR 450.316(a). *The Public Participation Plan for the Oklahoma City Area Regional Transportation Study* (OCARTS PPP) was updated by the MPO in October 2011. The OCARTS PPP provides for public outreach activities associated with development of the long-range transportation plan, amendment of the adopted plan, development and amendment of the OCARTS TIP, and on-going public involvement efforts associated with the transportation planning process.
8. COTPA's *Section 504/ADA Implementation Plan* continues to provide the basis for transit service compliance with the Americans with Disabilities Act (ADA), and COTPA remains in full compliance. CART is in full compliance with the ADA and provides Zone 2 paratransit service throughout the City of Norman. Citylink provides Zone 2 paratransit service within three-quarters of a mile of fixed routes.

9. FY 2013 and 2014 technical reports, prepared by ACOG planning staff, have been submitted to the Intermodal Transportation Technical and Policy Committees, and to FHWA and FTA for review.
10. The Unified Planning Work Program (UPWP) is prepared cooperatively with the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the OCARTS entities, ODOT, ACOG, COTPA and CART.
11. The FY 2014 UPWP was approved by the ITPC and endorsed by the ACOG Board of Directors on May 30, 2013. Tasks accomplished under this UPWP include implementation of Encompass 2035; collection of 2010 base year land use, population and school enrollment data and 2040 forecast year land use data for the next long-range plan; development of the FFY 2015-2018 Transportation Improvement Program; continuation of traffic incident management coordination activities; continuation of updating the congestion management process, continuation of the Regional Transit Dialogue and Commuter Corridors Study; MPO recommendations for updating the OCARTS area federal functional classification system; development of a bicycle facilities master plan; development of a selection process for MPO Transportation Alternatives Program (TAP) funds; coordination with local governments on federally assisted transportation improvements; and continuation of air quality planning and programs, public transportation planning, bicycle and pedestrian planning, and public outreach efforts to ensure compliance with MAP-21.
12. The FY 2015 UPWP was approved by the ITPC and endorsed by the ACOG Board of Directors on May 29, 2014. This UPWP contains tasks for completion of 2010 base year data and development of 2040 population, employment and school enrollment forecasts for the 2040 long-range transportation plan; initiation of a regional land use scenario planning exercise; implementation of Encompass 2035 projects and strategies; continuation of the Regional Transit Dialogue (RTD) and completion of the Central Oklahoma Commuter Corridors Study; development of a regional pedestrian facilities master plan; update of the FFY 2015-2018 OCARTS TIP; establishment of OCARTS area performance measures and update of the OCARTS Congestion Management Process; and continued coordination with local governments regarding federal transportation funding opportunities; air quality planning and compliance with the federal transportation law.  
  
The FY 2015 UPWP was accepted by FHWA and FTA by letter dated June 16, 2014, which authorized the MPO to proceed with the work under the FY 2015 UPWP effective July 1, 2014.
13. The OCARTS area MPO worked with the Oklahoma Division of the FHWA and ODOT regarding the implementation of third party in-kind contributions as match credit for FHWA PL funds. On February 4, 2005, the FHWA finalized *Third Party In-Kind Contributions as Match for FHWA PL Funds, Oklahoma Procedures*, and transmitted the same to the metropolitan planning organizations. These procedures enable the state and MPOs to take credit for eligible planning activities that are paid for with non-federal funds. The procedures are based on provisions of 49 CFR 18.24 (a)(2).
14. The FY 2015 UPWP contains tasks encouraging participation of private enterprise in planning activities. Private providers of transportation services are represented on the ITTC and the Encompass 2035 Citizens Advisory Committee (CAC), and are invited to participate in the development of the TIP and other planning activities.
15. The FFY 2013-2016 TIP reflects a financially constrained, prioritized list of improvements consistent with Encompass 2035. Projects that will utilize Surface Transportation Program Urbanized Area (STP-UZA) funds were selected and approved by the MPO based on the *Criteria and Process for Evaluation of Surface Transportation Program Urbanized Area*

(STP-UZA) Projects. In conformance with MAP-21, TIP project cost estimates include an inflation factor to reflect year of expenditure dollars.

16. In FY 2014, the MPO prepared an Annual Listing of Obligated Projects report documenting the federal transportation funds authorized by FHWA and FTA within the OCARTS area during FFY 2013. Projects that include bicycle and pedestrian improvements are highlighted in the report.
17. The Census 2010 Urbanized Area (UZA) boundaries were announced on March 27, 2012. Although physically joined, the Census Bureau maintained separate Oklahoma City and Norman UZAs. In FY 2013, in cooperation with ODOT, the MPO developed a 2010 Adjusted Urban Area Boundary (UAB) encompassing the two UZAs. Under MAP-21, the populations of both UZAs will continue to be combined for highway funding purposes.
18. The 2000 Federal Functional Classification Plan for the Oklahoma City Urban Area, as amended, was used to direct the expenditure of federal funds within the OCARTS area during FFY 2014. Recommendations for updates utilizing 2010 census data were made by the MPO and submitted to ODOT and, upon approval by FHWA, will be utilized to direct future federal spending.
19. ACOG's Title VI Assurance, LEP Assessment and ADA Plan remain in effect, and all Title VI and ADA documents and forms are available on ACOG's website. In compliance with FTA Circular 4702.1B, the Central Oklahoma Transportation and Parking Authority (COTPA) and Cleveland Area Rapid Transit (CART) prepare triennial Title VI reports documenting that transit services and amenities are provided within the region in a nondiscriminatory manner.
20. Activities related to the Presidential Order on Environmental Justice are included in the OCARTS long-range transportation plan. The MPO's general mailing list, media contacts, and Citizens Advisory Committee provide communication to a diverse population including minority populations, low-income populations, environmental advocates, neighborhoods, the traditionally underserved, each mode, private sector transportation providers, and American Indian tribal governments. The metropolitan transportation planning process is summarized in a brochure produced by the MPO in Spanish, Vietnamese and English and is distributed at various locations and events as appropriate.
21. The participants of the 3C planning process comply with Section 1101(b) of MAP-21, which requires that a percentage of federal funds made available to direct recipients be spent with disadvantaged business enterprises (DBEs).
22. The MPO continued administration of its comprehensive air quality public education program, Regional Rideshare Program and Public Fleet Conversion Program, using CMAQ funding.  
  
The MPO continued to work with the Oklahoma Department of Environmental Quality on the implementation of EPA's Ozone Advance Program. The program encourages expeditious emission reductions in ozone and fine particulate (PM2.5) attainment areas to help these areas continue to meet the National Ambient Air Quality Standards (NAAQS).
23. All air quality planning in the region is conducted as an integral part of the regional transportation planning process using the same data and techniques. The Oklahoma Department of Environmental Quality, with the cooperation of ACOG, has been responsible for the locally prepared transportation portion of the State Implementation Plan (SIP).
24. In accordance with FTA emphasis areas, an alcohol and drug abuse policy is included in the ACOG Personnel Policies. The Drug-Free Workplace Act Certification Statement was submitted to FTA on June 28, 1990.

25. Representatives of FHWA and FTA conducted the sixth joint evaluation of the OCARTS area transportation planning process June 25-28, 2012. In FY 2013, FHWA and FTA issued their final report jointly certifying that the OCARTS transportation planning process substantially meets the requirements of 23 CFR Part 450.334 and 49 CFR Part 613.

Based on the enumerations mentioned above, the Oklahoma Department of Transportation and the Association of Central Oklahoma Governments declare that the Oklahoma City Area Regional Transportation Study is an effective ongoing 3C transportation planning process and is in compliance with all applicable laws and regulations. Consequently, the Oklahoma City Area Regional Transportation Study has been recertified for FY 2014.

Signed this 29 day of May, 2014

  
\_\_\_\_\_  
Association of Central Oklahoma Governments  
ITPC Chair

Signed this 1 day of JULY, 2014

  
\_\_\_\_\_  
Oklahoma Department of Transportation  
Executive Director

## ATTACHMENT 4: RELATED CORRESPONDENCE

**From:** ACOG - Beverly Garner  
**Sent:** Monday, February 10, 2014 9:33 AM  
**To:** 'larry.hopper@okc.gov'; 'diponker.mukherjee@okc.gov'; 'elizabeth.romero@dot.gov'; 'Isaac.Akem@dot.gov'; embroh@odot.org; 'rhogan@odot.org'; 'dborelli@ODOT.ORG'; 'pmenefee@midwestcityok.org'; 'angelo.lombardo@normanok.gov'; 'stuart.chai@okc.gov'; 'randall.entz@okc.gov'; 'tom.minnick@edmondok.com'; 'Doug Myers (dwmyers@ou.edu)'; 'Ahmad Lesani (ahmad.lesani@okc.gov)'; Karleene Smith (karleenesmith@ou.edu)  
**Cc:** Debbie Cook - ACOG; Holly Massie - ACOG; John M. Sharp - ACOG; Darla Hugaboom  
**Subject:** ACOG Notice: Preparation of the FY 2015 Unified Planning Work Program (UPWP)  
**Attachments:** Part VI of FY 2014 UPWP.docx; FY 2015 UPWP Subcommittee Schedule.pdf

Please mark your calendar for the UPWP Subcommittee's first meeting to be held this Friday, February 14, at 10 a.m. in the ACOG Board Room. The purpose of the meeting is to review work elements within the FY 2014 UPWP (see attached.) The meeting schedule for the development of the FY 2015 UPWP is also attached.

Each year ACOG, in conjunction with its member-entities, prepares the annual Unified Planning Work Program (UPWP). The UPWP is a description of the proposed multimodal transportation planning activities to be conducted in the Oklahoma City Area Regional Transportation Study (OCARTS) area for a given fiscal year.

If you have questions or desire additional information, please let me know.

Thank you,



**John G. Johnson**  
*Executive Director*  
Association of Central Oklahoma Governments  
21 E Main, Ste 100, Oklahoma City, OK 73104  
Telephone: (405) 234-2264 FAX : (405) 234-2200  
email: [jgjohnson@acogok.org](mailto:jgjohnson@acogok.org) Website: <http://www.acogok.org>

FY 2015 UPWP Subcommittee Schedule

1. February 14, 2014 Friday - UPWP Subcommittee Meeting at 10:00 a.m.  
Assessment of FY 2014 UPWP
2. March 10, 2014 Monday - UPWP Participants provide draft information to ACOG.  
COTPA, CART, OKC and ACOG staff to provide draft task descriptions and proposed budgets for FY 2015 UPWP to ACOG.
3. March 21, 2014 Friday - UPWP Subcommittee Meeting at 10:00 a.m.  
Discussion of Draft FY 2015 UPWP
4. March 28, 2014 Friday - UPWP Subcommittee Meeting at 10:00 a.m. if needed  
Refine task descriptions and budget. Review and finalize preliminary draft to be submitted to ITTC, ITPC
5. April 3, 2014 Thursday - ITTC Agenda mail out
6. April 10, 2014 Thursday - ITTC action/recommendation on Preliminary FY 2015 UPWP
7. April 24, 2014 Thursday - ITPC and ACOG Board requested to approve Preliminary UPWP,  
including granting approval to execute contracts and agreements  
- Submittal of Preliminary FY 2015 UPWP to ODOT, FHWA and FTA  
as recommended by ITPC
8. May 2014 Meetings - ITTC, ITPC, and ACOG Board requested to approve final FY 2015  
UPWP



*association of central oklahoma governments*

Chair Elizabeth Waner  
Edmond Councilmember

Vice-Chair Pete White  
Oklahoma City Councilmember

Secretary/Treasurer Willa Johnson  
Oklahoma County Commissioner

Executive Director  
John G. Johnson

April 30, 2014

Isaac Akem, Community Planner  
FHWA-Oklahoma Division  
5801 N Broadway Ext Ste 300  
Oklahoma City, OK 73118

Dear Mr. Akem:

The Preliminary FY 2015 Unified Planning Work Program (UPWP) for the Oklahoma City Area Regional Transportation Study (OCARTS) Transportation Management Area is provided for your review using the link below. The UPWP was created by ACOG staff in cooperation with other members of the Oklahoma City Area MPO, including COTPA, CART, ODOT, the City of Oklahoma City, and suburban entities.

The purpose of this request is to provide the proposed FY 2015 OCARTS UPWP to federal agencies for their review and comment prior to finalization of the document next month. The document is also prepared to provide adequate notice to local, state, and federal agencies of anticipated grant/budget needs.

The Preliminary FY 2015 UPWP document was submitted to the Intermodal Transportation Technical and Policy Committees at their April meetings, and the ITPC approved the document as written.

As per Attachment A of the "Joint Memorandum of Agreement by FHWA and FTA for Administration of Transportation Planning and Programming in Region 6" signed September 1, 2004, we would appreciate your careful review of the Preliminary FY 2015 UPWP so that we might revise tasks or budget as needed, prior to the issuance of our proposed Final FY 2015 OCARTS UPWP.

Please advise us in writing by Wednesday, May 14, if you see any issues that need to be addressed in the preliminary work program. We look forward to a written response from FHWA and FTA, coordinated through your office, as per the procedures.

Isaac Akem  
April 30, 2014  
Page 2

Should you have any questions, please feel free to call me at 405-234-2264.

Sincerely,



John G. Johnson  
Executive Director

Att: [Preliminary FY 2015 OCARTS UPWP](#)  
April 24, 2014 ITPC Agenda Attachment D-1

c: David Ooten, Division Engineer, Strategic Asset & Performance Management, ODOT  
Laura Chaney, Transportation Manager, Strategic Asset/Performance Mgmt. Division, ODOT  
Ernestine Mbroh, Division Manager, Transit Programs, ODOT  
Pearlie Tiggs, Community Planner, FTA Region 6  
Holly Massie, Special Programs Officer II, ACOG



U.S. Department of Transportation  
**Federal Highway Administration**  
5801 N. Robinson Avenue, Suite 300  
Oklahoma City, OK 73118



U.S. Department of Transportation  
**Federal Transit Administration**  
819 Taylor Street, Suite 8A36  
Fort Worth, TX 76102-6124

June 16, 2014

### **Approval of the FY 2015 OCARTS UPWP**

Mr. Mike Patterson, Director  
Oklahoma Department of Transportation  
Oklahoma City, Oklahoma

Dear Mr. Patterson:

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have jointly reviewed the fiscal year (FY 2015) Unified Planning Work Program (UPWP) and budget for the Association of Central Oklahoma Governments (ACOG) - the Metropolitan Planning Organization (MPO) for the Oklahoma City metropolitan area.

The proposed FY 2015 UPWP outlines federally funded transportation planning and related activities to be implemented in FY 2015 by the Oklahoma City metropolitan planning partners, including ACOG and its member governments, the Central Oklahoma Transportation and Parking Authority (COTPA), the Cleveland Area Rapid Transit (CART) and the Oklahoma Department of Transportation (ODOT). In addition, the proposed FY 2015 UPWP specifies who will perform each task, the proposed budget, and the expected schedule for completion of each task.

The proposed OCARTS FY 2015 UPWP includes a list of planning priorities identified by ACOG staff, including: completion of 2010 base year data and development of 2040 population, employment and school enrollment forecasts for the 2040 long-range transportation plan; initiation of regional land use scenario planning exercise; continued implementation of Encompass 2035, the regional LRTP; establishment of OCARTS area performance measures and update of the OCARTS Congestion Management Process; continuation of the Regional Transit Dialogue (RTD) and documentation of the results of the Central Oklahoma Commuter Corridors Study; development of a regional pedestrian facilities master plan; update of the FFY 2015-2018 OCARTS TIP; and continued coordination with local governments regarding federal transportation funding opportunities; air quality planning and compliance with MAP-21 planning provisions.

As required under 23 CFR 450.308 (c), the proposed OCARTS FY 2015 UPWP is divided into six major work elements, including (i) *Data Development & Information Management*; (ii) *Regional Transportation Planning*; (iii) *Public Participation*; (iv) *Transportation Planning Assistance and Coordination*; (v) *Staff Training & Maintenance & Production of Planning Related Documents*, and (vi) *Management*. Each work element is subdivided into tasks that provide more detailed information about the activity, including background, objective, task description and expected product(s). For example, Work Element 4-Transportation

Planning Assistance & Coordination consists of two tasks including 4.01- Program Coordination and Certification Process, 4.02-Local Technical Assistance Projects.

The FHWA and FTA urge ACOG and its member entities to identify and reflect consideration of recently released MAP-21 Planning Emphasis Areas (PEAs) in this UPWP. As part of our approval action, we commend ACOG and COTPA staff for on-going coordination activities related to the Regional Transit Dialogue, and other joint public transportation planning efforts involving COTPA, CART, and City Link - the Public Transit provider for the City of Edmond. We commend ACOG staff also for their efforts to implement MAP-21 planning provisions, including a proposal to establish OCARTS area performance measures as part of the FHWA/FTA Performance-Based Planning and Programming (PBPP) framework.

As part of our review and approval of the proposed FY 2015 UPWP, we confirmed ODOT's continued agreement to provide third party in-kind services. The in-kind match process allows the value of ODOT-funded, PL-eligible, planning and planning-related activities performed by ODOT staff within the OCARTS area to be used as the local match requirement of 20% for proportional 80% PL funds within the effective date of this work program. This innovative funding mechanism allows ACOG and its metropolitan planning partners to access additional FHWA PL funds that would otherwise not be available in the OCARTS area.

The FHWA Oklahoma Division and FTA Region VI have reviewed and we hereby accept the proposed FY 2015 Unified Planning Work Program for the OCARTS area as submitted. We look forward to authorizing the federal share of matching funds necessary to implement this work program, effective July 1, 2014.

Thank you for your cooperation in developing the FY 2015 UWP and other products of the metropolitan transportation planning process in the OCARTS region. Should you have questions or need additional information regarding FHWA/FTA joint approval of the FY 2015 UPWP, please do not hesitate to contact Mr. Isaac N. Akem of FHWA at 405-254 3343 or Ms. Pearlie Tiggs of FTA at 817-978-0567.

GARRETT D  
CORINO

Digitally signed by GARRETT D CORINO  
DN: c=US, o=U.S. Government, ou=DOT  
FHWA/OklahomaCityOK, ou=FHWA  
FHWA/OklahomaCityOK, cn=GARRETT D  
CORINO  
Date: 2014.06.25 12:31:19 -05'00'

Gary D. Corino  
Division Administrator  
Federal Highway Administration

Sincerely,



Donald R. Koski  
Director of Planning  
Federal Transit Administration

cc: ACOG  
Mr. David Ooten, P.E.  
ODOT Strategic Assets &  
Performance Management Division

**JOINT MEMORANDUM OF AGREEMENT (MOA)  
BETWEEN THE OFFICES OF THE  
FEDERAL HIGHWAY ADMINISTRATION (FHWA)  
AND THE  
FEDERAL TRANSIT ADMINISTRATION (FTA)  
FOR ADMINISTRATION OF TRANSPORTATION  
PLANNING AND PROGRAMMING IN THE  
FTA REGION SIX AREA**

Our Region has a long history of cooperation between FHWA and FTA staffs in the delivery of the two agencies' programs. This agreement for the coordination of program matters is an example of the agencies' cooperative efforts. The agreement, originally executed in 1991, prior to the passage of Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), has undergone several revisions in response to our customers' need for more streamlined Federal actions on the Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), Statewide Transportation Improvement Program (STIP), Metropolitan and Statewide Planning Findings, Certification of the Transportation Planning Process, Congestion Management Systems (CMS) and Intelligent Transportation Systems (ITS), Air Quality Conformity Findings, and Corridor Studies/Alternatives Analysis. This agreement is intended to strengthen the already strong working relationship of the two agencies in their efforts to fulfill the mutual responsibility for transportation planning and the programming of Federal funds. It is also meant to achieve maximum staff efficiencies through the elimination of duplicative reviews and actions thereby improving the quality of assistance to our customer's expectations, and improving our delivery of oversight responsibilities insofar as timeliness and consistency.

The FTA and the FHWA mutually agree to the following procedures for transportation planning activities in the FTA Region 6 areas (Arkansas, Louisiana, New Mexico, Oklahoma and Texas). Additionally, all parties agree to the tracking of performance measures as outlined in attachment A.

## **A. Review and Approval of Unified Planning Work Programs (UPWP)**

### **Background**

Section 134 of 23 U. S. C. establishes Federal requirements for metropolitan transportation planning. The regulations for implementing these provisions are contained in 23 C.F.R 450 and 49 C.F.R. 613 and include the requirement for submission of the UPWP.

### **Procedures**

All UPWPs will be submitted by the State DOT to the FHWA Division Office and FTA Regional Office. Review, reconciliation of comments and action on the UPWPs will be accomplished within 30 days of receipt by FHWA and FTA.

Except for West Memphis, all Transportation Management Area (TMA) UPWPs will be concurrently reviewed by the FHWA Division and the FTA Regional Offices. The FHWA Division and FTA Regional staffs shall meet or teleconference as necessary to discuss and resolve any comments relevant to providing a joint response. The FHWA Division will prepare the draft letter and transmit it to the FTA Regional Office. The approval will be issued as a joint FTA Region/FHWA Division letter. The signatories may be as delegated for approval of the UPWP.

The FHWA Division will act as the Executive Agent for FTA for the review and approval of the UPWPs for all non-TMAs and for the West Memphis, Arkansas TMA. The FHWA Division shall consult with the FTA Region on unusual or potentially controversial transit related studies. The FTA Regional staff will advise the FHWA Division of any concerns within two weeks of receipt of the UPWP. The FHWA Division will provide the FTA Region with a copy of all UPWP approvals and correspondence. Any revisions to the UPWPs will be handled in a similar manner.

## **B. Approval of Statewide Transportation Improvement Programs (STIP)**

### **Background**

Section 135 of Title 23 U.S.C. establishes Federal requirements for statewide transportation planning. The regulations, 23 C.F.R 450 and 49 C.F.R 613, require that at least every two years the State will submit their proposed STIP to the FHWA and the FTA for joint approval prior to the obligation of Federal funds made available to the State under Title 23 and the Federal Transit Act. These regulations also require that the State include with their proposed STIP a certification that the transportation planning process is being carried out in accordance with the requirements listed in the regulations.

### **Procedures (STIP)**

The State will submit their proposed STIP to the FHWA Division Office and FTA Regional Office for review and approval. The STIP shall be reviewed for compliance with the requirements of Section 135 and the regulations in 23 C.F.R 450. This joint review shall include, but not be limited to, the requirements on air quality conformity, public involvement, fiscal constraint, inclusion of all Title 23 and Federal Transit Act funded projects including metropolitan and Federal Lands TIPs, and the acceptability of the State's certification that the transportation planning process is being carried out in accordance with all applicable requirements of §450.220(a).

The FHWA Division and the FTA Regional Office shall meet or teleconference as necessary to discuss and resolve any comments relevant to providing a joint approval of the State's STIP. This joint review effort will be documented in the form of a "Joint Record of Review" compiled by the FHWA Division Office and processed as outlined in the section of this agreement pertaining to TIP Federal findings. This "Joint Record of Review" shall form the official record

documenting the FHWA/FTA joint review efforts on the STIP. The FTA Regional Administrator and the FHWA Division Administrator (or their designee), will take joint action as described by 23 C.F.R 450.220 based on the comments listed in the "Joint Record of Review." A draft action letter will be prepared by the FHWA Division Office and sent to the FTA Regional Office for coordination. Notification of the action taken for the STIP will be forwarded to the State by the FHWA Division Administrator. Initial STIP comments will be prepared by U.S. DOT within 30 days of receiving the STIP. Final action by U.S. DOT on the STIP will be within 60 days after receiving the STIP from the State assuming initial comments have been addressed.

### **(STIP Amendments)**

Depending on the nature of the proposed STIP Amendment, the STIP Amendment may be acted upon jointly by FHWA and FTA in a manner similar to that described above, or it may be acted upon unilaterally by either FHWA or FTA. If the amendment is for highway projects only, then FHWA will take unilateral action. If the amendment is for transit projects only, then FTA will take unilateral action. For unilateral actions, the State DOT will submit the STIP amendment only to the appropriate Federal agency for action.

## **C. Federal transportation planning finding for TIPs**

### **Background**

23 C.F.R 450.320 requires a joint Federal finding that the TIP for each metropolitan planning area is the product of a continuing, comprehensive transportation planning process carried on cooperatively by the State, Metropolitan Planning Organization (MPO), and transit operator, in accordance with 23 U.S.C. 134 and 49 U.S.C. 5303 of the Federal Transit Act. The finding shall be based on the self-certification by the State and the MPO under 23 C.F.R 450.334 and upon other reviews as deemed necessary by FHWA and FTA.

### **Procedures**

For each metropolitan planning area, the FHWA Division Office and the FTA Regional Office will review the status of the transportation planning process prior to approval of the STIP. The review shall include, but not be limited to, the State/MPO self-certification required by 23 C.F.R 450.334(a), the existence of an approved transportation plan that appropriately addresses the planning factors, the adequacy of the public involvement process, the reasonableness of the financial plan, relationship of projects in the TIP to long range transportation plan, air quality conformity of transportation plans and TIP, and satisfaction of the Congestion Management System (CMS) requirements in carbon monoxide (CO) and ozone non-attainment TMAs.

In a TMA designated as non-attainment for CO and/or ozone, the CMS shall provide an appropriate analysis of all reasonable (including multimodal) travel demand reduction and operational management strategies for the corridor in which a project that will result in a significant increase in capacity for single occupancy vehicles (adding general purpose lanes to an existing highway or constructing a new highway) is proposed.

The FHWA Division Office and the FTA Regional Office will evaluate each metropolitan planning process based on previous reviews, attendance at meetings, review of the UPWP, discussions, etc. A Joint Record of Review will be prepared by the FHWA Division Office. The FHWA Division Office will sign the Joint Record of Review and forward the document to FTA.

The FTA will concur, concur with additional comments, or advise the FHWA Division Office of any significant concerns. The FHWA Division and FTA Regional Offices shall meet or teleconference as necessary to discuss and resolve any significant concerns relevant to the joint finding. The FTA will sign the Joint Record of Review and return the document to the FHWA Division Office for distribution. This Joint Record of Review shall form the official record documenting the joint review efforts on the transportation planning process necessary for the FHWA/FTA finding that the TIPs contained in the STIP for the State are based on a continuing, comprehensive, transportation planning process carried on cooperatively by the States, MPOs, and transit operators, in accordance with the provisions of 23 U.S.C. 134 and 49 U.S.C. 5303 of the Federal Transit Act.

#### **D. Air Quality conformity reviews and conformity determinations for Metropolitan Transportation Plans (MTPs) and Transportation Improvement Programs (TIPs) in metropolitan planning areas designated non-attainment or maintenance under the Clean Air Act.**

##### **Background**

Section 176(c) of the Clean Air Act established conformity requirements for metropolitan transportation plans, TIPs, and projects in areas designated as non-attainment or maintenance. Section 176(d) of the Clean Air Act established priority requirements for programs supported by the Federal Government in order to provide for timely implementation of eligible portions of air quality plans. Section 109(j) of 23 U.S.C. established consistency requirements to assure that highways are consistent with approved plans for air quality.

##### **Procedures**

The FHWA will serve as Executive Agent for FTA on all actions, reviews and meetings required to fulfill their mutual responsibility for Air Quality Conformity Findings. FHWA Division Offices will conduct reviews of conformity determinations for plans, TIPs and amendments, and provide guidance to the States and MPOs. When the review of conformity determinations for Transportation Plans and TIPs has been completed by the MPO and State DOT; the State DOT will provide U.S. DOT and Environmental Protection Agency (EPA) with copies of the conformity determinations along with plans and/or programs and other pertinent documents. EPA will normally be given 30 days for their review and comment. U.S. DOT will meet or teleconference with EPA as necessary to resolve pertinent comments that may result from the concurrent reviews. The FHWA Division Administrator (or designee) will make a conformity finding upon completion of the review by U.S. DOT and resolution of pertinent comments by

EPA. Information copies of all Air Quality conformity actions and correspondence will be provided to the FTA Regional Office and the EPA Regional Office. FHWA Division offices will keep the FTA Region office informed of the progress and relevant issues during the conformity review process.

## **E. Certification of Transportation Management Area (TMA) Transportation Planning Process**

### **Background**

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), and The Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) requires a joint FHWA/FTA certification of the transportation planning process for all Transportation Management Areas (TMAs) at least every three years. A joint certification review along with other documentation and site visits is the basis used for determining that the transportation planning process in a TMA meets or substantially meets the requirements of 23 C.F.R Part 450.

### **Procedures**

The certification review of all TMAs will be a joint effort between the two agencies. A review team consisting of FHWA Division and FTA Regional Office personnel will be identified for each review. If necessary, other technical expertise will be added to the team. Either the FHWA Division or FTA Regional Office representative will be designated as the lead or co-lead for the review. The lead or co-lead agency will be responsible for scheduling the review, obtaining the material for the desk audit, logistics for the review, preparation of the agenda, determining the lead for the topics to be discussed, closeout after the review, preparation of the draft report, circulation to other Federal team members for comments, external circulation of the report to MPO, transit operator, State DOT, and other appropriate participants for review of factual accuracy.

Assignment of lead or co-lead agency responsibility will be determined based upon an evaluation of staff workload, modal interest and the complexity of the issues in an individual TMA. The schedule and assignments for certification reviews will be developed by the FTA Regional and FHWA Division Offices by July 1<sup>st</sup> for the next fiscal year. Topics for the on-site review will be developed jointly by FHWA and FTA, based on emphasis areas and issues of concern in the specific TMA including (at a minimum) the items in this MOA as well as CMS and ITS.

Certification of the TMAs will be by the FTA Regional and the FHWA Division Administrators. The final report (certification) of the review will be completed within 90 days of the on-site visit. The presentation of findings will be done jointly by FHWA and FTA, and will take place within 60 days of the issuance of the final report or at the next MPO policy committee meeting.

## **F. Corridor Studies/Alternatives Analysis**

### **Background**

All major transportation investments must emerge from a multimodal transportation planning process in order to be eligible for Federal funding. As part of the planning process, local project sponsors may perform a corridor level analysis of mode and alignment alternatives in corridors for which projects may be proposed. Corridor studies/alternatives analysis is a key planning tool undertaken within the multimodal metropolitan and statewide planning processes, supplemented by subsequent project development analyses, for determining appropriate solutions to transportation challenges.

### **Procedures**

Each agency will participate in a corridor study/alternatives analysis until modal issues are clear and/or a DOT lead agency can be determined by agreement between the two agencies. Either agency may serve as DOT lead, dependent upon the issues involved and the relative predominance of the mode. The environmental work will remain with the identified modal agency. If an agency determines that there are no reasonable alternatives involving their modal interest, the agency may advise the study/analysis sponsor that the other party to this agreement will serve as DOT lead for the remainder of the study. Regardless of which U.S. DOT agency serves as lead for the study, every effort will be made to link planning and National Environmental Policy Act of 1969 as well as striving to streamline the environmental process.

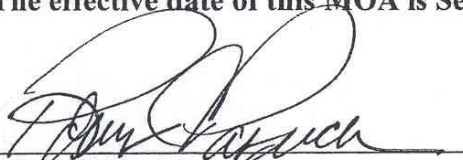
## **G. Consolidated Planning Grant and Electronic Signatures**

The Consolidated Planning Grant (CPG) is a joint effort by the FHWA and FTA to create a single federal grant process for the respective transportation planning programs, thereby streamlining the administrative process to our customers. In FY 2004, FTA Region 6 has one CPG, which is in the state of Arkansas, and is administered by FTA. All parties agree to revisit the CPG concept in each respective state, and work towards implementing additional CPGs within Region 6.

Likewise, all parties to this agreement are in favor of implementing electronic signatures for all appropriate planning products, thereby further streamlining the planning process for our customers. A task force will be formed to research the requirements of having electronic signatures.

**This agreement may be canceled by mutual agreement of all parties or by a 30-day written notification of any signatory.**

**The effective date of this MOA is September 1, 2004.**



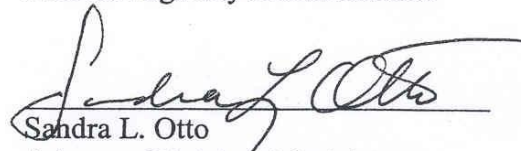
Robert C. Patrick  
Regional Administrator  
Federal Transit Administration



C. D. (Dan) Reagan  
Texas Division Administrator  
Federal Highway Administration



William A. Sussmann  
Louisiana Division Administrator  
Federal Highway Administration



Sandra L. Otto  
Arkansas Division Administrator  
Federal Highway Administration



Walter Kudzia  
Oklahoma Division Administrator  
Federal Highway Administration



Don Martinez  
New Mexico Division Administrator  
Federal Highway Administration

**Attachment A – Tracking Performance Measures**

Planning Topic	Lead Agency	Performance Measure	Actual Performance Measure
UPWP	FHWA/FTA	30 days	
STIP	FHWA/FTA	30 days – Initial Comments	
STIP	FHWA/FTA	60 days – Final Approval	
TIP Planning Findings	FHWA/FTA	60 days (concurrent with STIP approval)	
Certification Reviews – Final Report	FHWA/FTA	90 days from on-site review	
Certification Review – Presentation	FHWA/FTA	Within 60 days of final report	



*association of central oklahoma governments*

Chair Elizabeth Waner  
Edmond Councilmember

Vice-Chair Pete White  
Oklahoma City Councilmember

Secretary/Treasurer Willa Johnson  
Oklahoma County Commissioner

Executive Director  
John G. Johnson

DATE: July 2, 2014

TO: Edward N. Agnew, Federal Aviation Administration, Region 6  
Gary Corino, Federal Highway Administration, Oklahoma Division  
Isaac Akem, Federal Highway Administration, Oklahoma Division  
Pearlie Tiggs, Federal Transit Administration, Region 6

Tim Gatz, Oklahoma Department of Transportation, Deputy Director-Finance & Admin.  
John Bowman, Oklahoma Department of Transportation, Director of Engineering  
David Ooten, Oklahoma Department of Transportation, Strategic Asset & Perf Mgt Division  
Laura Chaney, Oklahoma Department of Transportation, Local Government Division  
Ernestine Mbroh, Oklahoma Department of Transportation, Transit Programs  
Eddie Terrill, Oklahoma Dept. of Environmental Quality, Air Quality Division

Jason Ferbrache, Central Oklahoma Transportation and Parking Authority  
Doug Myers, Cleveland Area Rapid Transit  
Debbie Miller, City of Oklahoma City  
Stuart Chai, City of Oklahoma City  
Tom Minnick, City of Edmond  
Patrick Menefee, City of Midwest City  
Angelo Lombardo, City of Norman

FROM: Daniel J. O'Connor, Division Director  
Transportation & Planning Services

RE: Approval of FY 2015 Oklahoma City Area Regional Transportation Study (OCARTS)  
Unified Planning Work Program (UPWP)

At its May 29, 2014 meeting, the Metropolitan Planning Organization approved the FY 2015 OCARTS Unified Planning Work Program. This letter is to formally notify you of the approved document, which can be accessed at: [http://www.acogok.org/Websites/acogok/images/Downloads2014/FY\\_2015\\_UPWP.pdf](http://www.acogok.org/Websites/acogok/images/Downloads2014/FY_2015_UPWP.pdf). The UPWP includes a copy of the Memorandum of Understanding between ACOG, ODOT, COTPA and CART and a copy of the FY 2014 Certification Statement (Attachments 1 and 3, respectively).

We received the FHWA/FTA acceptance of the FY 2015 UPWP per correspondence dated June 16, 2014. We appreciate your assistance in helping us to develop the Work Program, and look forward to your continued involvement in the implementation phase.