



Chisholm Trail Metropolitan Planning Organization

Notice of Meetings

Notice is hereby given that the Transportation Policy Board of the Chisholm Trail Metropolitan Planning Organization will meet in special session at 11:30 AM on Wednesday, February 21, 2024, at the Stride Bank Center, located at 301 South Independence Avenue, Enid, Oklahoma, and the agenda for said meeting is as follows:

- AGENDA -

Transportation Policy Board of the Chisholm Trail Metropolitan Planning Organization

	Page
1. Call to Order/Roll Call.	
2. Minutes.	
1. Consider approval of minutes of the January 30, 2024 meeting. Chisholm Trail Metropolitan Planning Organization Special Meeting - January 30, 2024 - Minutes - Pdf	3 - 6
3. Business.	
1. Consider approval of the Bylaws of the Chisholm Trail Metropolitan Planning Organization. Draft MPO Bylaws	7 - 11
2. Consider approval of a Memorandum of Understanding between the Chisholm Trail Metropolitan Planning Organization, the Oklahoma Department of Transportation, and the Enid Public Transportation Authority. Draft Memorandum of Understanding	12 - 13
3. Discuss and take possible action on the Unified Planning Work Program for the Chisholm Trail Metropolitan Planning Area. Draft UPWP	14 - 30
4. Consider approval of a resolution of the Chisholm Trail MPO Designating the Enid Public Transportation Authority as the Transit Provider for the Urbanized Area. Draft Resolution	31

5. Consider approval of a resolution of the Chisholm Trail MPO adopting the current Transportation Improvement Program's Development Procedures and Deadlines, and the Oklahoma Statewide Transportation Improvement Program's Development Procedures and Deadlines.
[Draft Resolution](#)
[TIP/STIP Procedures](#)
6. Discuss and take possible action on the next steps of the Chisholm Trail MPO Project.
7. Discuss and take possible action on setting upcoming meetings of the Policy and Technical Boards.
4. Public Comment.
5. Adjourn.

**City of Enid
Chisholm Trail Metropolitan Planning Organization
Minutes**

The Policy Board of the Chisholm Trail Metropolitan Planning Organization of the City of Enid, County of Garfield, State of Oklahoma, met in special session at 11:30 AM on Tuesday, January 30, 2024, in Room 402 of the Stride Bank Center, located at 301 South Independence Avenue, in said city, and the minutes for said meeting are as follows:

1. CALL TO ORDER/ROLL CALL.

The meeting was called to order with the following members present and absent:

PRESENT: Enid Mayor David Mason, Enid City Commissioner Rob Stallings, Enid City Commissioner Derwin Norwood, Vance Air Force Base 71st FTW Commander Colonel Charles Throckmorton, Enid Aviation Advisory Board Chairman Ken Girty, Executive Director of NODA Jonathan Cross, North Enid Mayor Jason Dockins, ODOT District IV Engineer Trenton January

ABSENT: Enid Public Transportation Authority General Manager Demetria Dixon, Chairman of Garfield County Commissioners Reese Wedel, Jared Schwennesen, District IV Transportation Commissioner Don Freymiller, Marc Oliphant

Others present were Enid City Manager Jerald Gilbert, Enid Assistant City Manager Scott Morris, Enid Chief Financial Officer Erin Crawford, Enid Community Development Director Leroy Alsup, Enid City Attorney Carol Lahman, Enid City Clerk Summer Anderson, ODOT Planning Coordinator Sarah McElroy, ODOT Planning Branch Manager Laura Chaney, Eric Rose

2. INTRODUCTIONS.

Brief introductions were provided from those in attendance.

3. BUSINESS.

1. Discuss and take possible action on the Metropolitan Planning Organization (MPO) Handbook:
 - What is the Chisholm Trail MPO?
 - How is the MPO Funded?
 - Roles of the Policy Board and the Technical Committee
 - Schedule of Meetings
 - What does the MPO do?
 - Questions

Ms. Chaney explained that the Chisholm Trail Metropolitan Planning Organization (MPO) is an organization with voluntary representatives of cities, towns, and counties that advocate for regional transportation planning and cooperation. With the guidance and consent of the Policy Board, the MPO manages Federal Highway Administration (FHWA) Planning (PL) funds

administered by the Oklahoma Department of Transportation (ODOT).

Discussion was held in regard to the roles of the Transportation Policy Board (TPB) and the Transportation Technical Board (TTB). The TPB served as the governing body for the MPO and made all policy decisions. They provided guidance for multimodal transportation modes, local government entities, and regional planning efforts. The TTB made recommendations to the TPB of all transportation plans and programs. The TTB would be comprised of city planners, city engineers, and traffic managers. Both boards would be subject to the Open Meeting Act. Ex-Officio, non-voting members would not count toward quorum for the boards. It was also discussed that at a future City Council meeting, the designation agreement would need to be amended to change the Vance Air Force Base Commander to an Ex-Officio, non-voting member of the TPB, due to a federal regulation.

The four primary transportation planning products were:

- Unified Planning Work Program (UPWP) - The annual plan which outlined the work to be addressed during the fiscal year and identified revenue sources. This would need to be in place before they could put together a planning agreement and be reimbursed for planning expenses.
- Metropolitan Transportation Plan (MTP) - The long-range plan, addressing no less than a twenty-year horizon, and should be created by December 29, 2026.
- Transportation Improvement Program (TIP) - A prioritized list of federally funded transportation projects proposed for implementation during the next four years. The first TIP must be developed by December 29, 2026.
- Public Participation Process (PPP) - An outline of how the MPO would engage the public in the planning process. The first PPP would begin development in FY2024.

Beyond the transportation planning products, there was the opportunity to utilize planning funds for certain studies. It was noted that the things that the City was already doing through the Metropolitan Area Planning Commission (MAPC) would not be overseen by the MPO. The biggest purpose of the MPO was collaboration from different entities and different modes of transportation to work through transportation related issues they may have. The MPO was a federal requirement for planning of transportation related issues, now that Enid had reached over 50,000 in population.

Additional discussion was held regarding subcommittees. The TPB was able to create subcommittees for tasks such as overseeing a consultant's process or plan development. These subcommittees would have less than a quorum of MPO members. Discussion was also held regarding the responsibilities of the TTB. The TTB would be tasked with creating plans and possible solutions to improve transportation and were the subject matter experts on these issues.

They would collaborate with others and present possible solutions to the TPB for consideration. Additionally, the bylaws should outline who the members will be for both the TPB and TTB.

Discussion was held regarding the frequency of meetings, and the items needed for consideration at the next meeting. Meeting frequency could be determined at a later date, depending on need, but typically, MPO's would need on either a monthly or quarterly basis. Items needed for the next meeting in February would be the UPWP, the bylaws for the TPB and TTB, and if possible, the funding agreement.

2. Discuss and take possible action regarding the Chisholm Trail MPO Project and the Designation Agreement.

City Attorney Carol Lahman explained that there was one recommended change to the Designation Agreement, which was previously approved by the Enid City Council at their meeting of December 5, 2023. That change was to switch the Vance Air Force Base Commander to an Ex-Officio, non-voting member. If approved by the MPO at this meeting, the amended Designation Agreement would be placed on the February 6, 2024 Enid City Council agenda for approval.

Chief Financial Officer Erin Crawford explained that it was critical that many of these documents be implemented as soon as possible, as they are required for the City of Enid to receive funding from the Federal Transit Authority (FTA) to operate the Enid Transit. Additionally, the Cherokee Strip Transit may be affected by the change in designation, however, that had not yet been determined.

Additional discussion was held regarding the number of members and the makeup of the board, according to the Designation Agreement.

Moved by Jason Dockins, seconded by Derwin Norwood, to approve the amended Designation Agreement.

Carried by the following votes:

Ayes: David Mason, Rob Stallings, Derwin Norwood, Ken Girty, Jonathan Cross, Jason Dockins, Trenton January, Eric Rose

Nays:

3. Discuss and take possible action on the next steps of the Chisholm Trail MPO Project.

Ms. Chaney explained that one of the next steps for the MPO was to hire a staff member and apply for an EIN. The City was currently in the process of creating a job description to hire an MPO staff member. Once that was ready, they could move forward in posting the opening. They anticipated that they would receive up to 80% reimbursement for the expense of the MPO staff. The employee would be paid through the City, but reimbursement from ODOT

would go to the MPO. There would need to be a Memorandum of Understanding between the Transit, ODOT and the MPO to facilitate the reimbursement. Additionally, in order to apply for the EIN, the bylaws will need to be approved, as SAM.gov registration will require these.

For the MPO website, the City could create a standalone website, or they could have a page on their own website, designated for the MPO. The agendas, minutes, meeting notices would need to be displayed on the page.

For the items needed by the next meeting, the bylaws for both the TPB and TTB would need to be ready for review and approval. A draft UPWP would also need to be ready. They would need to identify staff hours and estimated costs for different elements of what would be carried out. The bylaws and UPWP would need to be in place before any reimbursement could be done. In March, hopefully they could come back to execute the funding agreement, as well as the Title II and Title VI assurances. They needed to determine by the February meeting if the Title VI plan was something that the FTA identified for the City for transit funding.

A Joint Certification plan would need to be implemented by May, which certified that all work completed for the MPO abided by federal regulations. The Public Participation Plan would need to be implemented in mid-summer or early fall of 2024. This outlined how they would engage the public.

4. Discuss and take possible action on setting a schedule of meetings for 2024.

The next meeting was scheduled for Wednesday, February 21, 2024 at 11:30 at the Stride Bank Center.

4. PUBLIC COMMENT.

5. ADJOURN.

There being no further business to come before the board at this time, the meeting adjourned at 12:46 p.m.

ErBYLAWS OF THE CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION

ARTICLE I. Introduction

The Chisholm Trail Metropolitan Planning Organization (MPO) is responsible for cooperative, comprehensive and ongoing transportation planning for the Chisholm Trail Metropolitan Planning Area as designated and approved in the Designation Agreement executed by the City of Enid and the Oklahoma Department of Transportation pursuant to 23 U.S.C. §134 and applicable federal and state regulations.

The Chisholm Trail MPO is responsible for the development and approval of plans and programs that facilitate the transportation planning process to include a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP), a Unified Planning Work Program (UPWP), an Annual Listing of Obligated Projects (ALOP), and a Public Participation Plan (PPP). The purpose of these plans and programs is to facilitate through planning an integrated intermodal transportation process that will meet the current and future needs of the communities within the MPO boundary with a horizon of at least twenty years. 23 C.F.R. §450.312(a)(1).

ARTICLE II. Policy Board

Section A. Purpose.

The Transportation Policy Board (TPB) is the governing board for the Chisholm Trail MPO which provides both policy development and adoption in the local urban transportation planning process as it relates to present and future intermodal transportation systems within the Chisholm Trail Metropolitan Planning Area (MPA).

1. The TPB Board shall review:
 - a. the Long-Range Transportation Plan;
 - b. the Transportation Improvement Program;
 - c. the Unified Planning Work Program; and
 - d. any special transportation studies.
2. The TPB shall receive recommendations from the Transportation Technical Board (TTB) related to the items listed in Article II, §A (1). If, after its review, the TPB finds any transportation plan, program, study or document unsatisfactory, the TPB will return it to the TTB for additional review, analysis, and any additional recommendations.
3. The TBP shall encourage the development of a regional, integrated, intermodal transportation system with the Chisholm Trail MPA.
4. The TBP shall coordinate with federal, state, and local agencies, as necessary, to ensure a

continuous, cooperative, and comprehensive transportation planning process.

5. The TPB may appoint additional qualified individuals to the TPB and the TTB through adoption of an amendment to these bylaws.
6. The TPB may create committees as needed.
 - a. The chairman of the TPB shall appoint the chairman of the committees, who shall be TPB members.
 - b. The chairman of the TPB shall appoint the members of each committee.

Section B. Membership.

1. The TPB is made up of the following voting members:
 - a. the Mayor of the City of Enid;
 - b. two Enid City Commissioners appointed by the Enid City Council;
 - c. the Mayor of the Town of North Enid or his designee;
 - d. the Chairman of the Garfield County Commissioners or his designee;
 - e. the Executive Director of Northern Oklahoma Development Authority (NODA) or his designee;
 - f. the District IV Transportation Commissioner or his designee;
 - g. ODOT District IV Engineer or his designee;
 - h. Enid's Aviation Advisory Board Chairman or his designee; and,
 - i. the General Manager of the Enid Public Transportation Authority.
2. The Policy Board also includes non-officio members that do not count towards a quorum. These members may fully participate in the meetings but do not vote on motions. The non-officio members include:
 - a. ODOT Government Affairs, Planning Manager or his designee;
 - b. a representative of Northern Oklahoma Regional Transportation Planning Organization (NORTPO) or his designee;
 - c. the Federal Highway Administration (FHWA) Division Administrator or his designee;
 - d. the Federal Transit Administration (FTA) Administrator or his designee;
 - e. a member of the Oklahoma House of Representative as determined by those members that represent the Chisholm Trail Metropolitan Area;
 - f. the Oklahoma State Senator that represents the Chisholm Trail MPA or his designee; and,
 - g. the 71st FTW Commander for Vance Air Force Base or his designee.

3. All members shall serve as long as they hold their position within their respective organization.
4. Members that designate a designee must provide the MPO Secretary of the contact information of the designee.
5. Designees of voting members will count towards a quorum and may vote on any matter before the Board.
6. Designees of voting or ex officio members cannot be a member of the TPB in their own right. Designees cannot to serve on behalf of more than one member of the TPB at one time.

Section C. Officers.

1. The Chairman of the TPB is the Mayor of the City of Enid.
2. The Vice Chairman shall be elected by the TPB for a term of one year at the second meeting of the Board each year. The Vice Chairman shall chair the meetings of the TPB in the absence of the Chairman.
3. The Enid City Clerk shall serve as Secretary and take the minutes or provide a clerk to take the minutes when absent.
4. The Enid City Treasurer shall be responsible for the expenditure and tracking of MPO funds.

Section D. Meetings.

1. Meetings of the TPB will be called and noticed in compliance with the Oklahoma Open Meeting Act.
2. Meetings may be called by the Chairman, the MPO Planner, or the City Clerk of Enid.
3. A quorum consists of a majority of the voting members.
4. The Chairman or Vice Chairman shall have authority to execute documents in the name of the Chisholm Trail MPO, after approval of the TPB.

ARTICLE III. **Transportation Technical Board**

The Transportation Technical Board (TTB) provides technical analysis and recommendations to the TPB for its consideration and approval.

Section A. Purpose.

1. The TTB provides technical advice and guidance for transportation planning. The membership consists of technical and professional personnel from the various agencies who review the technical aspects of transportation planning documents and makes recommendations to

the TPB.

2. The TTB assists the TPB in providing planning and coordination with local governments, ODOT, the FHWA, the Federal Aviation Administration (FAA), and the FTA.
3. The TTB reviews all issues related to comprehensive transportation planning processes such as: the UPWP, the TIP, and transportation plans and policies prior to making a recommendation to the TPB.

Section B. Membership.

1. The TTB is made up of the following voting members:
 - a. the Enid City Manager or his designee;
 - b. the Enid Director of Engineering or his designee;
 - c. the Treasurer of the Enid Public Transportation Authority or his designee;
 - d. the Aviation Director of Woodring Airport;
 - e. the Enid Community Development Director or his designee;
 - f. a representative of the town of North Enid or his designee;
 - g. a representative of Garfield County, appointed by the Garfield County Commissioners;
 - h. the Executive Director of the Greater Enid Chamber of Commerce or his designee;
 - i. a representative of NORTPO or his designee;
 - j. ODOT District IV Rural Construction Engineer or his designee;
 - k. DOT Government Affairs, Planning Branch Manager or his designee; and,
 - m. ODOT Multimodal Division Office of Mobility and Public Transit Manager or his designee.
2. The TTB also includes non-officio members that do not count towards a quorum. These members may fully participate in the meetings but do not vote on motions. The non-officio members include:
 - a. FHWA Division Community Planner or designee;
 - b. FTA Regional VI Community Planner or designee; and
 - c. a representative of Vance Air Force Base Engineering.
3. All members shall serve as long as they hold their position within their respective organization.
4. Members that designate a designee must provide the MPO Secretary the contact information of the designee.
5. Designees of voting members will count towards a quorum and may vote on any matter before the Board.

6. Designees of voting or ex officio members cannot be a member of the TTB in their own right. Designees cannot serve on behalf of more than one member of the TTB at one time.

Section C. Officers.

1. The Chairman of the TTB is the Enid City Manager.
2. The Vice Chairman of TTB shall be elected by the TTB for a term of two years. The Vice Chairman shall chair the meetings of the TTB in the absence of the Chairman
3. The Enid City Clerk's office will provide a city employee to take the minutes and transcribe them.

Section D. Meetings.

1. Meetings of the TTB will be called and noticed in compliance with the Oklahoma Open Meeting Act.
2. Meetings may be called by the Chairman, the MPO Planner, or the City Clerk of Enid.
3. A quorum consists of a majority of the voting members.

ARTICLE IV.
Amendments to the Bylaws

Amendments to the Bylaws of the Chisholm Trail MPO may be approved by a majority vote of the voting members of the Chisholm Trail TPB.

Adopted and Approved at the February 21, 2024 meeting of the TPB of the Chisholm Trail MPO.

Chairman of Chisholm Trail Transportation Policy Board

David M. Mason, Enid Mayor

ATTEST:

Secretary of Chisholm Trail MPO

Summer Anderson, Enid City Clerk

MEMORANDUM OF UNDERSTANDING
BETWEEN THE CHISHOLM TRAIL METROPOLITAN PLANNING
ORGANIZATION, OKLAHOMA DEPARTMENT OF TRANSPORTATION,
AND THE ENID PUBLIC TRANSIT AUTHORITY

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 Chisholm Trail Metropolitan Planning Organization (Chisholm Trail MPO) has been designated as the Metropolitan Planning Organization (MPO) for the Chisholm Trail Metropolitan Area; and

WHEREAS, Chisholm Trail MPO, the Oklahoma Department of Transportation (ODOT), and the Enid Public Transit Authority (EPTA), desire to maintain a comprehensive, cooperative, and continuing planning process for the Chisholm Trail MPO area that results in the development of transportation goals and objectives, long and short-range transportation plans, and programs of implementation.

NOW, THEREFORE, Chisholm Trail MPO, ODOT, and EPTA enter into this agreement to carry out the comprehensive, cooperative, and continuing planning process for the Chisholm Trail MPO area as detailed below:

1. TRANSPORTATION POLICY BOARD

Responsibility for policy direction, plan selection and development of programs for plan implementation is vested in the Chisholm Trail MPO Transportation Policy Board. The Transportation Policy Board is composed of elected local officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan area, and appropriate State officials. Detailed membership, rules and regulations governing the procedures and functions of the Transportation Policy Board are set forth in the Transportation Policy Board by-laws.

2. TRANSPORTATION TECHNICAL COMMITTEE

The technical advice and guidance for transportation planning is vested in the Chisholm Trail MPO Technical Committee. The Technical Committee 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 Policy Board. Detailed membership, rules and regulations governing the procedures and functions of the Transportation Technical Committee are set forth in the Transportation Technical Committee by-laws.

3. UNIFIED PLANNING WORK PROGRAM (UPWP)

Detailed planning activities will be developed each year in a Unified Planning Work Program (UPWP) with the Chisholm Trail MPO Technical Committee and adopted by the Chisholm Trail MPO Policy Board. Chisholm Trail MPO, ODOT, EPTA 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.

4. TRANSPORTATION IMPROVEMENT PROGRAM

A list reflecting the investment priorities established in the current MTP, covering a four year period, will be developed in accordance with the TIP and STIP Procedures, which shall be coordinated through the TTC and approved by the TPB. The ODOT, Chisholm Trail MPO, and EPTA agree to participate in the development of the TIP so that it reflects a cooperative annual planning process.

5. ANNUAL LISTING OF OBLIGATED PROJECTS

On an annual basis, a listing of projects will be developed for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year. which shall be coordinated through the TTC and approved by the TPB. The ODOT, Chisholm Trail MPO, and EPTA agree to participate in the development of the annual listing of obligated projects so that it reflects a cooperative annual planning process.

This Memorandum of Understanding has been approved through formal resolution or action of the Chisholm Trail Metropolitan Planning Organization, the Oklahoma Department of Transportation, and the Enid Public Transit Authority on the dates indicated.

Date

Enid Public Transportation Authority
General Manager

Date

Chisholm Trail Metropolitan Planning Organization
Chairman

Date

Oklahoma Department of Transportation
Deputy Director

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INTRODUCTION

The Unified Planning Work Program (UPWP) for the Chisholm Trail Metropolitan Planning Area (MPA) identifies transportation planning activities to be undertaken during Fiscal Year (FY) 2024. The objective of the UPWP is to ensure the Chisholm Trail Metropolitan Planning Organization's (Chisholm Trail MPO) transportation planning process supports the transportation planning needs of the MPA in accordance with 23 Code of Federal Regulations (CFR) Part 450 and 49 CFR Part 613. The UPWP is developed by the Chisholm Trail MPO in cooperation with Oklahoma Department of Transportation (ODOT) and Enid Public Transportation Authority (EPTA).

MPO Overview

On December 29, 2022, the U.S. Census Bureau released 2020 urban area data, showing Enid's urban area population at 50,194. Federal regulations require any urban area exceeding 50,000 in population to be designated by the Governor as a Metropolitan Planning Organization (MPO). The Infrastructure and Investment and Jobs Act (IIJA) continues the requirements introduced in the Moving Ahead for Progress in the 21st Century Act (MAP-21) for the membership of MPOs to consist of local elected officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan area, and appropriate State officials. To meet these federal requirements, the Transportation Policy Board was established by the City of Enid in collaboration with the Oklahoma Department of Transportation and local governments within the MPA. The Governor, through the Oklahoma Department of Transportation, designated the Transportation Policy Board as the Chisholm Trail MPO on December 29, 2023.

Metropolitan Planning Area Boundary

The MPA boundary is the geographic area in which the metropolitan transportation planning process required by 23 CFR Part 450 and 49 CFR Part 613 must be carried out. Appendix A provides a map illustrating the MPA.

Transportation Policy Board

The Transportation Policy Board (TPB) has been designated as the MPO for the Chisholm Trail metropolitan area and is the final approval authority for transportation planning. The TPB reviews and approves the overall work program and makes policy determinations concerning the transportation plan and the transportation improvement program.

The functions of the TPB include the following:

1. Develop and maintain a comprehensive transportation planning program in conformance with 23 CFR Part 450 and 49 CFR Part 613;
2. Develop and approve all policy procedures for transportation planning in the MPA;
3. Review and approve the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP);
4. Ensure that the established Public Participation Process is carried out appropriately for all major transportation activities;
5. Establish and revise the metropolitan area boundary as required by law; and
6. Review and approve the UPWP.

Transportation Technical Board

The Transportation Technical Board (TTB) coordinates transportation issues at the technical level and provides technical advice to the TPB.

The functions of the TTB include the following:

1. Present transportation agenda items to various agencies;
2. Review the TIP;
3. Review transportation plans and studies;
4. Make recommendations to the TPB;
5. Review transportation issues at the request of the TPB; and
6. Review the UPWP.

The current memberships of the TPB and TTC are found in Appendix B.

TRANSPORTATION PLANNING FACTORS

The FY 2024-2025 UPWP was developed in compliance with the Infrastructure Investment and Jobs Act (IIJA), which was signed into law on November 15, 2021. Current surface transportation legislation requires MPOs to consider ten (10) factors in the transportation planning process. Additionally, the IIJA continues its predecessor's emphasis on financial feasibility, public involvement, consideration of social, economic, and environmental impacts of transportation decisions, and performance-based planning.

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the safety of the transportation system for motorized and non-motorized users;
- (3) Increase the security of the transportation system for motorized and non-motorized users;
- (4) Increase accessibility and mobility of people and freight;
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- (7) Promote efficient system management and operation;
- (8) Emphasize the preservation of the existing transportation system;
- (9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- (10) Enhance travel and tourism.

TRANSPORTATION PLANNING PRODUCTS

The metropolitan transportation planning process results in the development of metropolitan planning products, including the UPWP, the MTP, the TIP, and the PPP. Details of these products are provided below.

Unified Planning Work Program (UPWP)

The purpose of the UPWP is to provide guidance for the continuing, comprehensive, and cooperative (3C) approach to transportation planning. The UPWP is based on the transportation planning priorities in the Enid area in consideration of federal planning factors and federal emphasis areas. The UPWP lists all work to be addressed during the FY and identifies revenue sources. The Federal Highway Administration) FHWA and (Federal Transit Administration) FTA must approve the budget and statement of work in the UPWP in writing by June 30th, before costs may be incurred for the new FY. The Chisholm Trail MPO will develop its first UPWP in FY2024.

Metropolitan Transportation Plan (MTP)

The MTP is one of the main products of the metropolitan transportation planning process, addressing no less than a twenty (20) year horizon. The transportation plan includes both long-range and short-range strategies that provide for the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. The Chisholm Trail MPO will develop its first MTP by December 29, 2026.

Transportation Improvement Program (TIP)

The TIP is a prioritized list of transportation projects proposed for implementation during the next four years. Projects included in the TIP must be consistent with the MTP. The TIP is required to be financially constrained in each year of the program. This means that the funding identified for transportation projects in a given year must be equal to the amount reasonably expected to be available under existing federal, state and local programs. Prior to adoption of the TIP (or amendment) the Chisholm Trail MPO provides an opportunity for public review and comment and holds a public hearing. A project utilizing federal transportation funds may not proceed unless it is included in the TIP. Amendments and revisions of the TIP may occur at any time during the FY. The Chisholm Trail MPO will develop its first TIP by December 29, 2026.

Public Participation Process (PPP)

The intent of the PPP is to encourage and support proactive public participation throughout the planning and decision making process related to the development of proposed transportation plans, programs, and projects so that a safe, efficient transportation system reflecting the needs and interests of all stakeholders can be provided. Public participation provides residents, affected public agencies, providers of transportation and other interested party's reasonable opportunity to comment and participate in goal setting, problem solving, and expand the focus of transportation decision making. The Chisholm Trail MPO will begin developing its first PPP in FY 2024.

TRANSPORTATION PLANNING PRIORITIES

The FY 2024-2025 planning priorities are reflected in the various elements of this document. The major products or activities in this FY will include:

- a) Develop and maintain the Chisholm Trail MPO website;
- b) Address Title II and Title VI program requirements;
- c) Develop the Title VI plan for the MPA;
- d) Develop the MPO's Public Participation Process;
- e) Data collection for the MTP;
- f) Establish the Adjusted Urban Boundary and submit to ODOT;
- g) Review Functional Class and submit revisions to ODOT;
- h) Establish safety targets and PM 2 & 3 targets for the MPA;
- i) Attend training to further enhance the MPO staffs understanding of the transportation planning process;

FUNDING

Funding of the transportation planning process for the MPA is from three sources: FHWA PL fund, FTA Section 5303 fund, and the local match. Federal funds will reimburse up to 80% of eligible work effort (identified in the UPWP) and the remaining 20% of the funding is provided by the City of Enid. Through FHWA, ODOT receives annual federal State Planning and Research (SPR) funds in the amount of \$40,000 for the MPA area. Based on an agreed distribution formula developed by ODOT and approved by FHWA, FY 2024 and 2025 PL funds are \$200,000. The IIJA requires PL funds to set aside 2.5% for complete streets planning activities each FY, which is \$5,000 for FY 2024 and 2025. Section 5303 transit planning funds for FY 2024 and 2025 is \$50,000. Total federal funds applied for is \$250,000. Tables 1 and 2 on the following pages illustrate the sources of funding for various planned MPO activities in FY 2024 and 2025. There is a Memoranda of Understanding (MOU) between the Chisholm Trail MPO and the City of Enid detailing the amount of local match and responsibilities.

Table 1: FHWA PL & FTA Section 5303 Budget Summary

	PL Funds	5303 Funds	City Match	SPR	TOTAL
Personnel	\$0	\$0	\$0	\$0	\$0
Equipment & Supplies	\$0	\$0	\$0	\$0	\$0
Printing / Media	\$0	\$0	\$0	\$0	\$0
Contractual	\$0	\$0	\$0	\$0	\$0
Travel & Training	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0

Source: Chisholm Trail MPO

Table 2: FY 2024-2025 Total Budget, Including Federal, State and Local Sources

PL	5303	Project	PL Funds	5303 Funds	City Match	SPR*	TOTAL
1.0	44.21.00	Program Support & Administration					
2.0	44.22.00	Data Collection & Information					
3.0	44.24.00	Short Range Transit Planning					
4.0		Long Range Transportation Planning					
5.0	44.25.00	Transportation Improvement Program					
6.0	44.27.00	Public Participation					
7.0		Complete Streets**					
		TOTAL					

Source: Chisholm Trail MPO

*SPR - State Planning & Research Funds Included

**Complete Streets – IIJA § 11206(b) requires MPOs to set aside 2.5% of the PL funds received to increase safe and accessible transportation options. All matching requirements are waived for the 2.5% set aside.

Element 1.0 - Program Support & Administration

OBJECTIVE: Management and monitoring of the transportation planning process. Compliance with administrative, financial, and legal requirements for maintaining a 3C transportation planning process.

TASK DESCRIPTION: The purpose of this element is to ensure that the accounting and management functions necessary to maintain the efficient and effective planning activities outlined in the FY 2024-2025 UPWP are carried out in accordance with federal and state regulations.

Tasks:

1. General Administration:
 - a. Maintain financial records including an annual financial audit.
 - b. Prepare the MOU, Certification Statements, Annual Listing of Obligated Projects (ALOP), etc., and coordinate with ODOT and Enid Public Transit Authority (EPTA) on the development of the UPWP.
 - c. Prepare and submit monthly claims to ODOT.
2. Training and Travel: Transportation planning training of MPO staff using technical assistance available through the ODOT, National Highway Institute, FHWA, FTA, and other agencies.
3. Supplies and Equipment: Office supplies, equipment, and meeting room fees and supplies.

Products and Schedule:

Product	Fiscal Year	Staff Contact*	Estimated Hours
UPWP, MOU, Certifications, ALOP, etc.	2024 / 2025		
Transportation Planning Training & Travel	2024 / 2025		
Supplies and Equipment	2024 / 2025		
Monthly Claims	2024 / 2025		
Audit	2024 / 2025		

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 3: Program Support & Administration Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$0
FTA Section 5303 Grant Funds	\$0
City Match	\$0
SPR* (ODOT)	\$0
TOTAL	\$0

Source: Chisholm Trail MPO

Element 2 - Data Collection & Information

OBJECTIVE: Monitor changes in demographic characteristics and land use to ensure transportation projections are compatible with current patterns, local land use policies and gather required data for the metropolitan transportation plan.

GENERAL DESCRIPTION: This element provides for the collection and maintenance of data on metropolitan development patterns and demographic characteristics to support the long range planning process and the development of the transportation model; develop and maintain maps and a database to support transportation planning activities.

Tasks:

1. Data Collection & Maintenance:
 - a. Collect and maintain databases that support the transportation planning process.
 - i. Building permit data.
 - ii. Traffic count data and accident data.
 - iii. Socioeconomic data including population and employment by Transportation Analysis Zones (TAZ).
 - iv. Collect operational and performance data of the transit system.
 - v. Collect data on non-motorized travel including bicycle and pedestrian facilities.
2. Mapping & Graphics:
 - a. Prepare visual aids to be incorporated into transportation plans, studies or reports to support the transportation planning process.
 - b. Maintain electronic maps showing traffic counts, accident data, speed limits, number of lanes, signalized intersections, traffic control signs, transit routes, bus shelter locations, sidewalk locations, bicycle and pedestrian routes, and traffic generator locations.

Products and Schedule:

Product	Fiscal Year	Staff Contact*	Estimated Hours
Data Collection / Maintenance / Mapping	2025		

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 4: Data Collection & Information Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$0
FTA Section 5303 Grant Funds	\$0
City Match	\$0
TOTAL	\$0

Source: Chisholm Trail MPO

Element 3 - Short Range Transit Planning

OBJECTIVE: The objectives of this task are to assist the EPTA to monitor public transportation needs and to identify and improve locations with operational deficiencies .

GENERAL DESCRIPTION: This element involves coordination between the EPTA and other agencies to enhance transit service in the MPA.

Tasks:

1. Coordinate with EPTA General Manager to ensure the Chisholm Trail MPO Public Participation Process meets applicable FTA requirements for public involvement and participation.
 - a. Develop Title II Assurances.
 - b. Develop Title VI Assurances, Complaint Process and Form.
 - c. Develop Title VI Plan.

Products and Schedule:

Product	Fiscal Year	Staff Contact*	Estimated Hours
Develop Title II Assurances	2024		
Develop Title VI Assurances, Complaint Process and Form	2024		
Develop Title VI plan	2024 / 2025		

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 5: Short Range Transit Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$0
FTA Section 5303 Grant Funds	\$0
City Match	\$0
TOTAL	\$0

Source: Chisholm Trail MPO

Element 4 – Long Range Transportation Planning

OBJECTIVE: To develop a transportation plan addressing no less than a 20-year planning horizon. The plan includes both long-range and short-range strategies that provide for the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

GENERAL DESCRIPTION: The 2050 MTP is required to be adopted by December 29, 20206. The MTP will be developed in accordance with 23 CFR 450.324.

Tasks:

1. Review urban boundary and adjust as necessary.
2. Review functional class and submit revisions as necessary.
3. Develop TAZ for the MPA.
4. Establish performance targets.

Products and Schedule:

Product	Fiscal Year	Staff Contact*	Estimated Hours
Adjusted Urban Boundary	2025		
Functional Class review and revisions	2025		
Develop TAZ for the MPA	2025		
Establish performance targets	2025		

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 6: Long Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$0
FTA Section 5303 Grant Funds	\$0
City Match	\$0
TOTAL	\$0

Source: Chisholm Trail MPO

Element 5 - Transportation Improvement Program

OBJECTIVE: To develop, prioritize and schedule a program of transportation projects.

GENERAL DESCRIPTION: The FFY 2026-2029 TIP is required to be adopted by December 29, 2026. The TIP will be developed in accordance with 23 CFR 450.326.

Tasks:

1. None.

Products and Schedule:

Product	Fiscal Year	Staff Contact*	Estimated Hours
FFY 2026-2029 TIP	N/A	N/A	0
TIP Amendments	N/A	N/A	0

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 7: TIP Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$0
FTA Section 5303 Grant Funds	\$0
City Match	\$0
TOTAL	\$0

Source: Chisholm Trail MPO

Element 6 - Public Participation

OBJECTIVE: To provide opportunities to engage the public in the transportation planning process.

GENERAL DESCRIPTION: Identify and enhance techniques to enable proactive public participation by the community in the Chisholm Trail MPO planning process in accordance with federal and state regulations.

Tasks:

1. Develop the PPP.
2. Develop and maintain the Chisholm Trail MPO website to include new information as it becomes available.
3. Schedule meetings, make presentations, attend meetings, and prepare supporting documents and distribute (i.e., agenda item commentary, agenda, etc.)
4. Develop stakeholder mailing lists and provide updated information as requested.

Products and Schedule:

Product	Fiscal Year	Staff Contact*	Estimated Hours
Develop PPP	2024 / 2025		
Develop and maintain the Chisholm Trail MPO website	2024 / 2025		
Develop stakeholder mailing list	2024 / 2025		

*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 8: Public Participation Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$0
FTA Section 5303 Grant Funds	\$0
City Match	\$0
TOTAL	\$0

Source: Chisholm Trail MPO

Element 7 - Complete Streets Planning Activities

OBJECTIVE: To increase safe and accessible options for multiple travel modes for people of all ages and abilities.

GENERAL DESCRIPTION: Identify ways to increase safe and accessible options for all travelers, and ensure new transportation construction is safe and accessible for all.

Tasks:

1. None.

Products and Schedule:

Product	Fiscal Year	Staff Contact*	Estimated Hours
Identify gaps in active transportation networks	N/A	N/A	0

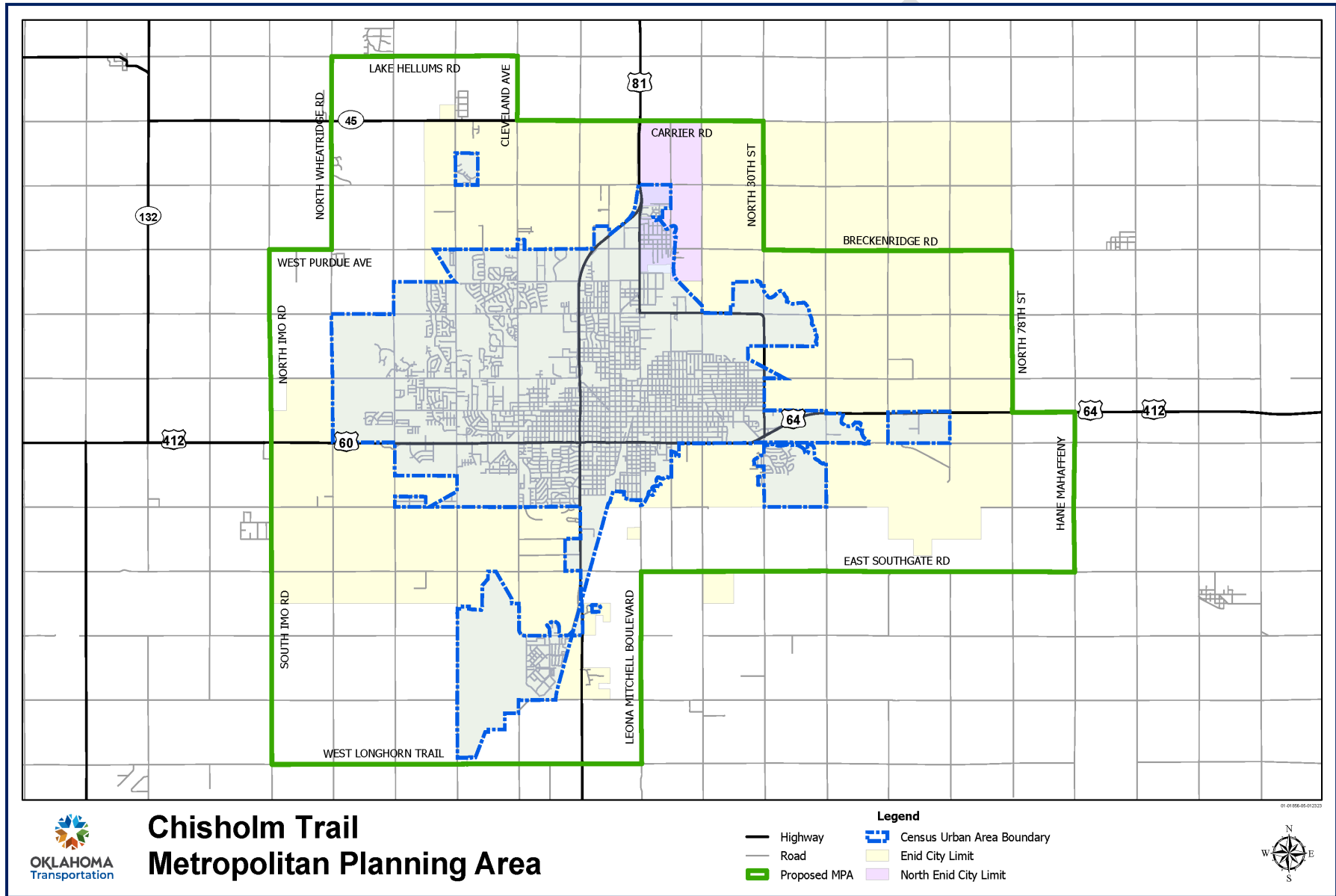
*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, **Consultant

Table 9: Complete Streets Planning Activities Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$0
FTA Section 5303 Grant Funds	\$0
City Match	\$0
TOTAL	\$0

Source: Chisholm Trail MPO

APPENDIX A: Chisholm Trail MPO Boundary Map



APPENDIX B: Chisholm Trail MPO Membership

Transportation Technical Board Membership

Voting Members

- City of Enid, City Manager or his designee
- City of Enid, Director of Engineering or his designee
- Treasurer of EPTA or his designee
- Representative of the Town of North Enid or his designee
- Representative of Garfield County appointed by the Garfield County Commissioners
- ODOT Government Affairs, Planning Branch Manager or his designee
- ODOT District IV Rural Construction Engineer or his designee
- ODOT Multimodal Division Office of Mobility and Public Transit Manager
- Representative of the Northern Oklahoma Regional Transportation Organization
- Enid Community Development Director or designee
- Aviation Director of Woodring Airport
- Executive Director of the Greater Enid Chamber of Commerce or his designee

Ex-Officio (Non-Voting) Members

- FHWA Division Community Planner or designee
- FTA Region VI Community Planner or designee
- Representative of Vance Air Force Base Engineering

Transportation Policy Board Membership

Voting Members

- Mayor of the City of Enid
- Two Enid City Commissioners
- Mayor of the Town of North Enid or his designee
- Board of Garfield County Commissioner Chair or his designee
- NODA Executive Director or his designee
- District IV Transportation Commissioner or his designee
- ODOT District IV Engineer or his designee
- Enid Aviation Advisory Board Chair or his designee
- Enid Public Transportation Authority General Manager

Ex-Officio (Non-Voting) Members

- ODOT Government Affairs, Planning Branch Manager or his designee
- Representative of Northern Oklahoma Regional Transportation Planning Organization or his designee
- FHWA Division Administrator or designee
- FTA Region Administrator or designee
- Member of the Oklahoma House of Representatives as determined by those members representing the Chisholm Trail Metropolitan Planning Area
- The Oklahoma State Senator that represents the Chisholm Trail MPA or his designee
- Vance Air Force Base 71st FTW Commander or designee

List of Acronyms

3C	Continuing, Comprehensive, and Cooperative planning process
ALOP	Annual Listing of Obligated Projects
CFR	Code of Federal Regulations
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
IJA	Infrastructure and Jobs Act
MPA	Metropolitan Planning Area
LEP	Limited English Proficiency
MAP-21	Moving Ahead for Progress in the 21 st Century Act
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
PL	Transportation Planning
PPP	Public Participation Process
ODOT	Oklahoma Department of Transportation
SPR	State Planning and Research
TAZ	Transportation Analysis Zone
TIP	Transportation Improvement Program
TPB	Transportation Policy Board
TTB	Transportation Technical Board
UPWP	Unified Planning Work Program

RESOLUTION

A RESOLUTION OF THE CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION DESIGNATING THE ENID PUBLIC TRANSPORTATION AUTHORITY AS THE TRANSIT PROVIDER FOR THE URBANIZED AREA.

WHEREAS, pursuant to 23 U.S.C. § 134 the Oklahoma Department of Transportation and the City of Enid have established the Chisholm Trail Metropolitan Planning Organization;

WHEREAS, the Chisholm Trail Metropolitan Planning Organization is responsible for developing and carrying out the transportation planning requirements for the Metropolitan Planning Area;

WHEREAS, the Enid Public Transportation Authority is the transit provider for the Chisholm Trail Metropolitan Area.

NOW THEREFORE, BE IT RESOLVED by the Chisholm Trail Metropolitan Planning Organization, through its Transportation Policy Board:

The Chisholm Trail MPO recognizes the Enid Public Transportation Authority (EPTA) as the designated transit provider for the Enid Urbanized Area (UZA) and certifies that the EPTA has the legal, financial, technical, and civil rights capacity to be a direct recipient of Federal Transit Authority (FTA) Funds.

PASSED AND APPROVED ON February 21, 2024.

The City of Enid, Oklahoma

David M. Mason, MPO Policy Board Chairman

ATTEST:

Summer Anderson, MPO Policy Board Secretary

RESOLUTION

A RESOLUTION OF THE CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION ADOPTING THE TRANSPORTATION IMPROVEMENT PROGRAM'S DEVELOPMENT PROCEDURES AND DEADLINES AND THE OKLAHOMA STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAMS DEVELOPMENT PROCEDURES AND DEADLINES.

WHEREAS, pursuant to 23 U.S.C. § 135 (a)(1) requires each state to develop a Statewide Transportation Improvement Program (STIP) in all areas of the State to cover a period of four years;

WHEREAS, pursuant to 23 U.S.C. § 134 (j)(1) requires each Metropolitan Planning Organization (MPO) to develop a Transportation Improvement Plan (TIP) in the area of the MPO in cooperation with the State;

WHEREAS, the Oklahoma Department of Transportation (ODOT) has developed procedures and deadlines for the development, coordination, and approvals of the TIP's;

WHEREAS, the Chisholm Trail MPO has been recently approved pursuant to a Designation Agreement that became effective December 29, 2023;

NOW THEREFORE, BE IT RESOLVED by the Chisholm Trail Metropolitan Planning Organization, through its Transportation Policy Board:

That the Chisholm Trail MPO has approved and will follow the procedures and meet the deadlines set forth in the Oklahoma STIP and TIP Procedures, approved by ODOT on March 2, 2022, and attached to this resolution.

PASSED AND APPROVED ON February 21, 2024.

The City of Enid, Oklahoma

David M. Mason, MPO Policy Board Chairman

ATTEST:

Summer Anderson, MPO Policy Board Secretary

**PROCEDURES FOR DEVELOPING
THE OKLAHOMA METROPOLITAN PLANNING ORGANIZATIONS
(MPO) TRANSPORTATION IMPROVEMENT PROGRAM (TIP) and
THE OKLAHOMA STATEWIDE TRANSPORTATION IMPROVEMENT
PROGRAM (STIP)**

Title 23 USC 135(g)(1) requires each State to develop a Statewide Transportation Improvement Program (STIP) for all areas of the State to cover a period of 4 years and be updated every 4 years or more frequently if the Governor elects to update more frequently. In addition, Title 23 USC 134(j)(1) requires Metropolitan Planning Organizations (MPO) designated for each metropolitan area to develop a Transportation Improvement Program (TIP) in the area for which the MPO is designated, in cooperation with the State and affected public transportation operators. In accordance with these requirements, the Oklahoma Department of Transportation (ODOT) in cooperation with the Association of Central Oklahoma Governments (ACOG), the Indian Nations Council of Governments (INCOG), the Lawton Metropolitan Planning Organization (LMPO), the Frontier Metropolitan Planning Organization (Frontier), Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), have developed the following procedures and deadlines for coordinating and approving the TIP's.

TIP DEVELOPMENT PROCEDURES AND DEADLINES

PROCEDURE	DEADLINE
The MPOs will begin the preparation of a 4 year TIP biennially (2 years after the initial approval) or more frequently. All projects within the boundaries of a metropolitan study area requiring Federal participation, excluding projects undertaken on the National Highway System (NHS), and pursuant to the National Highway Performance Program (NHPP), will be selected by the MPOs designated for such area in consultation with the State and in conformance with the approved Metropolitan Transportation Plan for such area. Projects undertaken on the NHS or pursuant to the NHPP will be selected by the State in cooperation with the MPOs. In areas of the state not covered by an MPO, all projects in the STIP will be selected by ODOT in cooperation with the affected local officials.	January
ODOT will request the FHWA to provide a list of Indian Reservation Roads (IRR) to be included in the TIPs.	January
ODOT will provide the TMAs (ACOG, INCOG) with a written estimate of anticipated apportionments and obligation authority to be used for preparing their TIPs.	January
MPO's, through ODOT Transit Division will provide a list of all Transit Programs and Funds to be included in each fiscal year of the TIPs.	February

ODOT will provide the MPOs a list of all Federal Funded Forest Highway, Public Transit, Public Lands, Railroad, County Roads, City Streets, City Bridges, State Highway projects and FTA Section 5303 funds available to be included in the TIPs for ACOG, INCOG and LMPO.	March
Each MPO will provide ODOT a copy of its preliminary TIP for review and comment concurrent with its release for public review and comment, in accordance with Title 23 USC 134(j)(1)(B). A minimum of thirty (30) days from the date of first publication will be provided for public review and comment.	May
ODOT will provide written responses to the MPOs indicating if any specific problem(s) exist and the action necessary to correct the Preliminary TIPs.	June
A copy of the Final TIPs will be provided to ODOT for review and approval.	July
ODOT will provide the MPOs written notification approving the Final TIPs.	August
Final MPO TIPs will be amended to the current STIP without modification.	September

STIP DEVELOPMENT PROCEDURES

PROCEDURE	DEADLINE
ODOT shall develop a 4 year STIP biennially. Development of the STIP shall be directly related to the currently approved 8 Year Construction Work Plan. Thereafter, the STIP will be revised as necessary through a series of amendments, administrative modifications and annual inclusion of the MPO TIPs without modification.	January
Development of the STIP will begin with a request to the FHWA for the current Indian Reservation Roads (IRR) TIP.	January
MPO's, through ODOT Transit Division will provide a list of all Transit Programs and Funds to be included in each fiscal year of the STIP.	February
The Preliminary STIP will be distributed to Federal, State and Local Government agencies, Indian Tribal Governments, the MPOs, public transportation operators and the public for review and comments for a minimum period of twenty-one (21) calendar days.	September
All substantive written comments received on the Preliminary STIP will be addressed and included in the Final STIP. The Final STIP, including the MPO TIPs, will be forwarded to FHWA and FTA for formal approval prior to implementation.	October

STIP AND TIP AMENDMENT PROCEDURES

Projects in any year of the STIP and TIP may be advanced in place of another project in the STIP and TIP, subject to the project selection requirements of 23 CFR 450.222 and 450.332. In addition, the STIP and TIP may be revised at any time under procedures agreed to by ODOT, MPO(s), and public transportation operator(s) consistent with the STIP and TIP development procedures established by 23 CFR 450.218, 450.326. Changes that affect fiscal constraint must take place by amending the STIP, 23 CFR 450.218(p)

(1)	<p>When the MPO approves an amendment to the TIP, a copy of the amendment will be forwarded to ODOT for approval, as the Governor's Designee, and subsequently added to the STIP. ODOT will forward notification of the amendment to FHWA and FTA for review and comment. The MPO will be responsible for advertising the amendment and providing an opportunity for public review and comment in accordance with Title 23 USC 134(j)(1)(B)¹. The MPO will provide ODOT with the publication date, any written substantive comments and appropriate responses.</p> <p>In case of conflicts with MPO amendment request, ODOT will provide a written response within 15 calendar days of receipt of request, indicating the problem and the action necessary to correct the problem. Once the conflict has been resolved, ODOT will provide the MPO written approval of the amendment and amend the STIP.</p>
(2)	<p>If ODOT approves an amendment to the STIP within the ACOG, INCOG, LMPO metropolitan study area or the Frontier metropolitan study area, ODOT will forward notification of the amendment to FHWA and FTA for formal action. ODOT will then make a written request to the MPO to amend the TIP. ODOT is responsible for advertising the amendment and providing an opportunity for public review and comment in accordance with Title 23 USC 135(g)(3). ODOT will provide the MPO any written substantive comments and appropriate responses.</p> <p>In case of conflict with ODOT amendment request, the MPO will provide a written response within 15 calendar days of receipt of request, indicating the problem and the action necessary to correct the problem. Once the conflict has been resolved, the MPO will amend their TIP and provide ODOT with written approval of the amendment.</p>
(3)	<p>When the Oklahoma Transportation Commission approves a Federally funded project on the State Highway System and adds it to a currently approved STIP, ODOT will forward notification of the amendment to FHWA and FTA for formal action. ODOT is responsible for advertising the project for public review in accordance with Title 23 USC 135(g)(3).</p> <p>If the Oklahoma Transportation Commission approves a County Road County Bridge, City Street, City Bridge or other local government entity sponsored project, the sponsoring local governmental entity will be responsible for advertising the project as an addition to the STIP.</p>

¹ The public notice for all amendments to the STIP and MPO TIPs shall allow a minimum of 14 calendar days from first date of publication for public review and comment.

NOTE	<p>The FHWA Oklahoma Division will take formal action on all proposed highway amendments to the STIP. Similarly, the FTA Region VI will take formal action on all proposed transit amendments to the STIP. This formal action will be provided in an electronic form-letter with signature and date block. ODOT will prepare said standard form-letter for requesting approval of highway amendments to the STIP. FHWA will review the request and if there are no issues of concern; send a response via email as soon as possible. Transit amendments will be forwarded to FTA and FHWA, respectively for review and approval. Subsequently, after consultation with FTA Region VI, the FHWA will sign the standard form letter and transmit back to ODOT within 5 business days of receipt of the email.</p>
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DEFINITIONS

UPDATE - An update is defined as making current a statewide long-range transportation plan (LRTP), metropolitan transportation plan (MTP), Transportation Improvement Program (TIP) or Statewide Transportation Improvement Program (STIP) through a comprehensive review. States and MPOs may choose to "update" their transportation plans and programs well in advance of prescribed update cycles.

ADMINISTRATIVE MODIFICATIONS - Minor revisions not requiring public review and comment, demonstration of fiscal constraint, or a conformity determination.

- A)** Examples of administrative modifications include, but are not limited to:
 1. Revision to a project description without changes to the project scope or conflict with the environmental document.
 2. Changes to the source of funds.
 3. Changes to project lead agency.
 4. Splits or combines of individually listed projects; as long as cost, schedule and scope remain unchanged or conforms to Section B below.
 5. Adding or deleting projects from grouped project (Line Item) listings as long as the funding amounts stay within the guidelines of Section B.
- B)** ODOT will notify FHWA when the federal share of the project cost listed in the STIP increases or decreases by \$1 million or more.
 1. Changes that fall below the threshold outlined in B will not require action from FHWA and instead will be modified in the STIP by the ODOT STIP coordinator.
 2. The ODOT STIP Coordinator will document and track these self-modified changes and report monthly to the FHWA OK Division. This monthly report will include the fiscal and financial constraint spreadsheet that was included during the trial period.
- C)** All other revisions/changes not identified as administrative modifications would be classified as amendments to the TIP and STIP, subject to public review and comment, demonstration of fiscal constraint and conformity determination in nonattainment and/or maintenance areas.

AMENDMENTS - Major revisions which require public review and comment, demonstration of fiscal constraint (except for statewide LRTPs) and a conformity determination (for MTPs and TIPs in non-attainment or maintenance areas).

- A)** ODOT will notify FHWA when the federal share of the project cost listed in the STIP increases or decreases by 50 percent AND the federal share of the project cost is greater than \$4 million. In addition, ODOT will also provide justification for the project cost increase or decrease. In time sensitive circumstances, ODOT may request FHWA review a project to determine if an amendment OR administrative modification is necessary.

STATEWIDE LINE ITEM- Refers to small scale, statewide projects, with similar scope that occur frequently but not defined by specific location or cost.




APPROVAL OF PROCEDURES FOR THE STIP AND TIP

In order to develop the TIP for the four MPOS's and the STIP for ODOT, these procedures have been prepared by ODOT in cooperation with the ACOG, INCOG, LMPO, Frontier, the FHWA, and FTA. Each MPO will be responsible for completing their TIP in accordance with these procedures. ODOT will then be responsible for developing the STIP and coordinating these efforts with the FHWA and FTA. Any changes to specific items presented in this procedural guide will require formal approval of the undersigned agencies and MPOs.

We, the undersigned, approve these procedures for developing the STIP and TIP.
These revised procedures will become effective _____.

DATE SIGNED

AGENCY APPROVAL

_____	 03/02/2022 Tim Gatz, Executive Director Oklahoma Department of Transportation BASHARAT SIDDIQI <small>Digitally signed by BASHARAT SIDDIQI Date: 2022.04.06 15:47:02 -05'00'</small>
_____	Basharat Siddiqi, Division Administrator Federal Highway Administration GAIL C LYSSY <small>Digitally signed by GAIL C LYSSY Date: 2022.04.06 13:13:23 -05'00'</small>
_____	Gail Lyssy, Regional Administrator Federal Transit Administration
_____	 02/01/2022 <small>Mark W. Sweeney (Feb 1, 2022 12:05 CST)</small> Mark Sweeney, Executive Director Association of Central Oklahoma Governments
_____	 02/01/2022 <small>Rich Brierre (Feb 1, 2022 15:55 CST)</small> Rich Brierre, Executive Director Indian Nations Council of Governments
_____	 02/09/2022 <small>Janet Smith (Feb 9, 2022 08:33 CST)</small> Janet Smith, Director Lawton Metropolitan Planning Organization
_____	 02/02/2022 <small>Sasha Grist (Feb 2, 2022 07:30 CST)</small> Sasha Grist, Director Frontier Metropolitan Planning Organization