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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 Years (FY) 2024 and FY 2025. 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 21<sup>st</sup> 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 Committee

The Transportation Technical Committee (TTC) coordinates transportation issues at the technical level, provides technical advice, and makes recommendations 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 the Federal Transit Administration (FTA) must approve the budget and statement of work in the UPWP in writing by June 30<sup>th</sup>, 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 by addressing current and future transportation demands. 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 must provide an opportunity for public review and comment and hold 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 in FY2025.

### 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 parties reasonable opportunity to comment and participate in goal setting, problem solving, and expand the focus of transportation decision-making. The Chisholm Trail MPO developed and approved their first PPP on May 28, 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 Performance Management (PM) targets for the MPA; and
- i) Attend training to further enhance the MPO staff's 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 annually from the federal government State Planning and Research (SPR) funds in the amount of \$80,000 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 IJJA requires PL funds to set aside 2.5% for \*complete streets planning activities each FY, which is \$5,000 total for FY 2024 and 2025. Section 5303 transit planning funds for 2025 is \$25,000. Total federal funds applied for is \$225,000. 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.

\*Complete Streets – IJJA § 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.

Table 1: FY 2024 - 2025 FHWA PL & FTA Section 5303 Budget Summary

	<b>PL Funds</b>	<b>5303 Funds</b>	<b>Local Match</b>	<b>SPR</b>	<b>TOTAL</b>
Personnel	\$147,660	\$20,000	\$41,915	\$80,000	<b>\$289,575</b>
Equipment & Supplies	\$6,240	\$0	\$1,560	\$0	<b>\$7,800</b>
Printing & Advertising	\$20,000	\$5,000	\$6,250	\$0	<b>\$31,250</b>
Contractual	\$16,100	\$0	\$2,775	\$0	<b>\$18,875</b>
Training & Travel	\$10,000	\$0	\$2,500	\$0	<b>\$12,500</b>
<b>TOTAL</b>	<b>\$200,000</b>	<b>\$25,000</b>	<b>\$55,000</b>	<b>\$80,000</b>	<b>\$360,000</b>

Source: Chisholm Trail MPO

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

<b>Element #</b>	<b>5303</b>	<b>Project</b>	<b>PL Funds</b>	<b>5303 Funds</b>	<b>Local Match</b>	<b>SPR*</b>	<b>TOTAL</b>
1	44.21.00	Program Support & Administration	\$58,641	\$1,504	\$15,036	\$80,000	<b>\$155,182</b>
2	44.22.00	Data Collection & Information	\$25,892	\$0	\$6,473	\$0	<b>\$32,366</b>
3	44.24.00	Short Range Transit Planning	\$0	\$23,496	\$5,874	\$0	<b>\$29,370</b>
4		Long Range Transportation	\$50,918	\$0	\$12,729	\$0	<b>\$63,647</b>
5	44.25.00	Transportation Improvement Program	\$23,248	\$0	\$5,812	\$0	<b>\$29,060</b>
6	44.27.00	Public Participation	\$36,300	\$0	\$9,075	\$0	<b>\$45,376</b>
7		Complete Streets**	\$5,000	\$0	\$0	\$0	<b>\$5,000</b>
		<b>TOTAL</b>	<b>\$200,000</b>	<b>\$25,000</b>	<b>\$55,000</b>	<b>\$80,000</b>	<b>\$360,000</b>

Source: Chisholm Trail MPO

\*SPR - State Planning & Research Funds Included

\*\*Complete Streets – IJA § 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: Utilize training in transportation planning for MPO staff available through 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	PD, TP, FD, L, S	314
Transportation Planning Training & Travel	2024 / 2025	PD, TP	120
Audit	2024 / 2025	PD, TP	233

\*PD – Planning Director; TP – Transportation Planner; FD – Finance Director; L - Legal; S – Secretary

Table 3: Program Support & Administration Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$58,641
FTA Section 5303 Grant Funds	\$1,504
Local Match	\$15,036
SPR* (ODOT)	\$80,000
<b>TOTAL</b>	<b>\$155,182</b>

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, the development of the transportation model, the development of 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 to include:
  - i. Building permit data,
  - ii. Traffic count data and accident data,
  - iii. Socioeconomic data including population and employment by Transportation Analysis Zones (TAZ),
  - iv. Operational and performance data of the transit system,-and,
  - v. 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, TP	580

\*PD – Planning Director; TP – Transportation Planner; FD – Finance Director; L- Legal; S – Secretary

Table 4: Data Collection & Information Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$25,892
FTA Section 5303 Grant Funds	\$0
Local Match	\$6,473
<b>TOTAL</b>	<b>\$32,366</b>

Source: Chisholm Trail MPO

## Element 3 - Short Range Transit Planning

**OBJECTIVE:** The objectives of this task are to assist the EPTA in monitoring public transportation needs and identifying and improving 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	PD, TP, L, S	120
Develop Title VI Assurances, Complaint Process and Form	2024	PD, TP, L, S	120
Develop Title VI plan	2024 / 2025	PD, TP, L, S	200

\*PD – Planning Director; TP – Transportation Planner; FD – Finance Director; L- Legal; S – Secretary

Table 5: Short Range Transit Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$0
FTA Section 5303 Grant Funds	\$23,496
Local Match	\$5,874
<b>TOTAL</b>	<b>\$29,370</b>

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 demands.

**GENERAL DESCRIPTION:** The 2050 MTP is required to be adopted by December 29, 2026. The MTP will be developed in accordance with 23 CFR 450.324.

**Tasks:**

1. Review urban area boundary and adjust as necessary.
2. Review roadway functional classifications 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	PD, TP	80
Functional Class review and revisions	2025	PD, TP	280
Develop TAZ for the MPA	2025	PD, TP	456
Establish performance targets	2025	PD, TP	160

\*PD – Planning Director; TP – Transportation Planner; FD – Finance Director; L - Legal; S – Secretary

**Table 6: Long Range Transportation Planning Funding**

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$50,918
FTA Section 5303 Grant Funds	\$0
Local Match	\$12,729
<b>TOTAL</b>	<b>\$63,647</b>

Source: Chisholm Trail MPO

## Element 5 - Transportation Improvement Program

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

GENERAL DESCRIPTION: The FFY 2024-2027 TIP will be developed and adopted in accordance with 23 CFR 450.326. Amendments and modifications will be processed through the fiscal year, as needed.

Tasks:

1. Develop the TIP.
2. Review and process TIP amendments as necessary.
3. Review and process TIP modifications as necessary.

Products and Schedule:

Product	Fiscal Year	Staff Contact*	Estimated Hours
FFY 2024-2027 TIP	2025	PD, TP	120
TIP Amendments	2024 / 2025	PD, TP	136
TIP Modifications	2024 / 2025	PD, TP	128

\*PD – Planning Director; TP – Transportation Planner; FD – Finance Director; L- Legal; S – Secretary

Table 7: TIP Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$23,248
FTA Section 5303 Grant Funds	\$0
Local Match	\$5,812
<b>TOTAL</b>	<b>\$29,060</b>

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 ways 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	PD, TP, S	140
Develop and maintain the Chisholm Trail MPO website	2024 / 2025	PD, TP	168
Public meetings and materials	2024 / 2025	TP, S	360
Develop stakeholder mailing list	2024 / 2025	TP, S	80

\*PD – Planning Director; TP – Transportation Planner; FD – Finance Director; L- Legal; S – Secretary

Table 8: Public Participation Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds	\$36,300
FTA Section 5303 Grant Funds	\$0
Local Match	\$9,075
<b>TOTAL</b>	<b>\$45,376</b>

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 facilities are 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

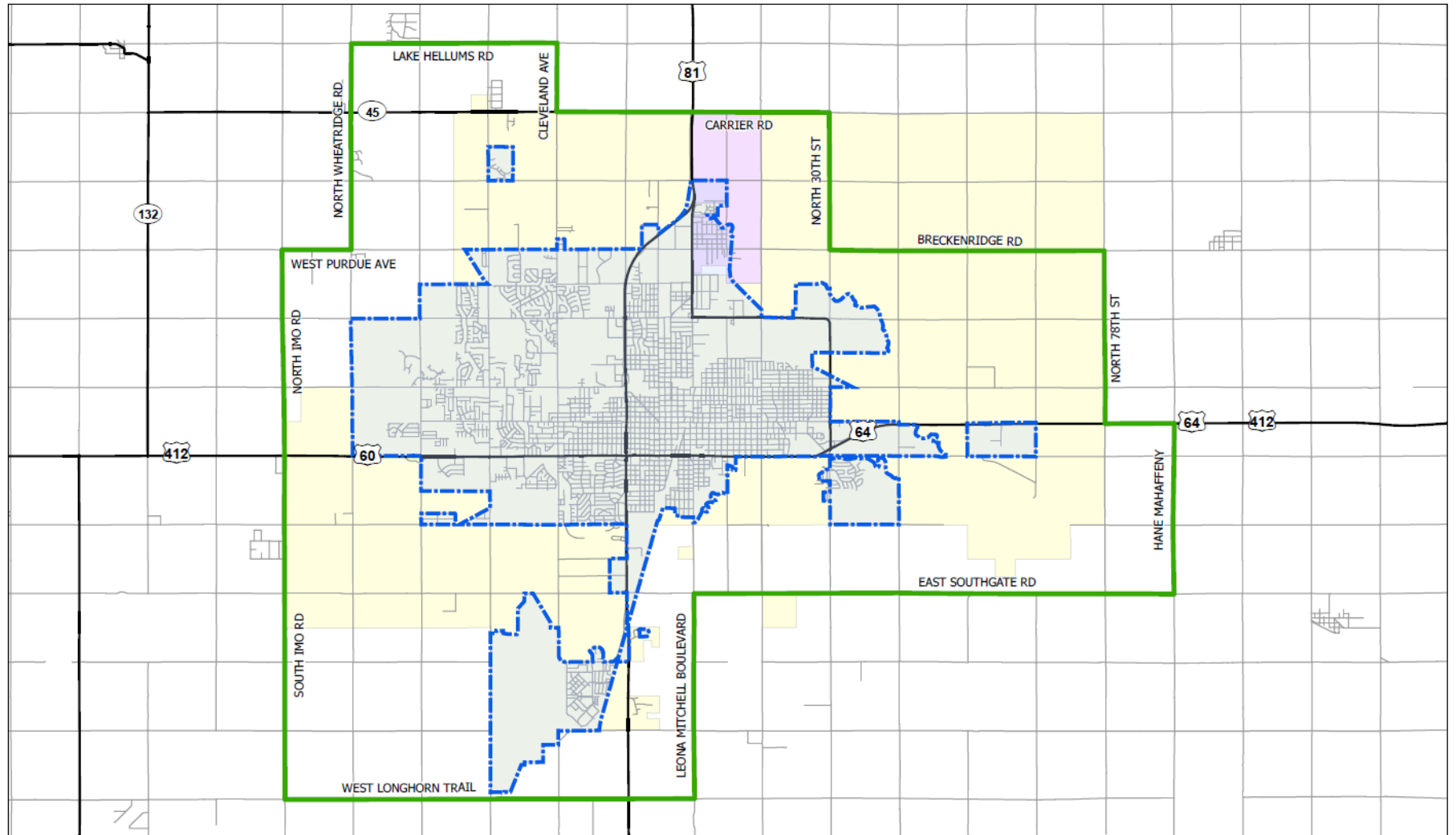
\*PD – Planning Director; TP – Transportation Planner; FD – Finance Director; L- Legal; S – Secretary

Table 9: Complete Streets Planning Activities Funding

FUNDING SOURCE	FUNDING AMOUNT
PL Funds (2.5% set aside)	\$5,000
FTA Section 5303 Grant Funds	\$0
Local Match	\$0
<b>TOTAL</b>	<b>\$5,000</b>

Source: Chisholm Trail MPO

# APPENDIX A: Chisholm Trail MPO Boundary Map



## Chisholm Trail Metropolitan Planning Area

- Legend**
- Highway
  - Road
  - MPA
  - Census Urban Area Boundary
  - Enid City Limit
  - The Town of North Enid City Limit



## APPENDIX B: Chisholm Trail MPO Membership

### Transportation Technical Committee 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 71<sup>st</sup> 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 (October 1 - September 30)
FY	Fiscal Year (July 1 – June 30)
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
IIJA	Infrastructure and Jobs Act
MPA	Metropolitan Planning Area
LEP	Limited English Proficiency
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century Act
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
PL	Transportation Planning
PM	Performance Management
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
TTC	Transportation Technical Committee
UPWP	Unified Planning Work Program