

# **FY 2010 Unified Planning Work Program**

## **For the Tulsa Transportation Management Area**

**May 2009**



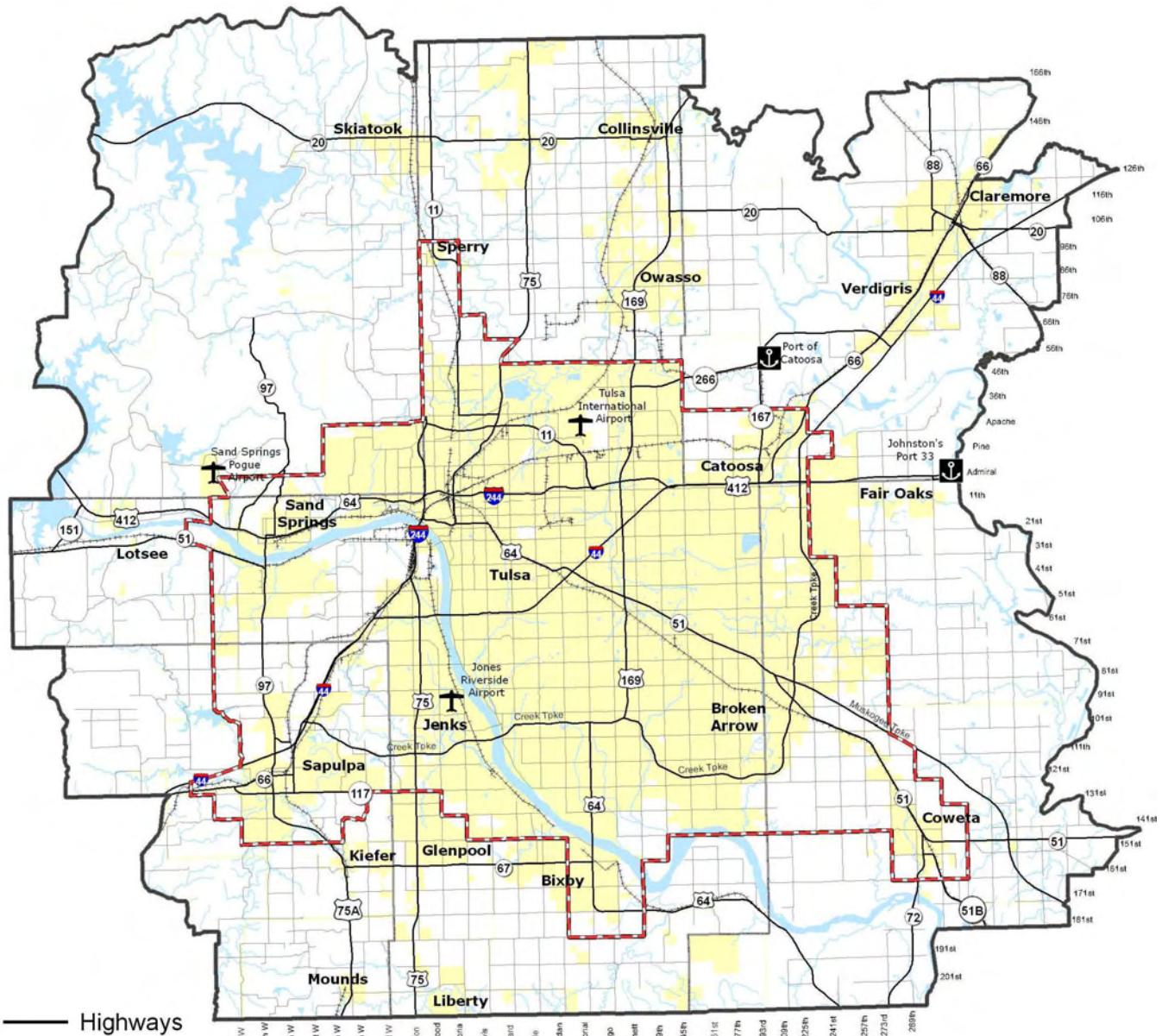


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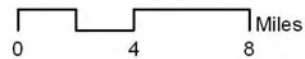
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# Tulsa Transportation Management Area Map



- Highways
- Arterials
- Railroads
- Water Bodies
- Streams
- Corporate Limits
- County Boundary
- Transportation Management Area
- Adjusted Urbanized Area



**Location Map**



## **Introduction and Summary**

The Unified Planning Work Program (UPWP) documents the transportation planning activities and projects to be accomplished for the next fiscal year in the Tulsa Transportation Management Area (TMA) (see map on page iii). The UPWP is developed in accordance with the metropolitan planning provisions of Title 23 and Title 49 of the Code of Federal Regulations and includes a description of work activities submitted to the state and federal agencies that are financial sponsors of the program, and serves as a management tool for the participating entities. In addition, the UPWP defines the functional and financial responsibilities of the participating agencies. Activities included in the UPWP are the responsibility of the Indian Nations Council of Governments (INCOG), the Metropolitan Planning Organization (MPO) for the TMA and the Metropolitan Tulsa Transit Authority (MTTA).

Federal funding assistance to state, regional, and local governments and agencies is contingent on an annually approved UPWP. Funding sources incorporated in the UPWP include Federal Highway Administration (FHWA) funds; Federal Transit Administration (FTA) funds; Oklahoma Department of Commerce State Energy Program funds, and local funds provided by INCOG member governments and MTTA.

In addition, the UPWP addresses the planning factors identified in SAFETEA-LU to be specifically considered by MPOs in developing transportation plans and programs. The planning factors are:

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 all users
3. Increase the security of the transportation system for all users
4. Increase the accessibility and mobility of people and for 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

The UPWP addresses a number of multi-modal transportation issues aimed at maintaining a continuing, coordinated, and comprehensive planning process for the TMA. INCOG has the responsibility of preparing and maintaining the Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP), and the UPWP. Further, as a metropolitan area with a population greater than 200,000, INCOG is responsible for the development of a Congestion Management Process (CMP) for the TMA. In addition, INCOG maintains the Coordinated Public Transit-Human Services Plan, the Public Participation Plan, and the Nondiscrimination Compliance Plan. This year's focus areas are:

### **Regional Transportation Plan**

Development of the Regional Transportation Plan, 2035 Connections, will include gathering extensive public input, building scenarios and computer models, refining multimodal operational and management strategies, and development of cost and revenue estimates. This effort will include substantial coordination with the update of the Tulsa Comprehensive Plan.

### **Transportation Improvement Program**

In cooperation with ODOT and MTTA, the regional Transportation Improvement Program for FFY 2011-2014 will be developed. Applications for funding in the FFY 2014 Urbanized Area Surface Transportation Program will be reviewed and selected. A project-tracking database will be maintained for public access via the internet and efforts to coordinate with ODOT and the other MPOs in the state to implement a web-based TIP development process will be pursued.

### **Air Quality Planning and Management**

INCOG will continue to coordinate the Ozone Alert! Program, the Clean Cities Program, and the Green Traveler alternative transportation program in the region's effort to maintain attainment of the air quality standards. INCOG will work with ODOT, ODEQ and EPA to prepare for potential non-attainment designation and the associated conformity determination process.

### **Congestion Management**

The Congestion Management Process will be analyzed and revised to reflect completion of transportation improvements throughout the region and identify locations of new or increasing congestion. In cooperation with ODOT, the Intelligent Transportation System will be analyzed and revised to insure implementation of the system and adequate operation of the existing elements.

### **Alternative Transportation Coordination**

INCOG will continue assisting member governments in the planning, funding, and development of the Bicycle/Pedestrian system. Further, planning and funding a comprehensive bicycle master plan and pedestrian master plan will be initiated. The Coordinated Human Services Transportation Plan projects to address the transportation needs of the disabled, elderly, and low-income households in the region will be implemented. Safe Routes to School projects addressing concerns about safety, health, and traffic using education, encouragement, engineering, and enforcement strategies will be implemented.

## Funding

### ***Available and Budgeted Funds***

Federal funds in the amount of \$2,162,118 are anticipated for implementation of the UPWP from a variety of sources including Federal Highway Administration Highway Planning (PL) and Congestion Mitigation and Air Quality (CMAQ) funds; and Federal Transit Administration (FTA) Section 5303, Section 5307, Job Access and Reverse Commute (JARC), and New Freedom (NF) funds. Anticipated federal funds available are indicated in the table below. All available federal funds have been programmed in the UPWP, and will be matched by local funds from INCOG member governments, and the MTTA. The total estimate of available resources is \$2,719,487.

<b>Federal Funds Available for FY 2010</b>	
<b>FHWA PL</b>	\$707,615
<b>FHWA CMAQ/SRTS</b>	\$195,000
<b>FTA NF/JARC/AA</b>	\$153,641
<b>FTA Section 5303</b>	\$257,862
<b>FTA Section 5307</b>	\$848,000
<b>Total</b>	\$2,162,118

### ***Budget by Funding Source***

<b>Work Element</b>	<b>FHWA PL</b>	<b>FHWA CMAQ</b>	<b>FTA NF/JARC</b>	<b>FTA Section 5303</b>	<b>FTA Section 5307</b>	<b>ODOC</b>	<b>Grand Total</b>
<b>1. Data Collection</b>	\$63,796			\$23,248	\$118,800		\$205,843
<b>2. Simulation and Forecasting</b>	\$139,639			\$50,886	\$0		\$190,525
<b>3. Long Range Planning</b>	\$105,713			\$38,523	\$367,200		\$511,435
<b>4. Short Range Planning</b>	\$65,286			\$23,791	\$245,455		\$334,531
<b>5. Project Implementation</b>	\$193,193			\$70,401	\$46,145		\$309,739
<b>6. Alternative Transportation</b>	\$110,096		\$195,141	\$40,120	\$142,000		\$487,357
<b>7. Transportation Effects</b>	\$26,137	\$197,500		\$9,525	\$75,600	\$60,000	\$368,762
<b>8. Public Education &amp; Involvement</b>	\$65,482			\$23,862	\$10,800		\$100,144
<b>9. Program Administration</b>	\$115,178			\$41,972	\$54,000		\$211,150
<b>Total</b>	\$884,519	\$197,500	\$195,141	\$322,328	\$1,060,000	\$60,000	\$2,719,487

## Budget by Agency and Funding Source

Work Element	INCOG						FTA Section 5307	Grand Total
	FHWA PL	FHWA CMAQ	FTA NF/JARC	FTA Section 5303	ODOC	Total		
1. Data Collection	\$63,796			\$23,248		\$87,043	\$118,800	\$205,843
2. Simulation and Forecasting	\$139,639			\$50,886		\$190,525	\$0	\$190,525
3. Long Range Planning	\$105,713			\$38,523		\$144,235	\$367,200	\$511,435
4. Short Range Planning	\$65,286			\$23,791		\$89,076	\$245,455	\$334,531
5. Project Implementation	\$193,193			\$70,401		\$263,594	\$46,145	\$309,739
6. Alternative Transportation	\$110,096		\$195,141	\$40,120		\$345,357	\$142,000	\$487,357
7. Transportation Effects	\$26,137	\$197,500		\$9,525	\$60,000	\$293,162	\$75,600	\$368,762
8. Public Education & Involvement	\$65,482			\$23,862		\$89,344	\$10,800	\$100,144
9. Program Administration	\$115,178			\$41,972		\$157,150	\$54,000	\$211,150
<b>Total</b>	<b>\$884,519</b>	<b>\$197,500</b>	<b>\$195,141</b>	<b>\$322,328</b>	<b>\$60,000</b>	<b>\$1,659,487</b>	<b>\$1,060,000</b>	<b>\$2,719,487</b>

Notes:

FHWA PL - includes 20% local match (from INCOG) plus carryover funds with carryover funds to be expended first.

FHWA CMAQ - includes 80% CMAQ and 20% local match for Ozone Alert! Marketing, and 100% CMAQ for Green Traveler

FTA Section 5303 - includes 20% local match from INCOG plus carryover funds with carryover funds to be expended first.

FTA Section 5307 - includes 20% local match from MTTA.

## ***Staffing Allocation***

<b>Work Element</b>	<b>INCOG</b>	<b>MTTA</b>	<b>Grand Total</b>
<b>1. Data Collection</b>	10.75	7.34	18.09
<b>2. Simulation and Forecasting</b>	10.56	0.00	10.56
<b>3. Long Range Planning</b>	17.20	22.70	39.90
<b>4. Short Range Planning</b>	11.00	15.17	26.17
<b>5. Project Implementation</b>	29.47	2.86	32.33
<b>6. Alternative Transportation</b>	31.20	8.77	39.97
<b>7. Transportation Effects</b>	14.44	4.67	19.11
<b>8. Public Education &amp; Involvement</b>	9.80	0.67	10.47
<b>9. Program Administration</b>	13.57	3.34	16.91
<b>Total</b>	148.00	65.52	213.52

# **1. Data Collection**

## **1.1. Social, Economic, and Environmental Data**

Regional imagery, population, employment, land use, and other data related to social, economic, and environmental conditions in the region will be monitored, collected, analyzed, developed and maintained. The area's population and employment data will be updated using the latest available figures from the Census Bureau, the Oklahoma Department of Commerce (ODOC), and the Oklahoma Employment Security Commission (OESC).

INCOG will continue development and maintenance of the Geographic Information System (GIS) and other information reporting capabilities, and continue efforts to incorporate new or revised data into the GIS environment. The Tulsa Topologically Integrated Geographic Encoding and Referencing (TIGER) file will be maintained. Integration of the travel model with the regional GIS will be implemented and maintained. *[INCOG]*

## **1.2. Transportation System Data**

Data necessary to analyze the physical and operational characteristics of the transportation system will be monitored, collected, analyzed, developed maintained, and integrated in GIS. Efforts will be coordinated with USDOT, ODOT, MTTA, local governments and other sources to collect and integrate data on highway and street characteristics, bridges, traffic volumes, crashes, goods movement, highway performance monitoring system (HPMS), travel time/travel speed, emissions, public transit, human services transportation, rail system characteristics, and bicycle and pedestrian usage and infrastructure.

Improved data collection and data management techniques in support of transportation planning activities will continue, including working with local jurisdictions in the development and access to shared databases, and development of a more streamlined process for maintaining the data files. *[INCOG and MTTA]*

## **2. Simulation and Forecasting**

### **2.1. Land Use Model**

The land use forecasting model used to allocate land use activity at the transportation zone level will be reviewed, refined or updated, and maintained. The results of model runs from the 2030 Plan will be evaluated for reasonableness and model parameters adjusted to reflect any changes for 2035 modeling activity. The land use model results will be updated as needed to address latest planning assumptions and criteria. The land-use forecasts from the preferred scenario of the Tulsa Comprehensive Plan will be incorporated in the model. [INCOG]

### **2.2. Travel Demand Model**

The travel demand model developed for the *Destination 2030* Plan will be reviewed and maintained, including the base year network, present plus committed, and the current plan network. Additional networks that may be necessary to analyze alternatives to a proposed roadway project will be built as necessary.

Additionally, work will include improving the veracity and relevancy of the input data, the accuracy of the output data, and the integration of the model with GIS and mobile emissions modeling requirements, updating the software as well as advancing our ability to model and/or forecast public transportation in the region in accordance with Federal Transit Administration Alternatives Analysis requirements. The Present plus Committed model network will be developed and development of scenarios and future networks will continue. [INCOG]

### **2.3. Emissions Model**

The mobile emissions model will be maintained and refined to address new data or requirements in cooperation with the Oklahoma Department of Environmental Quality, US Environmental Protection Agency, Federal Highway Administration or Federal Transit Administration. Any federal improvements or updates to emissions modeling will be reviewed and incorporated in the planning process as appropriate. [INCOG]

## **3. Long Range Planning**

### **3.1. Major Street and Highway Plan**

The composite map of all approved Major Street and Highway Plans in the TMA will be monitored and updated periodically as necessary to maintain consistency with the regional transportation plan, after consultation with the affected local governments. Any inconsistencies across jurisdictional boundaries will be addressed as appropriate, through the transportation committee process before forwarding a recommendation to the TMAPC, or other appropriate local government planning commission. *[INCOG]*

### **3.2. Comprehensive Plan and Transportation Coordination**

INCOG will assist local governments with updating the major street and highway plan for those portions in the Transportation Management Area. INCOG will further assist by providing social, economic, environmental and physical infrastructure data available for the regional transportation plan, as well as supporting the development of the transportation element of the comprehensive plans. INCOG will cooperate with the City of Tulsa in the update of the comprehensive plan and coordinate with the development of the Regional Transportation Plan. The Tulsa Metropolitan Area Planning Commission (TMAPC) land development cases will be reviewed for consistency with the regional transportation plan. In cooperation with TMAPC and MTTA, INCOG will prepare a policy white paper identifying transit elements to include in the land development process. *[INCOG and MTTA]*

### **3.3. Regional Transportation Plan**

*Destination 2030* will be monitored for potential amendments resulting from ongoing studies, and the exploration of alternative funding mechanisms and strategies for plan implementation. Maintenance of the plan will also involve a review of the identified needs and modifications as necessary to reflect the result of ongoing planning and programming activities across the region.

The *Destination 2030* elements will be reviewed as part of the overall maintenance of the plan. The review will determine the plan's effectiveness in addressing the stated goals and actions of the plan, and assess the financial feasibility and assumptions used in developing the plan.

Development of the Regional Transportation Plan (RTP), Connections 2035 will involve continued data collection validation continued public outreach, continued development of the land use model and travel demand model, and the development of the draft plan document. *[INCOG and MTTA]*

## **4. Short Range Planning**

### **4.1. Congestion Management Process**

Staff will revise, maintain and monitor the Congestion Management Process (CMP) to fully address the provisions of 23 CFR 500.109(b) (4), and 500.109(b) (5) and guidance related to SAFETEA-LU. The Congestion Management Subcommittee will review data, performance measures, implementation actions, and results, and recommend revisions to the Transportation Technical Committee. This work element will also involve annual review of recommendations from the CMP, and implementation support for transportation system management initiatives and opportunities for incorporating Intelligent Transportation Systems applications. *[INCOG]*

### **4.2. Intelligent Transportation System**

In cooperation with ODOT and MTTA, INCOG, through the ITS Steering Committee, will expand the regional ITS integration strategy and facilitate deployment conforming to the Regional Architecture. *[INCOG and MTTA]*

### **4.3. Safety and Incident Management**

In cooperation with ODOT, INCOG will provide staff support, technical assistance, data, input and feedback in the implementation of the Strategic Highway Safety Plan. Further as appropriate, INCOG will facilitate workshops, seminars, conferences, etc. to educate and build the capacity of local government staff to improve transportation safety in all modes. INCOG will work to integrate safety and security in the planning process by developing assessment tools based upon existing data and identified problems.

INCOG will continue working with ODOT, affected local governments, and affected agencies to develop and implement an Incident Management Program on area expressways. This will include staff education and training, and identification of the various components that can be initiated, such as a freeway courtesy patrol. *[INCOG]*

### **4.4. Other Management and Operation Systems**

Cooperative efforts will continue to develop and implement other (pavement, and bridge) management as mutually agreed to by ODOT and INCOG. *[INCOG]*

### **4.5. Special Studies**

Special studies to address specific transportation issues, sub-areas, corridors, facilities, or other special transportation needs will be conducted as necessary or as requested by the Transportation Technical Committee and/or Transportation Policy Committee. Staff will continue to participate in planning and design projects in the area, including freeway alignment feasibility studies, major corridor studies, transit corridor feasibility studies, etc. *[INCOG and MTTA]*

## **5. Project and Program Implementation**

### **5.1. Transportation Improvement Program**

In coordination with ODOT, regional airports, and MTTA, INCOG will develop the TIP, monitor and maintain the TIP as necessary, and process amendments proposed by ODOT and member governments. Public notice of proposed TIP amendments will be provided and public comments will be considered during the TIP update and approval process. INCOG will pursue with ODOT and ACOG efforts to develop and implement a coordinated and integrated TIP process using TELUS or similar web-based project monitoring system.

INCOG will monitor the STIP, including any amendments, to assure that they are consistent with the Tulsa TMA TIP and that projects in the TMA are not inordinately delayed. Staff will also continue to monitor projects in the 8-Year Construction Work Plan and consult with ODOT on a regular basis.

INCOG will develop an annual listing consistent with the categories identified in the Transportation Improvement Program of projects for which federal funds have been obligated in the preceding federal fiscal year. This listing will be made available by INCOG for public review. *[INCOG and MTTA]*

### **5.2. Urbanized Area Surface Transportation Program**

Programmed STP projects will be monitored to assure timely implementation and completion. INCOG will continue to host meetings with the ODOT Transportation Commissioner and staff, and the urbanized area government representatives and project sponsors, to facilitate the advancement of projects from planning/engineering through construction.

INCOG will continue to evaluate, rank and select projects to be implemented within the Tulsa urbanized area boundary using federal funding (excluding projects on the National Highway System, the Bridge Program, and Interstate Maintenance Program) in consultation with the state and in conformance with the TIP and priorities established therein. The project selection process will be reviewed for possible improvements to the selection criteria. *[INCOG]*

### **5.3. Project Coordination and Monitoring**

INCOG will assist agencies and member governments with the timely completion of applications for transportation project funds in response to any call for projects. Staff will participate in committees, as requested, to assist in the evaluation and selection of projects to be funded.

State and local transportation improvement projects proposed in the Tulsa metropolitan area will be monitored to determine if the proposed project is consistent with, and satisfies all the requirements stated in federal rules for metropolitan long range transportation plans, and the Tulsa metropolitan area Major Street and Highway Plan. Staff will participate in scoping meetings, plan-in-hand reviews, and other project review meetings, as appropriate. Staff will

also coordinate state and local government efforts to minimize traffic disruptions as they move forward with implementation. *[INCOG]*

#### **5.4. Transportation Finance**

INCOG will monitor the Tulsa Urbanized Area STP fund balances and other financial accounts from federal, state, and local sources. Other potential project funding sources will also be monitored to determine availability of funding for projects within the Tulsa TMA. This will include the monitoring of total ODOT expenditures in the Tulsa area relative to expenditures in the remainder of the state, and providing summary information to the area's transportation commissioner and local policy officials. *[INCOG]*

#### **5.5. Legislation and Regulation Monitoring**

Federal and state legislation and regulations related to transportation will be regularly monitored and the appropriate agency will be consulted regarding changes or implications that may impact the Tulsa TMA. *[INCOG]*

## **6. Alternative Transportation**

### **6.1. Pedestrian and Bicycle Planning**

INCOG will continue to provide data and support necessary to implement projects and programs in the Bicycle and Pedestrian Element of the Destination 2030 Plan. This will include a review of the study recommendations and the development of a process to assist local governments to advance the recommended projects from the planning design phase to construction for trails and on-street bicycle route. INCOG will also work with the affected local governments in the identification of projects and potential sources of funding as well as review and input from a Bicycle Advisory Group. Efforts to collect data on usage for modeling purposes will continue. In coordination with local governments INCOG will pursue the development of a comprehensive bicycle plan for the region. In compliance with the regional transportation plan, the use of bicycle and pedestrian modes will be promoted as well as public education regarding rights and privileges of bicycle use on roadways. As part of the Oklahoma Safe Routes to School Program (SRTS) INCOG will coordinate with the ODOT, local governments, and regional school systems to identify priority projects eligible for federal funding. Staff support for existing projects will include technical assistance for data collection and analysis. Staff will also provide support for SRTS promotional events at individual schools and the development of a walking and bicycling safety and health education program available to all elementary schools in the TMA. *[INCOG]*

### **6.2. Public Transit System Planning**

MTTA will continue to develop and implement programs and systems that improve the performance of public transit in the Tulsa metropolitan area, including continued development and implementation of uniform operating policies and procedures.

MTTA's New System Design Plan will be the basis from which various actions may be taken to advance the process of Network implementation. These specific tasks include examining and developing the mechanisms necessary to fund future extensions of the Network or other components of the Plan; continuing the process of receiving public input, including public opinion surveys, and making modifications to the Plan and the Network as necessary; developing and implementing the short range projects identified in the Plan such as commuter suburban services in interested communities; developing and implementing general public demand-response transit and other alternate transit services in the TMA where traditional fixed-route service is inefficient; developing and implementing modifications to MTTA's current system such as route deviation pilot projects in targeted areas of the community; and further refinement of the long range aspects of the Plan, such as the suburban service plan.

Route and system performance indicators will be generated and reviewed, current route structure and performance will be analyzed, and the feasibility and potential impact of route service changes on current system performance will be

determined. MTTA will continue to investigate opportunities to outsource services. The elderly and disabled program will be monitored for compliance with FTA requirements and the Americans with Disabilities Act.

The five-year financial management plan will be updated in conjunction with the long-range transit plan. Analysis will be performed in support of the financial management plan, and to comply with federal regulations. As required by federal regulations, a financial capacity analysis will be conducted. [MTTA]

### **6.3. Coordinated Plan**

A Coordinated Public Transit – Human Services Transportation Plan will be updated and implemented through the development of a competitive project selection process to address the transportation needs of the disabled, elderly, and low-income households in the region. In cooperation with local governments and human service agencies, INCOG will address regional initiatives identified in the Coordinated Plan and advance the development of a mobility management center. INCOG will provide staff support for the Regional Council for Coordinated Transportation. [INCOG]

### **6.4. Rail-Transit Planning**

INCOG will coordinate with ODOT, local governments, and other agencies in planning for national passenger rail service in the Tulsa region, as well as intra-regional rail-transit service, including implementation of an Alternatives Analysis of the commuter corridors identified in the *Destination 2030* plan, if funding is made available. [INCOG and MTTA]

## **7. Transportation Effects**

### **7.1. Air Quality Planning**

INCOG will provide technical and administrative support to the INCOG Air Quality Committee, the Oklahoma Department of Environmental Quality (ODEQ), ODOT, and communities in the TMA, to plan for and maintain compliance with the federal Clean Air Act provisions relating to the contribution of mobile source emissions in the TMA. Research, evaluation and technical advice will be provided on local, state, and federal regulatory air quality issues. Technical support will include the review and analysis of the Mobile Source Emissions Model results and subsequent releases or models including regional airshed models. Staff will evaluate Transportation plans and programs as necessary, to ensure conformity with the national ambient air quality standards (NAAQS) as revised and contained in the State Implementation Plan.

Staff will provide support to the INCOG Air Quality Committee, the INCOG ad hoc Technical Air Quality Committee, and Public Relations/Education subcommittee. Staff will research, evaluate, and provide technical advice on local, state and federal legislative and regulative air quality issues, as well as legal and legislative updates on the status and compliance of the air quality standards. In addition, staff will continue to pursue aggressive ozone-reduction strategies and programs. *[INCOG]*

### **7.2. Ozone Reduction Programs**

The Ozone Alert! Program will include efforts to provide voluntarily reduced Reid Vapor Pressure gasoline in the region, preparation of public information and educational materials, and the development and implementation of new ozone reduction programs.

INCOG will continue the Green Traveler Program. Staff will aggressively develop strategies and resources to market the enhanced rideshare matching program to local businesses, area schools and the general public. INCOG will work with major area employers and schools to enroll interested employees and students in the rideshare program. Additionally, staff will provide assistance and support to Transit, biking, and other commute alternatives.

INCOG will continue to facilitate and enhance the expansion of alternative fuel vehicles (AFVs) in the TMA through the Tulsa Area Clean Cities Program. Staff provides administrative support to the Clean Cities Program efforts and support AFV educational outreach and awareness programs targeting fleet managers and owners. INCOG will also continue the CMAQ funded Public Fleet Conversion Grant Program, which is responsible for funding alternative fuel vehicle projects in the TMA. *[INCOG and MTTA]*

### **7.3. Environmental Streamlining**

INCOG will work with ODOT, federal agencies, permitting agencies, and local governments to more closely coordinate the planning process with various

environmental concerns using GIS and other methods as appropriate. Further, INCOG will work with ODOT, federal agencies, business and community organizations, and local governments to more closely coordinate the planning process with various community values and goals, land use plans, and development initiatives using GIS and other methods as appropriate. *[INCOG]*

## **8. Public Education and Participation**

### **8.1. Public Participation Process**

INCOG will develop and implement the Public Participation Process (PPP) for the TMA and monitor its effectiveness in guiding the timely provision of information about the transportation planning processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties, and segments of the community affected by transportation plans, programs, and projects. *[INCOG]*

### **8.2. Nondiscrimination Compliance Plan**

The Nondiscrimination Compliance Plan will be reviewed and updated as appropriate. An annual assessment of compliance with Title VI, Environmental Justice, and related statutes and regulations will be conducted and a statement of certification will be submitted to ODOT, FHWA, and FTA. *[INCOG]*

### **8.3. Outreach and Education**

INCOG will conduct broad-based public involvement activities as described in the PPP through targeted outreach events, the development and maintenance of the transportation planning website, development and maintenance of a master contact database, outreach materials, education projects, surveys, advertising and announcements to the media. *[INCOG]*

## **9. Program Administration**

### **9.1. INCOG Program Administration**

INCOG will conduct the general administrative activities involved in the management and coordination of the regional transportation planning program. The work tasks identified in the UPWP will be monitored and progress evaluated. Ongoing management of the program, including correspondence, records maintenance, preparation of committee agendas, meeting materials and minutes, and preparation of grant applications and contracts will be conducted. INCOG will maintain and amend, as necessary, the current UPWP. The annual UPWP will be developed for work activities to be conducted during the next fiscal year. Monthly reports, documenting progress in the UPWP work activities will be prepared and submitted to ODOT. Staff will maintain an accounting and records management system. An annual audit of contracts initiated for work activities in the UPWP will be performed (included in the overall INCOG indirect cost). The Joint Certification Statement will be prepared certifying fulfillment of federal requirements regarding the transportation planning process. Staff will attend seminars, workshops, conferences, and other educational opportunities as necessary to increase familiarity, understanding and knowledge of transportation program guidance and regulations, and urban transportation planning techniques, methodologies, and other innovative developments. *[INCOG]*

### **9.2. MTTA Program Administration**

MTTA will continue to review new and proposed federal regulations applicable to its operation, and will meet federal programming requirements, including preparation of grant applications, the UPWP, the TIP, the annual Section 5310 report, and the annual ADA Plan update. MTTA will continue to work with Disadvantaged Business Enterprise (DBE) firms in the areas of services and capital procurement to increase participation and improve coordination with regard to such projects. MTTA will make every effort to involve the private sector as necessary in the planning process. This will include opportunities for the provision of service, and involvement in development projects and charter-lease contracts. MTTA will continue to meet with private sector operators at their request or at the request of MTTA. MTTA will continue to inform the private sector throughout the development of the Program of Projects and the grant application process. MTTA staff will attend appropriate training seminars and conferences for the purpose of increasing familiarity, understanding and expertise with transportation planning methodologies, understanding new transportation technologies, and ensuring compliance with applicable regulations at the local, state, and federal levels. MTTA will continue to develop and implement the Total Quality Management program developed and initiated in FY 1994. *[MTTA]*



## **Appendix A - Organizational Structure**

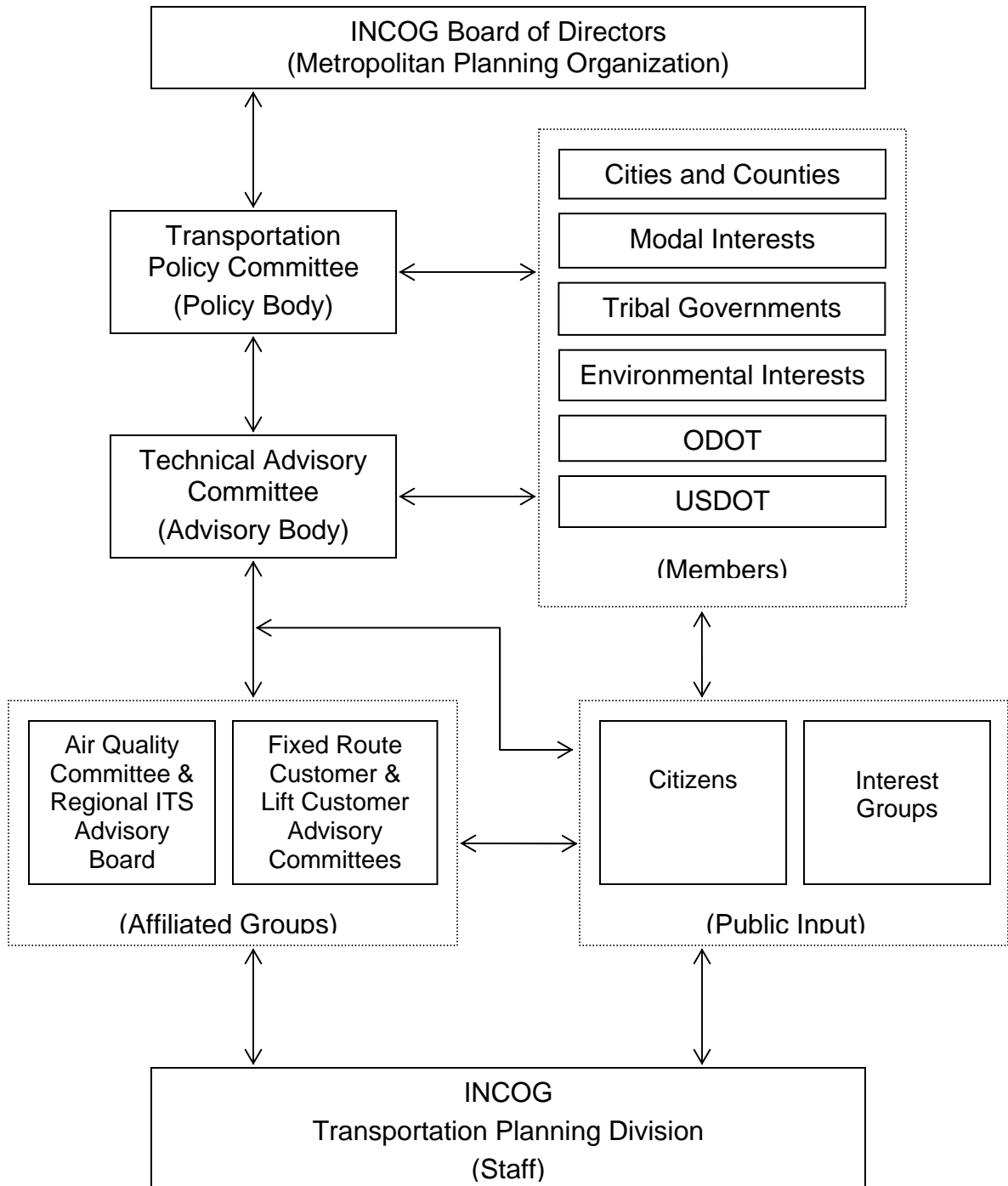
INCOG serves as the Metropolitan Planning Organization (MPO) for the transportation planning process in the Tulsa Transportation Management Area (TMA). INCOG, therefore, is responsible for carrying out the comprehensive, continuing, coordinated, urban transportation planning process locally, complying with federal requirements. As the Tulsa MPO, INCOG's Board of Directors (Appendix B) represents the principal elected officials of the local governments in the Tulsa metropolitan area and serves as the forum for cooperative decision-making.

The Transportation Policy Committee (TPC) (Appendix B) is the forum in the local decision-making process for policy development and adoption related to urban transportation planning, its program development, and its operation within the TMA. Upon approval by the TPC, transportation plans and programs are forwarded to the sponsoring local governmental units for information and review, and to the INCOG Board of Directors for endorsement of the plans and programs and the inclusion of these plans and programs in the Comprehensive Plan.

The Transportation Technical Committee (TTC) (Appendix B) serves as an advisory group to the TPC, providing technical expertise in the development of urban transportation plans and programs for the region. If transportation plans or programs are deemed unsatisfactory by the TPC, these products may be returned to the TTC for additional review, analysis, and any additional recommendations. The TTC's representation allows it to receive input from federal, state, and local governments and agencies, state authorities, and modal interests.

Various public participation groups provide input to the TPC on urban transportation planning issues and projects, including the Fixed Route Customer Advisory Committee and the Lift Customer Advisory Committee (Appendix B) and the INCOG Air Quality Committee (Appendix B). In addition, the Public Participation Process for the TMA identifies the overall process to involve the public in the various components of transportation planning.

The INCOG Transportation Planning Division serves as staff, responsible for accomplishing the work tasks as presented in this UPWP. Staff prepares urban transportation planning policy, plan, and program recommendations as required to complete UPWP work tasks or in response to specific requests from the TPC. Staff also provides routine technical support to the TPC, the TTC, the Tulsa Metropolitan Area Planning Commission, the INCOG Board of Directors, MTTA, various subcommittees, and to local governments and agencies.



## **Appendix B – Committees**

As of April 2009

### ***INCOG Board of Directors***

Roger Boomer, Commissioner, Creek County  
Ray Bowen, Mayor, City of Bixby  
Clarence Brantley, Commissioner, Osage County  
Robert F. Breuning, Citizen, Tulsa County Towns  
Shayne Buchanan, Mayor, City of Glenpool  
Mike Burdge, City Council Member, City of Sand Springs  
Johnny Burke, Commissioner, Creek County  
GT Bynum City Council Member, City of Tulsa  
Richard Carter, Vice Chairman, City Council Member, City of Broken Arrow  
Bill Christiansen, City Council Member, City of Tulsa  
Jim Clark, Commissioner, Osage County  
Dan DeLozier, Commissioner, Rogers County  
Vacant, Rogers County Towns  
Bob Dick, Citizen, Tulsa County  
John Eagleton, City Council Member, City of Tulsa  
Chris Edwards, Commissioner, Wagoner County  
Charles Fairweather, Mayor, City of Hominy  
Travis Finley, City Council Member, Pawhuska  
Eric Gomez, City Council Member, City of Tulsa  
Jim Hargrove, Commissioner, Wagoner County  
Doug Haught, Mayor, City of Sapulpa  
Mike Helm, Commissioner, Rogers County  
Jack Henderson, City Council Member, City of Tulsa  
Scott Hilton, Commissioner, Osage County  
Dana Hudgins, Commissioner, Creek County  
Richard Keck, Citizen, Wagoner County Towns  
Karen Keith, Commissioner, Tulsa County  
Rita Lamkin, City of Catoosa  
Robert Morton, Mayor, City of Coweta  
Mike Nunneley, Creek County Towns  
Fred Perry, Commissioner, Tulsa County  
John Pippin, Osage County Towns  
Rodney Ray, City Manager, City of Owasso  
Bud Ricketts, City Council Member, Town of Skiatook  
Stan Sallee, Mayor, City of Collinsville  
John Selph, Chairman, Citizen, Tulsa County  
Dennis Semler, County Treasurer, Tulsa County  
Brant Shellenburger, Mayor, City of Claremore  
Ed Slyman, City Council Member, City of Bristow  
John Smaligo, Commissioner, Tulsa County  
Wes Smithwick, Citizen, Tulsa County

Kathy Taylor, (Secretary) Mayor, City of Tulsa  
Kirt Thacker, Commissioner, Rogers County  
Philip Tucker, City Council Member, City of Broken Arrow  
Tom Vincent, Commissioner, Wagoner County  
Vic Vreeland, (Treasurer) Mayor, City of Jenks  
Rick Westcott, City Council Member, City of Tulsa  
Earlene Wilson, County Clerk, Tulsa County  
Phil Wood, Auditor, City of Tulsa

### ***Transportation Policy Committee***

Micky Webb, City of Bixby  
Mike Lester, City of Broken Arrow  
Rita Lamkin, City of Catoosa  
Daryl Golbek, City of Claremore  
Stan Sallee, City of Collinsville  
Robbie Morton, City of Coweta  
Stan Ewing, City of Glenpool  
Mike Tinker, City of Jenks, Vice-Chairman  
Rodney Ray, City of Owasso  
Doug Enevoldsen, City of Sand Springs  
Tom DeArman, City of Sapulpa  
Martin Tucker, Town of Skiatook  
Vacant, City of Tulsa, Mayor's Designee  
Charles Hardt, City of Tulsa, Public Works, Chairman  
Dana Hudgins, Commissioner, Creek County  
Scott Hilton, Commissioner, Osage County  
Mike Helm, Commissioner, Rogers County  
Tom Rains, Tulsa County  
Jim Hargrove, Commissioner, Wagoner County  
Chad Smith, Cherokee Nation of Oklahoma  
A. D. Ellis, Creek Nation of Oklahoma  
Jim Gray, Osage Nation of Oklahoma  
Vacant, Pedestrian/Bikeways  
Bill Cartwright, Metropolitan Tulsa Transit Authority  
David Giacomo, Tulsa Parking Authority  
Jon McGrath, Railroad Interest  
Vacant, Trucking  
Jeff Mulder, Tulsa Airport Authority  
David Yarborough, Tulsa-Rogers County Port of Catoosa  
Jim Hazeldine, Oklahoma Turnpike Authority  
Richard Smith, INCOG Air Quality Committee  
Craig Moody, ODOT, Transportation Division  
John Bowman, ODOT, Planning and Research Division  
Carlisle Mabrey III, Oklahoma Transportation Commission, District 1  
Peter Regan, Oklahoma Transportation Commission, District 8  
Rich Brierre, Indian Nations Council of Governments Board of Directors

John Shivel, Tulsa Metropolitan Area Planning Commission  
Non-voting Members:

- Mike Neal, Tulsa Metro Chamber
- Ray Jordan, Technical Advisory Committee Chairman
- Bill Bell, Federal Aviation Administration (OK)
- Gary Corino, Federal Highway Administration
- Pearlie Tiggs, Federal Transit Administration

### ***Transportation Technical Committee***

Jared Cottle, City of Bixby

Tom Hendrix, City of Broken Arrow

Doug Alexander, City of Catoosa

Chris Cochran, City of Claremore

Stan Sallee, City of Collinsville

Steve Whitlock, City of Coweta

Stan Ewing, City of Glenpool

Robert Carr, City of Jenks

Roger Stevens, City of Owasso

Wayne Morgan, City of Sand Springs

David Gilliland, City of Sapulpa

David Truelove, Town of Skiatook

Brent Stout, City of Tulsa, Project Planning

Mark Brown, City of Tulsa, Traffic Engineering, Vice-Chairman

Dana Hudgins, Commissioner, Creek County

Scott Hilton, Commissioner, Osage County

Mike Helm, Commissioner, Rogers County

Ray Jordan, Tulsa County Engineer, Chairman

Jim Hargrove, Commissioner, Wagoner County

Chad Smith, Cherokee Nation Principal Chief

A. D. Ellis, Creek Nation Principal Chief

Jim Gray, Osage Nation Principal Chief

Matt Meyer, Pedestrians/Bikeways

Liann Alfaro, Metropolitan Tulsa Transit Authority

Jon McGrath, Railroad Interest

Jeff Mulder, Tulsa Airport Authority

David Yarbrough, City of Tulsa-Rogers County Port of Catoosa

Vacant, Oklahoma Turnpike Authority

Richard Smith, INCOG Air Quality Committee

Rhonda Jeffries, Oklahoma State Department of Environmental Quality

Randle White, Oklahoma Department of Transportation, Division VIII Engineer

Ken LaRue, Oklahoma Department of Transportation, Transit programs Division

Craig Moody, ODOT, Transportation Division

Rich Brierre, Executive Director, Indian Nations Council of Governments

Non-voting Members:

- Jeff Riley, Environmental Protection Agency, Region 6
- Bill Bell, Federal Aviation Administration

- Isaac Akem, Federal Highway Administration
- Pearlie Tiggs, Federal Transit Administration

### ***Air Quality Committee***

Nadine Barton, CASE  
 Bill Breisch, Breisch & Associates, Inc.  
 Bill Cartwright, Tulsa Transit  
 Gary Collins, Terra Nitrogen  
 Gary Corino, Federal Highway Administration  
 Gary Gamino, Syntroleum  
 Bill Geubelle, ConocoPhillips  
 John Goodwin, Sinclair Oil Corporation  
 Michael Graves, Hall Estill Law Firm  
 Howard Ground, AEP-PSO  
 Bruce Heine, Magellan Midstream Partners, L.P.  
 Michael Henk, DELPHI, Retired  
 Ben Henneke, Jr., Clean Air Action  
 Rich Brierre, INCOG  
 Marshan Marick, American Lung Association  
 Randi Miller, Tulsa County  
 Mike Neal, Tulsa Metro Chamber  
 Lee Paden, Paden Law Firm  
 Michael Patton, MET  
 Steve Piltz, National Weather Service  
 Bill Potter, University of Tulsa  
 Don Pugh, American Airlines, Inc.  
 John Selph, INCOG Board of Directors  
 David Streb, ODOT  
 Kathy Taylor, Mayor, City of Tulsa  
 Eddie Terrill, ODEQ  
 Mark Turri, Sunoco, Inc.  
 Randle White, ODOT

### ***MTTA Board of Trustees***

Brook Tarbel, Chairman  
 Joe Fallin, Vice Chair  
 Mike Bunney  
 Lynn Jones  
 Luis Diaz  
 Ann Metcalf  
 Jean Ann Hudson, City-appointed attorney

***ITS Advisory Board***

Sgt. Ed Ferguson, BAPD, City of Broken Arrow

Charles Hardt, Public Works Director, City of Tulsa

Randle White, ODOT Division 8

Lt. Stanley Roberts, Oklahoma Highway Patrol Troop B

Rich Brierre, Executive Director, INCOG