

# LMPO



FY 2024

DRAFT

Unified  
Planning  
Work  
Program

This report was prepared by the Lawton Metropolitan Planning Organization (LMPO) and was financed in part through the United States Department of Transportation funds (Federal Highway Administration Planning and Federal Transit Administration Section 5303) and in part through local matching funds provided by the City of Lawton. The contents of this document are the responsibility of the LMPO. The United States Government and its agencies assume no liability for the content of this document or for the use of the contents.

## Table of Contents

|  |           |
|--|-----------|
| Introduction .....   | 1         |
| MPO .....  | 1         |
| Committees .....   | 1         |
| LMATS Boundary .....   | 2         |
| Planning Factors .....   | 2         |
| Transportation Planning Products.....  | 3         |
| Unified Planning Work Program (UPWP).....  | 3         |
| Metropolitan Transportation Plan (MTP).....  | 3         |
| Transportation Improvement Program (TIP).....  | 3         |
| Public Participation Process (PPP).....  | 4         |
| LMPO Planning Priorities.....  | 4         |
| Status of Transportation Planning Activities Update .....                                      | 4         |
| Funding .....  | 5         |
| <i>Table 1: FHWA PL &amp; FTA Section 5303 &amp; CMAQ Budget Summary.....</i>                  | <i>6</i>  |
| <i>Table 2: Fiscal Year 2023 Total Budget, Including Federal, State and Local Sources.....</i> | <i>7</i>  |
| Element 1.0 - Program Support & Administration .....   | 8         |
| <i>Table 3: Program Support &amp; Administration Funding.....</i>                              | <i>9</i>  |
| Element 2 - Data Collection & Information .....  | 10        |
| <i>Table 4: Data Collection &amp; Information Funding .....</i>                                | <i>11</i> |
| Element 3 - Short Range Transit Planning.....  | 12        |
| <i>Table 5: Short Range Transit Planning Funding.....</i>                                      | <i>13</i> |
| Element 4 - Long Range Transportation Planning.....  | 14        |
| <i>Table 6: Long Range Transportation Planning Funding .....</i>                               | <i>15</i> |
| Element 5 - Transportation Improvement Program.....  | 16        |
| <i>Table 7: TIP Funding .....</i>  | <i>16</i> |
| Element 6 - Congestion Mitigation Air Quality.....   | 17        |
| <i>Table 8: CMAQ Funding .....</i>   | <i>17</i> |
| Element 7 – Public Participation .....   | 18        |
| <i>Table 9: Public Participation Funding .....</i>   | <i>18</i> |
| Element 8 – Complete Streets Planning Activates.....   | 19        |
| <i>Table 10: Complete Streets Planning Activities Funding .....</i>                            | <i>19</i> |
| APPENDIX A: LMPO Boundary Map.....   | 20        |
| APPENDIX B: LMPO and Committee Membership .....  | 21        |
| List of Acronyms .....   | 22        |

DRAFT

# FY 2023 UPWP

---

## I INTRODUCTION

The Unified Planning Work Program (UPWP) for the Lawton Metropolitan Area Transportation Study (LMATS) area identifies transportation planning activities to be undertaken during Fiscal Year (FY) 2024. The objective of the UPWP is to ensure the Lawton Metropolitan Planning Organization's (LMPO) transportation planning process meets 23 CFR Part 450 and 49 CFR Part 613. The UPWP is developed by the LMPO in collaboration with ODOT and LATS.

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

- The LMPO has established performance measures for fatality rate, serious injury rate, and non-motorized fatality and serious injury rate; pavement condition, bridge condition, and system performance; and transit performance measures.
- The LMPO has recently conducted a study on zero emission transit vehicles that includes a transition plan for the Lawton Area Transit System.
- Models of Regional Planning Cooperation – Promote cooperation and coordination across MPO boundaries where appropriate to ensure a regional approach to transportation planning.
- The LMPO has coordinated with the Lawton Economic Development Corporation to study the feasibility of a freight route connecting the West Lawton Industrial Park to US 62 and I-44. This connection is now planned to be constructed in FY25.
- Ladders of Opportunity – Promote access to essential services as part of the transportation planning process and identify transportation connectivity gaps which, when addressed, will improve access to essential services.

## II MPO

Federal law requires the governor of each state to designate any urbanized areas within the state with a population of 50,000 or more as a Metropolitan Planning Organization (MPO). The transportation bill Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) required the membership of MPOs to consist entirely of local elected officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan area, and appropriate State officials. Prior to MAP-21, the Lawton City Planning Commission was designated as the MPO by the Governor of Oklahoma. To meet the requirement of MAP-21, the Governor, through the Oklahoma Department of Transportation, redesignated the Transportation Policy Board as the Lawton MPO effective November 1, 2013.

### Transportation Technical Advisory Committee

The Transportation Technical Advisory Committee coordinates transportation issues at the technical level and provides technical advice to the Policy Board.

The functions of the Technical Advisory Committee include the following:

1. Present transportation agenda items to various agencies;
2. Receive presentations from various agencies;
3. Develop the Transportation Improvement Program (TIP);

## FY 2023 UPWP

---

4. Review transportation plans and studies;
5. Make recommendations to the Transportation Policy Board;
6. Review transportation issues at the request of the Policy Board; and
7. Develop and review the UPWP.

### Transportation Policy Board

The Transportation Policy Board (TPB) has been designated as the MPO for the Lawton metropolitan area and is the final approval authority for transportation planning. The Board reviews and approves the overall work program and makes policy determinations concerning the transportation plan and the transportation improvement program. The functions of the Policy Board 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 LMA;
3. Review and approve the Transportation Plan and the TIP;
4. Ensure that 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;
6. Prepare certifications; and
7. Review and approve the UPWP.

The current memberships of the Technical Advisory Committee and Policy Board are found in Appendix B.

### Lawton Metropolitan Area Transportation Study Boundary

The Lawton Metropolitan Area Transportation Study (LMATS) area 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. The LMATS area is basically bounded to the north by Rogers Lane/US 62, to the east by 90<sup>th</sup> Street, to the south by Coombs Road and to the west by Deyo Mission Road. Appendix A provides a map illustrating the LMATS area.

## **III PLANNING FACTORS**

The LMPO performs its activities under the guidance of federal and state planning factors. These planning factors are reflected in the tasks and work products listed under individual work elements of the UPWP.

Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) was signed into law on July 6, 2012. MAP-21 created a streamlined, performance-based, and multi-modal program to address challenges such as improving safety, maintaining infrastructure, reducing traffic congestion, improving efficiency of the transportation system and freight movement, protecting the environment, and reducing delays in project delivery. MAP-21 enhanced the transportation planning process incorporating performance goals, measures, and targets into the process of identifying needed transportation improvements and project selection.

On December 4, 2015, Fixing American's Surface Transportation Act (FAST Act) was signed into law. FAST Act continued the provisions of MAP-21 and added two planning factors. FAST Act is the first law enacted in over ten years that provides long-term funding for surface transportation. FAST Act made changes and reforms to many Federal transportation programs, including streamlining the approval processes for new transportation projects, providing new safety tools, and establishing new programs to advance critical freight projects.

## FY 2023 UPWP

---

The Infrastructure Investment and Jobs Act was signed into law on November 15, 2021. The IIJA mandates that MPOs must use 2.5% of their overall funding to develop and adopt complete streets policies, active transportation plans, transit access plans, transit-oriented development plans, or regional intercity rail plans. The IIJA contains a new provision granting cities authority to apply an approved design guide of their choice to federally-funded projects on locally-owned streets.

### **IV 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 UPWP is one element of the transportation planning process that the LMPO is responsible for developing during each fiscal year. The purpose of the UPWP is to provide guidance for the comprehensive, continuing and coordinated approach to transportation planning. Each year, the UPWP is developed through a collaborative process involving LMPO staff, Lawton Area Transit System (LATS), Oklahoma Department of Transportation (ODOT), and the Oklahoma division of the Federal Highway Administration (FHWA). Before its submittal to the ODOT, the UPWP is reviewed by the TTC and adopted by the LMPO.

The UPWP is based on the transportation planning priorities of the area and also federal planning factors and federal emphasis areas. The UPWP lists all work to be addressed in a given fiscal year and identifies revenue sources. The FHWA, FTA, and the ODOT Planning Division 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 fiscal year.

Metropolitan Transportation Plan (MTP). The MTP is the centerpiece of the metropolitan transportation planning process. The LMPO has developed a number of long range transportation plans since its inception. The current MTP identifies transportation improvements through the year 2045 and articulates transportation goals, objectives and strategies. This Plan is financially constrained and reflects only funding that is currently available or can reasonably be expected to be available during the plan's time frame.

Transportation Improvement Program (TIP). The TIP is a prioritized list of transportation projects proposed for implementation during the next four years. ODOT and the MPO update the TIP in a collaborative effort. The TIP is important because no federally funded transportation project can be implemented unless it appears in the TIP and in the 2045 Metropolitan Transportation Plan. The TIP includes projects on the Interstate, Freeways, Arterials and Collectors. Also included are safety, transportation enhancement, and transit projects. Transit projects for FTA Section 5310 funding are submitted by the Oklahoma Department of Human Services on behalf of social service organizations.

Projects included in the TIP must be consistent with the MTP, and 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 LMPO 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 fiscal year.

## FY 2023 UPWP

---

Public Participation Process (PPP). The FAST Act requires citizen participation to occur throughout all stages of federally funded projects. Public participation provides citizens, affected public agencies, private providers of transportation and other interested parties reasonable opportunity to comment, participate in goal-setting, problem solving, and expand the focus of transportation decision making. In addition, the FAST Act requires transportation agencies to develop and implement a proactive approach to ensure that transportation services are extended to those traditionally underserved.

Private developers and other governmental entities such as Tribal and US Department of Defense play a major role in land use development and the transportation infrastructure. The LMPO recognizes this role and encourages private sector and governmental participation in MPO projects and programs as required by the FAST Act. The LMPO encourages participation of projects under consideration by providing agenda notice to tribal governments. Secondly, the LMPO ensures that programmed projects, invitation to bid and requests for proposals are advertised in the local newspaper and on the website at [www.lawtonmpo.org](http://www.lawtonmpo.org). Planning documents and LMPO meeting agendas and information are available at [www.lawtonmpo.org](http://www.lawtonmpo.org).

### **V LMPO FY 2023 PLANNING PRIORITIES**

As required in 23 CFR 450.308 (c), the MPO "...shall develop a UPWP that includes a discussion of the planning priorities facing the Metropolitan Planning Area (MPA)." The FY 2023 planning priorities are reflected in the various elements of this document. The major products or activities in this fiscal year will include:

1. Monitor consultant for the travel demand model for the 2050 MTP;
2. Monitor consultant for a Transit Master Plan;
3. Analyze pedestrian facilities to include pedestrian crossings;
4. Study of parking in the downtown area;
5. Monitor and report performance measure targets;
6. Continue the public awareness campaign for air quality;
7. Monitor consultant for a Traffic Flow Improvement Study to include construction of improvements;
8. Continue the bicycle safety education campaign.
9. Hire and monitor consultant for a Land Use Plan

These activities will aid in addressing the transportation planning needs of the study area. The UPWP elements will address how these priorities will be accomplished.

#### Status of Transportation Planning Activities Update

In the past fiscal year, all federal and state transportation planning requirements applicable to the LMPO were met by the LMPO. In addition, a number of other projects that were essential to the transportation planning process were completed. These projects include:

- ✓ *Developed the Fiscal Year 2024 Unified Planning Work Program;*
- ✓ *Finished working with a consultant for a study on zero emission transit vehicles;*
- ✓ *Developed and executed the air quality education program in cooperation with local media and the LMPO Air Quality Stakeholders Advisory Committee;*
- ✓ *Continued the education program for bicycle safety;*
- ✓ *Coordinated with the LATS General Manager, the consultant, and the City Transit Trust on the design concept and construction plans for a multi-modal transportation center and hub;*
- ✓ *Continued working with a consultant for the Transit Master Plan*



## FY 2023 UPWP

---

- ✓ *Continued compiling the database and mapping of street right-of-way widths of arterial streets;*
- ✓ *Continued the inventory of existing sidewalks for the Sidewalk Master Plan; and*

### Funding

Funding of the transportation planning process for the LMATS 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 Lawton. Through FHWA, ODOT receives federal State Planning and Research (SPR) funds in the amount of \$15,000 for the LMATS area. Based on an agreed distribution formula involving ODOT, ACOG, and INCOG, the LMPO Fiscal Year 2023 PL funds are \$49,520 plus carryover from previous years in the amount of \$196,623. For FY 2024 the LMPO is applying for \$350,000 in PL funds this includes \$3,857 set aside for Safe and Accessible Transportation options that do not require a local match. Funding for Section 5303 transit planning for FFY23 is \$75,000, FFY24 funding has not been announced and the UPWP will be amended if needed upon that announcement. The LMPO also applied for \$150,000 in Congestion Mitigation and Air Quality (CMAQ) funds. Total federal funds applied for is \$550,000. Tables 1 and 2 illustrate the source of funding. There are Memoranda of Understanding (MOU) between the LMPO and the City of Lawton detailing the amount of local match and responsibilities.

## FY 2023 UPWP

**Table 1: FHWA PL & FTA Section 5303 & CMAQ Budget Summary**

|                      | PL Funds          | 5303 Funds       | CMAQ Funds        | City Match        | SPR              | TOTAL             |
|----------------------|-------------------|------------------|-------------------|-------------------|------------------|-------------------|
| Personnel            | \$ 115,120        | \$ 14,800        | \$ 15,200         | \$ 36,280         | \$ 15,000        | <b>\$ 196,400</b> |
| Equipment & Supplies | \$ 4,000          | \$ 0             | \$ 6,000          | \$ 2,500          |                  | <b>\$ 12,500</b>  |
| Printing, Media      | \$ 31,600         | \$ 0             | \$ 24,800         | \$ 14,100         |                  | <b>\$ 70,500</b>  |
| Contractual          | \$ 190,880        | \$ 33,600        | \$ 104,000        | \$ 82,100         |                  | <b>\$ 410,000</b> |
| Travel & Training    | \$ 8,400          | \$ 1,600         | \$ 0              | \$ 2,500          |                  | <b>\$ 12,500</b>  |
| <b>TOTAL</b>         | <b>\$ 350,000</b> | <b>\$ 50,000</b> | <b>\$ 150,000</b> | <b>\$ 137,500</b> | <b>\$ 15,000</b> | <b>\$ 702,500</b> |

Source: LMPO

## FY 2023 UPWP

**Table 2: Fiscal Year 2024 Total Budget, Including Federal, State and Local Sources**

| PL  | 5303     | Project                               | PL Funds          | 5303 Funds       | CMAQ              | City Match        | SPR*             | TOTAL             |
|-----|----------|---------------------------------------|-------------------|------------------|-------------------|-------------------|------------------|-------------------|
| 1.0 | 44.21.00 | Program Support & Administration      | \$ 66,276         | \$ 1,600         |                   | \$ 16,969         | \$ 15,000        | \$ 99,845         |
| 2.0 | 44.22.00 | Data Collection & Information         | \$ 14,649         | \$ 0             |                   | \$ 3,662          |                  | \$ 18,311         |
| 3.0 | 44.24.00 | Short Range Transit Planning – System |                   | \$ 48,400        |                   | \$ 12,100         |                  | \$ 60,500         |
| 4.0 |          | Long Range Transportation Planning    | \$ 245,849        |                  |                   | \$ 61,462         |                  | \$ 307,311        |
| 5.0 | 44.25.00 | Transportation Improvement Program    | \$ 4,493          |                  |                   | \$ 1,123          |                  | \$ 5,617          |
| 6.0 |          | Air Quality Program/ Projects         |                   |                  | \$ 150,000        | \$ 37,500         |                  | \$ 187,500        |
| 7.0 | 44.27.00 | Public Participation                  | \$ 18,731         |                  |                   | \$ 4,683          |                  | \$ 23,414         |
| 8.0 |          | Complete Streets                      | \$ 3,857          |                  |                   |                   |                  | \$ 3,857          |
|     |          | <b>TOTAL</b>                          | <b>\$ 227,944</b> | <b>\$ 68,352</b> | <b>\$ 150,000</b> | <b>\$ 111,574</b> | <b>\$ 15,000</b> | <b>\$ 572,869</b> |

Source: LMPO

\*SPR - State Planning & Research Funds Included

## **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 continuous, cooperative and comprehensive 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 UPWP are carried out. Further, this element provides the administrative support needed to manage and coordinate day-to-day LMPO transportation planning activities at the program level such as supervision of LMPO staff persons and contracted services.

The following products or activities will be the responsibility of the LMPO staff in cooperation with ODOT.

### Tasks:

- 1) **General Administration:** This task provides the basic framework for other tasks in the UPWP. Work items under this task include staffing, correspondence, record keeping, coordinating, providing technical support to the LMPO Policy Board and the Transportation Technical Committee, and serving as point of contact to FHWA, FTA, other agencies, and the local community. Activities include:
  - a) Prepare and submit monthly claims statement to ODOT,
  - b) Maintain financial records including an annual financial audit; the audit will be performed in accordance with 49 CFR 18.26, 49 CFR Part 90, OMB Circular A133,
  - c) Monitor Federal and State legislation related to transportation issues, analyze their impact on the LMATS area, respond to requirements, and provide pertinent information to the LMPO.
  - d) Prepare the annual agreements, memoranda of understanding, certification statements, Annual Listing of Federally Obligated Projects, etc., and coordinate with ODOT and LATS on the development of the UPWP.
  - e) Research and prepare grant applications.
- 2) **Training and Travel:** This task ensures adequate training of MPO staff using technical assistance available through the ODOT, National Highway Institute (NHI), FHWA, FTA, and other agencies.
- 3) **Supplies and Equipment:** Office supplies, equipment, and meeting room fees and supplies.

## FY 2023 UPWP

Products and Schedule:

| Product   | Start                   | Complete                | Staff Contact* | Estimated Hours |
|---|-------------------------|-------------------------|----------------|-----------------|
| FY 2024 UPWP, Memoranda of Understanding, Annual Funding Agreements, Certifications | 3 <sup>rd</sup> Quarter | 4 <sup>th</sup> Quarter | PD STP TP      | 120             |
| Audit   | 1 <sup>st</sup> Quarter | 2 <sup>nd</sup> Quarter | STP A          | 45              |
| Annual Listing of Obligated Projects  | 2 <sup>nd</sup> Quarter | 2 <sup>nd</sup> Quarter | TP             | 40              |
| Grant Applications  | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | STP TP         | 270             |

\*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                     | \$ 66,276        |
| FTA Section 5303 Grant Funds | \$ 1,600         |
| City Match                   | \$ 16,969        |
| SPR* (ODOT)                  | \$ 15,000        |
| <b>TOTAL</b>                 | <b>\$ 99,845</b> |

Source: LMPO

## **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 provide required data for the transportation model.

**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 database to support transportation planning activities. A database and map of transit shelters within the LMA will be completed. More data from the 2020 Census will become available over time which will require updating of databases.

The following products or activities will be the responsibility of the LMPO staff:

### Tasks:

- 1) Data Collection & Maintenance.
  - a) Collect and maintain databases that support the transportation planning process.
    - (i) Building permit data by TAZ.
    - (ii) Traffic count data and accident data.
    - (iii) Socio-economic information.
    - (iv) Collect operational and performance data of the transit system.
    - (v) Collect data on non-motorized travel including bicycle and pedestrian facilities.
- 2) Create and maintain database of transit shelters.
- 3) 2020 Census
  - a) Update databases as information from the 2020 Census is released.
- 4) 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.

## FY 2023 UPWP

---

Products and Schedule:

| Product                                 | Start                   | Complete                | Staff Contact* | Estimated Hours |
|---|-------------------------|-------------------------|----------------|-----------------|
| Data Collection/<br>Maintenance/Mapping | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | STP TP         | 260             |
| Transit Shelter map                     | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | TP             | 40              |
| 2020 Census                             | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | TP             | 30              |

\*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                     | \$ 14,649        |
| FTA Section 5303 Grant Funds | \$ 0             |
| City Match                   | \$ 3,662         |
| <b>TOTAL</b>                 | <b>\$ 18,311</b> |

Source: LMPO

**ELEMENT 3 - SHORT RANGE TRANSIT PLANNING**

**OBJECTIVE:** The objectives of this task are to assist the Lawton Area Transit System to monitor public transportation needs and to identify and improve locations with operational deficiencies .

**GENERAL DESCRIPTION:** This element involves coordination between the transit management consultant, transit trust and other agencies to provide transit service to the community.

In 2017 the Lawton Area Transit System revised the Orange Route which served Fort Sill. Fort Sill became a “closed” post which required Department of Defense issued identification cards to access the post. Some passengers did not have the required identification and could not continue into Fort Sill on the bus. The LATS General Manager requested the Transit Trust revise the Orange Route so that it does not enter Fort Sill and provide a demand-response shuttle service to Fort Sill. The shuttle service has worked extremely well.

A consultant has been hired to develop a design concept and construction plans for a multi-modal transit center. The Transit Trust is reviewing options on location of the transit center. Staff will be researching funding for the construction of the transfer center and hub.

Staff will work with LATS General Manager to ensure the requirements of the Public Participation Plan are met as progress is made on the transfer center and hub and any route changes.

The following products or activities will be the responsibility of the LMPO staff:

Tasks:

- 1) Public Transit System.
  - a) Coordinate with LATS General Manager to ensure the MPO Public Participation Process meets applicable FTA requirements for public involvement and participation.
  - b) Oversee the management of transit system.
  - c) Manage bus shelter/bus bench contract.
  - d) Manage contract for the design concept and construction plans for the transit center and operations/maintenance site.
  - e) Continue to monitor consultant for a Transit Master Plan
  - f) Hire and monitor consultant for planning micro-transit zones

Products and Schedule:

| Product                                  | Start                   | Complete                | Staff Contact* | Estimated Hours |
|--|-------------------------|-------------------------|----------------|-----------------|
| Oversight of transit system              | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD STP TP      | 160             |
| Bus Shelters/Benches                     | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD STP         | 60              |
| Design concept for transfer center/hub** | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD STP TP      | 80              |
| Coordination on public involvement       | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | STP TP         | 60              |
| Transit Master Plan**                    | 1 <sup>st</sup> Quarter | 2 <sup>nd</sup> Quarter | PD STP         | 10              |
| Micro-transit zones plan                 | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD STP         | 60              |

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



## FY 2023 UPWP

---

**Table 5: Short Range Transit Planning Funding**

| <b>FUNDING SOURCE</b>        | <b>FUNDING AMOUNT</b> |
|------------------------------|-----------------------|
| PL Funds                     | \$ 0                  |
| FTA Section 5303 Grant Funds | \$ 48,400             |
| City Match                   | \$ 12,100             |
| <b>TOTAL</b>                 | <b>\$ 60,500</b>      |

Source: LMPO

DRAFT

### **ELEMENT 4 - LONG RANGE TRANSPORTATION PLANNING**

**OBJECTIVE:** To develop policies and plans regarding transportation and transportation-related areas such as air quality, reducing congestion and preserving street network capacity.

**GENERAL DESCRIPTION:** The 2045 MTP was adopted in December 2019. Staff will monitor the implementation of the MTP. Staff will monitor a consultant for the 2050 MTP's travel demand model.

Staff has developed a bicycle safety education program targeted to adults and secondary school students. A bicycle and pedestrian education program directed toward elementary school students was developed in 2009. The media coverage of the new bicycle routes has been a success and will continue during this fiscal year.

The following products or activities will be the responsibility of the LMPO staff:

Tasks:

- 1) MTP Administration.
  - a) Monitor implementation of the 2045 MTP and identify projects which have been implemented.
  - b) Analyze pedestrian facilities to include studying locations where pedestrian improvements are needed.
  - c) Evaluate projects based on Environmental Justice and Title VI criteria for disproportionate impacts and distribution of benefits on low-income and minority projects.
  - d) Prepare RFP and hire consultant to develop the travel demand model for the 2050 MTP; begin gathering data for the plan update.
- 2) Report performance measure targets.
- 3) Perform study of parking in the downtown area.
- 4) Development.
  - a) Review development proposals to assure consistency with established development and transportation plans and policies.
- 5) Bicycle and Pedestrian Planning.
  - a) Continue bicycle safety education program for adults and secondary school students.
- 6) Participate in transportation-related committees and provide updates to the TTC and TPB.
- 7) Issue RFP and hire and monitor consultant for 2050 Land Use Plan

## FY 2023 UPWP

Products and Schedule:

| Product  | Start                   | Complete                | Staff Contact* | Estimated Hours |
|--|-------------------------|-------------------------|----------------|-----------------|
| 2045 MTP administration  | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD STP TP      | 80              |
| Monitor consultant for travel demand model and data gathering for 2050 MTP | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD STP TP **   | 300             |
| Downtown Parking Study   | 2 <sup>nd</sup> Quarter | 3 <sup>rd</sup> Quarter | TP             | 200             |
| Monitor and report performance measure targets                             | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | TP             | 55              |
| Monitor consultant for Land Use Plan                                       | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD STP TP **   | 200             |
| Analysis of pedestrian facilities  | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | TP             | 80              |
| EJ reviews on developments   | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD             | 5               |
| Bicycle Safety Education Program   | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | STP TP         | 90              |

\*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                     | \$ 245,849        |
| FTA Section 5303 Grant Funds | \$ 0              |
| City Match                   | \$ 61,462         |
| <b>TOTAL</b>                 | <b>\$ 307,311</b> |

Source: LMPO

**ELEMENT 5 - TRANSPORTATION IMPROVEMENT PROGRAM**

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

GENERAL DESCRIPTION: Identify transportation improvement projects recommended for advancement during the program period, prioritize the projects, and include realistic estimates of costs and revenues for the program period. This will enable the MPO to prepare annual recommendations and a planned program of transportation improvements drawn from the Metropolitan Transportation Plan (MTP). The FFY 2022-2025 TIP was adopted in October 2021, and amended in January 2022. The FFY 2024-2027 TIP will be prepared and adopted. Amendments will be processed throughout the fiscal year, as needed.

The following products or activities will be the responsibility of the LMPO staff.

Tasks:

- 1) Transportation Improvement Program.
  - a) Review and process TIP amendments as necessary.

Products and Schedule:

| Product           | Start                   | Complete                | Staff Contact* | Estimated Hours |
|-------------------|-------------------------|-------------------------|----------------|-----------------|
| TIP Amendments    | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD STP         | 70              |
| FFY 2024-2027 TIP | 1 <sup>st</sup> Quarter | 1 <sup>st</sup> Quarter | PD STP         | 70              |

\*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                     | \$ 4,493        |
| FTA Section 5303 Grant Funds | \$ 0            |
| City Match                   | \$ 1,123        |
| <b>TOTAL</b>                 | <b>\$ 5,617</b> |

Source: LMPO

**ELEMENT 6 - CONGESTION MITIGATION AND AIR QUALITY**

OBJECTIVE: To support the LMATS area air quality program and public awareness campaign.

GENERAL DESCRIPTION: Continue the air quality awareness program to include participation in public events, ads on television, radio, and newspaper, and a bus wrap. This year the LMPO will hire a consultant for a traffic flow study and conclude the study on alternative fuels for transit.

The Zero Emission transit vehicle study was finished in FY23.

The following products or activities will be the responsibility of the LMPO staff.

Tasks:

- 1) Public Awareness.
  - a) Increase public awareness utilizing various techniques and encouraging public participation.
  - b) Participate in local and national events (e.g. Open Streets, bike rides and bike rodeos, run/walk/bike events, Try Transit Week, Ride Your Bike to Work Day)
- 2) Ozone.
  - a) Review daily ozone readings and related meteorological data and maintain electronic summary of readings
  - b) Notify LATS and City departments when air quality action days are issued by ODEQ in accordance with the City of Lawton policy.
  - c) Coordinate with ODEQ and KSWO-TV to identify contacts for maintaining continuous flow of information.
  - d) Monitor EPA’s proposed regulations for primary and secondary ozone and its impact to the study area.
- 3) Air Quality Offset Fee. CMAQ funds will be used to reimburse LATS on Air Action Days.
- 4) Traffic Flow Improvement Study to include construction of identified needs.
  - a) Hire and monitor consultant.

Products and Schedule:

| Product                              | Start                   | Complete                | Staff Contact* | Estimated Hours |
|--------------------------------------|-------------------------|-------------------------|----------------|-----------------|
| Electronic Summary of ozone readings | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | TP             | 25              |
| Public Awareness                     | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | STP TP         | 200             |
| Try Transit Week Promotion           | 3 <sup>rd</sup> Quarter | 4 <sup>th</sup> Quarter | STP TP         | 65              |
| Transit Alternative Fuel Study       | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD/TP          | 70              |
| Traffic Flow Improvement Study       | 2 <sup>nd</sup> Quarter | 4 <sup>th</sup> Quarter | PD/TP          | 125             |

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

**Table 8: CMAQ Funding**

| FUNDING SOURCE | FUNDING AMOUNT   |
|----------------|------------------|
| CMAQ Funds     | \$150,000        |
| City Match     | \$ 37,500        |
| <b>TOTAL</b>   | <b>\$187,500</b> |

Source: LMPO

**ELEMENT 7 - 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 LMATS planning process.

The following products or activities will be the responsibility of the LMPO staff.

Tasks:

- 1) Meetings: schedule meetings, make presentations, attend meetings, and prepare supporting documents and distribute (i.e., agenda item commentary, agenda, etc.)
- 2) Update mailing lists every six months and provide updated information as requested.
- 3) Website: Update and maintain LMPO’s website to include new information as it becomes available.
  - a. Complete a redesign of the website
- 4) Public Participation Process: Update the Public Participation Process.

Products and Schedule:

| Product   | Start                   | Complete                | Staff Contact* | Estimated Hours |
|---|-------------------------|-------------------------|----------------|-----------------|
| Updated PPP   | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD STP A3      | 100             |
| Updated PPP mailing list  | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | TP A3          | 30              |
| Updated LMPO website and website redesign                                     | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD STP TP      | 90              |
| Public meetings on transportation-related issues – preparation and attendance | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | PD STP TP A A3 | 360             |

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

**Table 9: Public Participation Funding**

| FUNDING SOURCE               | FUNDING AMOUNT   |
|------------------------------|------------------|
| PL Funds                     | \$ 18,731        |
| FTA Section 5303 Grant Funds | \$ 0             |
| City Match                   | \$ 4,683         |
| <b>TOTAL</b>                 | <b>\$ 23,414</b> |

Source: LMPO

**ELEMENT 8 - 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.

The following products or activities will be the responsibility of the LMPO staff.

Tasks:

- 1) Identify gaps in active transportation networks to include infrastructure near transit stops.

Products and Schedule:

| Product   | Start                   | Complete                | Staff Contact* | Estimated Hours |
|---|-------------------------|-------------------------|----------------|-----------------|
| Identify gaps in active transportation networks | 1 <sup>st</sup> Quarter | 4 <sup>th</sup> Quarter | TP             | 110             |

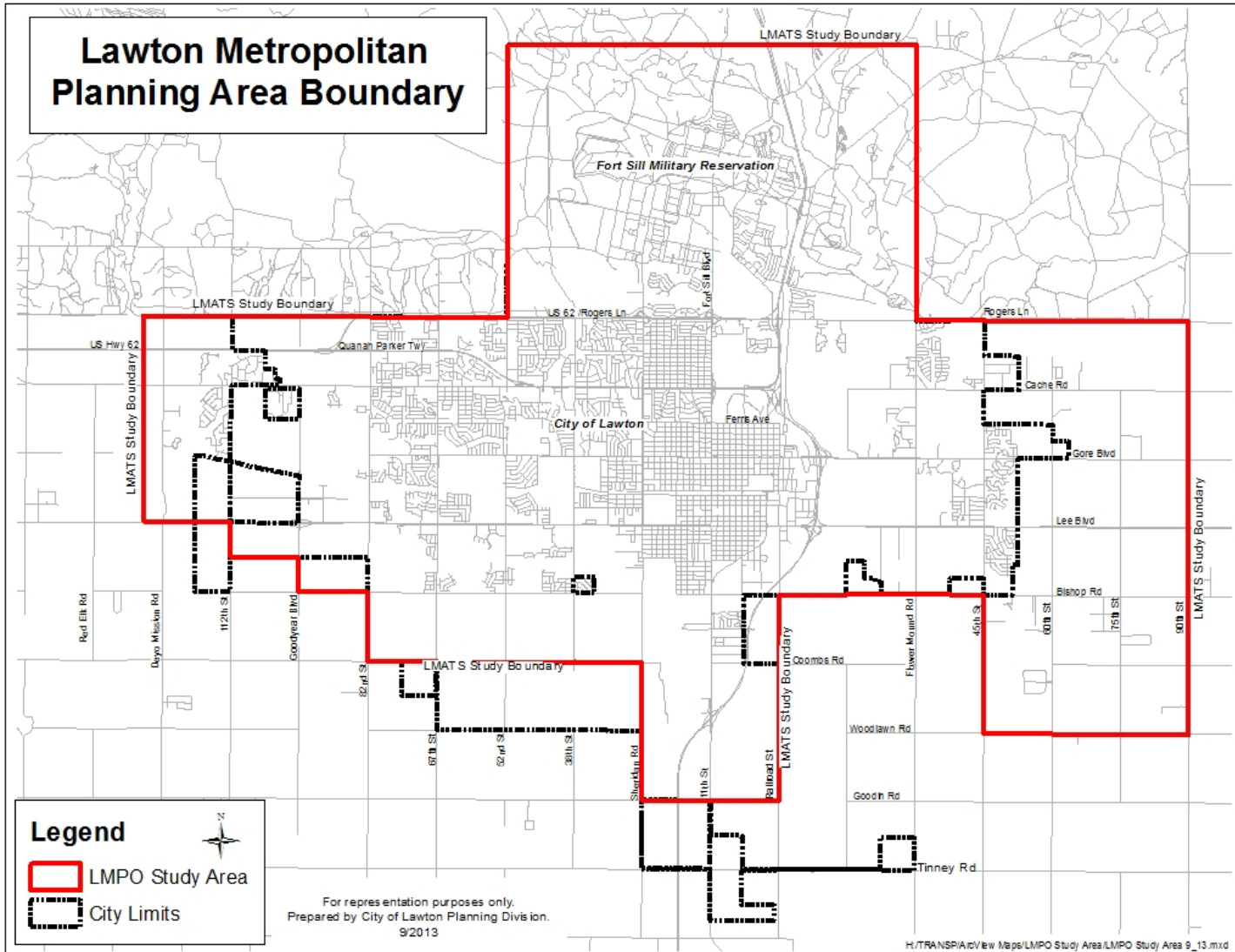
\*PD – Planning Director; STP – Senior Transportation Planner; TP – Transportation Planner; A – Accountant, A3 – Admin Assistant 3, \*\*Consultant

**Table 10: Complete Streets Planning Activities Funding**

| FUNDING SOURCE               | FUNDING AMOUNT  |
|------------------------------|-----------------|
| PL Funds                     | \$ 3,857        |
| FTA Section 5303 Grant Funds | \$ 0            |
| City Match                   | \$ 0            |
| <b>TOTAL</b>                 | <b>\$ 3,857</b> |

Source: LMPO

APPENDIX A: LMPO Boundary Map





## **APPENDIX B: LMPO Membership**

### **TRANSPORTATION TECHNICAL ADVISORY COMMITTEE MEMBERSHIP**

#### **Voting:**

City of Lawton, Director of Planning  
City of Lawton, City Engineer  
City of Lawton, Director of Public Works/Engineering  
Oklahoma Department of Transportation, Strategic Asset and Performance Management Division  
Oklahoma Department of Transportation, Division VII Engineer  
Oklahoma Department of Transportation, Transit Programs Division Manager  
Fort Sill, Director of Public Works  
Association of South Central Oklahoma Governments, Executive Director  
Lawton Area Transit System, General Manager  
Lawton - Fort Sill Regional Airport, Airport Manager  
Lawton Chamber of Commerce & Industry, Executive Director

#### **Non-Voting:**

Comanche Tribe, Transportation Director  
Apache Tribe, Transportation Director  
Kiowa Tribe, Transportation Director  
Federal Highway Administration Oklahoma Division Administrator  
Federal Transit Administration, Region VI

### **TRANSPORTATION POLICY BOARD MEMBERSHIP**

#### **Voting:**

City of Lawton, Mayor  
City of Lawton, Council (2 members)  
City of Lawton Transit Trust member  
Lawton - Fort Sill Regional Airport Authority, Chairman  
Comanche County Commissioner, Central District  
City Planning Commission, Chairman  
Oklahoma Transportation Commission, District Transportation Commissioner  
Oklahoma Department of Transportation, Division VII Engineer

#### **Non-Voting:**

Oklahoma Department of Transportation, Strategic Asset and Performance Management Division  
Federal Highway Administration Oklahoma Division Administrator  
State Senator, as determined by the State Senators representing Lawton  
Member, Oklahoma House of Representative, as determined by those members representing the LMA  
Federal Transit Administration Region VI  
Fort Sill, Commanding General, U.S. Army Field Artillery Center and Fort Sill

## List of Acronyms

|          |   |
|----------|---|
| 3C       | Continuing, Comprehensive, and Cooperative planning process   |
| ADA      | Americans with Disabilities Act                               |
| CFR      | Code of Federal Regulations                                   |
| CMAQ     | Congestion Mitigation and Air Quality                         |
| CPC      | City Planning Commission                                      |
| FAST Act | Fixing America's Surface Transportation Act                   |
| FFY      | Federal Fiscal Year   |
| FHWA     | Federal Highway Administration                                |
| FTA      | Federal Transit Administration                                |
| FY       | Fiscal Year   |
| LATS     | Lawton Area Transit System                                    |
| LMA      | Lawton Metropolitan Area                                      |
| LMATS    | Lawton Metropolitan Area Transportation Study                 |
| LMPO     | Lawton Metropolitan Planning Organization                     |
| 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                              |
| NHS      | National Highway System                                       |
| PL       | Transportation Planning                                       |
| PPP      | Public Participation Process                                  |
| ODEQ     | Oklahoma Department of Environmental Quality                  |
| 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                                 |