

# PARTICIPATION PLAN

---

**Prepared by the Hinesville Area Metropolitan Planning Organization (HAMPO)**

**For more information regarding the Participation Plan or any other HAMPO**

**activity, please contact us at:**

**Hinesville Area Metropolitan Planning Organization c/o  
Liberty Consolidated Planning Commission  
205 E. Court Street  
Hinesville, Georgia 31313**

**Phone: (912) 408-2030**

**Fax: (912) 408-2037**

*Visit our website for the most up-to-date information and downloadable documents at*

**<http://www.cityofhinesville.org/LCPC/default.html>**

# PARTICIPATION PLAN

---

## Table of Contents

I. Policy Statement .....	1
II. Organizational Structure .....	2
• Hinesville Area Metropolitan Planning Commission (HAMPO)	
• Committees	
III. Participation Process .....	9
• Policies	
• Meetings	
• Publications	
• Legal Advertisements	
IV. Major Opportunities for Public Comment .....	19
• Long Range Transportation Plan	
• Transportation Improvement Program	
• Agency Consultaion and Coordination	
• Environmental Mitigation	
V. Implementation and Evaluation Process .....	19
• Compliance	
• Reviewing Effectiveness	
VI. Governmental Requirements .....	20
• Title VI of the National Civil Rights Act (1964)	
• Americans with Disabilities Act (1990)	
• Presidential Executive Order 12898 (1994)	
• ISTEA, TEA-21, and SAFETEA-LU	
• Proposed Rulemaking Under SAFETEA-LU	
• Title 23, Section 134 of U.S.C.	
• Georgia Planning Act of 1989	
• Georgia Open Meetings Law	
Appendix A: DRAFT HAMPO Resolution .....	26
Appendix B: Public Notice Example .....	27
Appendix C: Exit Survey / Questionnaire Example .....	29
Appendix D:Comments Received During 45-day Public Comment Period.....	30
Appendix E: STIP and TIP Amendment Process.....	36
Appendix F:Agency Consultation and Coordination – State Resource Agencies .....	39

# PARTICIPATION PLAN

---

## I. Policy Statement

It is the policy of the Hinesville Area Metropolitan Planning Organization (HAMPO)<sup>1</sup> to provide a planning process that is open to public input in the preparation of plans and programs, and is consistent with the eight planning factors required under the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The eight planning factors prescribed by SAFETEA-LU are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility to 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 main purpose of the HAMPO Participation Plan is to provide full and equitable access to the public. The HAMPO public participation policy is designed to ensure ample opportunities for the public to express views on transportation issues and to become active participants in the decision making process through an adopted procedure. In order to carry out these objectives, HAMPO has developed and adopted this document, as mandated by federal legislation, to provide procedures for public participation that are inclusive, timely, and complete. This Participation Plan is guided by the February 14, 2007 published final rulemaking (effective March 16, 2007) for public participation procedures for metropolitan planning organizations, which incorporates the changes to the Code of Federal Regulations due to the passage of SAFETEA-LU.

# PARTICIPATION PLAN

---

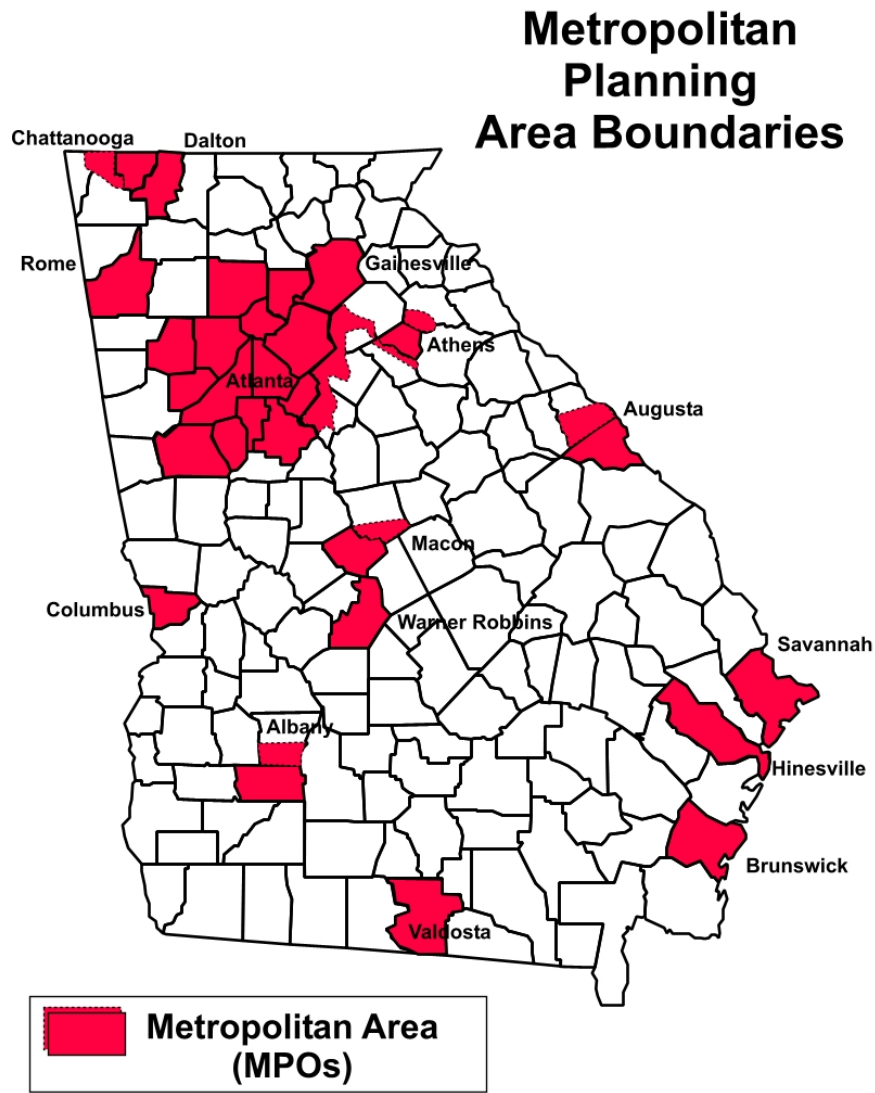
## II. Organizational Structure

The transportation planning process has been evolving since 1962 when the Federal-Aid Highway Act was enacted. This Act established the transportation planning process for Urban and Rural areas. The chart below shows both processes side by side as they are carried out today.

The Federal-Aid Highway Act mandated that all urbanized areas with a base population greater than 50,000 would establish a continuing, cooperative, and comprehensive (3C) planning process to remain eligible for federal transportation funding. The agencies charged with administering the urban planning process are MPOs. Once an area's population and density meet the criteria for an MPO, the Governor designates the official MPO boundary. Data from the U.S. Census Bureau are used to make this determination. Currently, there are 15 MPOs in the state of Georgia.

---

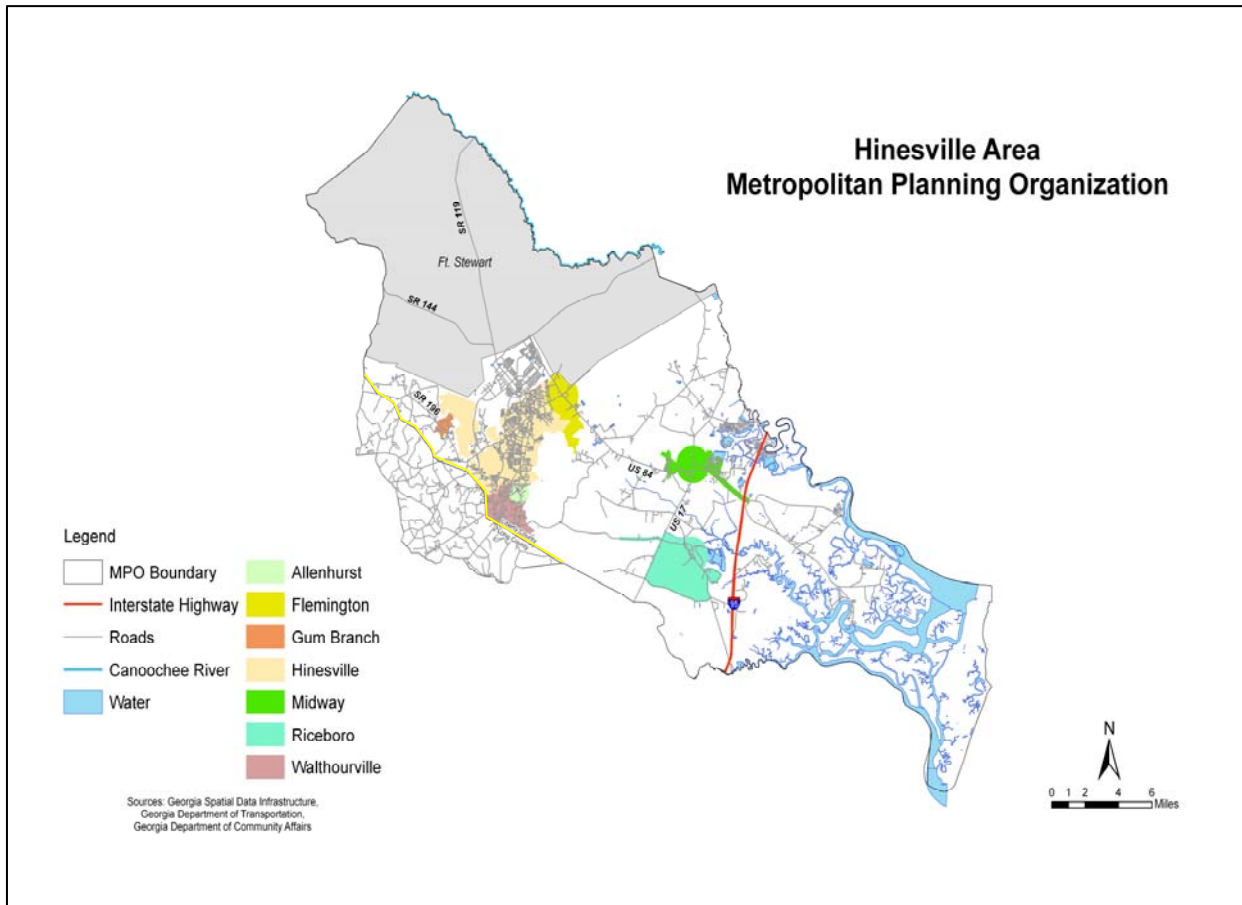
<sup>1</sup> HAMPO is managed under the umbrella of the Liberty Consolidated Planning Commission (LCPC)



## **HAMPO Region**

HAMPO was developed under federal requirements as a result of the 2000 U.S. Census to specifically address transportation planning. The HAMPO area includes the urbanized portions of Liberty and Long Counties, including Fort Stewart and the municipalities of Allenhurst, Flemington, Gum Branch, Hinesville, Midway, Riceboro, and Walthourville. The HAMPO area consists of approximately 636 square miles and approximately 50,360 people according to the 2000 U.S. Census. In April 2003, Governor Sonny Perdue officially designated the City of Hinesville as the host of HAMPO.

# PARTICIPATION PLAN



## Committees

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and its successors, the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) envision a transportation system that maximizes mobility and accessibility while protecting the built and natural environments. This is achieved through a continuing, cooperative and comprehensive transportation planning process. Transportation planning activities must occur in a coordinated planning environment. Under TEA-21 and SAFETEA-LU, MPOs are responsible for ensuring the existence of such a process. One means for achieving this coordination is through the HAMPO Committee structure.

## HAMPO Policy Committee (PC)

The Policy Committee (PC) is made up of the chief elected and appointed officials from all of the municipalities within the HAMPO region of Liberty County and portion of

## PARTICIPATION PLAN

---

Long County, as well as executives from the local, state and federal agencies concerned with transportation planning. It serves as the forum for cooperative transportation decision-making and establishes transportation related policies in support of the area's overall goals and objectives. The PC reviews and approves all HAMPO programs and studies. The PC is entrusted with ensuring that the HAMPO transportation projects are current and prioritizes transportation projects recommended in the planning process.

PC membership is determined by organizational position, as listed below:

### *PC Voting Members*

- Chairman, Liberty County Board of Commissioners (PC Chairman)
- Commissioner, Liberty County Board of Commissioners
- Chairman, Long County Board of Commissioners
- Chairman, Liberty County Board of Education
- Chairman, Liberty Consolidated Planning Commission
- Garrison Commander, Fort Stewart
- Mayor, Town of Allenhurst
- Mayor, City of Flemington
- Mayor, Town of Gum Branch
- Mayor, City of Hinesville
- Councilman, City of Hinesville
- Mayor, City of Midway
- Mayor, City of Riceboro
- Mayor, City of Walthourville
- GDOT Representative
- Chairman, Liberty County Industrial Development Authority

### *PC Advisory Non-Voting Members*

- County Administrator, Liberty County
- City Manager, City of Hinesville
- Executive Director, Liberty Consolidated Planning Commission (PC Secretary)

# PARTICIPATION PLAN

---

## *PC Meetings*

The Policy Committee meets on the second Thursday of every even numbered month, beginning at 10:00 AM the City Hall, Hinesville, Georgia.

## **HAMPO Technical Coordination Committee (TCC)**

The Technical Coordinating Committee (TCC) is made up of key government and agency transportation staff members who are involved in technical aspects of transportation planning. It reviews and evaluates all transportation studies and provides recommendations to the Policy Committee. The TCC is entrusted with providing technical guidance and direction to HAMPO.

The TCC is composed of key transportation staff members of participating governmental jurisdictions and private transportation stakeholders or a designated representative of these members. The chief elected official of each municipality appoints the TCC representative for their respective jurisdictions.

- County Administrator, Liberty County
- County Administrator, Long County
- County Engineer, Liberty County
- City Manager, City of Hinesville
- City Engineer, City of Hinesville
- Representative, City of Flemington
- Representative, City of Midway
- Representative, City of Riceboro
- Representative, City of Walthourville
- Representative, Town of Allenhurst
- Representative, Town of Gum Branch
- Executive Director, Liberty Consolidated Planning Commission
- GDOT Central Office – Planning
- GDOT Central Office - Transit
- GDOT District 5
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)



## PARTICIPATION PLAN

---

- Executive Director, Liberty County Industrial Development Authority
- Directorate of Public Works, Fort Stewart
- Director, Public Works, City of Hinesville
- Superintendent, Liberty County Board of Education

### *TCC Meetings*

The Technical Coordinating Committee meets on the second Thursday of every odd numbered month, beginning at 10:00 AM the City Hall, Hinesville, Georgia.

### **HAMPO Citizens Advisory Committee**

The Citizens Advisory Committee (CAC) is representative of a cross-section of the community and functions as a public information and involvement committee. It reviews all HAMPO programs and studies and provides recommendations to the Policy Committee (PC). The CAC is entrusted with informing the PC of the community's perspective while providing information to the community about transportation policies and issues.

There are 18 CAC members. Policy Committee members from Liberty and Long County and each of the municipalities within the HAMPO boundaries appoint CAC members for two-year terms as follows:

- Town of Allenhurst                      1 member
- City of Flemington                      1 member
- Town of Gum Branch                      1 member
- City of Hinesville                      4 members
- City of Midway                      1 member
- City of Riceboro                      1 member
- City of Walthourville                      2 members
- Liberty County                      3 members
- Long County                      1 member
- Representative, Fort Stewart
- Representative, Savannah Technical College
- Representative, Armstrong Atlantic State University, Hinesville Campus

## **PARTICIPATION PLAN**

---

The CAC meets on the fourth Thursday of every third month, beginning in February of each calendar year at 4:00 PM in the County Annex, Hinesville, Georgia.

### **Citizen Input During HAMPO Committee Meetings**

All of the HAMPO Committee meetings are open to the public and interested citizens are encouraged to attend. At each meeting, the public is provided with an opportunity to address the Committee on any issue related to the transportation planning process. Anyone wishing to speak can sign-up at the beginning of the meeting or contact HAMPO staff prior to the meeting. In addition, the public is permitted to engage in the discussion of all action items on the agenda prior to the formal vote. Public discussion during informational items is encouraged when time permits, at the discretion of the committee chairs. As noted previously, the Liberty Consolidated Planning Commission (LCPC) provides planning and administrative support to the HAMPO committees.

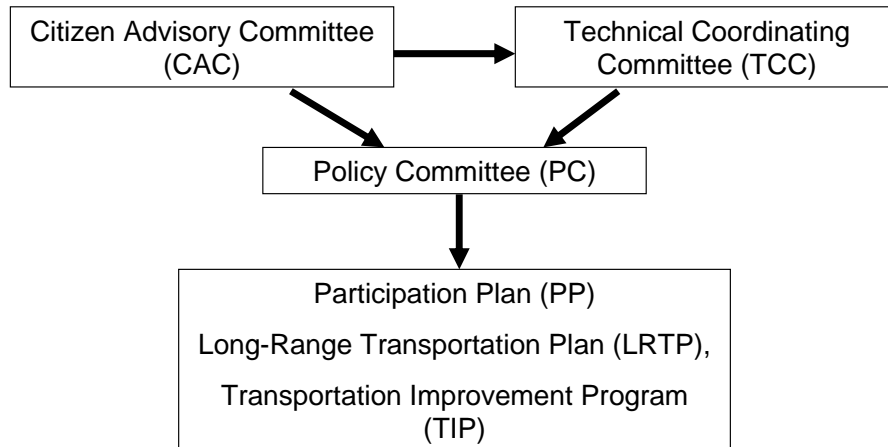
### **Task Forces, Subcommittees and Stakeholder Groups**

In addition to participating through the HAMPO Committee structure, opportunities exist for citizens to become involved in other groups that support the transportation planning process. Task forces, subcommittees and stakeholder groups are convened on as-needed bases to provide additional planning support for specific transportation-related issues. An example of such task forces includes the Liberty County Comprehensive Plan / US 84 Corridor Study Task Team. As with the HAMPO Committee meetings, these meetings are open to the public. The duration, formality and issues to be addressed by each group will vary based on the input desired.

# PARTICIPATION PLAN

---

## Hinesville Area Metropolitan Planning Organization (HAMPO)



It is occasionally necessary to conduct special called committee meetings. All meeting locations, dates, and times are posted at the LCPC\HAMPO website ([www.thelcpc.org](http://www.thelcpc.org)).

### III. Participation Process

The Participation Plan is intended to document public involvement activities that are conducted by HAMPO in compliance with federal regulations. The plan contains descriptions of the policies, goals, and techniques that will be used to involve the public in the transportation planning process at the MPO level.

#### Policies

HAMPO's objective for the public involvement policy is to provide a process that is proactive, provides complete information, timely public notice, full public access to key decisions and opportunities for early and continuing involvement.

HAMPO's policy seeks to provide opportunities for interested citizens and organizations to participate in the transportation planning process, as well as to reach and involve citizens that have historically had little involvement or will be disproportionately affected by transportation projects. The process also provides a mechanism by which the MPO

## PARTICIPATION PLAN

---

consults with those local and state agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation for the HAMPO region. In this document, those agencies will be referred to as 'resource agencies'. The HAMPO Participation Plan will be periodically reviewed, as required by federal law, by the MPO in order to review its effectiveness in documenting and serving the public by providing full and open access to the transportation planning process.

### Public Comments

HAMPO receives comments from the public on a regular basis usually during LRTP and TIP updates, at open house meetings for specific projects, or during special planning studies. Comments are always read and acknowledged in writing within 10 days of receipt. After acknowledging the comment, it is filed and kept for referral. This is an invaluable tool used to maintain an ongoing relationship with citizens, elected officials, and transportation planning staff. If the comment is made by telephone, HAMPO staff will draft a summary immediately. A written record of the major points and themes of discussion at the public forums and meetings will be kept. Staff members are encouraged to document these points to assist in compiling a thorough representation of what was said. All comments are circulated in their original format to both TCC and PC for consideration. Summaries of all public comments are published with the subject document. Comments received as part of the consultation with local and state resource agencies will be handled in the same manner as those from the public.

The MPO recognizes that, in an effort to foster a strong base of citizen participation, responses to comments must be given to demonstrate that the submitted views and options have been reviewed and will be considered in the MPO process. Whether a submitted comment is considered pertinent to a transportation issue is left to the discernment of the TCC and PC.

### Public Meetings

Each round of public meetings will consist of a minimum of three meetings at different locations throughout the HAMPO planning region. Notification of public meetings will be published in the legal sections of local media publications within the HAMPO region

## PARTICIPATION PLAN

---

(including the *Coastal Courier* newspaper) along with any other media outlets deemed appropriate. Additional notification will be posted on the LCPC\HAMPO website, [www.cityofhinesville.org/LCPC.html](http://www.cityofhinesville.org/LCPC.html). A copy of the legal notice and other information provided to the public will be mailed directly to the local and state resource agencies at the same time that it is circulated to the public.

### Ongoing Public Interaction

As HAMPO staff resources permit, efforts will be made to interact with the public at times other than those required by federal guidelines. Opportunities will be taken to educate the public on the transportation process and how they can become more involved whenever possible.

### **Meetings**

The TCC and the PC meet every other month, or as needed, to take action on various items. All meetings are open to the public. There is a standing public input item on every TCC meeting agenda. Comments received electronically via email are also presented to the TCC and PC. A list of all scheduled HAMPO PC, TCC and CAC meetings is maintained at the Liberty Consolidated Planning Commission (LCPC) and posted on the LCPC\HAMPO website. Any citizen with disabilities is asked to contact the MPO seventy-two hours prior to the meeting in order to arrange for appropriate assistance. All meetings are announced not less than seventy-two hours of the planned meeting. Mail-outs will include agendas and supplemental materials for committee members sent approximately one week before planned meetings. The agenda is also posted via the LCPC\HAMPO website. Upon request, meeting agendas are furnished to interested parties by either US Mail or e-mail.

Upon updating the Transportation Improvement Program (TIP), the Long Range Transportation Plan (LRTP) or completion of other major studies, the MPO staff will attempt to reach a broader group of citizens. Special forums will be held throughout the MPO area at the most opportune times for public interaction. The forums are announced throughout the media spectrum, including the Internet, direct mail-outs, newspaper announcements and bulletin postings, when possible.

## PARTICIPATION PLAN

---

The MPO adheres to the requirements for open meetings and notices of meetings. All meetings where public business is conducted, which have a quorum, are open to the public. Notice of the meeting is given no less than seventy-two hours before the meeting through posting the agenda at the HAMPO offices. Agendas are also posted on the LCPC\HAMPO website at [www.cityofhinesville.org/LCPC.html](http://www.cityofhinesville.org/LCPC.html).

### **Publications**

Published items will be available at the HAMPO offices and on the website. Public notice of the availability of these documents will be advertised on the LCPC\HAMPO website. Notices will also be available to anyone who makes a written request.

HAMPO provides a variety of information; including maps, reports, special studies, LRTP, TIP, UPWP, and traffic count information, when available. The information is available to anyone by request at the LCPC offices and/or via the LCPC\HAMPO website.

A contact list of governmental organizations, private organizations, transportation providers, and others involved in transportation, has been developed. The list is continuously updated and available to the public via the MPO website.

The MPO website contains a majority of the published documents and recording of the activities provided by HAMPO. The website provides up-to-date information regarding the MPO committee members, publications, meeting calendars, and links to other transportation sites, both private and public.

### **Legal Advertisements**

Legal notices of the public meetings prior to the preparation/revision of the TIP and preparation/revision of the LRTP are published in the legal sections of media outlets within the HAMPO region (including the *Coastal Courier* newspaper). To provide wider publicity of these notices, additional notices may also be printed in the weekly newspapers and be provided to local media outlets and via MPO mailing lists. A copy of the legal notice and other information provided to the public will be mailed directly to the local and

## PARTICIPATION PLAN

---

state resource agencies at the same time that it is circulated to the public. Examples of published legal notices are found in Appendix B.

## PARTICIPATION PLAN

---

### **IV. Major Opportunities for Public Comment**

#### **Long Range Transportation Plan (LRTP)**

The Long Range Transportation Plan, or LRTP, is updated every five years and offers much opportunity for public comment on a large array of transportation related issues. Notification of meeting locations and times will be made through local media outlets and notification postings. The LRTP encapsulates planned transportation projects for a twenty-year timeframe. The LRTP for HAMPO is a federally mandated requirement that the MPO must complete in order to remain eligible for federal assistance in transportation projects. The federal government requires that the transportation planning process maintain at least a twenty year planning horizon for highway, transit, and other transportation modes such as bicycles and walking. HAMPO's existing LRTP was adopted on October 19, 2005 and will need to be updated in 2010. Although flexibility is given in developing this plan, many of the considerations of the plan that must be addressed are federally mandated by the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

The public has two opportunities to offer public comment regarding the development of the LRTP. The first opportunity takes place during the visioning phase of development of the plan. The second opportunity is the review of the Draft LRTP, which is mandated federally.

During the visioning phase, there are no financial constraints or travel demand model results to be considered. Public input regarding transportation options and perceived problems is gathered so that it can then be balanced with available transportation planning data during the plan development. Both comment periods are thirty days in length and will include public meetings within the HAMPO region. Comments can be submitted via e-mail, U.S. mail, fax, phone, or in person at the LCPC\HAMPO offices in Hinesville, GA. All comments will be acknowledged by HAMPO staff with an explanation of how the comments will be addressed during the transportation planning process within 14 days of receipt. During the public comment periods, the documents, handouts, and other information will be available on the LCPC\HAMPO website along with hardcopies.



## PARTICIPATION PLAN

---

The LRTP, by design, is a flexible document that can be amended at any time as required according to procedures and guidelines established through the formal planning process and approved by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The amendment process, as set forth by the Georgia Department of Transportation (GDOT) and approved by FHWA and FTA, will be followed when the LRTP must be amended.

Local and state resource agencies will receive both notification of the public comment period pertaining to the Draft LRTP as well as the Draft document in digital or hardcopy versions for their review and comment. As part of the LRTP development process, the MPO will gather information from resource agencies in order to identify possible impacts to resources by transportation projects included in the LRTP through consultation with the resource agencies. Consultation will consist of direct requests for information (i.e. resource inventories, maps) and / or web-based searches for available data from the resource agencies. Plans and inventories of the resource agencies will be compared to proposed improvements outlined in the LRTP. Areas of overlap that may require further attention during the NEPA process will be identified in the LRTP for further consideration.

### **Transportation Improvement Program (TIP)**

Under SAFETEA-LU, HAMPO is required to prepare and update every four years a cooperatively developed Transportation Improvement Program (TIP). The TIP details a prioritized list of federally supported projects and strategies to be carried out within the first four period of the 20 Year LRTP horizon. Included in the TIP is a prioritized listing of projects grouped by project type, estimated costs, and funding sources for each project. The role of the TIP is to implement the short-range elements of the LRTP as funding is available. Although only federally funded projects located within the urbanized area are required to be included in the TIP, all transportation projects - including local projects, airport projects, and Transportation System Management (TSM) projects that primarily consist of minor operation improvements to existing facilities - may also be included for informational purposes. All federally funded transportation projects (including bicycle and pedestrian projects for which Federal funds have been obligated) must be included in

## PARTICIPATION PLAN

---

the HAMPO LRTP and TIP prior to receiving federal funding.

Also required by SAFETEA-LU, is an annual listing of projects, “including investments in pedestrians and walkways and bicycle transportation facilities for which Federal funds have been obligated in the preceding year shall be published or otherwise made available by the cooperative effort of the state, transit operator, and metropolitan planning organization for public review”. The annual listing for HAMPO will be consistent with the project categories included in the four-year TIP. Additionally, the public participation requirement for the four-year TIP update will also be applicable to the annual listing of obligated projects.

The TIP, by design, is a flexible document that can be amended at any time as required according to procedures and guidelines established through the formal planning process and approved by the FHWA and FTA. The amendment process, as set forth by GDOT and approved by FHWA and FTA, will be followed when the TIP must be amended.

The amendment process, as set forth by GDOT, described as Appendix (E) details procedures that are to be used to update an existing approved STIP or TIP. A key element of the amendment process is to assure that funding balances are maintained.

The draft TIP goes to the public for comment for a thirty-day period. During this period, meetings are scheduled in within the HAMPO region. Materials presented at these meetings are also posted on the LCPC\HAMPO website. Comments can be submitted via e-mail, U.S. mail, fax, phone, or in person at the LCPC\HAMPO offices in Hinesville, GA. Meeting information and dates of the public comment period will be advertised in the legal sections of media outlets within the HAMPO region (including the *Coastal Courier* newspaper), and any other media outlet deemed reasonable. All comments will be acknowledged by HAMPO staff with an explanation of how the comments will be addressed during the transportation planning process within 14 days of receipt. A summary of all public comments received will be included in the final publication of the TIP. Original public comments will be kept on file by HAMPO staff. A copy of the legal notice and other information provided to the public will be mailed directly to the local and

## **PARTICIPATION PLAN**

---

state resource agencies at the same time that it is circulated to the public.

### **Agency Consultation and Coordination**

Section 6001 of SAFETEA-LU requires that MPOs “shall consult, as appropriate with state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of a long-range transportation plan,” and that this consultation “shall involve, as appropriate, comparison of transportation plans with State conservation plans or maps, if available, or comparison of transportation plans to inventories of natural or historic resources, if available. In addition the [U.S. Department of Transportation] Secretary shall encourage each MPO to consult with officials responsible for other types for planning activities that are affected by transportation in the area including State and local planned growth, economic development, environmental protection, airport operations, and freight movement.”

To meet the consultation and coordination requirements listed above, HAMPO will provide the agencies listed in Appendix (F) reasonable opportunities to review and provide comments on draft documents including the TIP, the LRTP, and the Participation Plan. Draft copies of transportation plans will be compared with conservation plans or maps and natural or historic resources if available and when appropriate. The agencies listed in Appendix F were identified during the “Agency Consultation Process” recently initiated by the GDOT.

In addition, HAMPO will continue to coordinate, as appropriate, with local, regional and State agencies responsible for economic development, planned growth, airport and freight movement.

### **Environmental Mitigation**

Section 6001 of SAFETEA-LU requires, as well, that planning documents “shall include a discussion of the types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the [transportation] plan,”

## PARTICIPATION PLAN

---

and that these planning-level discussions “shall be developed in consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies.”

To comply with these requirements, HAMPO will afford the agencies listed in Appendix F the opportunity to actively participate during the development of the next LRTP update. In addition, general information will be sent to these agencies on major planning and corridor studies. The goal of these activities will be to facilitate dialogue and identify potential environmental mitigation activities early in the early during the development of the LRTP.

# **PARTICIPATION PLAN**

---

## **V. Implementation and Evaluation Process**

### **Compliance**

The HAMPO Participation Plan can only be effective if the participating staff, involved citizens, and committees each perform their duty. The LCPC Executive Director and supporting staff will be responsible for implementation of the public involvement strategy and assuring that the formal outreach for specific projects will meet the guidelines of this plan. Coordination and consultation is expected to be carried out in a timely and effective manner with all stakeholders insuring the intent to carry out the Participation Plan and to achieve proper documentation of the process.

### **Reviewing Effectiveness**

Improving public involvement is an ongoing process that must be reviewed regularly so adjustments may be made in the approach to an ever-changing public. The MPO staff will review the program's progress and effectiveness on an ongoing basis. The MPO staff will use both quantitative and qualitative measures in this evaluation. MPO staff will meet periodically to assess the involvement techniques and to brainstorm in order to identify alternative methods of increasing the public's attendance at meetings and to encourage substantive public comment.

As part of the effectiveness review process, the MPO staff will consider level of event attendance, number of comments received, feedback regarding the LCPC\HAMPO website, and citizen level of comfort with process, outcome, and sense of fair treatment. Evaluations will include written and verbal comments provided by participants and event exit surveys asking for participants' views on the process. MPO staff will develop and recommend modifications, as necessary. Modifications to the Participation Plan will be subject to a forty-five day public review and comment period. The TCC and PC will then review and make determinations regarding amendments. The FHWA and the FTA will participate and collaborate with HAMPO during reviews of the Participation Plan to ensure the letter and the spirit of the law are met.

# PARTICIPATION PLAN

---

## **VI. Governmental Requirements**

HAMPO is responsible for coordinating the MPO planning process including the public participation components as required by federal law. Throughout the planning process, each of the eight required planning factors are addressed. Environmental Justice and Americans with Disabilities Act (ADA) initiatives will be reflected in all components of the Participation Plan. This program includes MPO staff activities designed to develop and enhance participation in the transportation planning process by groups and individuals of underserved communities. These communities include minorities, low income, the elderly, transportation disadvantaged, and persons with disabilities. Staff activities may include, but are not limited to: MPO staff participation in groups and coalitions serving within underserved communities, targeted communications with local media outlets (including the *Coastal Courier* newspaper), consultation with local and state resource agencies, conducting meetings at times and locations that are accessible to transit dependant or non-driving individuals, when possible, and publications of documents in non-technical, accessible formats as needed. The purpose of the activities outlined in the Participation Plan is to ensure that all citizens regardless of race, color, religion, income status, national origin, age, gender, disability, marital status, or political affiliation have an equal opportunity to participate in the decision making process. The federal laws that guide public participation in transportation planning, as applied to the HAMPO region, include the following:

### **Title VI of the National Civil Rights Act (1964)**

States no person on the ground of race, color, or national origin shall be subject to discrimination under any program or activity receiving federal financial assistance.

### **Americans with Disabilities Act (1990)**

The Americans with Disabilities Act (ADA) mandates that public facilities be made accessible to people with disabilities and has been the basis for requiring that transit buses and street curbs be constructed with appropriate equipment and design details.

## PARTICIPATION PLAN

---

### **Presidential Executive Order 12898 (1994)**

President William Jefferson Clinton signed Federal Actions to Address Environmental Justice in Minority and Low-Income Populations (Executive Order No. 12898, 1994), reaffirming the tenets of the 1964 Civil Rights Act. The 1994 Executive Order directed every Federal agency to make “Environmental Justice” part of its mission by identifying and addressing the effects of all programs, policies, and activities on minority populations and low-income populations.

### **ISTEA, TEA-21, SAFETEA-LU**

The federal transportation bill that carries out the regulation and funding for transportation projects is written to cover a finite period of time, usually 6 years. Therefore, the U.S. Congress must reauthorize the transportation bill to keep funding and federal transportation regulations viable. The Intermodal Surface Transportation Efficiency Act (1991), Transportation Equity Act for the 21<sup>st</sup> Century (1998), and Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005), commonly referred to as ISTEA, TEA-21, and SAFETEA-LU respectively, are names of these reauthorized federal transportation bills. ISTEA obligated MPOs to provide information to the public and consider public input in the transportation planning process as explicitly stated. Under ISTEA, there were general guidelines given as to the minimum public involvement activities required, but flexibility was provided so that MPOs could develop a Public Involvement Plan that was consistent with the regional needs. With TEA-21, each MPO was mandated to develop a Public Involvement Plan that would regulate public involvement practices carried out at the MPO level. Federal legislation also requires each MPO to allow 45 days of written public comment before the Participation Plan is adopted or updated.

SAFETEA-LU continued and expanded the public involvement mandate brought forth in TEA-21. Under SAFETEA-LU, coordination with the public was expanded to include consultation with local and state resource agencies specifically (Appendix F). SAFETEA-LU added requirements for the Participation Plan to include a process for consultation with local and state resource agencies. The consideration of potential environmental impacts of MPOs, LRTPs, and TIPs on the program level was explicit under SAFETEA-

## PARTICIPATION PLAN

---

LU. The Participation Plan must contain the procedure by which the MPO will obtain information from local and state agencies so that the inventories, etc. obtained from these agencies may be compared to the projects outlined in the LRTP and TIP so that potential environmental impacts may be identified.

### **Rulemaking Under SAFETEA-LU**

This Participation Plan is guided by the rulemaking for public participation procedures for metropolitan planning organizations, which incorporates the changes to the Code of Federal Regulations due to the passage of SAFETEA-LU.

The language below is taken from the U.S. DOT, Federal Highway Administration 23 CFR Part 450.316: Interested parties, participation, and consultation - as well as the Federal Transit Administration 49 CFR Part 613.300:

(a) The MPO shall develop and use a documented Participation Plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, agencies or entities responsible for safety/security operations, providers of non-emergency transportation services receiving financial assistance from a source other than title 49, U.S.C, Chapter 53, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The Participation Plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
- (ii) Providing timely notice and reasonable access to information about



## PARTICIPATION PLAN

---

transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web; Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was initially made available for public comment;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the Participation Plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised Participation Plan is adopted by the MPO. Copies of the approved Participation Plan shall be provided to FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

## PARTICIPATION PLAN

---

b) In developing metropolitan transportation plans and TIPs, the MPO shall consult, as appropriate, with agencies and officials responsible for other planning activities within the MPO that are affected by transportation. To coordinate the planning functions to the maximum extent practicable, such consultation shall compare metropolitan transportation plans and TIPs, as they are developed, with the plans, maps, inventories, and planning documents developed by other agencies. This consultation shall include, as appropriate, contacts with state, local, Indian Tribal, and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation, and historic preservation. In addition, transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area.

e) The MPOs are encouraged to develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (\*c), and (d) of this section, which may be included in the agreement(s) developed under Part 450.314.

### **Title 23, Section 134 of U.S.C.**

The current law, under SAFETEA-LU requires that an MPO provide for consideration of projects and strategies that will:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility to 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.

## PARTICIPATION PLAN

---

7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

### **State Regulations**

#### **Georgia Planning Act of 1989**

Under the rules of the Georgia Department of Community Affairs created by the Georgia Planning Act, the planning process, “must be conducted with adequate public participation, to insure that identified needs, vision, goals and implementation strategies adopted by the community are reflective of community values, drives and intentions and can be implemented (with adequate public support) through community investments, initiatives, regulations and programs.”

#### **Georgia Open Meetings Law**

The Georgia Open Meetings Law is designed to insure that the government makes decisions in an open manner where the public has opportunity to be fully informed. All meetings of departments, agencies, boards, bureaus, commissions, shall be open to the public. O.C.G.A. § 50-14-1 et seq. A “meeting,” within the definition of the Open Meetings ACT, may be by written, telephonic, electronic, wireless, or other virtual means. O.C.G.A. § 50-14-1(a)(2).

# PARTICIPATION PLAN

---

## Appendix A: HAMPO Resolution

### A RESOLUTION

A Resolution Adopting the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) Amendments to the Long Range Transportation Plan for the Hinesville Area Metropolitan Planning Organization.

WHEREAS, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law on August 10, 2005 to continue investments in our nations surface transportation system; and

WHEREAS, SAFETEA-LU made numerous changes to the statewide and metropolitan transportation planning processes that will foster better planning which will subsequently improve project delivery; and

WHEREAS, The Federal Highway Administration and Federal Transit Administration published a Final Rule on February 14, 2007 to reflect the changes brought forth as a result of the passage of SAFETEA-LU and its predecessor, the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) governing the statewide and metropolitan transportation planning process; and

WHEREAS, the Hinesville Area Metropolitan Planning Organization (MPO) has recognized the changes set forth by SAFETEA-LU by applying applicable SAFETEA-LU regulations to the Hinesville Area Metropolitan Planning Organization's 2030 Long Range Transportation Plan; and

WHEREAS, the Hinesville Area Metropolitan Planning Organization (MPO) submitted the applicable SAFETEA-LU changes for the Long Range Transportation Plan to GDOT and FHWA for review; and

WHEREAS, a public comment period seeking public input to the revision of the Long Range Transportation Plan was not required by Federal regulations.

NOW THEREFORE, BE IT RESOLVED, the Policy Committee of the Hinesville Area Metropolitan Planning Organization (MPO) does hereby approve the addendum to the Hinesville Area Metropolitan Planning Organization's 2030 Long Range Transportation Plan.

Resolved this \_\_\_\_ day of \_\_\_\_\_, 2007

---

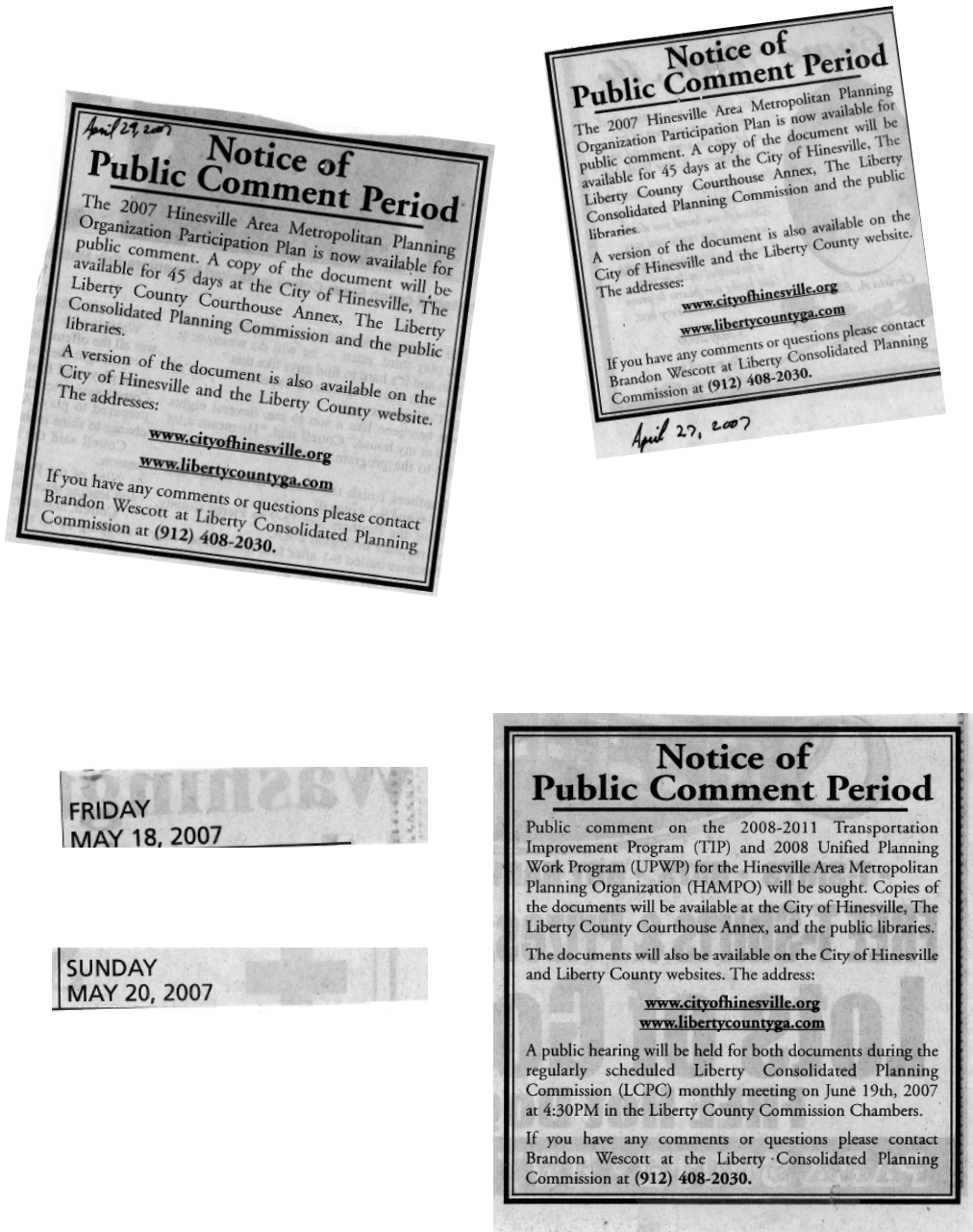
John D. McIver, Chairman

---

ATTEST: Sonny Timmerman, Director

# PARTICIPATION PLAN

## Appendix B: Public Notice Example



# PARTICIPATION PLAN

---

COASTAL COURIER (Hinesville, Ga.) — FRIDAY, SEPTEMBER 23, 2005 — 3B

## **NOTICE OF PUBLIC COMMENT PERIOD**

Public comment on the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (LRTP) for the Hinesville Area Metropolitan Planning Organization will be sought. A copy of the documents will be available at the City of Hinesville, The County Courthouse Annex, and the public libraries.

A version of both documents is also available on the City of Hinesville website. The address:

**[www.cityofhinesville.org](http://www.cityofhinesville.org)**

On the homepage, under city information you will find the links to both documents. If you have any comments or questions please contact Brandon Westcott at the Liberty Consolidated Planning Commission at (912) 408-2030.

# PARTICIPATION PLAN

---

## Appendix C: Exit Survey / Questionnaire Example

### Public Involvement Questionnaire

How did you find out about this meeting? \_\_\_\_\_

\_\_\_\_\_

Was the location convenient for you to attend? \_\_\_\_\_

If no, please offer your suggestion for a better location: \_\_\_\_\_

Do you feel that your questions were answered adequately by staff? \_\_\_\_\_

Was the time of this meeting convenient for you? \_\_\_\_\_

If not, please suggest a better time: \_\_\_\_\_

What would you change to make this meeting more beneficial? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would you keep the same? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Attach additional sheets if necessary. Please mail this sheet to: HAMPO c/o, Liberty Consolidated Planning Commission, 205 E. Court Street, Hinesville, Georgia 31313 Or fax to (912) 408-2037 or e-mail comments to [sdowlen@cityofhinesville.org](mailto:sdowlen@cityofhinesville.org)*

# PARTICIPATION PLAN

---

## Appendix D:

### Comments Received During 45-Day Public Comment Period

#### DOCUMENTATION FROM THE PUBLIC COMMENT PERIOD

### THIS PAGE WILL CONTAIN SUMMARY OF COMMENTS SUBMITTED



# PARTICIPATION PLAN

---

## Appendix E:

### **State Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) Amendment Process**

The STIP/TIP amendment process described below details procedures that are to be used to update an existing approved STIP or TIP. A key element of the amendment process is to assure that funding balances are maintained.

#### TIP (Transportation Improvement Program) *Administrative Adjustments*

The following actions are eligible as Administrative Adjustments to the TIP:

- Obvious minor data entry errors.
- Splitting or combining projects.
- Minor Adjustment in expenditures for transit projects
- Changes or clarifying elements of a project description (with no change in funding). This would generally be less than 10% change in project termini. This change would not alter the original project intent.
- Increase funding less than 30% for a Lump Sum Bank
- Roadway project phase cost estimate changes less than \$5,000,000 (See Note 5)
- Roadway project phases with the initial cost over \$5,000,000 may increase up to 30% (See Note 5)

The Administrative Adjustment process consists of a letter of notification from the MPO (Metropolitan Planning Organization) to all other involved parties: GDOT, FTA and FHWA. No public involvement is required for Administrative Adjustments. The MPO must verify with GDOT that funds are available for the cost estimate changes.

#### TIP (Transportation Improvement Program) *Minor Amendments* (not controversial)\*

A Minor Amendment to the TIP would include adding or deleting a phase for one of the following project types:

- Bike/pedestrian projects
- Non TE funded enhancement type projects
- Transit enhancements

## PARTICIPATION PLAN

---

- Transportation studies using capital funds (also needs to be in SPR Work Program)
- Turn lane, intersection improvements and signal projects
- Signage, lighting, landscaping or green way projects
- Recreational Trails projects
- Minor ITS/ATMS projects
- Maintenance projects
- Safety projects

\*A controversial project is defined on a case by case basis through the MPO planning process. Consideration will be given to the amount of money involved, scope, geographic location and impacts in evaluating if a project may be controversial.

A Minor Amendment to the TIP would include making any of the following changes:

- Shifting projects within the TIP
- Move PE, ROW or Construction Funds programmed for previous year into a new TIP
- Shifting Construction funds to add a PE or ROW phase to a project
- The deletion of a project at the request of the Project Sponsor
- Increase funding more than 30% for a Lump Sum Bank (Livable Centers Initiative, maintenance, safety, hazard elimination, enhancements, R/R crossing, etc.)
- Roadway project phases with the initial cost over \$5,000,000 that increase over 30% but less than 100% with a \$20,000,000 maximum (See Note 5)

The Minor Amendment process for non-attainment areas requires advertising of the amendment in a legal organ and/or the MPO web site, allowing a 15-day comment period (See Note 5 for exception to the public involvement process) and responding to any comments received. Following public notice, approval action may be taken through the TIP approval process.

For all other areas the amendment would be put on the agenda for discussion at the CAC, TCC and PC meetings and any comments received prior to or at the meetings would be responded to.

## PARTICIPATION PLAN

---

A Minor Amendment is limited to those changes that do not affect the conformity determination in a non-attainment area.

The MPO must verify with GDOT that funds are available for the cost estimate changes. The MPO is responsible for giving notification to GDOT and FHWA/FTA of the action taken and providing assurance that the minor amendment process and the public involvement procedure have been followed.

### TIP (Transportation Improvement Program) Major Amendments

Major Amendments to the TIP would include the following.

- Change in scope that alters the original intent of the project
- Change in a project that would affect the conformity determination in a non-attainment area
- Increase or decrease in the scope of a project by more than 10%.
- Add/Delete a phase of a project not identified in the minor amendment section: i.e. capacity increases, regionally significant projects, major ATMS projects, controversial projects of any type.
- Roadway project phases with the initial cost over \$5,000,000 increasing over 100% or the cost increase exceeds \$20,000,000 except for Lump Sum Banks

The Major Amendment process for non-attainment areas requires widespread advertisement and/or posting on the MPO web site, a 30 day public comment period, and response to all comments received, either via individual or summary form. There is no requirement for a public hearing; however, the MPO may choose to hold a hearing. The Major Amendment project is put on the agenda for discussion and action through the TIP approval process.

The Major Amendment process for all other areas requires public advertisement and/or posting on the MPO web site, a 15-day comment period, and response to all comments, either individually or in a summary form. There is no requirement for a public hearing. The Major Amendment follows the usual CAC, TCC and PC process for action.

## PARTICIPATION PLAN

The MPO must verify from GDOT that funds are available for the cost estimate changes if these changes are not offset by cost reductions or shifting of other projects. The MPO is responsible for notification to GDOT and FHWA/FTA of action taken and assuring that the Major Amendment process, addressing conformity (in non-attainment areas) and public involvement procedures have been followed.

### STIP (Statewide Transportation Improvement Program) Administrative Adjustments

The following actions are eligible as Administrative Adjustments to the STIP:

- Project number change or Project identification number change.
- Splitting or combining projects.
- Increase in Lump Sum Banks by less than 30%.
- Fund source change.
- Obvious minor data entry errors.
- Minor change in expenditures for transit projects
- Changes or clarifying elements of a project description (with no change in funding). This would generally be less than 10% change in project termini. This change would not alter the original project intent.
- Roadway project phase cost estimate changes less than \$5,000,000 (See Note 5)
- Roadway project phases with the initial cost over \$5,000,000 may increase up to 30% (See Note 5)

The STIP Administrative Adjustment process consists of notification to all involved parties in the latest version of the Department's Construction Work Program. There is no public involvement required in such instances. If an Administrative Adjustment is made at the time of submittal of a project for authorization that form will serve as such notice.

### STIP (Statewide Transportation Improvement Program) Minor Amendments

A Minor Amendment to the STIP would include the following.

- Shifting projects within the STIP.
- Move PE, ROW or Construction Funds programmed to another year of the STIP
- The deletion of a project at the request of the Project Sponsor.
- Shifting Construction funds to add a PE or ROW phase to a project
- Addition or deletion of a phase of a project shown on the TIP Minor Amendment

## PARTICIPATION PLAN

---

list

- Increase funding more than 30% for Lump Sum Banks (maintenance, safety, enhancement, hazard elimination, R/R crossing etc.)
- Roadway project phases with the initial cost over \$5,000,000 that increase over 30% but less than 100% with a \$20,000,000 maximum (See Note 5)

Written notification is submitted to the FHWA, FTA and the MPO showing the change made and stating the source of funding assuring that the financial balance of the STIP is maintained. Cost changes made to the second and third years of the STIP will be balanced during the STIP yearly update process. Minor and Major amendments to the STIP are denoted as addendum's and consecutively numbered.

### STIP (Statewide Transportation Improvement Program) Major Amendments

Major amendments to the STIP would include the following:

- Addition of an annual TIP.
- Addition or deletion of a phase of a project on the TIP Major list.
- Major change to scope of work of an existing project. A major change would be any change that alters the original project intent i.e. a change in the number of through lanes, a change in termini of more than 10 percent, or a change in location
- Roadway project phases with the initial cost over \$5,000,000 increasing over 100% or the cost increase exceeds \$20,000,000 except for Lump Sum Banks

The Department handles the public advertisement and/or posting on the Department web site, a 15-day comment period, and responds to all comments, either individually or in summary form. For a STIP amendment that is solely inclusion of an approved TIP or approved amended TIP, such public involvement is not necessary as this requirement was fulfilled by the MPO prior to state approval.

An amendment will be submitted to FHWA and FTA requesting approval of the addition or change made and stating the source of funding to maintain a balanced STIP. Cost changes made to the second and third year of the STIP will be balanced during the STIP yearly update process. The Department assures that the Major Amendment process and the public involvement procedure had been followed.

## PARTICIPATION PLAN

---

Notes:

- 1) An amendment to the STIP or TIP is not necessary for adding individual projects from Lump Sum Bank categories as long as they are consistent with the category definitions.
- 2) The date at which a TIP becomes effective is when the Governor or his designee approves it or USDOT in non-attainment areas.
- 3) The date at which a STIP becomes effective is when FHWA and FTA approve it.
- 4) The STIP is developed on the state fiscal year which is July 1-June 30.
- 5) Roadway cost changes: The cost thresholds shown will also apply to project phase modifications which are changes to project costs after the initial authorization.

Funds for these increases will come from those set aside in the STIP financial plan by the Department for modifications and cost increases. Fiscal Constraint will be maintained in the STIP at all times. For projects needing a minor amendment for cost increases, the Department will e-mail the amendment to the project sponsor and any affected MPO, allowing a five working day comment period prior to receiving any FHWA approvals. All comments will be addressed. For non-attainment areas, no cost change will be made that results in a project affecting conformity being delayed.

This process applies to projects with no significant scope change. Any project with scope changes over 10% will be treated as major amendments as set forth previously in this process.

The cost change process applies to rural areas of the state and all MPO's except that the TMA MPO may elect to set more restrictive limits on MPO controlled funds (STP funds set aside for areas over 200,000 population.) If so, projects needing more of these funds will follow the MPO process for making cost changes.

# PARTICIPATION PLAN

---

## Appendix F:

### Agency Consultation and Coordination

#### State Resource Agencies

**GEORGIA DEPARTMENT OF  
COMMUNITY AFFAIRS**

60 Executive Park South  
Atlanta, GA 30329  
404.679.4915

**GEORGIA DEPARTMENT OF  
ECONOMIC DEVELOPMENT**

75 Fifth Street, NW  
Suite 1200  
Atlanta, GA 30308  
404.962.4000

**GEORGIA FORESTRY  
COMMISSION**

5645 Riggins Mills Road  
Dry Branch, GA 31020  
478.751.2782

**GEORGIA DEPARTMENT OF  
NATURAL RESOURCES**

2 Martin Luther King Jr., SE  
Suite 1252 East Tower  
Atlanta GA 30334  
404.656.3500

**HISTORIC PRESERVATION  
DIVISION, DNR**

34 PEACHTREE STREET  
SUITE 1600  
ATLANTA GA 30303  
404.656.2840

**ENVIRONMENTAL  
PROTECTION DIVISION, DNR**

2 Martin Luther King Jr., SE  
Suite 1152 East Tower  
Atlanta GA 30334  
404.657.5947

**WILDLIFE RESOURCE  
DIVISION, DNR**

2070 U.S. Highway 278, SE  
Social Circle, GA 30025  
770.918.6408

**STATE PARKS & HISTORIC  
SITES, DNR**

2 Martin Luther King Jr., SE  
Suite 1352 East Tower  
Atlanta GA 30334  
404.656.2770

**GEORGIA DEPARTMENT OF  
TRANSPORTATION**

West Annex  
276 Memorial Avenue  
Atlanta GA 30303  
404.651.9200