



# Hinesville Area Metropolitan Planning Organization

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## Title VI Program and Environmental Justice Analysis

June 22, 2015: Amendment to correct 120 days to file a Title VI complaint to 180 days.

Approved:

 6/22/15  
Jeff Ricketson, AICP

Adopted: December 13, 2012

Revised June 22, 2015

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100 Main Street, Suite 7520  
Phone: 912-408-2030

Hinesville, Georgia 31313  
Fax: 912-408-2037

Jeff Ricketson, AICP, Director

Mayor Pray, Policy Committee Chairman

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Prepared by the Hinesville Area Metropolitan Planning Organization (HAMPO), for more information regarding this document or any other HAMPO activity, please contact us at:

Hinesville Area Metropolitan Planning Organization  
c/o Liberty Consolidated Planning Commission  
100 Main Street, Suite 7520  
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 [www.thelcpc.org](http://www.thelcpc.org) and click on the HAMPO tab.

## Resolution of Adoption

### RESOLUTION BY THE HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE ADOPTING THE TITLE VI PROGRAM AND ENVIRONMENTAL JUSTICE ANALYSIS

**WHEREAS**, on February 14, 2007 the U.S. DOT published the final rules incorporating changes to the Code of Federal Regulations due to the passage of the legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) and now Moving Ahead for Progress in the 21st Century (MAP-21), and these require that the Metropolitan Planning Organization, in cooperation with participants in the planning process and others, develop and update as necessary the *Title VI Program and Environmental Justice Analysis*; and,

**WHEREAS**, the Hinesville Area Metropolitan Planning Organization is the Metropolitan Planning Organization for the Hinesville urbanized area; and,

**WHEREAS**, the urban transportation planning regulations require that the product of a planning process be certified as in compliance with all applicable requirements of the law and regulations; and,

**WHEREAS**, the staff of the Hinesville Area Metropolitan Planning Organization and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,

**WHEREAS**, the locally developed and adopted process for private sector participation has been followed in the development of the; and,

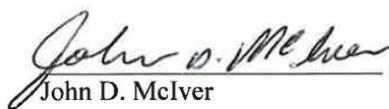
**NOW, THEREFORE, BE IT RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee adopts the *Title VI Program and Environmental Justice Analysis* as set forth in the document attached to this Resolution;

**BE IT FURTHER RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Executive Director of the Liberty Consolidated Planning Commission to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.

#### **CERTIFICATION**

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on December 13, 2012.

Attest:

  
John D. McIver  
Chair, HAMPO Policy Committee

12-13-12  
(date)

  
H.E. "Sonny" Timmerman  
Executive Director, Secretary

12/13/2012  
(date)

## Introduction

The Hinesville Area Metropolitan Planning Organization (HAMPO) is the Metropolitan Planning Organization (MPO) for the Hinesville urbanized area, all of Liberty County, and part of Long County. HAMPO is responsible for the federally required transportation planning process, with a designated study area including all of both counties.

This document details the HAMPO Title VI Program and Environmental Justice (EJ) Analysis.

## List of Acronyms

EJ	Environmental Justice
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
CAC	HAMPO Citizens Advisory Committee
PC	HAMPO Policy Committee
HAMPO	Hinesville Area Metropolitan Planning Organization
LEP	Limited English Proficiency
LRTP	Long-Range Transportation Plan
MPO	Metropolitan Planning Organization
NEPA	National Environmental Policy Act
PPP	Public Participation Plan (PPP)
TIP	Transportation Improvement Program (TIP)
UPWP	Unified Planning Work Program (UPWP)
USDOT	United States Department of Transportation (USDOT)
USEPA	United States Environmental Protection Agency (USEPA)

## Title VI and Environmental Justice

Environmental Justice (EJ) is a requirement of federal, state, and local agencies and has legal basis in the Title VI of the Civil Rights Act of 1964, Executive Order 12898 of 1994, and National Environmental Policy Act (NEPA). These regulations require that all agencies receiving federal assistance demonstrate compliance with related laws so that all the populations in the agency's study area enjoy the same benefits of the federal investments, bare the same burdens resulted from the federal projects, and have equal participation opportunities in the local and state issues.

The United States Environmental Protection Agency (U.S. EPA) Office of Environmental Justice defines EJ as:

*“The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including racial, ethnic, or socio-economic group should bear a disproportionate share of the negative environmental consequences*

*resulting from industrial, municipal, and commercial operations or the execution of federal, state, local and tribal programs and policies.”*

In general, this means that for any program or activity for which any federal funds will be used, the agency receiving the federal funds:

- Must make meaningful effort to involve low income and minority populations in the processes established to make the decision about the use of the federal funds, and
- Must evaluate the nature, extent, and incidence of probable favorable and adverse human health or environmental impacts of the program or activity upon minority or low-income populations.

## **Requirements**

President Clinton in 1994 signed Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. This Order served to amplify the provisions of the Title VI of the Civil Rights Act of 1964.

Title VI of the 1964 Civil Rights Act states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Title VI bars intentional discrimination as well as disparate impact discrimination (i.e. a neutral policy or practice that has a disparate impact on low income or minority groups).

The Environmental Justice Executive Order amplifies Title VI by providing that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority or low income populations.”

In compliance with the Executive Order, the U.S. Department of Transportation (USDOT) issued its final order in 1997 to describe the process to incorporate EJ principles into existing programs, policies, and activities. In response, the Federal Highway Administration (FHWA) issued its action statement to address Environmental Justice in 1998, outlining specific issues to be addressed about EJ to assure that States and Metropolitan Planning Organizations (MPOs) are in compliance with EJ guidelines. USDOT has subsequently issued an “Updated Environmental Order Justice Order 5610.2(a)” as signed by the Secretary of Transportation on May 2<sup>nd</sup>, 2012 (updated the original order as issued on April 15<sup>th</sup>, 1997). This update to HAMPO’s Title VI and EJ Analysis conforms to the updated Environmental Order Justice Order 5610.2(a).

The Hinesville Area Metropolitan Planning Organization (HAMPO) boundary was approved on May 24<sup>th</sup>, 2005 and the certification of the MPO was approved on August 15<sup>th</sup>, 2005. HAMPO prepares this Environmental Justice analysis and Title VI Program in response to the federal and state

requirements, but also to facilitate equitable transportation planning in the Hinesville urbanized area and Liberty and Long Counties.

### **Title VI Notice**

The Title VI Public Notice is included as Appendix A to this document.

### **Instructions to Submit a Title VI Complaint**

The “Complaint Resolution Procedure to Ensure Non-Discrimination in Federally Assisted Programs or Activities Participated in by the Hinesville Area Metropolitan Planning Organization” containing the purpose, scope, responsibilities and complaint form is included as Appendix B to this document.

### **Title VI Investigations, Complaints, and Lawsuits**

There have been no investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and programs since the last approval of the HAMPO Title VI Program in 2005.

### **Public Participation Plan**

The Title VI compliant Public Participation Plan (PPP) is attached as Appendix C. This plan details participation plan components to engage minority and limited English proficient populations and other constituencies that are traditionally underserved, such as people with disabilities, and low-income populations. The PPP includes HAMPO’s plan to provide language assistance to persons with limited English proficiency.

### **Public Participation Activities**

Recognizing the importance of involving the public in planning for the future of this region, HAMPO developed a proactive and interactive planning process, providing the opportunity for the community to play an integral role in transportation planning. The public involvement requirements are specifically stipulated in the “Public Involvement Plan” that was adopted by the HAMPO Policy Committee in 2003. This plan is developed for HAMPO to provide the public an opportunity to participate in, to review, and to comment upon the formulation of transportation plans, policies and projects. The process provides a set of procedures to be consistently applied to incorporate public participation in the transportation planning process.

### **Participation Selection**

The efforts to obtain meaningful public input for EJ consists of two parts: through appropriate committee participation, and through resident participation.

### **Committee Participation**

The HAMPO Citizens Advisory Committee (CAC) is representative of all cross-sections of the community and functions as a public information and involvement committee. The CAC is entrusted with informing the HAMPO Policy Committee (PC) of the community’s perspective while providing information to the community about transportation policies and issues.

All the HAMPO plans and programs go through these two committees for review and comments before they can be adopted by the Policy Committee. The 2035 Long-Range Transportation Plan (LRTP) and the yearly-updated Transportation Improvement Program (TIP) are no exceptions.

**Resident Participation**

Besides the committees that represent various populations and communities in Liberty County, HAMPO has made efforts to involve all the transportation system users (motorists, bicyclists, pedestrians, etc.) in the public involvement process. HAMPO has made a particular effort to include the EJ target populations in the long-range plan development process, including minorities, low-income persons, persons with disabilities, elderly populations, and child advocates or school personnel.

**Racial Makeup of Committee Membership:**

The following table shows the racial makeup of the HAMPO standing committees as of the date of this analysis:

<b>Committee:</b>	<b>membership</b>	<b>female</b>	<b>%female</b>	<b>minority</b>	<b>%m</b>
<b>HAMPO Policy</b>	<b>16</b>	<b>5</b>	<b>31%</b>	<b>7</b>	<b>44%</b>
<b>HAMPO Technical Coordinating</b>	<b>23</b>	<b>8</b>	<b>35%</b>	<b>6</b>	<b>26%</b>
<b>HAMPO Citizens Advisory</b>	<b>15</b>	<b>4</b>	<b>27%</b>	<b>7</b>	<b>47%</b>
<b>Liberty Transit Steering</b>	<b>4</b>	<b>1</b>	<b>25%</b>	<b>2</b>	<b>50%</b>

As the committees expand and/or membership changes occur, the racial makeup will be subject to change. HAMPO staff will monitor the participation levels of minority populations and perform focused outreach and education regarding the planning process as needed to ensure minority participation will continue to reflect the demographics of the MPO area.

**Outreach Methods**

HAMPO involves our community through public meetings and the standing committees (Citizens, Technical, Policy and Transit) in each step of the TIP, LRTP, EJ and PPP development processes. HAMPO staff presents the information to the public and committees at their respective meeting, invite comments and answer questions. Comments from both the committees and public are investigated in the plan development process and incorporated into the plans.

The public involvement of the Liberty County residents includes a combination of the following methods; public meetings, sending draft plans to the reviewing agencies, public libraries, publishing the meeting notices in newspapers, sending invitations to neighborhood associations (including the EJ population concentrated neighborhoods), local governments through their participation in the committees, advertising the meeting notices on HAMPO's website (<http://thelcpc.org/HAMPO>) and newspaper community calendars, etc. The public notices contain directions to HAMPO' web-site where the document is available for review and comment. HAMPO actively strives to identify new and effective methods for public outreach.

HAMPO staff also makes every effort to attend the neighborhood association meetings and local government meetings. Staff assists in preparing mapping and statistical information to facilitate the meetings.

### **Public Outreach Contacts**

The public outreach contacts include news media, elected officials, people who came to the meetings before, and people who have sent comments to HAMPO before about their transportation needs.

### **Information Presentation Methods**

Besides giving formal presentations with visualization tools, HAMPO prepares information boards with maps and pertinent information, asks for and takes questions, and tries to have one-to-one conversations with the participants at or after public meetings. HAMPO distributes comment sheets to the participants so that they can either write down their comments at the meeting or take the sheets back to their neighborhoods for distribution.

## **Demographic Profile of HAMPO Area**

### **Demographic Terms**

Low-Income means a person whose median household income is at or below the Department of Health and Human Services poverty guidelines.

Low-Income Population means any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons who will be similarly affected by a proposed USDOT program, policy or activity.

Minority means a person who is (1) Black (a person having origins in any of the black racial groups of Africa); (2) Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race); (3) Asian American (a person having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); (4) American Indian and Alaskan Native (a person having origins in any of the original people of

North America and who maintains cultural identification through tribal affiliation or community recognition); and (5) Native Hawaii or Other Pacific Islanders (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands). Additionally, any person who responded to the US Census as being either solely or a mix of one of these minority groups qualifies as being in the minority population.

*Minority Population* means any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons who will be similarly affected by a proposed USDOT program, policy or activity.

## **Title VI and EJ Populations**

The following figures below show relevant demographic characteristics of population in the study area, including poverty status, racial and ethnic background, vehicle ownership, and language.

Figure 1 shows that the largest concentration of households below poverty is on Fort Stewart, with additional concentrations in the Walthourville area and eastern Long County.

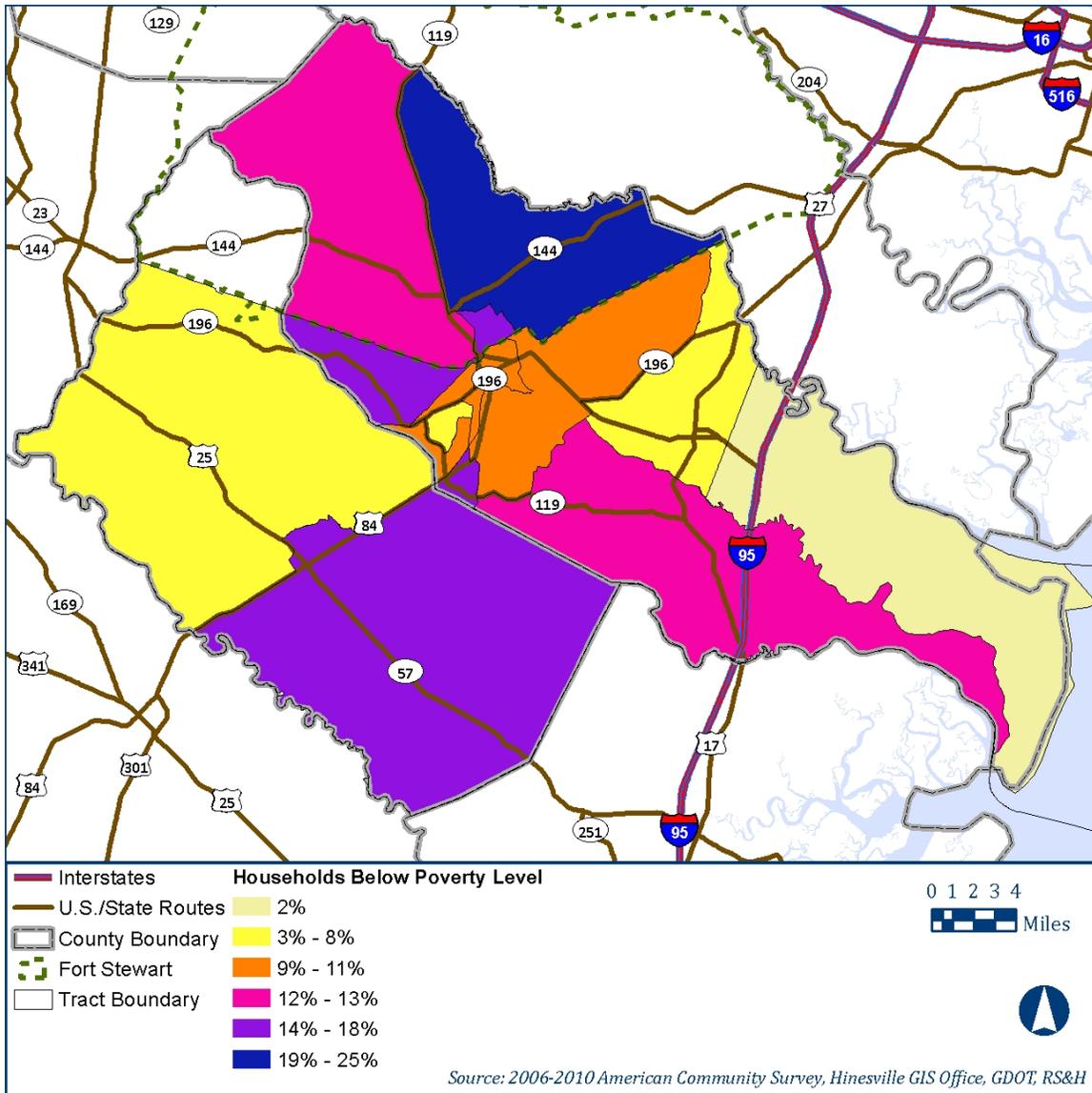


Figure 1 Percent of Households below Poverty by Census Tract

Figure 2 show that Fort Stewart includes relatively high numbers of households with no vehicle available.

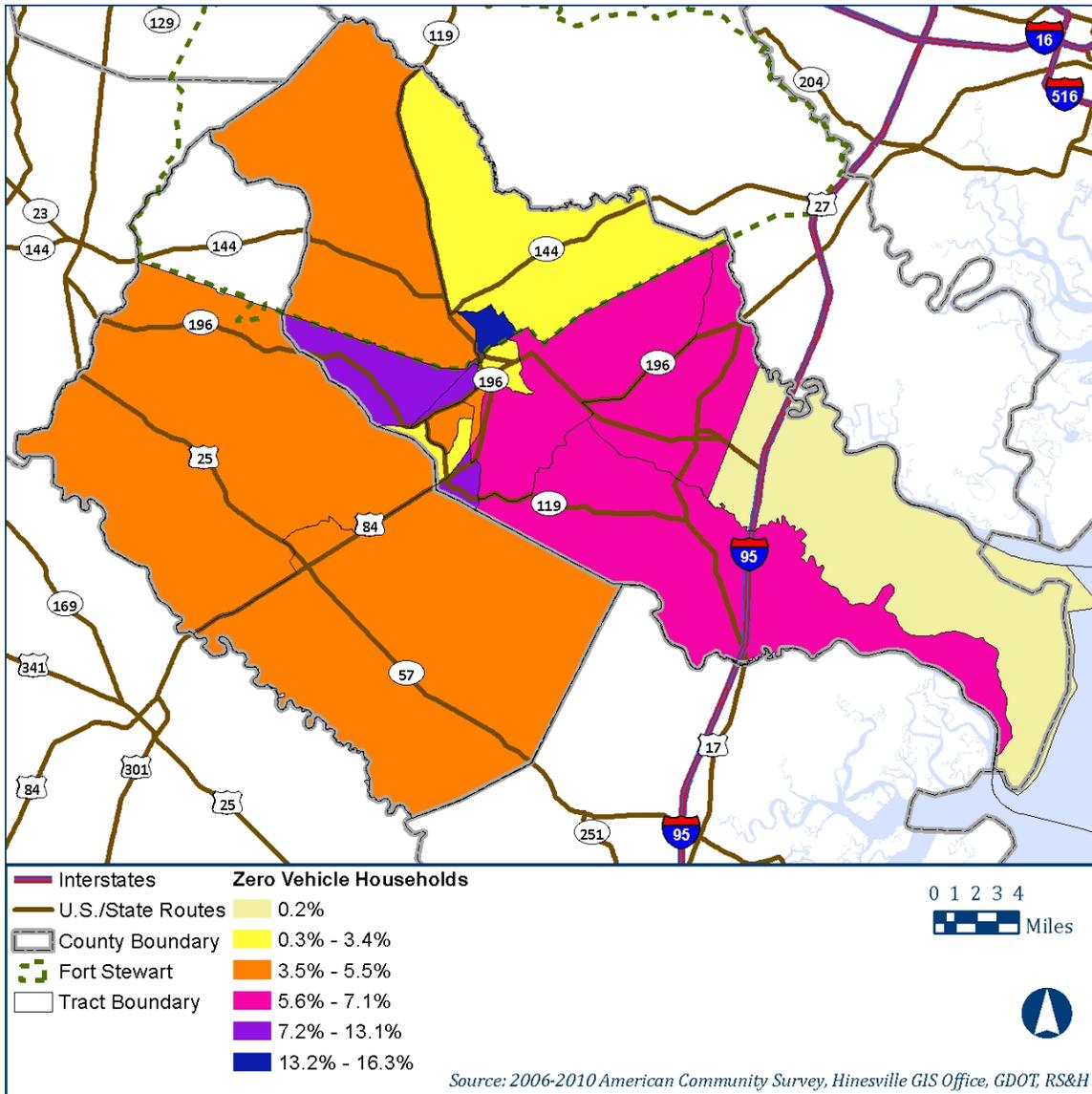


Figure 2 Households with No Vehicle by Census Tract

Figure 3 shows that racial minorities are spread throughout the study area, with a concentration in the Riceboro area and in tracts in Hinesville, Allenhurst, and Walthourville.

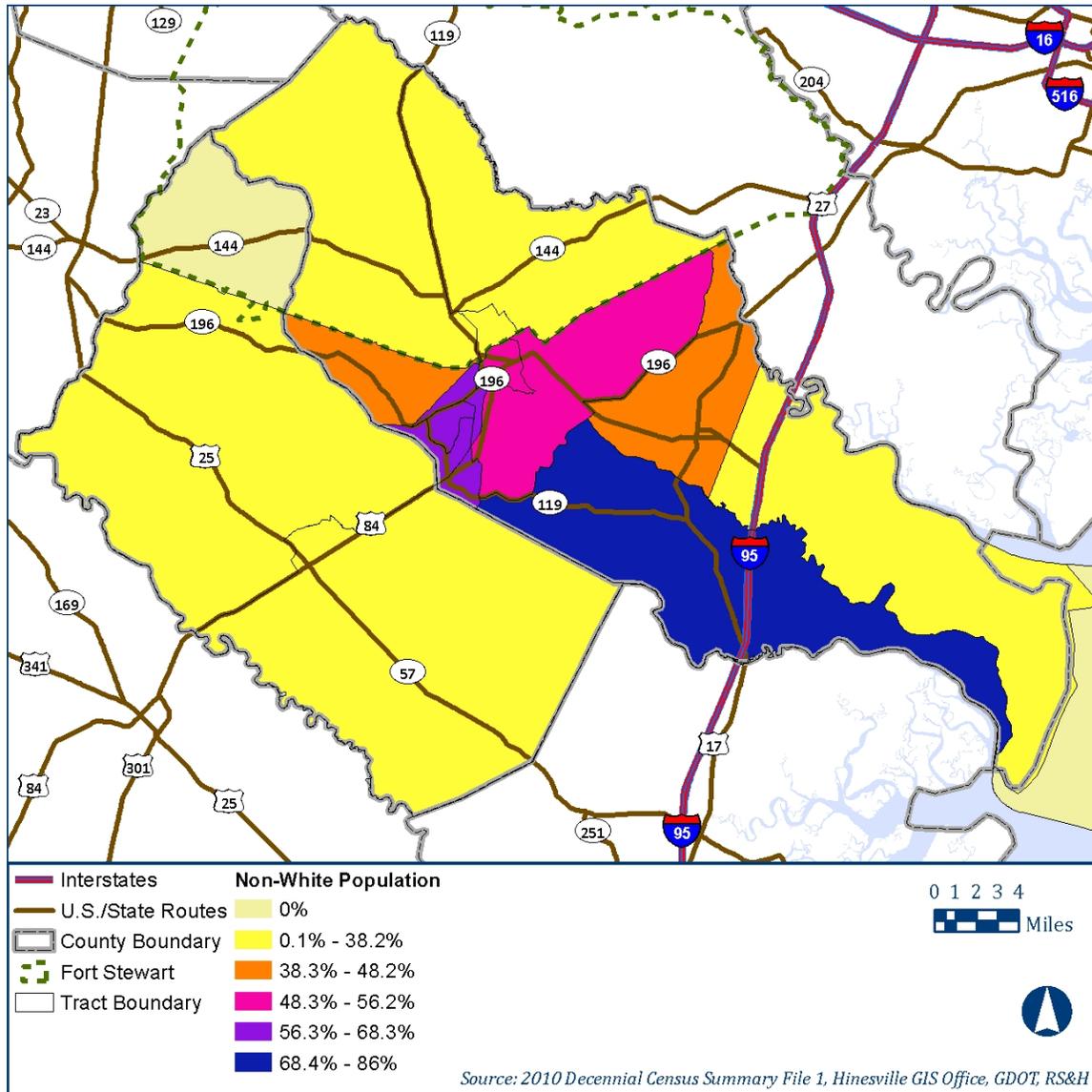


Figure 3 Non-white Population by Census Tract

Figure 4 shows relatively high levels of Limited English Proficient (LEP) populations in Hinesville, on Fort Stewart, and in western Long County. However, the highest percent of LEP populations is 6.8%.

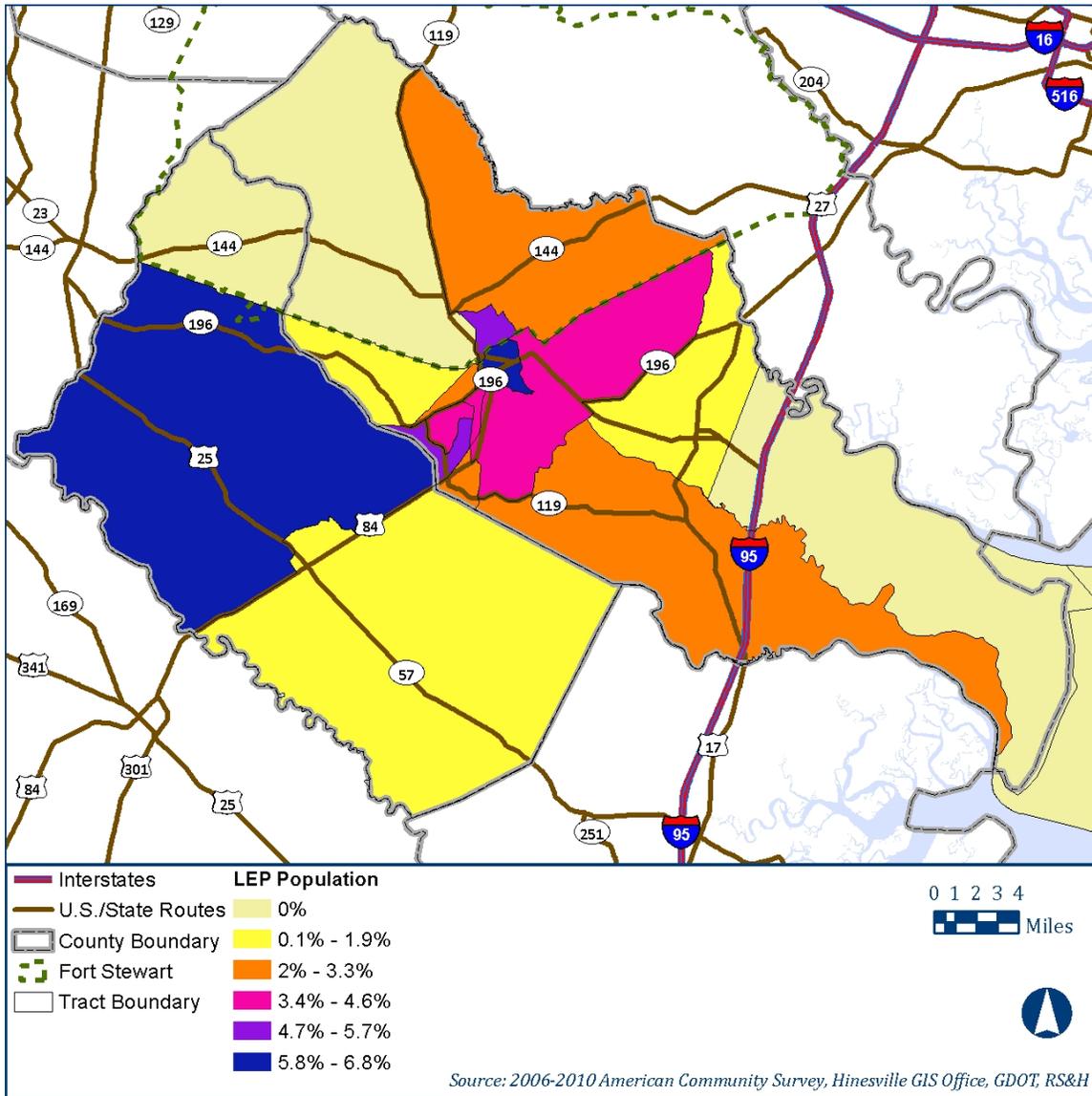


Figure 4 LEP Population by Census Tract

Figure 5 shows the percent of population that reports a Hispanic or Latino origin.

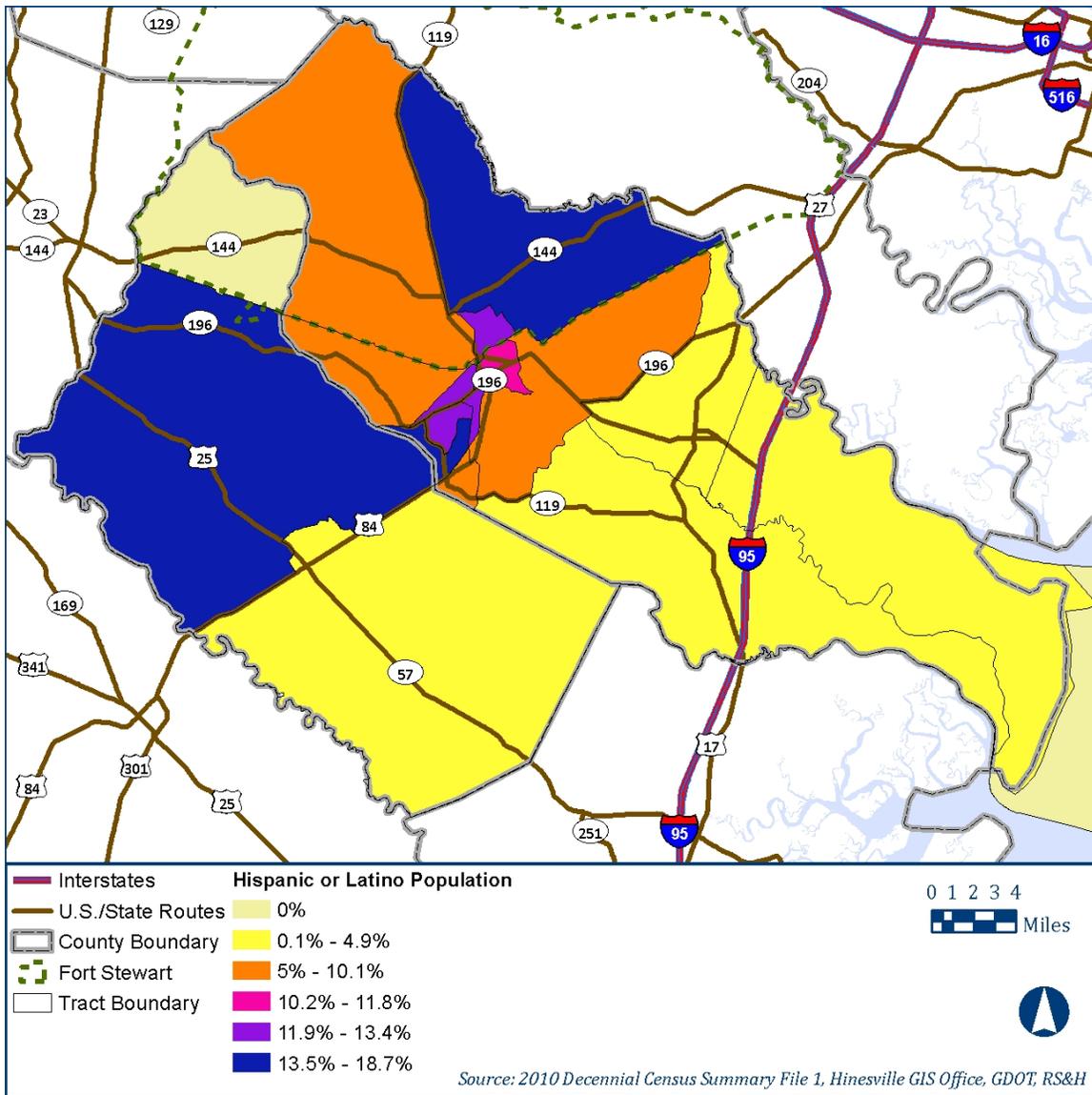


Figure 5 Percent of Population that is Hispanic or Latino by Census Tract

## Title VI and EJ Target Population in HAMPO Study Area

The target populations in the HAMPO transportation planning area include minorities (blacks, Hispanic populations, Asian Americans, American Indians and Alaskan Natives, Native Hawaiian or Other Pacific Islanders, and people with two or more races) and Low-Income population (persons below poverty). This information is used for the equitable public involvement process and for planning other related transportation improvements. The thresholds used for defining target populations are the regional average.

The table below summarizes thresholds for determining Title VI target populations and environmental justice populations in the two-county study area. When these parameters are applied to each tract, the majority of tracts meet one or more thresholds. Both populated tracts in Long County and all but two populated tracts in Liberty County meet a threshold to become a target area. Of course, within each tract, the distribution of target populations will vary. Table 3 Target Census Tracts shows tracts with a target population above the study area threshold highlighted.

Table 1 Summary Demographic Profile

<b>Liberty County Demographic Profile</b>	
Nonwhite population as percent of total	52.9%
Percent of Population that is a Racial or Ethnic Minority (Nonwhite or Hispanic)	57.3%
Percent of Families below Poverty	15.0%
Percent of Households below Poverty	15.0%
Percent of Households with No Vehicle	5.9%
Percent LEP Population	3.7%
Percent Spanish/Spanish Creole LEP Population	2.3%
<b>Long County Demographic Profile</b>	
Nonwhite population as percent of total	37.6%
Percent of Population that is a Racial or Ethnic Minority (Nonwhite or Hispanic)	41.3%
Percent of Families below Poverty	11.6%
Percent of Households below Poverty	11.6%
Percent of Households with No Vehicle	4.8%
Percent of LEP Population	3.9%
Percent Spanish/Spanish Creole LEP Population	3.8%
<b>Study Area Profile</b>	
Nonwhite population as percent of total	50.1%
Percent of Population that is a Racial or Ethnic Minority (Nonwhite or Hispanic)	54.3%
Percent of Families below Poverty	14.5%
Percent of Households below Poverty	14.5%
Percent of Households with No Vehicle	5.7%
Percent of LEP Population	3.7%
Percent Spanish/Spanish Creole LEP Population	2.5%

Figure 6 and 7 show tracts that are above average concentrations of low income and minority populations with figure 8 showing where households with no vehicle are over-represented.

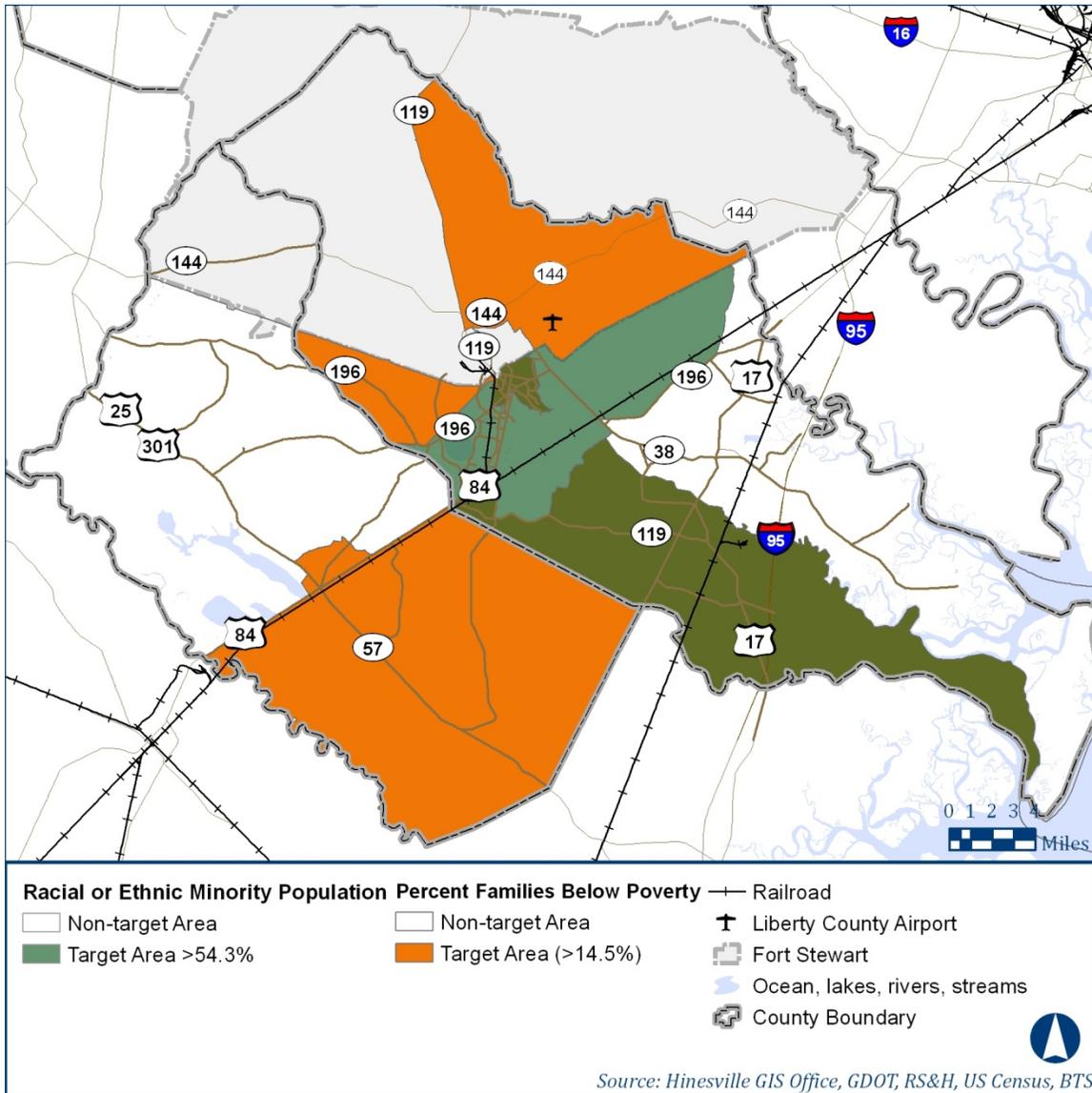


Figure 6 Target Areas of Poverty and Minority Populations by Census Tract

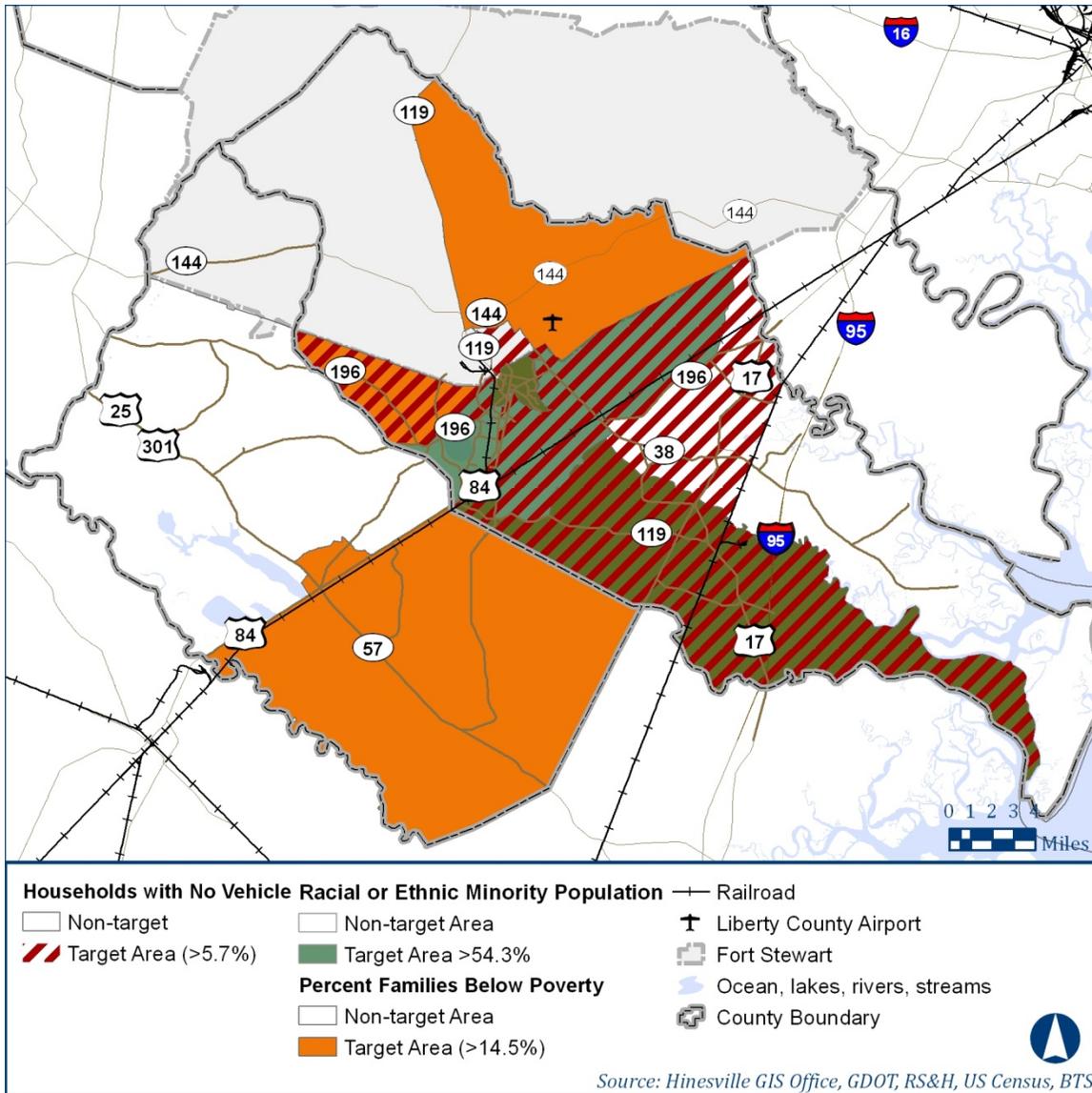


Figure 7 Target Areas Including No Vehicle Households by Census Tract

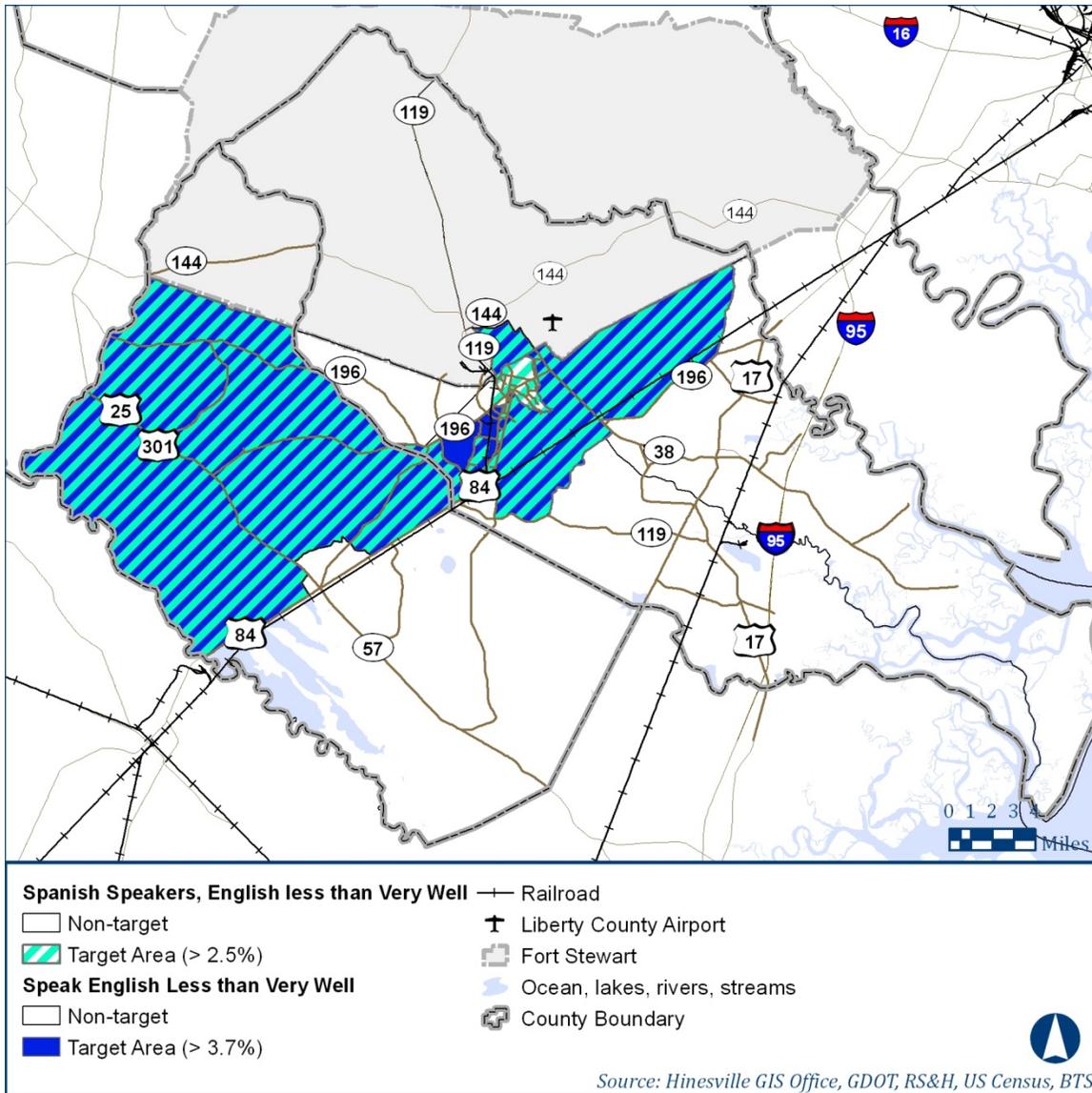


Figure 8 LEP Population Target Areas by Census Tract

The table below shows that the vast majority of the study area has been identified as a target area, with over 90% of the total population in a target area, and an even higher proportion of minorities reside in the target area. The inclusion of such a large proportion of the study area within the target area indicates the diversity of the study area.

Table 2 Percent of Population in Target Areas

	Percent of Study Area Population	Percent of Minority Population
Target Area	92.2%	96.2%
Non-target Area	7.8%	3.8%

Table 3 Target Census Tracts in One or More Category (Marked with 'X')

Liberty County Tracts	
X	101.01
	101.02
X	101.03
X	102.02
X	102.04
X	102.05
X	102.06
X	102.07
X	102.08
X	103
X	104
	105.01
X	105.02
X	106
Long County Tracts	
X	9701
X	9702

### **Environmental Justice Analysis**

The HAMPO Title VI Program and EJ Analysis are based partially upon the GDOT draft EJ planning guidelines issued in 2005. The document has been updated per FTA Circular 4703.1, Environmental Justice Policy Guidance for Federal Transit Administration Recipients and FTA Circular 4702.1B, Title VI Guidelines for FTA Recipients.

The process includes:

- Identify the potential burdens and benefits.
- Identify the target populations within the study area.
- Correlate the identified burdens and benefits to the target populations.
- Note possible mitigation strategies for identified disproportionate burdens.
- Determine which public participation methodologies to use.
- Make environmental justice recommendations.
- Evaluate the implementation of the EJ process.

## Objective

As the designated Metropolitan Planning Organization that does transportation planning for the Hinesville Urbanized Area, all of Liberty County, and part of Long County. The Hinesville Area Metropolitan Planning Organization (HAMPO) determined to assess the impacts of the transportation planning process, the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP) on minority and low-income populations. In addition HAMPO has defined other target populations (the disabled, the elderly, and the children), identified their transportation needs, and explored ways to satisfy those needs.

HAMPO incorporated three principles to ensure that environmental justice considerations are properly integrated into the transportation planning process. They are:

- Ensuring adequate public involvement of the target populations (low-income, minority, the disabled, the elderly, and children) in regional transportation decision-making.
- Assessing whether there are disproportionately high adverse impacts on the target populations.
- Assuring that the target populations receive a proportionate share of benefits of federal transportation investments.
- Identify Potential Burdens and Benefits.
- Establishment of Objectives and Goals.

The first step in identifying and addressing potential burdens and benefits on target populations occurs during the establishment of goals and objectives in the planning process. HAMPO developed its EJ objectives and goals corresponding to the FHWA guidelines (Publication NHI-02-034), thus the overall goals that address EJ in the planning process include the following:

- Enhance accessibility and mobility
- Promote system preservation
- Enhance quality of life and health
- Improve safety
- Promote economic development, and
- Improve operational efficiency
- Identification of Performance Measures

The next step involves establishing meaningful performance measures to determine burdens and benefits. These measures are developed to test against the planning goals defined above.

The GDOT, “EJ Guidelines” define some performance measures such as average number of jobs within 20 minutes by driving, average number of jobs within 40 minutes by bus, transit ridership per capita, frequency of transit service, number of high-accident locations, accidents per year, average travel time for home-based work trip, average travel time for home-based other trips, percent of

population close to a hospital, percent of population close to a college and percent of population close to a major retail destination.

Even though these measures are comprehensive, it is hard to determine how some of them can be correlated to the EJ target populations. HAMPO decided to perform the EJ analysis by ensuring fair public involvement and by comparing the total proposed improvements within and outside of the EJ target areas. Specifically, the performance measures include the following transportation modes:

- Highway
- Highway Investments
- Displacement from Highway Projects
- Public Transit
- Fixed route bus service
- On-demand public transportation service

The figures 9 and 10 show who the 2035 LRTP transportation investments and target areas for Title VI and Environmental Justice. Table 5 shows the distribution of transportation investments in target and non-target areas.

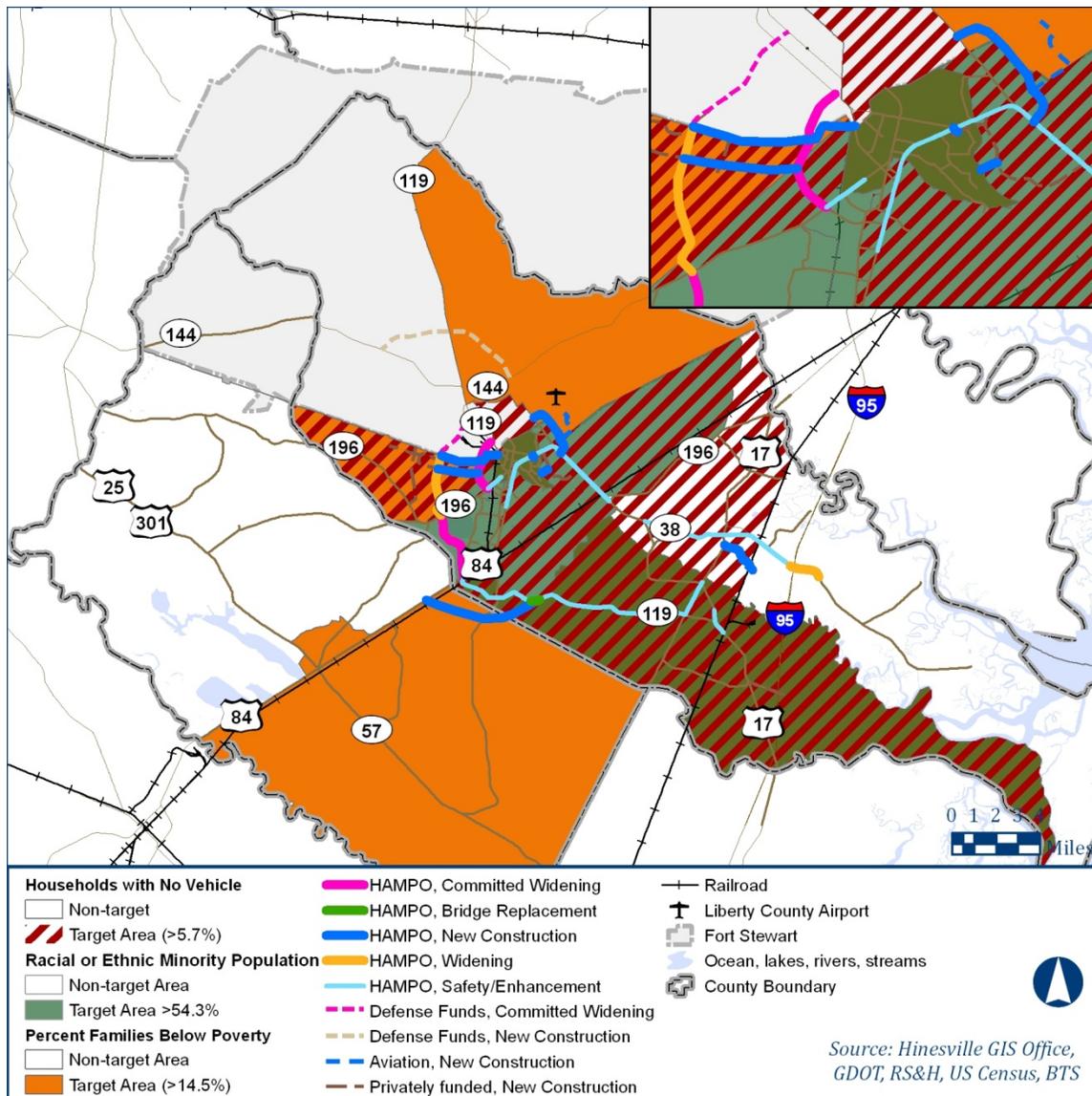


Figure 9 Target Areas and LRTP Projects

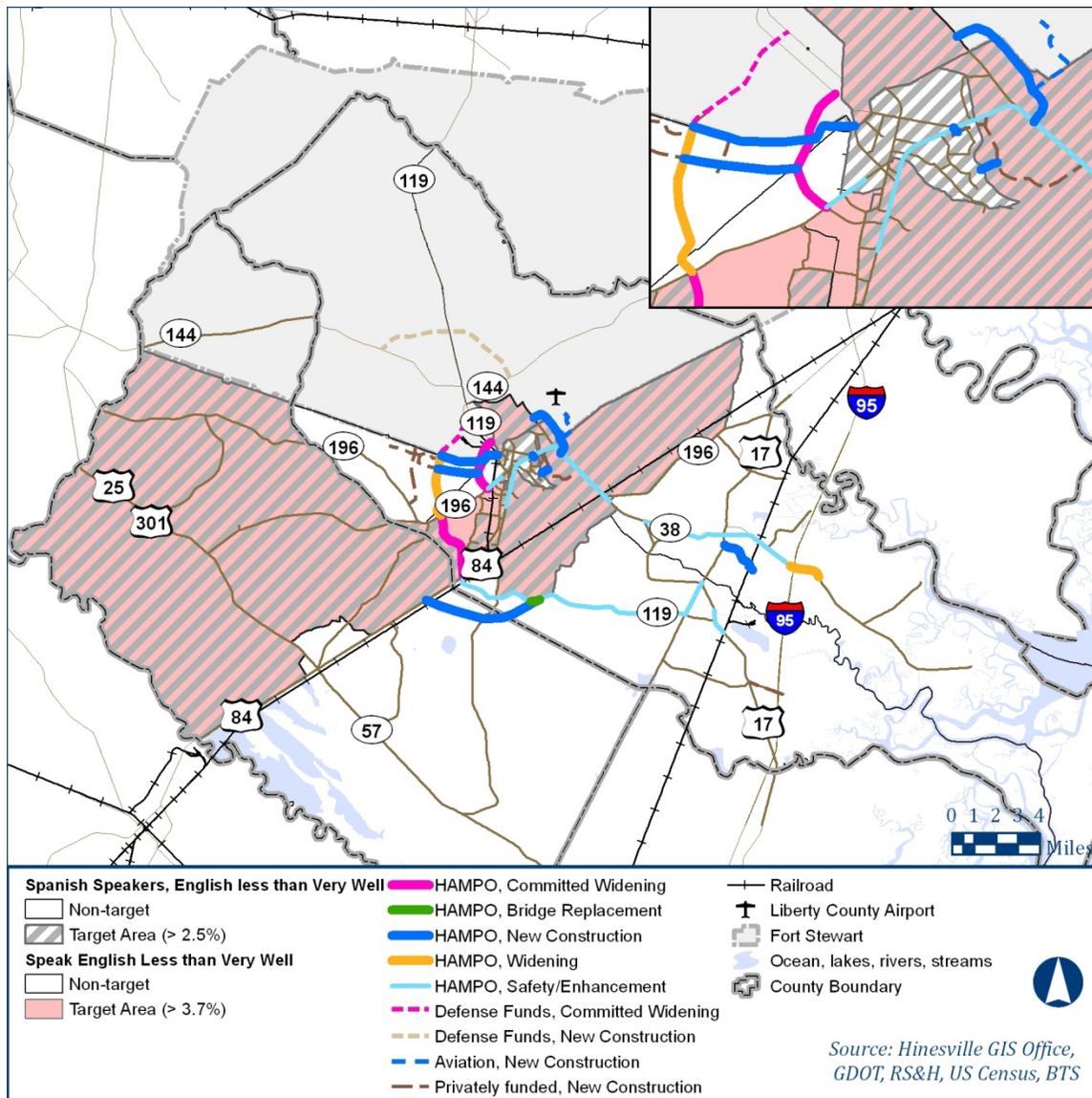


Figure 10 LEP Areas and LRTP Projects

### Identification of Benefits and Burdens in the Study Area

With the performance measures established, the potential benefits and burdens can be identified and measured. The following table lists some of the benefits and burdens and possible mitigation strategies identified by HAMPO.

Table 4 Potential Benefits and Burdens

Proposed Project Type	Possible Benefits	Possible Burdens	Possible Mitigation Strategies
<b>Highway System</b>			
New Road	<p>Enhance accessibility and mobility.</p> <p>Promote economic development.</p> <p>Improve safety.</p> <p>Improve operational efficiency.</p>	<p>Benefits limited to populations with motor vehicles.</p> <p>Increase in noise and air pollution.</p> <p>Might impact existing neighborhoods.</p>	<p>Signal synchronization, pedestrian crosswalks, bike lanes, bus route addition, etc.</p> <p>Select ROW for minimum impacts.</p> <p>Try to incorporate context-sensitive design to maintain the neighborhoods.</p>
Resurface/Upgrade of existing roadways	<p>Promote system preservation</p> <p>Improve safety.</p> <p>Improve operational efficiency.</p>	<p>Expansion of shoulder width impinges on residential property.</p> <p>Diverted traffic during project construction causes heavy traffic and dangerous conditions on city streets.</p> <p>Noise and air pollution during construction.</p>	<p>Build curbing and sidewalks rather than shoulders.</p> <p>Close large section of roadways on weekends to increase resurfacing productivity.</p> <p>Reroute traffic to major streets if possible.</p>
<b>Pedestrian</b>			
<p>Addition of Pedestrian Amenities and/or Safety Provisions</p> <p>Addition of Bike Routes on Existing Roads</p>	<p>Improve quality of life, health and environment by encouraging people to use the bike/pedestrian facilities.</p> <p>Improve safety to pedestrians and bike riders.</p> <p>Provide an alternative to motor vehicles.</p>	<p>“Bump-outs” and traffic calming measures make commercial deliveries difficult.</p> <p>Bike routes takes space for passing turning cars at intersections and reduce on-street parking.</p>	<p>Need to come up with some original improvement plans to accommodate both motor vehicle traffic and bike/pedestrian usage.</p>
<b>Other Transportation Projects</b>			
<p>Multi-modal connection</p> <p>ITS improvements</p> <p>CMS strategies</p>	<p>Enhance mobility and accessibility.</p> <p>Improve safety.</p> <p>Enhance system preservation and operational efficiency.</p>	<p>Some ITS projects might be expensive to implement</p>	<p>Multi-modal incorporates transit stations and other modes.</p> <p>Have a comprehensive design before any ITS projects are implemented.</p>

The ultimate result of the MPO planning process is the Long Range Transportation Plan (LRTP). The Transportation Improvement Program (TIP) is the subset or short-range of the LRTP that has specific funding identified and is scheduled over the next three years. In the HAMPO Environmental Justice analysis, funding or investments have been applied to the set of projects in the LRTP and TIP and compared to relative treatment of and the impacts on the target populations and non-target populations in the planning area. This should provide some information on whether or not the transportation investments being made in the region are having disproportionate adverse impacts on the target populations and if the benefits from these investments are equally distributed.

In order to identify whether there are any adverse or disproportionate impacts on the target populations, measures need to be identified. These measures would compare the relative treatment of the target vs. non-target populations and areas in the planning process, and in the LRTP and TIP.

For the measures to be meaningful and capable of being applied, HAMPO determined to use the following indexes.

- Roadway investments in target and non-target areas
- Public transportation investments in target and non-target areas

Table 5 Programmed Transportation Investments

	<b>% of Population</b>	<b>Percent of LRTP Roadway Project Costs</b>	<b>Fixed Route and Route Deviation Urban Transit</b>	<b>On-Demand Rural Transit</b>
<b>Target Area</b>	92.2%	82.3%	100%	78% (percent of coverage area that is a target area)
<b>Non-target Area</b>	7.8%	17.7%	0%	22%

### **Limited English Proficiency: Four Factor Analysis**

The number or proportion of Limited English Proficiency (LEP) persons eligible to be served or likely to be encountered by the program or recipient within the HAMPO study area. There are 2,571 persons who reported that they speak English less than very well, representing 3.7% of the population. All of these individuals are likely to use the transportation system and be affected by transportation planning. The largest concentration of LEP populations is in downtown Hinesville, with another concentration in western Long County. Fort Stewart and the area along the Liberty-Long County boundary also contain LEP target areas. Of the LEP persons, 1,767 speak Spanish or Spanish Creole, the only LEP language group that meets the threshold for a Safe Harbor Provision under Title VI guidance from the FTA. Spanish speakers who reported that they speak English less

than very well are concentrated in Hinesville, Flemington, western Long County, and on Fort Stewart.

The frequency with which LEP individuals come into contact with the programs are a low proportion of the population, even where they are represented in relatively high numbers. However, transportation planning affects LEP populations throughout the planning process and in particular during special transportation studies and the regular update of the Long Range Transportation Plan and Transportation Improvement Program.

The nature and importance of the program, activity, or service provided by the programs to people's lives are transportation planning and the investment decisions carried out by the MPO which impacts the mobility and access of LEP populations. The provision of public transportation within the urbanized and rural areas provides mobility across both counties, albeit within the restrictions of the services provided.

The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach. The MPO can use Federal transportation planning funds as well as local matching funds to provide outreach as part of the daily activities of the agency. Specifically, studies funded by Federal Transit Administration (FTA) Section 5303 and 5307, and FHWA UPWP, include outreach to LEP and other target populations.

### **Target Population Mobility Needs**

Mobility needs of target populations are identified through both public outreach and technical analysis in the transportation planning process. Public outreach includes workshops held in locations accessible to target populations spread throughout the study area, including the Liberty County Justice Center in Hinesville, Hinesville City Hall, Midway Civic Center, Riceboro Community Center, and the Long County Senior Citizens Center in Ludowici. Locations in Hinesville are accessible via the Liberty Transit bus service. The other locations are accessible via Coastal Regional Coaches or Long County on-demand transit services. Additionally, representatives of target Title VI populations are included on the Long Range Transportation Plan Stakeholder Advisory Committee, an ad-hoc committee formed to expand the reach of the standing HAMPO Citizens Advisory Committee as well as in stakeholder outreach for specific studies as needed.

Specific electronic and paper copy surveys are also available to those who cannot attend public workshops or committee meetings. Surveys have been used for the LRTP as well as other transportation studies, including the Liberty Transit Operations Plan, Gateway Sector Plan, Flemington Loop Alignment Study and Liberty Transit Strategic Planning Study.

The transit service that began in October 2010 increases the mobility options of target populations, with near public and low income housing as well as several human services destinations, and complementary route deviation service for paratransit eligible passengers. This service is complemented by the rural on-demand transportation provided by Coastal Regional Coaches.

## HAMPO Process

In order to provide better transportation services to the target populations in the HAMPO planning area, the following actions have been taken:

- Notification of target populations of meetings,
- Membership on HAMPO committees is diverse, and
- Assess all proposed projects and how they might affect different populations.

HAMPO has made a great effort to engage the target population in all plans and programs in the transportation planning process. This is discussed in detail in the public participation plan.

### **Long Range Transportation Plan and Transportation Improvement Plan Process**

In addition to documenting needs of Title VI and EJ populations, impacts of transportation system investments proposed in the MPO's transportation plans are assessed. Furthermore, impacts to target populations are included in the LRTP and TIP project prioritization process. Geographic Information Systems are used to overlay target population locations and human services with proposed improvements. Transportation improvements resulting in greater mobility and accessibility for target populations are given positive scores that contribute to a higher ranking in the improvement program.

The following LRTP project scoring criteria relate specifically to principles of Environmental Justice and compliance with Title VI.:

- Does the project impact an environmental justice area?
- Does the project address an issue raised during public comment?
- Is the project consistent with adopted Comprehensive Plan(s)?
- Does the project improve access for the transportation disadvantaged?

As stated in the plan document,

*The recommendations of the 2035 Sustainable Mobility Plan are compliant with the following principles of Environmental Justice:*

- *To avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;*
- *To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and*
- *To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.*

## **Language Implementation Plan (LEP Plan)**

In order to ensure meaningful access to limited English proficient population and therefore ensure nondiscrimination based on national origin, HAMPO takes the following steps:

- HAMPO translates vital documents into Spanish.
- Spanish speaking customer service representatives are available for public transportation systems in the area.
- Strives to maintain a friendly and accessible open door policy for all constituents.

## **Possible Mitigation Strategies**

At this time, there appear to be proportionate impacts in the study area.

There are various strategies to move traffic more efficiently, be it highway, transit, or other modes. With regards to environmental justice, there are generally four mitigation strategies, including avoidance of projects, minimize the impacts, mitigation strategies for unavoidable impacts, and offsetting enhancements. In the HAMPO planning area, these strategies are all explored. The HAMPO target areas include the majority of the study area, and almost all of the developed areas.

Development of increased public transportation options as part of the multimodal system is another mitigation strategy. The Hinesville area is fortunate to have some bicycle and pedestrian facilities; and HAMPO will continue to explore & expand this area. Additionally, the fixed route and route deviation public transportation in the target area increase mobility options for target populations without creating burdens. Similarly, the rural on-demand transit service is a benefit for target populations.

## **Overall Findings, Conclusions, and Recommendations**

For the most part, the proposed projects will not be infringing on either non-target or target areas. The new construction of projects will mainly take place in rural, undeveloped, areas and will affect that population very little.

There are concerns with the construction of the “Hinesville By-pass” because of its proximity to an area called “Holmestown”. This is a historic African American community that has remained intact for generations. The county is working very closely with the road construction engineer to make sure that the community impacts will be proportional to overall project impacts.

The widening and safety projects identified in our LRTP generally will not impact the identified EJ areas disproportionately. In some cases the purchase of road right-of-way may displace some people in the EJ category, but it will also impact non-EJ individuals as well. In most cases the right-of-way needed is only an additional 30-40 feet, and this may or may not impact residents on either side of the corridor, depending on how the structure on the property is positioned.

To improve highway traffic flow in this area, management strategies (signal coordination and synchronization, etc.) and investments such as intelligent traffic systems will be applied. In addition, a large percentage of the highway maintenance funds will be invested in the target areas.

Overall, there appear to be no disproportionate burdens to the minority and low-income populations in the target area.

END

## **Appendix A: Title VI Notice to the Public**

### **Hinesville Area Metropolitan Planning Organization (HAMPO) Title VI Notice to Public**

Hinesville Area Metropolitan Planning Organization (HAMPO) gives public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964 and all related statutes. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which HAMPO receives Federal financial assistance.

To request a copy of the HAMPO's Title VI program contact HAMPO. To request copies of the program in an alternative format in accordance with Americans with Disabilities (ADA) and Limited English Proficiency (LEP) regulations, please contact HAMPO staff. HAMPO offers a variety of services which include but are not limited to the following; oral interpreters, written language services and translations of vital documents.

Any person who believes that he or she has, individually, or as a member of any specific class of persons, has been excluded from participation in, been denied the benefits of, or otherwise subjected to discrimination under any Hinesville Area Metropolitan Planning Organization (HAMPO) service, program or activity, and believes the discrimination is based upon race, color, national origin, gender, age, economic status or limited english proficiency has the right to file a formal complaint. The complaint resolution procedure and complaint form are available at HAMPO's Office at 100 Main Street, Hinesville, GA 31313 or can be downloaded at [www.thelcpc.org](http://www.thelcpc.org) by clicking on the HAMPO tab and then the document. Both formal and informal complaint procedures are available.

Complaints can be accepted in writing or verbally and are addressed to HAMPO's Executive Director, 100 Main Street, Hinesville, GA 31313 or call HAMPO at 912-408-2030. The signed written complaint must be submitted within 120 days of the alleged discriminatory act or its latest occurrence. Individuals may also file complaints directly with the U.S. Department of Transportation (USDOT), and/or the Federal Transit Administration (FTA) and/or the Federal Highway Administration (FHWA) within the 120 day timeframe.

## **Appendix B: Complaint Resolution Procedure**

# Complaint Resolution Procedure to Ensure Non-Discrimination In Federally Assisted Programs or Activities Participated in by the Hinesville Area Metropolitan Planning Organization

## Purpose, Scope, Responsibilities and Complaint Form

June 22, 2015: Corrected 120 days for filing to 180 days.

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### Purpose

This procedure covers all formal complaints and informal charges filed by an individual or group of individuals under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by Hinesville Area Metropolitan Planning Organization (HAMPO) or its sub-recipients, consultants, and contractors. Intimidation or retaliation of any kind is prohibited by law. These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel.

### Definitions

An *informal charge* is defined as any verbal or written communication received by customer service staff from members of the public referencing a general complaint regarding the inequitable distribution of benefits, services, amenities, programs or activities financed in whole or in part with federal funds.

A *formal complaint* is defined as any written complaint of discrimination on the basis of race, color, national origin or sex filed by an individual or group; signed by the complaining party on HAMPO's complaint form (included at the end of this document) seeking to remedy perceived discrimination by facially neutral policies, practices or decisions, which have an adverse impact which resulted in inequitable distribution of benefits, services, amenities, programs or activities finance in whole or in part with federal funds. Such complaints include, but are not limited to, allegations of:

- Failing to provide comparable services;
- Policies and practices that act as arbitrary and unnecessary barriers to equal opportunity;
- Denied opportunity for equitably participation;
- Provision of fewer services or benefits and/or inferior services or benefits to members of a protected group;
- Differential exposure of protected groups to environmental hazards;
- Patterns of disparate treatment;
- Disproportionate adverse effects on social and economic parameters (e.g. access to services, healthcare facilities, employment opportunities and community cohesion).

This procedure explains each stage of the complaint processing process for formal and informal Title VI charges. It communicates the rights and responsibilities of the complainant and states the responsibilities of HAMPO.

Informal charges and formal complaints should be filed within 180 calendar days of the event which forms the basis of the claim; of if the concern is an ongoing one, the charge/complaint should be filed within 180 calendar days of the last occurrence.

This procedure does not preclude the right of any Complainant to file complaints directly with the Federal Transportation Administration (FTA), Federal Highway Administration (FHWA), or to seek private legal representation.

The time required to process investigations will vary depending on the complexity of the issue; however, every effort will be made to ensure a speedy resolution of all complaints within 60 calendar days.

The option of informal mediation meeting(s) between the affected parties may be utilized for resolution.

Compliance with Title VI is the responsibility of every HAMPO employee. HAMPO is responsible for compliance monitoring and reporting, investigation, and program administration.

### **Responsibility**

HAMPO is responsible for intake of informal Title VI charges and submission of those complaints to the Executive Director of HAMPO.

The Executive Director of HAMPO will forward complaints to the appropriate party within their respective department to handle resolution, follow up to ensure that resolution/proposed resolution occurs, and communicate specifics of the resolution/proposed resolution to the HAMPO office.

The Executive Director of HAMPO is responsible for tracking the complaints to ensure that the affected department(s) has taken the recommended action to remedy any determination of discrimination and communicating findings to the Complainant. The Executive Director of HAMPO is also responsible for reporting trends, action plans, and non-compliance to the executive management team and board of directors.

## **PROCESSING INFORMAL CHARGES**

### **Intake**

Intake of an informal charge is generated through communication, generally presented verbally to HAMPO staff (or its sub-recipients, consultants, and contractors).

Any HAMPO staff (or its sub-recipients, consultants, and contractors) who receives an inquiry or complaint of this type shall direct the Complainant to report the concern directly to the HAMPO Executive Director (912) 408-2030, or by mail to HAMPO, 100 Main Street, Suite 7520, Hinesville, GA, 31313.

The HAMPO Executive Director upon receipt of an informal charge shall record the charge and shall promptly identify the appropriate department(s) to resolve the issue and forward the charge directly to that department's general manager. The Executive Director of HAMPO will ascertain proper jurisdiction, investigate merits of alleged violations (if needed) and monitor response dates. If determination is made that the matter is outside the scope of Title VI, HAMPO will notify the affected department's general manager within a reasonable period.

### **Processing of Charge and Resolution**

If the matter is determined to be within the scope of Title VI, the affected department's general manager, within 5 business days of receipt will consult with HAMPO and offer a proposed resolution. Within 5 business days of receiving written notification of a proposed resolution, HAMPO representatives will offer suggestions, if any, to modify the proposed resolution. HAMPO or the affected department will communicate its written or verbal findings to the customer within 30 calendar days and explain any steps being taken to resolve the matter, and will forward copies of this communication to the affected department(s).

Every effort shall be made to process and resolve informal charges within 30 calendar days.

### **Appeal**

There is no right to appeal resolution of an informal charge. However, the party reserves the right to file a formal complaint within 180 calendar days.

## **PROCESSING FORMAL COMPLAINTS**

### **Intake**

Intake of formal complaints is generated through verbal or written communication of a concern as presented to HAMPO staff. Any HAMPO staff who receives a complaint of this type will direct the complaint to the HAMPO Executive Director. HAMPO staff will provide a formal complaint form to

the Complainant. Complainant must sign and submit the completed complaint form to the Executive Director of HAMPO by fax or mail to address shown on the complaint form.

## **Processing**

The Executive Director of HAMPO shall record the complaint, review the matter to determine Title VI jurisdiction, assign an investigator if it is determined that the matter merits investigation, and monitor response dates.

Jurisdiction will be determined based upon information provided in the written complaint. A complaint shall be investigated unless:

- It fails to state facts which could establish intentional unequal treatment as described in the definitions section of this procedure;
- Complainant is not a primary beneficiary of the federal aid received by HAMPO.
- If determination is made that the matter is outside the scope of Title VI.

## **Investigation, Determination, and Recommendation**

If jurisdiction is determined to exist and investigation is warranted, the assigned investigator will take the following steps:

- Identify the basis of the alleged unequal treatment;
- Ascertain when and where the alleged unequal treatment occurred;
- Identify and interview all relevant parties, review documents, and make site visits to obtain factual information.

Upon conclusion of a thorough investigation, the investigator will prepare a report to summarize findings and suggest appropriate corrective action along with proposed resolution. The investigative report should be submitted to the Executive Director of HAMPO within 50 calendar days. HAMPO will maintain a record of all discussions and retain all documents relating to the investigation in a confidential file.

## **Communication of Findings and Complaint Resolution**

The Executive Director of HAMPO will accept, reject, or modify the investigative report and consult with the affected department to convey the preliminary findings and develop a proposal for resolution. The Executive Director of HAMPO will prepare a written determination and submit the determination to the legal department for review and analysis of legal sufficiency (if required). Once the final determination is ready for release, the Executive Director of HAMPO and a HAMPO legal representative (if required) will meet with the general manager of the affected department(s) to communicate the final determination and recommendations, if any, for corrective action. The Executive Director of HAMPO will provide written notification to the Complainant of the investigation findings and HAMPO's proposed resolution, if any. HAMPO will forward copies of this communication to the affected department(s).

If cause is found to indicate a potential occurrence of non-compliance, the Executive Director of

HAMPO will communicate this information to the executive committee of the governing board before releasing its findings to the complainant.

### **Appeal**

The Executive Director of HAMPO will explain to the Complainant their right to appeal to the Federal Transit Administration, Federal Highway Administration, or seek private legal representation.

# Title VI Discrimination Complaint Form

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Title VI of the Civil Rights Act of 1964 states “No person in the United States shall, on the grounds of race, color or national origin, be excluded from, participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The Environmental Justice component of Title VI guarantees fair treatment for all people. HAMPO is required to identify and address, as appropriate, disproportionately high and adverse effects of its programs, policies, and activities on minority and low-income populations. HAMPO is also required to take reasonable steps to ensure that Limited English Proficiency (LEP) person have meaningful access to the programs, services, and information HAMPO provides.

If you feel that you have been discriminated against, please provide the following necessary information in order to facilitate the processing of your complaint. Should you require assistance in completing this form, please let us know. Once completed, return a signed copy to:

**Hinesville Area Metropolitan Planning Organization (HAMPO)**

Attn: Executive Director  
100 Main Street, Suite 7520  
Hinesville, GA 31313  
(tel) 912-408-2030 (fax) 912-408-2072

Note: To protect your rights, your complaint must be filed with **180** days of the occurrence. Failure to file within **180** days may result in dismissal of the complaint.

Complainant’s Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # (Home): \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Person discriminated against (if someone other than Complainant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone # (Home): \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Upon what premise is your discrimination complaint based? (check all that apply)

- Race/Color                       Religion                       Disability
- National Origin                       Gender                       Limited English Proficiency (LEP)

Date of alleged discrimination: \_\_\_\_\_

Describe the alleged discrimination. Explain what happened and who you believe was responsible.

(For additional space, attach additional sheets of paper or use back of the form) \_\_\_\_\_

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Where did the incident take place? Please provide location, time, bus number etc.? \_\_\_\_\_

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Witnesses? Please provide their contact information.

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone # (Home): \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone # (Home): \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_



## **Appendix C: Public Participation Plan**



## Hinesville Area Metropolitan Planning Organization

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# HAMPO

## Public Participation Plan

Adopted: December 13, 2012

October 13, 2013: Administrative Modification #1: see pages 32 to 36

October 21, 2015: Administrative Modification #2: see pages 5, 13 to 16

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100 Main Street, Suite 7520 - Hinesville, Georgia 31313  
Phone: 912-408-2030 Fax: 1-888-320-8007

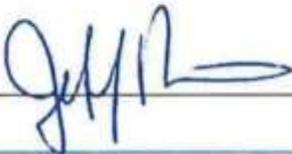
Jeff Ricketson, AICP, Executive Director

Mayor Daisy Pray, Policy Committee Chairman

AMENDMENTS:

Administrative Modification #1: In compliance with GDOT and FHWA policies, "Appendix E: STIP and TIP Amendment Process" is hereby modified as shown herein.

By order of the HAMPO Executive Director:

 \_\_\_\_\_ Jeff Ricketson, AICP; dated: 10/11/13

Administrative Modification #2: In compliance with GDOT, FTA and FHWA policies, Section III "Participation Process" is hereby amended as shown on pages 5, 13 to 15.

By order of the HAMPO Executive Director:

 \_\_\_\_\_ Jeff Ricketson, AICP; dated: 10/21/15

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This publication was prepared in cooperation with the Department of Transportation, State of Georgia, and Federal Highway Administration. The opinions, findings, and conclusions in these publications are those of the author(s) and not necessarily those of the Department of Transportation, State of Georgia, or the Federal Highway Administration.

Prepared by the Hinesville Area Metropolitan Planning Organization (HAMPO), for more information regarding this Participation Plan or any other HAMPO activity, please contact us at:

Hinesville Area Metropolitan Planning Organization  
c/o Liberty Consolidated Planning Commission  
100 Main Street, Suite 7520  
Hinesville, Georgia 31313

Phone: (912) 408-2030

Fax: (888) 320-8007

Visit our website for the most up-to-date information and downloadable documents at [www.thelcpc.org](http://www.thelcpc.org) and click on the HAMPO tab.

The public involvement process for the Transportation Improvement Program, Long Range Transportation Plan, Special Projects or other plans and programs is used to satisfy the Georgia Department of Transportation public participation process for the Program of Projects.

## Resolution of Adoption

### RESOLUTION BY THE HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE ADOPTING THE HAMPO PUBLIC PARTICIPATION PLAN

**WHEREAS**, on February 14, 2007 the U.S. DOT published the final rules incorporating changes to the Code of Federal Regulations due to the passage of the legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) and now Moving Ahead for Progress in the 21st Century (MAP-21), and these require that the Metropolitan Planning Organization, in cooperation with participants in the planning process and others, develop and update as necessary the *Public Participation Plan*; and,

**WHEREAS**, the Hinesville Area Metropolitan Planning Organization is the Metropolitan Planning Organization for the Hinesville urbanized area; and,

**WHEREAS**, the urban transportation planning regulations require that the product of a planning process be certified as in compliance with all applicable requirements of the law and regulations; and,

**WHEREAS**, the staff of the Hinesville Area Metropolitan Planning Organization and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,

**WHEREAS**, the locally developed and adopted process for private sector participation has been followed in the development of the; and,

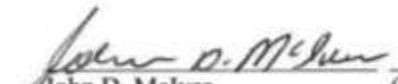
**NOW, THEREFORE, BE IT RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee adopts the *Public Participation Plan* as set forth in the document attached to this Resolution;

**BE IT FURTHER RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Executive Director of the Liberty Consolidated Planning Commission to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.

#### CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on December 13, 2012.

Attest:

  
John D. McIver  
Chair, HAMPO Policy Committee

12-13-12  
(date)

  
H.E. "Sonny" Timmerman  
Executive Director, Secretary

12/13/12  
(date)

## 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 2012 Moving Ahead for Progress in the 21st Century (MAP-21) and the 2005 Safe, Accountable, Flexible, and Efficient Transportation Equity Act (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 in 2005.

Moving Ahead for Progress in the 21st Century (MAP-21) reauthorizing the Federal-aid highway program was signed into law on July 8<sup>th</sup>, 2012. Current ISTEA, TEA-21, and SAFETEA-LU rules as carried forward will be followed pending promulgation of any new rules pursuant to MAP-21.

(1) HAMPO is managed under the umbrella of the Liberty Consolidated Planning Commission (LCPC)

## 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.

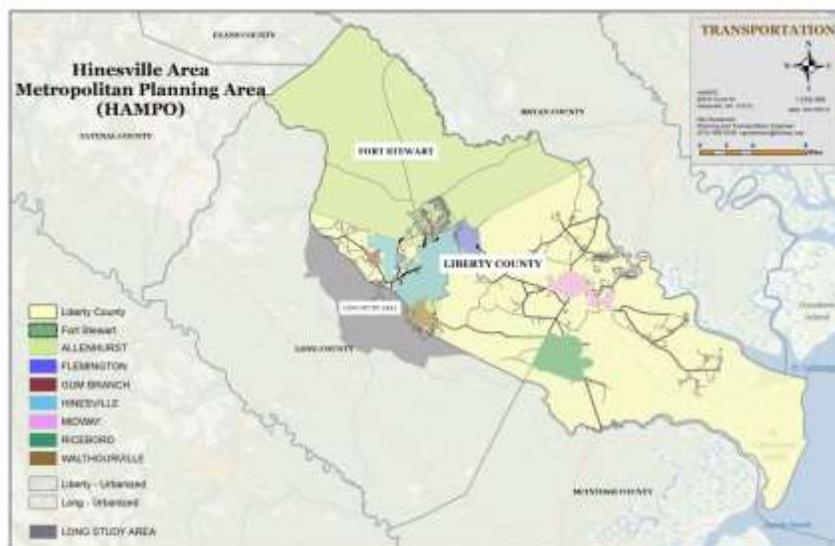
The Federal-Aid Highway Act mandates that all urbanized areas with a base population greater than 50,000 will establish a continuing, cooperative, and comprehensive (3C) planning process to remain eligible for federal transportation funding. The agencies charged with administering the urban planning 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.



In May of 2005, Governor Sonny Perdue officially designated Liberty Consolidated Planning Commission as the host of HAMPO.

### HAMPO Region

The Hinesville Area Metropolitan Planning Organization was developed under federal requirements as a result of the 2000 U.S. Census (and reaffirmed by the 2010 census) to specifically address transportation planning. The HAMPO study area includes Liberty County and the urbanized portions of Long County, including Fort Stewart and the municipalities of Allenhurst, Flemington, Gum Branch, Hinesville, Midway, Riceboro, and Walthourville. The HAMPO study area consists of approximately 636 square miles with 63,452 people in Liberty County plus 7,110 in Long County according to the 2010 U.S. Census. The Hinesville Urbanized Area is 51,456 as published in the Federal Register dated March 27, 2012.



## Standing 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), the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) 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 MAP-21, MPOs are responsible for ensuring the existence of such a process. One means for achieving this coordination is through the HAMPO Committee structure.

### Hinesville Area Metropolitan Planning Organization (HAMPO)



### 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 urbanized portion of 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:

#### Voting Members:

- (1) Chairman, Liberty County Board of Commissioners
- (2) Chairman, Long County Board of Commissioners
- (3) Chairman, Liberty County Board of Education

- (4) Chairman, Liberty Consolidated Planning Commission
- (5) Mayor, Town of Allenhurst
- (6) Mayor, City of Flemington
- (7) Mayor, Town of Gum Branch
- (8) Mayor, City of Hinesville
- (9) Mayor, City of Midway
- (10) Mayor, City of Riceboro
- (11) Mayor, City of Walthourville
- (12) Councilman, City of Hinesville
- (13) Commissioner, Liberty County Board of Commissioners
- (14) Chairman, Liberty County Development Authority
- (15) GDOT Representative

**Non-Voting Advisory Members:**

- (1) Executive Director, Liberty Consolidated Planning Commission (PC Secretary)
- (2) County Administrator, Liberty County
- (3) City Manager, City of Hinesville
- (4) Chairman, HAMPO Citizen Advisory Committee
- (5) Executive Director, Coastal Region Metropolitan Planning Commission
- (6) Garrison Commander, Fort Stewart

**PC Meetings**

The Policy Committee meets on the second Thursday of every even numbered month, beginning at 10:00 AM. The location of the meeting shall be as directed by the Policy Committee.

**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.

**Voting Members:**

- |  |  |
|--|--|
| (1) Executive Director, Liberty Consolidated Planning Commission | (5) City Manager, City of Hinesville           |
| (2) County Administrator, Liberty County                         | (6) City Engineer, City of Hinesville          |
| (3) County Administrator, Long County                            | (7) Director, Public Works, City of Hinesville |
| (4) County Engineer, Liberty County                              | (8) Representative, City of Flemington         |

- (9) Representative, City of Midway
- (10) Representative, City of Riceboro
- (11) Representative, City of Walthourville
- (12) Representative, Town of Allenhurst
- (13) Representative, Town of Gum Branch
- (14) Representative, Fort Stewart
- (15) GDOT Central Office – Planning

- (16) GDOT Central Office - Transit
- (17) GDOT District 5
- (18) Superintendent, Liberty County Board of Education
- (19) Executive Director, Liberty County Industrial Development Authority

**Non-Voting Advisory Members:**

- (1) Federal Highway Administration (FHWA)
- (2) Federal Transit Administration (FTA)
- (3) Director of Planning, Coastal Regional Commission

- (4) General Manager, Liberty Transit
- (5) Director of Transportation, Liberty County Board of Education
- (6) Transportation Director, Coastal Regional Commission

**TCC Meetings**

The Technical Coordinating Committee meets on the second Thursday of every odd numbered month, beginning at 10:00 AM. The location of the meeting shall be as directed by the Policy Committee.

**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)
- Resident, Fort Stewart (1 member)
- Representative, Savannah Technical College (1 member)
- Representative, Armstrong Atlantic State University, Hinesville Campus (1 member)

**CAC Meetings**

The CAC meets on the fourth Tuesday of every even month at 5:30 PM. The location of the meeting shall be as directed by the policy committee.

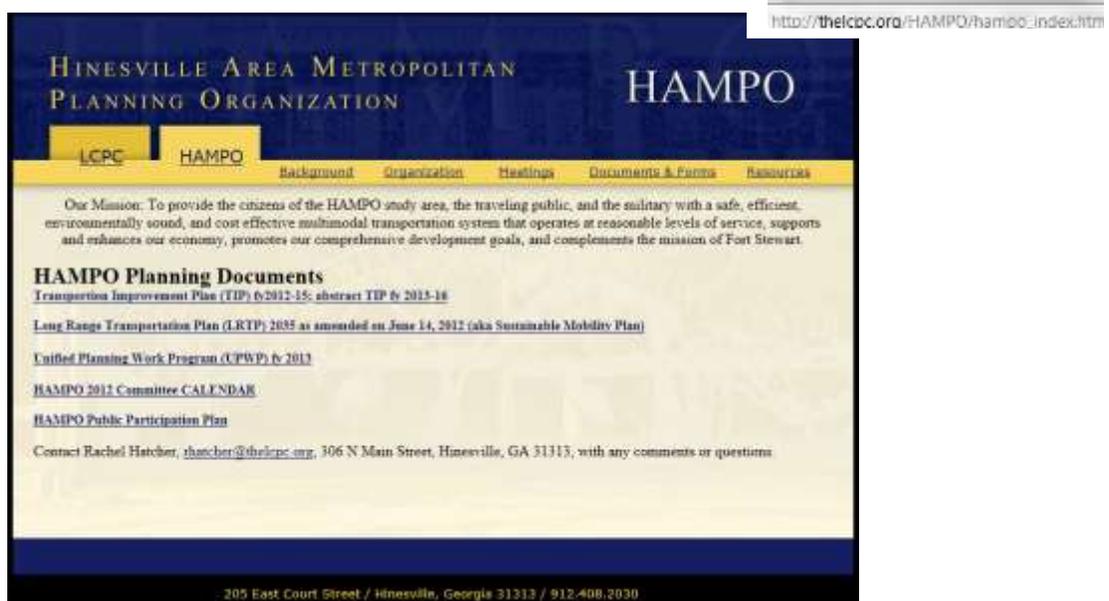
## Citizen Input during HAMPO Committee Meetings

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. 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. 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.

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.

The public involvement process for the Transportation Improvement Program, Long Range Transportation Plan, Special Projects or other plans and programs is used to satisfy the Georgia Department of Transportation public participation process for the Program of Projects.

#### **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 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. From time to time, HAMPO receives complaints from the public and these are routed to the appropriate agency for their consideration. Examples include broken sidewalks, bus stop locations, signage issues, etc. The complaint and action taken is logged with the comments.

### **Public Meetings:**

Each round of public meetings will consist of a minimum of two 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 (including the *Coastal Courier* newspaper) along with any other media outlets deemed appropriate. Additional notification will be posted on the LCPC\HAMPO website; [www.thelcpc.org](http://www.thelcpc.org). 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.

“The public involvement process for the Transportation Improvement Program (TIP) is used to satisfy the Georgia Department of Transportation public participation process for the Program of Projects (POP).”

The following explicit statement shall be included in all public notices announcing the UPWP/TIP/MTP/Special Projects public participation process:

“Public notice of public involvement activities and time established for public review of comment on the Transportation Improvement Program (or *Special Projects, Long Range Transportation Plan, or other*) will satisfy Program of Projects requirements”

### **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 CAC, 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 CAC, TCC and the PC meeting agenda. Comments received electronically via email are also presented to the CAC, TCC and PC. A list of all scheduled HAMPO CAC, TCC and the PC 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. Agendas and supplemental materials for committee members emailed or mailed 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.

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.thelcpc.org](http://www.thelcpc.org).

### **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 for review by 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 HAMPO 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 HAMPO mailing lists. 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.

## **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 14, 2010 and will need to be updated in 2015. Although flexibility is given in developing this plan, many of the considerations of the plan that must be addressed are federally mandated by the Moving Ahead for Progress in the 21st Century (MAP-21).

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.

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 MAP-21, 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 year 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 the HAMPO LRTP and TIP prior to receiving federal funding.

Also required by MAP-21, 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 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 state resource agencies at the same time that it is circulated to the public.

## **Agency Consultation and Coordination**

Section 6001 of SAFETEA-LU (now MAP-21) 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” 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 (now MAP-21) requires 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,” 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.

## **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 HAMPO staff will review the program's progress and effectiveness on an ongoing basis. The HAMPO staff will use both quantitative and qualitative measures in this evaluation. HAMPO 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. HAMPO 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 is met.

## **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 dependent 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.

### **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.

Executive Order 12898 and the accompanying Presidential Memorandum underscore the importance of utilizing existing laws to ensure that all persons live in a safe and healthy environment, and that the DOT Order is closely aligned with the requirements of NEPA and Title VI. Specifically, Title VI prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance. Consistent with Title VI and the E.O., the DOT Order emphasizes the importance of ensuring that programs or activities funded by DOT which affect human health or the environment do not discriminate on the basis of race, color, or national origin. The DOT Order also emphasizes that requirements, such as NEPA, be administered so as to identify the risk of discrimination early in the development of the program or activity so that positive corrective action can be taken.

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

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); Moving Ahead for Progress in the 21<sup>st</sup> Century, commonly referred to as ISTEA, TEA-21, SAFETEA-LU, and MAP-21 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 (and now MAP-21) 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-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.

MAP-21 was signed into law on July 8<sup>th</sup>, 2012 reauthorizing the Federal-aid highway program at the Congressional Budget Office's baseline level equal to current funding levels plus inflation for two fiscal years. MAP-21 consolidates the number of Federal programs by two-thirds, from about 90 programs down to less than 30, to focus resources on key national goals and reduce duplicative programs.

Transportation Mobility Program is a new core program. This program replaces the current Surface Transportation Program, but retains the same structure, goals and flexibility to allow states and metropolitan areas to invest in the projects that fit their unique needs and priorities. It also gives a broad eligibility of surface transportation projects that can be constructed. Activities that previously received dedicated funding in SAFETEA-LU, but are being consolidated under MAP-21, will be retained as eligible activities under the Transportation Mobility Program.

Current ISTEA, TEA-21, and SAFETEA-LU rules will be followed pending promulgation of any new rules pursuant to MAP-21 as signed into law on July 8<sup>th</sup>, 2012.

### **Rulemaking Under MAP-21**

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, 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 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;
    - (v) 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 made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
    - (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 the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.
- (b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies

and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1) Recipients of assistance under title 49 U.S.C. Chapter 53;
  - (2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
  - (3) Recipients of assistance under 23 U.S.C. 204.
- (c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e) MPOs shall, to the extent practicable, 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 §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.
- 7) Promote efficient system management and operation.
- 8) Emphasize the preservation of the existing transportation system. {§134(h)(1)}

## **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).

## **Appendix A: HAMPO Resolution of Adoption (draft)**

### **RESOLUTION BY THE HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE ADOPTING THE HAMPO PUBLIC PARTICIPATION PLAN**

**WHEREAS**, on February 14, 2007 the U.S. DOT published the final rules incorporating changes to the Code of Federal Regulations due to the passage of the legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) and now Moving Ahead for Progress in the 21st Century (MAP-21), and these require that the Metropolitan Planning Organization, in cooperation with participants in the planning process and others, develop and update as necessary the Participation Plan; and,

**WHEREAS**, the Hinesville Area Metropolitan Planning Organization is the Metropolitan Planning Organization for the Hinesville urbanized area; and,

**WHEREAS**, the urban transportation planning regulations require that the product of a planning process be certified as in compliance with all applicable requirements of the law and regulations; and,

**WHEREAS**, the staff of the Hinesville Area Metropolitan Planning Organization and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,

**WHEREAS**, the locally developed and adopted process for private sector participation has been followed in the development of the; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee adopts the Participation Plan as set forth in the document attached to this Resolution;

**BE IT FURTHER RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Executive Director of the Liberty Consolidated Planning Commission to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.

#### **CERTIFICATION**

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee.

---

Date

---

Chair, HAMPO Policy Committee

## Appendix B: Public Notice Example

SUNDAY, MAY 20, 2012

**Notice of Public Comment Period**

Public comment on the fy2013-2016 Transportation Improvement Program (TIP) for the Hinesville Area Metropolitan Planning Organization (HAMPO) will be sought through June 11, 2012. A copy of the document is available at the Hinesville City Hall, the Liberty County Courthouse Annex, the Public Library and the LCPC office located at 205 East Court Street in Hinesville. The document is available for viewing or downloading at the Liberty Consolidated Planning Commission's (LCPC) website:

[www.thelcpc.org](http://www.thelcpc.org) (click on the "HAMPO" tab)

Public hearings will be held May 15th at 3:30PM in the Liberty County Annex Lobby, May 24th at 5:00PM in the Riceboro City Hall, and May 31st at 5:00PM in the Liberty County Annex Lobby. If you have any comments or questions please contact Rachael Hatcher at (912) 408-2036.

SUNDAY, NOVEMBER 11, 2012 WWW.COASTALCOURIER.COM PAGE 8A

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**KEEP LIBERTY BEAUTIFUL**

**Make recycling a habit**

County right cardboard can be added to the bin for recycled again and again. 880-4868 or email kcb@coastalnews.net.

**LIBERTY LORE**

The sharing of time and talent was a lesson Maggie took to great-grandkids. Daughter-in-law Myrtle many more years filled with good health and happiness!

---

**Please join us for FAMILY & FRIENDSEVENT**

Enter for a chance to WIN one of these prizes:

- 1 Turkey and All Fixin's \$100 VALUE
- 2 Turkey and Hamilton Beach Crockpot \$60 VALUE
- 3 Triple Dipper Slowcooker \$30 VALUE

**sears**  
HOMETOWN STORE  
LOCALLY OWNED AND OPERATED

912-876-8161  
103 W Gen. Screven Way, Hinesville  
Sun, 11:30am - 4:30pm | Mon, 9:30am - 7pm

**SPECTACULAR SAVINGS**

**NOVEMBER 11-12**

**Public Notice**

Public participation and comments are being sought through November 28, 2012 on proposed updates to **Hinesville Area Metropolitan Planning Organization's** Title VI Program and Environmental Justice Analysis; Public Participation Plan; and Committee bylaws. A copy is available for counter review at Hinesville's City Hall, Liberty County Courthouse Annex, Hinesville's Public Library and the LCPC/HAMPO office located in the Historic County Court House. Documents may be reviewed or downloaded at [www.thelcpc.org](http://www.thelcpc.org), HAMPO tab.

Public meetings will be held on November 8th 10:00 AM in the Historic Court House at the Technical Coordinating Committee meeting; November 13th at 5:30 PM in the Development Authority Building at the Citizens Advisory Committee meeting; and November 27th between 5:30 and 6:30 PM at Riceboro's City Hall.

Contact Rachel Hatcher (912) 408-2036 for information or comments.

## 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  
100 N. Main St., Suite 7520, Hinesville, Georgia 31313*

Or fax to (912) 408-2037 or e-mail comments to [rhatcher@thelcpc.org](mailto:rhatcher@thelcpc.org)

## Appendix C: Exit Survey / Questionnaire Example

### Cuestionario de Participación Pública

Cómo te enteraste de esta reunión?

---

Fue la ubicación conveniente para asistir? \_\_\_\_\_

Si no, por favor, ofrecer su sugerencia para una mejor ubicación: \_\_\_\_\_

Sientes que tus preguntas fueron contestadas adecuadamente por personal? \_\_\_\_\_

Fue el momento de esta reunión conveniente para usted? \_\_\_\_\_

Si no, por favor, sugieren un mejor momento: \_\_\_\_\_

Qué cambiarías para que esta reunión más beneficioso?

---

---

Qué mantendría el mismo?

---

---

Otros comentarios:

---

---

*Adjunte hojas adicionales si es necesario.*

*Por favor envíe esta hoja:*

*HAMPO c/o, Liberty Consolidated Planning Commission*

*100 N. Main St., Suite 7520, Hinesville, Georgia 31313*

*Or fax to (912) 408-2037 comentarios de correo electrónico a [rhatcher@thelcpc.org](mailto:rhatcher@thelcpc.org)*

## Appendix D: Comment Log

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

#### Comment Log – HAMPO Operation Documents (November 28, 2012)

November 28, 2012 – Comments received during the 45 day public comment period ending 11/28/12:

- (1) TCC Bylaws, Article VII.3 re Bylaw Amendments: Amend this section from “super” majority of voting membership of the Policy Committee to “simple” majority of same to conform to PC Bylaws. *(staff)*
- (2) Update the PPP – STIP/TIP amendment and modification rules dated April 11, 2011 as provided by GDOT. *(Kaycee Mertz, Office of Planning) This change is simple cut and paste with no significant changes to this process noted.*

October 8, 2012 (comments from the initial review by the committees and the OK from the PC to start the 45 day public comment period):

- (1) To avoid two meetings in the same week and allow time for responding to committee recommendations, the CAC section VI.1 revised from:
  - 1) The CAC shall meet on the second Tuesday of every odd numbered month, beginning at 5:30 PM at the location as directed by the Policy Committee.

**To:**

  - 1) *The CAC shall meet on the fourth Tuesday of every even numbered month, beginning at 5:30 PM at the location as directed by the Policy Committee.*
- (2) Billy Edwards: Chair and Vice-Chair not “elected”  
*Changed the word “elected” to “selected” in the Chair and Vice-Chair selection processes. (By-laws: PC Article IV.1,2&4; TCC Article IV.1,2&4; and CAC Article V.1)*
- (3) Joey Brown requested that the CAC Vice-Chairperson be removed as a TCC member as the CAC reports directly to the PC. *TCC By-Laws and PPP revised accordingly.*
- (4) Allen Brown, Chairman of the LCDA was mistakenly removed as a voting member from the PC by-laws and was reinserted.
- (5) Revised PC Section VI.1 for consistency with the TCC and CAC bylaws:
  - 1) The Policy Committee meets on the second Thursday of every even numbered month, beginning at 10:00 AM, at the location as directed by the policy committee ~~chair~~.
- (6) Typo in TCC section VII.6 “606” has been deleted.

**End**



*[Handwritten Signature]*  
12/3/12

## **Appendix E: STIP and TIP Amendment Process**

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

April 11, 2011

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued the Final Rule to revise the Statewide and Metropolitan Transportation Planning regulations incorporating changes from the ~~Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users on February 14, 2007 with an effective date of March 16, 2007~~ Moving Ahead for Progress in the 21st Century Act (MAP-21) with an effective date of July 2012. The revised regulations clearly define administrative modifications and amendments as actions to update plans and programs. 23 Code of Federal Regulations (CFR) Part 450.104 defines administrative modifications and amendments as follows:

- Administrative modification “means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. Administrative Modification is a revision that does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).”
- Amendment “means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving “non-exempt” projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.”

The following procedures have been developed for processing administrative modifications and amendments to the STIP and Metropolitan Planning Organizations (MPOs) TIPs and Long Range Transportation Plans (LRTPs). Processes described below detail procedures that are to be used to update an existing approved STIP or TIP and associated plan, if applicable. A key element of the amendment process is to assure that funding balances are maintained.

## Administrative Modifications for Initial Authorizations

The following actions are eligible as Administrative Modifications to the STIP/TIP/LRTP:

- A. Revise a project description without changing the project scope, conflicting with the environmental document or changing the conformity finding in nonattainment and maintenance areas (less than 10% change in project termini). This change would not alter the original project intent.
- B. Splitting or combining projects.
- C. Federal funding category change.
- D. Minor changes in expenditures for transit projects.
- E. Roadway project phases may have a cost increase less than \$2,000,000 or 20% of the amount to be authorized. ~~The 20% scenario amount may not exceed \$10,000,000.~~ (Administration Modification #1, October 11, 2013)
- F. Shifting projects within the 4-year STIP as long as the subsequent annual draft STIP was submitted prior to September 30.
- G. Projects may be funded from lump sum banks as long as they are consistent with category definitions.

An administrative modification can be processed in accordance with these procedures provided that:

- 1. It does not affect the air quality conformity determination.
- 2. It does not impact financial constraint.
- 3. It does not require public review and comment.

The administrative modification process consists of a monthly list of notifications from GDOT to all involved parties, with change summaries sent on a monthly basis to the FHWA and FTA by the GDOT.

The GDOT will submit quarterly reports detailing projects drawn from each lump sum bank with remaining balance to the FHWA.

## Amendments for Initial Authorizations

The following actions are eligible as Amendments to the STIP/TIP/LRTP:

- A. Addition or deletion of a project.

- B. Addition or deletion of a phase of a project.
- C. Roadway project phases that increase in cost over the thresholds described in the Administrative Modification section.
- D. Addition of an annual TIP.
- E. Major change to scope of work of an existing project. A major change would be any change that alters the original intent i.e. a change in the number of through lanes, a change in termini of more than 10 percent.
- F. Shifting projects within the 4-year STIP which require re-demonstration of fiscal constraint or when the subsequent annual draft STIP was not submitted prior to September 30. (See Administrative Modification item F.)

Amendments to the STIP/TIP/LRTP will be developed in accordance with the provisions of 23 CFR Part 450. This requires public review and comment and responses to all comments, either individually or in summary form. For amendments in MPO areas, the public review process should be carried out in accordance with the procedures outlined in the Participation Plan. The GDOT will assure that the amendment process and the public involvement procedures have been followed. Cost changes made to the second, third and fourth years of the STIP will be balanced during the STIP yearly update process. All amendments should be approved by FHWA and/or FTA.

Notes:

1. The date a TIP becomes effective is when the Governor or his designee approves it. For nonattainment and maintenance areas, the effective date of the TIP is based on the date of U.S. Department of Transportation's positive finding of conformity.
2. The date the STIP becomes effective is when FHWA and FTA approve it.
3. The STIP is developed on the state fiscal year which is July 1-June 30.
4. Funds for cost increases will come from those set aside in the STIP financial plan by the GDOT for modifications and cost increases. Fiscal Constraint will be maintained in the STIP at all times.

### **Additional Funding Request After the Initial Authorization**

Additional funding requests for all phases after the receiving initial authorization for those phases shall be a modification and be reported at each month's end except under the following conditions:

- A. The Initial Work Authorization for the phase is older than 10 years.

B. The additional funding request exceeds the Initial Work Authorization by greater than \$10 million.

## Appendix F: Agency Consultation and Coordination

### State Resource Agencies

<p><b>State Resource Agencies GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS</b> 60 Executive Park South Atlanta, GA 30329 404.679.4915</p>	<p><b>GEORGIA DEPARTMENT OF ECONOMIC DEVELOPMENT</b> 75 Fifth Street, NW Suite 1200 Atlanta, GA 30308 404.962.4000</p>	<p><b>GEORGIA FORESTRY COMMISSION</b> 5645 Riggins Mills Road Dry Branch, GA 31020 478.751.2782</p>
<p><b>GEORGIA DEPARTMENT OF NATURAL RESOURCES</b> 2 Martin Luther King Jr., SE Suite 1252 East Tower Atlanta GA 30334 404.656.3500</p>	<p><b>HISTORIC PRESERVATION DIVISION, DNR</b> 254 Washington Street, SW Ground Level Atlanta, GA 30334 404.656.2840</p>	<p><b>ENVIRONMENTAL PROTECTION DIVISION, DNR</b> 2 Martin Luther King Jr., SE Suite 1152 East Tower Atlanta GA 30334 404.657.5947</p>
<p><b>WILDLIFE RESOURCE DIVISION, DNR</b> 2070 U.S. Highway 278, SE Social Circle, GA 30025 770.918.6408</p>	<p><b>STATE PARKS &amp; HISTORIC SITES, DNR</b> 2 Martin Luther King Jr., SE Suite 1352 East Tower Atlanta GA 30334 404.656.2770</p>	<p><b>GEORGIA DEPARTMENT OF TRANSPORTATION</b> One Georgia Center 600 West Peachtree NW Atlanta, Georgia 30308 (404) 631-1990</p>

## **Appendix G: HAMPO Committee By-laws**

- 1) Policy Committee By-laws**
- 2) Technical Coordinating Committee By-Laws**
- 3) Citizens Advisory Committee Bylaws**

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## Hinesville Area Metropolitan Planning Organization

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# HAMPO

## By-Laws: Policy Committee

On February 12, 2015, the Policy Committee approved an amendment to the Policy Committee Bylaws to amend Article VI, Meetings, by deleting 10:00 AM and adding “and the time” as directed by the Policy Committee

As Amended February 12, 2015

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100 Main Street, Suite 7520  
Phone: 912-408-2030

Hinesville, Georgia 31313  
Fax: 912-408-2037

Jeff Ricketson., AICP, Director

Mayor Daisy Pray, Policy Committee Chairman

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Prepared by the Hinesville Area Metropolitan Planning Organization (HAMPO), for more information regarding this document or any other HAMPO activity, please contact us at:

Hinesville Area Metropolitan Planning Organization  
c/o Liberty Consolidated Planning Commission  
100 Main Street, Suite 7520  
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 [www.thelcpc.org](http://www.thelcpc.org) and click on the HAMPO tab.

## **ARTICLE I**

### **Name of the Committee**

The name of the organization shall be the Hinesville Area Metropolitan Planning Organization (HAMPO) - Policy Committee, hereinafter referred to as the committee.

## **ARTICLE II**

### **Membership**

The committee is made up of the chief elected and appointed officials from all of the municipalities within the HAMPO region of Liberty County and a portion of 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 committee reviews and approves all HAMPO programs and studies. The committee is entrusted with ensuring that the HAMPO transportation projects are current and prioritizes transportation projects recommended in the planning process.

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

### **Voting Members:**

- (1) Chairman, Liberty County Board of Commissioners
- (2) Chairman, Long County Board of Commissioners
- (3) Chairman, Liberty County Board of Education
- (4) Chairman, Liberty Consolidated Planning Commission
- (5) Mayor, Town of Allenhurst
- (6) Mayor, City of Flemington
- (7) Mayor, Town of Gum Branch
- (8) Mayor, City of Hinesville
- (9) Mayor, City of Midway
- (10) Mayor, City of Riceboro
- (11) Mayor, City of Walthourville
- (12) Councilman, City of Hinesville
- (13) Commissioner, Liberty County Board of Commissioners
- (14) Chairman, Liberty County Development Authority
- (15) GDOT Representative

### **Non-Voting Advisory Members:**

- (1) Executive Director, Liberty Consolidated Planning Commission (PC Secretary)
- (2) County Administrator, Liberty County
- (3) City Manager, City of Hinesville
- (4) Chairman, HAMPO Citizen Advisory Committee
- (5) Executive Director, Coastal Region Metropolitan Planning Commission
- (6) Garrison Commander, Fort Stewart

- 1) Any member of the Committee may, at any time, appoint a representative or delegate to act in an official capacity on their behalf. Delegation shall be in writing and shall state the name of the representative and the length of time of the delegation.
- 2) No member of the Committee shall receive compensation or reimbursement for expenses incurred as a result of service in behalf of this Committee.

### **ARTICLE III**

#### **Duties and Responsibilities**

- 1) The Committee shall serve as the forum for cooperative decision-making with regard to transportation-related issues.
- 2) The Committee has the primary responsibility for the formulation of transportation related policies in support of the overall goals and objectives for the transportation study area.
- 3) The duties of the Committee shall include, but not be limited to, the following:
  - a) Secure planning services from individuals or entities as appropriate,
  - b) Review and approve all appropriate Hinesville Area Metropolitan Planning Organization (HAMPO) goals, objectives, plans, programs and studies,
  - c) Ensure that the Long Range Transportation Plan and Transportation Improvement Program is current and responsive to all applicable laws, rules, and regulations,
  - d) Ensure that timely reports are made to inform the public on the progress of the Plan,
  - e) Ensure that a complete Unified Planning Work Program is developed,
  - f) Ensure that all respective agencies, jurisdictions or commissions are kept informed of the progress of the Plan,
  - g) Designate and prioritize all transportation improvement projects recommended in the planning process,
  - h) Provide the liaison between the planning process and the appropriate governmental units, and,
  - i) Designate and alter the membership and operations of the other study committees including the Technical Coordinating Committee and the Citizens Advisory Committee.

### **ARTICLE IV**

#### **Officers and Organization**

- 1) The Policy Committee shall select a Chairperson and Vice-Chairperson from among its members. Such selection shall be by majority of the voting membership.
- 2) In the absence of both the Chairperson and the Vice-Chairperson, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairpersons for the purpose of conducting the official business of the Committee.
- 3) Selections shall take place at the first meeting of each calendar year at which there is a majority of voting members present. A nominating committee of three (3) will be appointed by the Policy Committee Chair for the specific purpose of the appointment of new officers. The nominating

committee shall present a slate of officers to fill Policy Committee for selection. The selected officers will take office once selected.

- 4) The term of Chairperson and Vice-Chairperson shall be for the calendar year.
- 5) Officers may succeed themselves with no limitation to the number of terms, except that such term will not continue in the event an officer becomes ineligible to be a member of the Policy Committee.
- 6) The Chairperson may at any time establish sub-committees of the Committee. Such sub-committees shall function in a manner similar to the full Committee and in accordance with these By-laws.

## **ARTICLE V**

### **Duties of the Officers**

- 1) The Chairperson shall preside at all meetings of the Committee.
- 2) The Chairperson shall authenticate, by signature, all resolutions and other official contracts and documents resulting from decisions made by the Committee.
- 3) The Chairperson shall appoint a Secretary to the Committee.
- 4) The Chairperson, or a representative designated by the Chairperson, shall represent the Committee at hearings, conferences and other events as required during the conduct of the official business of the Committee.
- 5) The Chairperson shall be the chief policy advocate for the Committee.
- 6) During the absence or disability of the Chairperson or in the event that a vacancy occurs in the office of the Chairperson, the Vice-Chairperson, shall preside over meetings of the Committee and shall exercise the powers and discharge all of the duties of the Chairperson.
- 7) The Secretary, or a designated representative, shall duly record the proceedings of each meeting of the Committee and authenticate, by signature, that they are a true and accurate record of the proceedings and policy decisions.
- 8) The Secretary shall maintain and make available for public inspection all official records and documents of the Committee.
- 9) The Secretary shall provide public notice of all meetings of the Committee as required by law.

## ARTICLE VI

### Meetings

- 1) The Policy Committee meets on the second Thursday of every even numbered month, beginning at the location and time as directed by the Policy Committee.
- 2) Special meetings may be called by the Chairperson when deemed to be in the best interest of the Committee.
- 3) Special meetings may also be called by petition to the Chairperson by a simple majority of members of the Committee. However, a special meeting called in this manner will be subject to the following regulations:
  - The notice of any such meeting shall state the reason(s) that the meeting has been called, the business to be transacted, by whom the meeting is being called, and the time and place of the meeting, and
  - No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members in attendance at such meeting.
- 4) No business may be conducted by the Committee unless a quorum of the membership is present. A minimum of eight (8) voting members of the Committee shall constitute a quorum.
- 5) The Chairperson shall cause a notice to be sent to all members of the Committee at least seven (7) calendar days in advance of the meeting date giving the time and place of the meeting and the preliminary agenda.
- 6) Any regularly scheduled meeting may be cancelled either by the Chairperson or by a majority vote of the members taken during a regularly scheduled meeting.
- 7) The members of the Committee must be given notice at least seven (7) calendar days in advance of the regularly scheduled meeting date when meetings are cancelled.
- 8) The meetings of the Committee shall be conducted in accordance with Roberts Rules of Order. However, any rules formally adopted by the Committee, including these By-laws will have precedence when in conflict with Roberts Rules of Order.
- 9) The agenda for the Committee meetings shall be reviewed/approved by the Chairperson and the order of business shall be at the discretion of the Chairperson.
- 10) Upon petition by a simple majority of members of the Committee, the Chairperson shall place item(s) on the agenda with notice of at least seven (7) calendar days prior to the scheduled date for the meeting.
- 11) Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion.

## **ARTICLE VII**

### **Amendments to these By-laws**

- 1) Motions to modify, change, or repeal these By-laws may be made at any regularly scheduled meeting but any action with regard to such motion may not be taken until the next or subsequent regularly scheduled meeting. All members of the Committee must be notified as soon as possible regarding such motion.
- 2) An affirmative vote by a simple majority of the full voting membership of the Committee is required to modify, change or repeal these By-laws.
- 3) Notwithstanding Section 1, Article VII, a motion to poll all members concerning the alteration or repeal of these By-laws may be made at any regular or special meeting of the Committee provided that the meeting is called in accordance with these By-laws.
- 4) To approve the process of polling all of the members of the Committee, an affirmative vote cast by at least two-thirds of the members in attendance is required.
- 5) Within sixty (60) days of the approval to poll the membership, the Chairperson will conduct the poll in writing by mail or email. The number of members responding to the poll must constitute a quorum. A majority of the respondents must vote affirmatively to modify, change, or repeal these By-laws.
- 6) Action to modify, change or repeal the By-laws will be deemed effective immediately unless specified differently by such change in the By-laws.

## Resolution of Adoption

### RESOLUTION BY THE HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE ADOPTING COMMITTEE BYLAWS AS AMENDED

**WHEREAS**, on February 14, 2007 the U.S. DOT published the final rules incorporating changes to the Code of Federal Regulations due to the passage of the legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) and now Moving Ahead for Progress in the 21st Century (MAP-21), and these require that the Metropolitan Planning Organization, in cooperation with participants in the planning process and others, develop and update as necessary the *Policy, Technical Coordinating and Citizens Advisory Committee Bylaws*; and,

**WHEREAS**, the Hinesville Area Metropolitan Planning Organization is the Metropolitan Planning Organization for the Hinesville urbanized area; and,

**WHEREAS**, the urban transportation planning regulations require that the product of a planning process be certified as in compliance with all applicable requirements of the law and regulations; and,

**WHEREAS**, the staff of the Hinesville Area Metropolitan Planning Organization and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,

**WHEREAS**, the locally developed and adopted process for private sector participation has been followed in the development of the; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee adopts the amended *Policy and Technical Coordinating Committee Bylaws* as set forth in the documents attached to this Resolution;

**BE IT FURTHER RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Executive Director of the Liberty Consolidated Planning Commission to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.

#### CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on February 12, 2012.

Attest:

  
\_\_\_\_\_  
Mayor Daisy Pray (date) 2-12-12  
Chair, HAMPO Policy Committee

  
\_\_\_\_\_  
Jeff Ricketson, AICP (date) 2/13/12  
Executive Director, Secretary



## **Hinesville Area Metropolitan Planning Organization**

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# **HAMPO**

## **By-Laws: Technical Coordinating Committee**

On February 12, 2015, the Policy Committee approved an amendment to the Technical Coordinating Committee Bylaws to amend Article VI, Meetings, by deleting 10:00 AM and adding “and the time” as directed by the Policy Committee

Amended February 12, 2015

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100 Main Street, Suite 7520  
Phone: 912-408-2030

Hinesville, Georgia 31313  
Fax: 912-408-2037

Jeff Ricketson., AICP, Director

Mayor Daisy Pray, Policy Committee Chairman

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This publication was prepared in cooperation with the Department of Transportation, State of Georgia, and Federal Highway Administration. The opinions, findings, and conclusions in these publications are those of the author(s) and not necessarily those of the Department of Transportation, State of Georgia, or the Federal Highway Administration.

For more information regarding this bylaw or any other HAMPO activity, please contact us at:

Hinesville Area Metropolitan Planning Organization  
c/o Liberty Consolidated Planning Commission  
100 Main Street, Suite 7520  
Hinesville, Georgia 31313  
Phone: 1-912-408-2030 Fax: 1-888-320-8007

Visit our website for the most up-to-date information and downloadable documents at [www.thelcpc.org](http://www.thelcpc.org).

## **ARTICLE I**

### **Name of the Committee**

The name of the organization shall be the Technical Coordinating Committee of the Hinesville Area Metropolitan Planning Organization (HAMPO) hereinafter referred to as the committee.

## **ARTICLE II**

### **Membership**

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.

#### **Voting Members:**

- (1) Executive Director, Liberty Consolidated Planning Commission
- (2) County Administrator, Liberty County
- (3) County Administrator, Long County
- (4) County Engineer, Liberty County
- (5) City Manager, City of Hinesville
- (6) City Engineer, City of Hinesville
- (7) Director, Public Works, City of Hinesville
- (8) Representative, City of Flemington
- (9) Representative, City of Midway
- (10) Representative, City of Riceboro
- (11) Representative, City of Walthourville
- (12) Representative, Town of Allenhurst
- (13) Representative, Town of Gum Branch
- (14) Representative, Fort Stewart
- (15) GDOT Central Office – Planning
- (16) GDOT Central Office - Transit
- (17) GDOT District 5
- (18) Superintendent, Liberty County Board of Education
- (19) Executive Director, Liberty County Industrial Development Authority

#### **Non-Voting Advisory Members:**

- (1) Federal Highway Administration (FHWA)
- (2) Federal Transit Administration (FTA)
- (3) Director of Planning, Coastal Regional Commission
- (4) General Manager, Liberty Transit
- (5) Director of Transportation, Liberty County Board of Education
- (6) Transportation Director, Coastal Regional Commission

### **ARTICLE III**

#### **Duties and Responsibilities**

- 1) The Technical Coordinating Committee shall be responsible for the preparation of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (LRTP). It shall review all studies related to transportation within the Hinesville Area Metropolitan Planning Organization (HAMPO), and make recommendations to the Policy Committee and other agencies on the work program and studies.
- 2) The Technical Coordinating Committee shall coordinate all the technical activities in the transportation planning process. The TCC shall provide information on the process of the study to both the Policy and Citizens' Advisory Committees.
- 3) The Technical Coordinating Committee shall review inventories of current data used as input to the planning process.
- 4) The Technical Coordinating Committee shall review the status of activities necessary to keep the study current and report to the Policy Committee regarding such reviews.
- 5) The Technical Coordinating Committee shall make its reviews on the basis of technical sufficiency, accuracy, and completeness of such studies, plans, and programs.
- 6) The Technical Coordinating Committee shall advise the Policy Committee of proposed changes in transportation planning concepts and projects, and shall analyze data collected and prepare reports and findings.
- 7) The Technical Coordinating Committee and participating agencies shall adopt and follow a specific work program and schedule of activities. If any agency identifies a need to deviate from the adopted work program or initiate any special studies that have any bearing on the present or proposed transportation system, it will be the responsibility of the respective Technical Coordinating Committee member to bring this to the attention of the full Committee for consideration, action and/or information.

### **ARTICLE IV**

## **Officers and Organization**

- 1) The Technical Coordinating Committee shall select a Chairperson and Vice-Chairperson from among its members. Such selection shall be by a majority vote.
- 2) In the absence of both the Chairperson and the Vice-Chairperson, the members present for the meeting shall designate, by majority vote, a member to temporarily assume the responsibilities of the Chairpersons for the purpose of conducting the official business of the Committee.
- 3) Selection of the Chairperson and Vice-Chairperson shall take place on the first meeting of the calendar year at which there is a majority of voting members present.
- 4) The term of Chairperson and Vice-Chairperson shall be for the calendar year.
- 5) Officers may succeed themselves with no limitation to the number of terms, except that such term will not continue in the event an officer becomes ineligible to be a member of the Policy Committee.
- 6) Subcommittees may be established by the Technical Coordinating Committee as needed.

## **ARTICLE V**

### **Duties of the Officers**

- 1) The Chairperson shall preside at all meetings of the Technical Coordinating Committee.
- 2) The Chairperson shall authenticate by his signature, minutes of meetings of the Technical Coordinating Committee and its recommendations to the Policy Committee.
- 3) The Chairperson shall appoint a Secretary to the Committee.
- 4) The Chairperson, or a representative designated by the Chairperson, shall represent the Technical Coordinating Committee at hearings, conferences, and other events or designate another member of the Committee to serve in his place.
- 5) During the absence or disability of the Chairperson or in the event that a vacancy occurs in the office of the Chairperson, the Vice-Chairperson, shall preside over meetings of the Committee and shall exercise the powers and discharge all of the duties of the Chairperson.
- 6) The Secretary, or a designated representative, shall duly record the proceedings of each meeting of the Committee and authenticate, by signature, that they are a true and accurate record of the proceedings and policy decisions.

- 7) The Secretary shall maintain and make available with support of HAMPO staff, for public inspection all official records and documents of the Committee.
- 8) The Secretary shall provide public notice for all meetings as provided by law.

## **ARTICLE VI**

### **Meetings**

- 1) The Technical Coordinating Committee meets on the second Thursday of every odd numbered month, at the location and time as directed by the Policy Committee.
- 2) When a voting member represents more than one entity they should be counted as representing each entity separately for the purpose of constituting a quorum. No business may be conducted by the Committee unless a quorum of the voting membership is present. A minimum of 50% of the voting members of the Committee shall constitute a quorum.
- 3) Special meetings may be called by the Chairperson at such times that may be specified for stated purposes. Notice of such meetings shall be given in writing or email to all members at least 48 hours in advance.
- 4) The Chairperson shall cause an electronic notice to be sent to all members of the Committee at least seven (7) calendar days in advance of the meeting date giving the time and place of the meeting and the preliminary agenda.
- 5) Any regularly scheduled meeting may be cancelled either by the Chairperson or by a majority vote of the members taken during a regularly scheduled meeting.
- 6) The members of the Committee must be given notice at least seven (7) calendar days in advance of the regularly scheduled meeting date when meetings are cancelled.
- 7) The meetings of the Committee shall be conducted in accordance with Roberts Rules of Order. However, any rules formally adopted by the Committee, including these By-laws will have precedence when in conflict with Roberts Rules of Order.
- 8) The agenda for the Committee meetings shall be established by the Chairperson and the order of business shall be at the discretion of the Chairperson.
- 9) Should one third (1/3) of the Policy Committee, and/or Citizens Advisory Committee want an item placed on the Technical Coordinating Committee agenda, the Chairperson shall place item(s) on the agenda with notice of at least seven (7) calendar days prior to the scheduled date for the meeting.

- 10) Motions, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion.

## **ARTICLE VII**

### **Amendments to these By-laws**

- 1) These By-laws are adopted pursuant to Article III of the Policy Committee By-laws and may be amended from time to time by the Policy Committee on its own or pursuant to recommendation of the TCC.
- 2) Motions to recommend modification to or repeal these By-laws may be made at any regularly scheduled meeting but any action with regard to such motion may not be taken until the next or subsequent regularly scheduled meeting. All members of the Policy Committee must be notified as soon as possible regarding such motion.
- 3) An affirmative vote by a simple majority of the full voting membership of the Policy Committee is required to recommend modifications to or repeal these By-laws.
- 4) Notwithstanding Section 1, Article VII, a motion to poll all members concerning the alteration or repeal of these By-laws may be made at any regular or special meeting of the Policy Committee provided that the meeting is called in accordance with these By-laws.
- 5) To approve the process of polling all of the members of the Policy Committee, an affirmative vote cast by at least two-thirds of the members in attendance is required.
- 6) Within sixty (60) days of the approval to poll the membership, the Policy Chairperson will conduct the poll in writing by mail. The number of members responding to the poll must constitute a quorum. A super majority of the respondents must vote affirmatively to recommend modifications to or repeal these By-laws.

## Resolution of Adoption

### RESOLUTION BY THE HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE ADOPTING COMMITTEE BYLAWS AS AMENDED

**WHEREAS**, on February 14, 2007 the U.S. DOT published the final rules incorporating changes to the Code of Federal Regulations due to the passage of the legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) and now Moving Ahead for Progress in the 21st Century (MAP-21), and these require that the Metropolitan Planning Organization, in cooperation with participants in the planning process and others, develop and update as necessary the *Policy, Technical Coordinating and Citizens Advisory Committee Bylaws*; and,

**WHEREAS**, the Hinesville Area Metropolitan Planning Organization is the Metropolitan Planning Organization for the Hinesville urbanized area; and,

**WHEREAS**, the urban transportation planning regulations require that the product of a planning process be certified as in compliance with all applicable requirements of the law and regulations; and,

**WHEREAS**, the staff of the Hinesville Area Metropolitan Planning Organization and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,

**WHEREAS**, the locally developed and adopted process for private sector participation has been followed in the development of the; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee adopts the amended *Policy and Technical Coordinating Committee Bylaws* as set forth in the documents attached to this Resolution;

**BE IT FURTHER RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Executive Director of the Liberty Consolidated Planning Commission to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.

#### CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on February 12, 2012.

Attest:

  
\_\_\_\_\_  
Mayor Daisy Pray (date)  
Chair, HAMPO Policy Committee

  
\_\_\_\_\_  
Jeff Ricketson, AICP (date)  
Executive Director, Secretary



# **Hinesville Area Metropolitan Planning Organization**

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## **HAMPO**

### **By-Laws: Citizens Advisory Committee**

Adopted: December 13, 2012

---

100 Main Street, Suite 7520  
Phone: 912-408-2030

Hinesville, Georgia 31313  
Fax: 912-408-2037

Sonny Timmerman, P. E., AICP, Director

John D. McIver, Policy Committee Chairman

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Prepared by the Hinesville Area Metropolitan Planning Organization (HAMPO), for more information regarding this document or any other HAMPO activity, please contact us at:

Hinesville Area Metropolitan Planning Organization  
c/o Liberty Consolidated Planning Commission  
100 Main Street, Suite 7520  
Hinesville, Georgia 31313

Phone: (912) 408-2030      Fax: (912) 408-2037

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## **ARTICLE I**

### **Name of the Committee**

The name of the organization shall be the Hinesville Area Metropolitan Planning Organization – Citizens Advisory Committee, hereinafter referred to as the Committee.

## **ARTICLE II**

### **Purpose**

The Citizens' Advisory Committee (CAC) of the Hinesville Area Metropolitan Planning Organization shall advise the Policy Committee on matters of public opinion from individual citizens and citizen groups regarding planned changes to the Transportation Improvement Plan, Unified Planning Work Program and the Long Range Transportation Plan as well as study findings and recommendations.

## **ARTICLE III**

### **Membership**

Membership in the Committee is made up of eighteen (18) individuals representing nine (9) local governments, Fort Stewart, Savannah Technical College and Armstrong Atlantic State University, Hinesville Campus. Members will serve without compensation.

#### **Voting Members:**

- 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 (1 member)
- Representative, Savannah Technical College (1 member)
- Representative, Armstrong Atlantic State University, Hinesville Campus (1 member)

Membership appointments will be for a term of two (2) calendar years. Unexpired vacancies may be filled as they arise from appointments by the Policy Committee.

Any member in a position that has not been filled for a new term will continue in that position until such position is filled by the Policy Committee.

The number of members shall be eighteen (18). The Policy Committee will strive to have representation from all the member communities of the Hinesville Area Metropolitan Planning Organization.

Unless excused by the Chairperson, any member of the CAC having two consecutive (2) absences from regular meetings during a calendar year shall be removed from the Committee. If a member is in violation of the Committee's attendance policy when he/she is eligible for reappointment, the Chairperson shall send a letter to the Policy Committee recommending that the individual not be reappointed due to a lack of participation. Members are expected to attend regularly.

## **ARTICLE IV**

### **Organizational Duties**

- 1) The Citizens' Advisory Committee ensures that citizen participation in the transportation planning process will be met, in accordance with the HAMPO Participation Plan. The CAC functions as a public information and involvement committee. The CAC will participate in the review of social, economic, and environmental considerations that are essential for developing a viable transportation study for the area. The CAC, through establishment of various task forces, subcommittees, and stakeholder groups, and regular committee meetings, should participate in the following:
  - a) Review each year the work of the transportation study including the HAMPO Unified Planning Work Program (UPWP), the Transportation Improvement Plan (TIP), as well as the Long Range Transportation Plan (LRTP).
  - b) Make recommendations as appropriate to the Policy Committee and the Technical Coordinating Committee regarding amendments to the items identified in the preceding paragraph.
  - c) Assess public opinion relative to the transportation study's activities with recommendations to the Policy and Technical Coordinating committees.

## **ARTICLE V**

### **Officers and Members Duties**

- 1) The CAC shall select a Chairperson and Vice-Chairperson at the first meeting of the calendar year when a quorum is present by simple majority vote. The term of Chairperson and Vice-Chairperson shall be for the calendar year. The Chairperson and the Vice-Chairperson may serve up to a maximum of three calendar years.
- 2) The Chairperson shall arrange and conduct all meeting of the Committee, appoint subcommittees to function on the behalf of the Committee and represent the Committee on the HAMPO Policy Committee as a non-voting member. The Chairperson shall act as official spokesperson for the CAC; however, this shall not abridge any individuals' rights to freedom of speech on their own behalf. The Chairperson shall have such powers as may be reasonably construed as belonging to the chief of executive of any organization.
- 3) The Vice-Chairperson shall act as Chairperson to conduct any meetings of the Committee in the absence of the Chairperson. This officer shall act on behalf of the Chairperson when requested to do so by the Chairperson. In the event of the absence or inability of the Chairperson to exercise

his/her duties, the Vice-Chairperson shall become acting Chairperson with all the rights, privileges and powers of a duly elected Chairperson, until such time as the Chairperson is able to resume the duties. The Vice-Chairperson or their designate shall represent the Committee on the HAMPO Technical Coordinating Committee as an ex-officio, non-voting member.

- 4) In the event of a vacancy in the office a Chairperson before completion of a term, the Vice-Chairperson shall automatically become Chairperson. If, at any time, the office of Vice-Chairperson becomes vacant, a new Vice-Chairperson shall be elected by a majority of the membership at the first meeting at which there is a vacancy, provided that a quorum is present.

## **ARTICLE VI**

### **Meetings**

- 1) The CAC shall meet on the fourth Tuesday of every even numbered month, beginning at 5:30 PM at the location as directed by the Policy Committee.
- 2) Meeting notices shall be e-mailed seven calendar days prior to the meeting outlining the planned agenda. Should there be no business to come before the committee, the officers, by agreement with the members, may cancel the meeting.
- 3) No action of the CAC will become official unless a quorum is present. A quorum shall be 50% of the appointed membership. Vacant memberships shall not be counted towards the quorum.
- 4) A majority vote of the members present shall be required for approval of any action taken by the CAC.
- 5) Special meetings, including special public meetings of this organization, may be called at the discretion of the Chairperson when it is deemed to be in the best interest of the organization. Also one-third (1/3) of the voting members of the HAMPO CAC may petition the Chairperson to call special meetings. Notice of any such meeting shall state the reasons that the meeting has been called, the business to be transacted, by whom the meeting is called, and the time and place of the meeting. The business discussed will be limited to that specified in the notice unless there is unanimous consent of all members present at such meeting.
- 6) The meetings of the Committee shall be conducted in accordance with the rules adopted by the Committee.
- 7) The agenda of the meetings of the HAMPO CAC shall be set by the Chairperson. A member may petition the Chairperson to place an item on the agenda at least seven (7) days before the schedule date for such meeting. The order of business at all regular meetings shall be at the discretion of the Chairperson. The agenda will include a public participation period.
- 8) Meetings are open to the public. Comments by the public are welcome and will be solicited through notices placed in available public media. Public comment at meetings is subject to the committee's rules of order.

## **ARTICLE VII**

### **Amendments to By-laws**

- 1) These By-laws are adopted pursuant to Article III of the Policy Committee By-laws and may be amended by the Policy Committee on its own or pursuant to recommendation of the CAC. The CAC shall be informed of any proposed amendments to these by-laws at the regularly scheduled meeting of the CAC prior to final consideration by the Policy Committee.
- 2) Motions to recommend modification to or repeal these By-laws may be made at any regularly scheduled meeting but any action with regard to such motion may not be taken until the next or subsequent regularly scheduled meeting. All members of the Policy Committee must be notified as soon as possible regarding such motion.
- 3) An affirmative vote by a simple majority of the full voting membership of the Policy Committee is required to recommend modifications to or repeal these By-laws.
- 4) Notwithstanding Section 1, Article VII, a motion to poll all members concerning the alteration or repeal of these By-laws may be made at any regular or special meeting of the Policy Committee provided that the meeting is called in accordance with these By-laws.
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## Resolution of Adoption

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**WHEREAS**, on February 14, 2007 the U.S. DOT published the final rules incorporating changes to the Code of Federal Regulations due to the passage of the legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) and now Moving Ahead for Progress in the 21st Century (MAP-21), and these require that the Metropolitan Planning Organization, in cooperation with participants in the planning process and others, develop and update as necessary the *Policy, Technical Coordinating and Citizens Advisory Committee Bylaws*; and,

**WHEREAS**, the Hinesville Area Metropolitan Planning Organization is the Metropolitan Planning Organization for the Hinesville urbanized area; and,

**WHEREAS**, the urban transportation planning regulations require that the product of a planning process be certified as in compliance with all applicable requirements of the law and regulations; and,

**WHEREAS**, the staff of the Hinesville Area Metropolitan Planning Organization and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,

**WHEREAS**, the locally developed and adopted process for private sector participation has been followed in the development of the; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee adopts the *Policy, Technical Coordinating and Citizens Advisory Committee Bylaws* as set forth in the documents attached to this Resolution;

**BE IT FURTHER RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Executive Director of the Liberty Consolidated Planning Commission to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.

#### CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on December 13, 2012.

	<u>12-13-12</u>	Attest:		<u>12/13/2012</u>
John D. McIver	(date)		H.E. "Sonny" Timmerman	(date)
Chair, HAMPO Policy Committee			Executive Director, Secretary	