



## 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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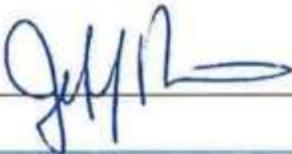
Jeff Ricketson, AICP, Executive Director

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:

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Hinesville, Georgia 31313

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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,

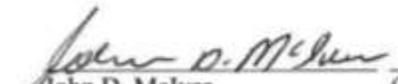
**NOW, THEREFORE, BE IT RESOLVED** that the Hinesville Area Metropolitan Planning Organization Policy Committee adopts the *Public Participation Plan* as set forth in the document attached to this Resolution;

**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.

<sup>(1)</sup> 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.

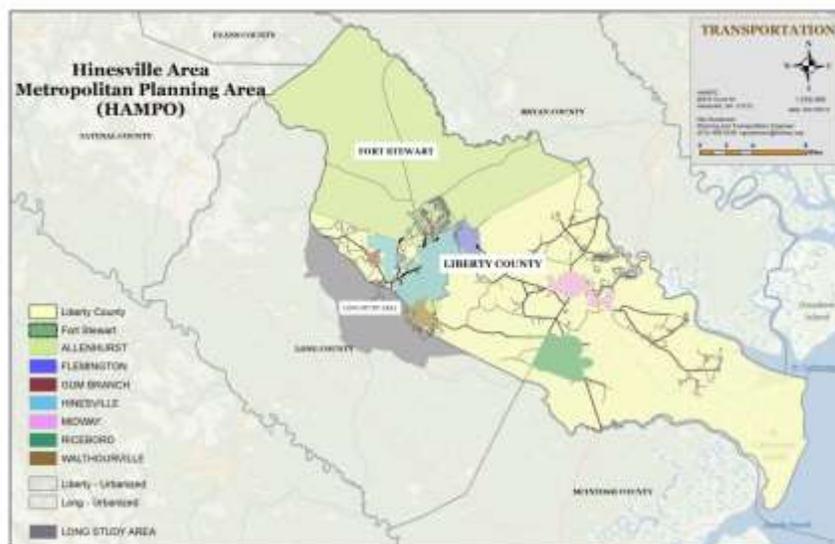
The Federal-Aid Highway Act mandates that all urbanized areas with a base population greater than 50,000 will establish a continuing, cooperative, and comprehensive (3C) planning process to remain eligible for federal transportation funding. The agencies charged with administering the urban planning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

http://thelcpc.org/HAMPO/hampo\_index.htm

HINESVILLE AREA METROPOLITAN  
PLANNING ORGANIZATION

HAMPO

LCPC HAMPO

Background Organization Meetings Documents & Forms Resources

Our Mission: To provide the citizens of the HAMPO study area, the traveling public, and the solitary with a safe, efficient, environmentally sound, and cost effective multimodal transportation system that operates at reasonable levels of service, supports and enhances our economy, promotes our comprehensive development goals, and complements the mission of Fort Stewart.

**HAMPO Planning Documents**

[Transportation Improvement Plan \(TIP\) 6/2012-15; abstract TIP 6/ 2012-16](#)

[Long Range Transportation Plan \(LRTP\) 2035 as amended on June 14, 2012 \(aka Sustainable Mobility Plan\)](#)

[Unified Planning Work Program \(UPWP\) 6/2013](#)

[HAMPO 2012 Committee CALENDAR](#)

[HAMPO Public Participation Plan](#)

Contact Rachel Hatchler, [rhatchler@thelcpc.org](mailto:rhatchler@thelcpc.org), 306 N Main Street, Hinesville, GA 31313, with any comments or questions

205 East Court Street / Hinesville, Georgia 31313 / 912.408.2030

### **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?

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What would you keep the same?

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Other comments:

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*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?

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Qué mantendría el mismo?

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Otros comentarios:

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---

*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**