

FY 2019

Unified Metropolitan Work Program



Hinesville Area Metropolitan Planning Organization

Liberty Consolidated Planning Commission

Adopted: Adopted 4/12/2018

Amendment #1: May 18, 2018

Amendment #2: Dec. 19, 2018

Amendment #3: June 3, 2019

Amendment #4: July 31, 2019



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.

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HAMPO does not discriminate against persons in the provision of its programs, services or activities.

**Table of Contents (active, control click on section to advance)**

UPWP Review Log	4
Amendment(s)	4
List of Acronyms.....	5
Resolution (PL)	7
Resolution (Transit Only)	8
Introduction	9
Purpose	10
FY 2019 UPWP Task Organization and Planning Focus Areas	10
Planning Priorities for 2019	10
Performance Planning	11
National Goals.....	11
Planning Factors.....	12
National Planning Factors:	12
National Performance Measures	14
Regional Performance Measures.....	15
Performance Measures Reporting.....	15
Federal Highways Administration – Planning Emphasis Areas.....	15
MATRIX: Relationship of UPWP Work Tasks to the Planning Activity Factors	16
National Planning Performance Matrix	18
Committees.....	20
Committee membership.....	21
UPWP Amendments.....	22
UPWP TASK and ELEMENTS.....	23
1. ADMINISTRATION	23
1.1. Program Coordination	23
1.2. Operations and Administration	24
1.3. Training/Employee Education.....	25
1.4. Equipment and Supplies	26
1.5. Contracts/Grants.....	26
1.6. UPWP	27
2. PUBLIC INVOLVEMENT	28
2.1. Community Outreach/Education.....	28
2.2. Environmental Justice/Title VI	29



2.3. Participation Plan	30
3. DATA COLLECTION.....	31
3.1. Socio-Economic Data	31
3.2. Land Use Monitoring.....	32
3.3. Air Quality Management.....	33
3.4. Transportation Surveys, Models, and Analysis	33
3.5. System Monitoring.....	34
4. SYSTEM PLANNING	35
4.1. Congestion Management.....	35
4.2. Transit/Paratransit (see task 5).....	35
4.3. Intermodal (i.e. airports and ports)	35
4.4. Air Quality	35
4.5. Bike/Ped	36
4.6. Model Development and Applications	37
4.7. GIS Development and Applications	37
4.8. Highway Planning.....	39
4.9. Intelligent Transportation System (ITS)	39
4.10. Freight Planning	39
4.11. Metropolitan Transportation Plan	40
4.12. Transportation Improvement Plan	41
4.13. Special Transportation Studies	42
5. TRANSIT PLANNING.....	44
5.1 Program Support and Administration.....	45
5.2 Long Range Transportation Planning (MTP)	48
5.3 Short Range Transportation Planning (SRTP)	49
5.4 Transportation Improvement Program (TIP).....	51
FY 2019 Unified Planning Work Program Budget Summary	52
FY 2019 UPWP Task Schedule.....	56
APPENDIX.....	57
Agency Approval Letter	58
FWHA Planning Emphasis Areas	59
FHWA GA Division Procurement Guidelines, February 2016 (draft).....	61
Memorandum of Understanding.....	64
Committee Bylaws	92



UPWP Review Log

- November 16, 2017: Policy Committee approved transit section 5 as required for FY 2019 5303 planning assistance application.
- February 27, 2018: Citizen Advisory Committee recommended approval.
- March 30, 2018: Submitted FY 2019 UPWP to GDOT and USDOT for review and comment.
- March 6, 2018: Technical Coordinating Committee recommended approval.
- April 6, 2018: Ned Green, Transportation Planner with GDOT Office of Planning issued comments and note HAMPO's reply on April 10, 2018 (check mark = incorporated, HAMPO comments in italics):
 - ✓ Cover – revise adopted on dates
 - ✓ Table of Contents – Section 5 bookmark errors
 - ✓ Page 8 – in table in introduction, reflect PL grant funds and PL discretionary funds separately
 - ✓ Page 12 -13 – planning factors 9 & 10 – says Draft 2040 MTP instead of 2045
 - ✓ Page 38 – Fourth paragraph- should say 2020 – 2045 MTP instead of 2040-2045
 - ✓ Page 40 – New PI # for PL Special Study is 0016087
 - ✓ Page 41 – 19-22 TIP will not be developed. GDOT will provide any information needed to keep TIP up-to-date until the new TIP revision.
 - ✓ Page 42 – For special PL funds, contracts have to be entered into within 6 months. 1/15/2019 RFQ approval is too late. Add new PI # for MTP update. (*see revised schedule, NTP on 11/1/2018*)
 - ✓ Page 45 – Shift “Products” to top of page 46
 - ✓ Page 49 – Update title to FY 2019 UPWP Budget Summary. Add new PI# for Special PL Study. Total federal PL available to HAMPO is \$94,717.22. Feel free to update budget summary and individual tasks if necessary. Current budget table only shows \$91,761.09 for federal FY19 PL funds.
 - ✓ Page 50 – Update title to FY 2019 UPWP Task Schedule
- Adopted by resolution of the Policy Committee on April 12, 2018.
- May 18, 2018: FHWA Letter of Approval issued by Andrew Edwards, Planning Team Leader, FHWA Georgia Division

Amendment(s)

#1: HAMPO's 2019 UPWP is hereby modified by adding the FHWA approval letter dated May 18, 2018 (page 53) and corrected ALI codes for Task 5, Transit Planning (pages 42 to 49).

Approved:

Jeff Ricketson, Executive Director

May 18, 2018

Date



#2: HAMPO's 2019 UPWP is hereby amended by revising the sub-element budgets for Task 5, Transit Planning (pages 42 to 51) to match contract T005994.

Approved:

Jeff Ricketson, Executive Director

December 19, 2018

Date

#3: HAMPO's 2019 UPWP is hereby amended by revising the Highway Planning sub-element budgets for Tasks 1.5, 1.6, 3.5, 4.05, 4.07, 4.10, 4.11, and 4.12 (pages 26-27, 33-34, and 35-40) to balance task budgets against actual time charged for balancing of over/under runs for the Q3 reimbursement request and status report.

Approved:

Jeff Ricketson, Executive Director

June 4, 2019

Date

#4: HAMPO's 2019 UPWP is hereby amended by revising the Highway Planning sub-element budgets for all task items to balance task budgets against actual time charged for balancing of over/under runs for the Q4 FINAL reimbursement request and status report.

Approved:

Jeff Ricketson, Executive Director

July 31, 2019

Date

List of Acronyms

ADA	Americans with Disabilities Act of 1990
CAC	Citizens Advisory Committee
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CoreMPO	Coastal Region Metropolitan Planning Organization
CRC	Coastal Regional Commission
DOT	Department of Transportation
EJ	Environmental Justice
FAST Act	Fixing America's Surface Transportation Act (2015)



FHWA	Federal Highways Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GAMPO	Georgia Association of Metropolitan Planning Organizations
GDOT	Georgia Department of Transportation
GEARS	Georgia Electronic Accident Reporting System
GIS	Geographic Information Systems
GRIP	Governor's Road Improvement Program
HAMPO	Hinesville Area Metropolitan Planning Organization
HSIP	Highway Safety Improvement Program
ISTEA	Intermodal Surface Transportation Efficiency Act (1991)
LCPC	Liberty Consolidated Planning Commission
LEP	Limited English Proficiency
MAP-21	Moving Ahead for Progress in the 21st Century Act (2012)
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Agency
MTP	Metropolitan Transportation Plan
NHS	National Highway System
PC	Policy Committee
PEA	Planning Emphasis Areas
PEA	National Planning Emphasis Areas
PF	Planning Factors
PL	Planning Assistance
PL	Planning
POP	Program of Projects
PP	Participation Plan
SAFETY-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005)
SR	State Route
TCC	Technical Coordinating Committee
TDM	Traffic Demand Model
TEA-21	Transportation Equity Act for the 21st Century (1998)
TIP	Transportation Improvement Program
TITLE VI	Title VI of the Civil Rights Act of 1964
UAB	Urbanized Area Boundary
UPWP	Unified Planning Work Program
US	United States
USDOT	U.S. Department of Transportation
UZA	Urban Area
VMT	Vehicle Mile Traveled



Resolution (PL)

**RESOLUTION OF THE
HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION
APPROVING THE
FY 2019 PL UNIFIED PLANNING WORK PROGRAM AS AMENDED**

WHEREAS, the Hinesville Area Metropolitan Planning Organization (HAMPO) has been designated by the Governor of the State of Georgia as the Metropolitan Planning Organization responsible for conducting transportation planning activities in the Hinesville Metropolitan Planning Area consisting of urbanized Long County, Liberty County, Fort Stewart Military Reservation, the Town of Allenhurst, and the Cities of Flemington, Gum Branch, Hinesville, Midway, Riceboro and Walthourville; and

WHEREAS, federal regulations require that a work program describing the expected transportation planning activities be developed and adopted each year by the metropolitan planning organization; and

WHEREAS, the FY 2019 PL Unified Planning Work Program was developed through a continuous, comprehensive, and cooperative planning process in coordination with state and local officials; and

WHEREAS, the locally developed and adopted process for public participation has been followed in the development of the FY 2019 PL Unified Planning Work Program; and

NOW, THEREFORE BE IT RESOLVED that the Policy Committee of the Hinesville Area Metropolitan Planning Organization approves its FY 2019 PL Unified Planning Work Program; and

BE IT FURTHER RESOLVED that the Policy Committee of the Hinesville Area Metropolitan Planning Organization authorizes the Liberty County Consolidated Planning Commission Executive Director to transmit the FY 2019 PL Unified Planning Work Program to the Georgia Department of Transportation to secure state and federal transportation planning funds.

CERTIFICATION, I hereby certify that the above is a true and correct copy of the Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on April 12, 2018.

Mayor Allen Brown, Policy Committee Chair

APRIL 12, 2018

date

ATTEST:

Jeff Ricketson, AICP; LCPC Executive Director

APRIL 12, 2018

date



Resolution (Transit Only)

RESOLUTION OF THE HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION APPROVING THE FY 2019 TRANSIT UNIFIED PLANNING WORK PROGRAM

WHEREAS, the Hinesville Area Metropolitan Planning Organization (HAMPO) has been designated by the Governor of the State of Georgia as the metropolitan planning organization responsible for conducting transportation planning activities in the Hinesville urbanized area, which consists of urbanized Long County, Liberty County, Fort Stewart Military Reservation, the Town of Allenhurst, and the Cities of Flemington, Gum Branch, Hinesville, Midway, Riceboro and Walthourville; and

WHEREAS, federal regulations require that a work program describing the expected transportation planning activities be developed and adopted each year by the metropolitan planning organization; and

WHEREAS, the FY 2019 Transit Unified Planning Work Program was developed through a continuous, comprehensive, and cooperative planning process in coordination with state and local officials; and

WHEREAS, the locally developed and adopted process for public participation has been followed in the development of the FY 2019 Transit Unified Planning Work Program; and

NOW, THEREFORE BE IT RESOLVED that the Policy Committee of the Hinesville Area Metropolitan Planning Organization approves its FY 2019 Transit Unified Planning Work Program; and

BE IT FURTHER RESOLVED that the Policy Committee of the Hinesville Area Metropolitan Planning Organization authorizes the Liberty County Consolidated Planning Commission Executive Director to transmit the FY 2019 Transit Unified Planning Work Program as amended to the Georgia Department of Transportation to secure state and federal transportation planning funds.

CERTIFICATION, I hereby certify that the above is a true and correct copy of the Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on November 16, 2011.



Mayor Allen Brown, Policy Committee Chair

11/16/17

Date

ATTEST:



Jeff Ricketson, AICP; LCPC Executive Director

11/16/17

Date



Introduction

The FY 2019 Unified Planning Work Program (UPWP) for the Hinesville Area Metropolitan Planning Organization (HAMPO) describes the transportation planning activities supporting the development and updating of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) to be performed from July 1, 2018 to June 30, 2019. Primary funding for the 2019 UPWP activities will be grants from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA):

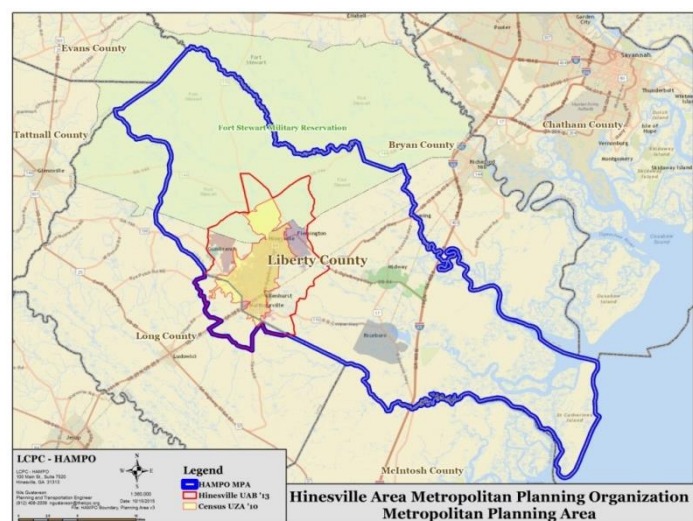
Program	Federal (80%)	State (0%/10%)	Local (20%/10%)	Totals
FY 2019 Federal Planning Funds (Highway PL)	\$ 94,717.22	\$ -	\$ 23,679.30	\$ 118,396.52
PL Supplemental for 2045 MTP Update: PI# 0016087	\$ 160,000.00	\$ -	\$ 40,000.00	\$ 200,000.00
FY 2019 Section 5303 Transit Planning Funds	\$ 46,928.00	\$ 5,866.00	\$ 5,866.00	\$ 58,660.00
TOTAL ALL SOURCES	\$ 301,645.22	\$ 5,866.00	\$ 69,545.30	\$ 377,056.52

All Metropolitan Planning Organizations are required to maintain a continuing, cooperative and comprehensive transportation planning process resulting in plans and programs consistent with a comprehensively planned development in the urbanized area. All plans and programs, including this Unified Planning Work Program (UPWP), are prepared pursuant to the following:

- The Fixing America's Surface Transportation (FAST) Act, Public Law No. 114-94, December 4, 2015,
- The Moving Ahead for Progress in the 21st Century Act (MAP-21), Public Law No. 112-141, July 6, 2012, as amended by the Surface Transportation and Veterans Health Care Choice Improvement Act of 2015, Public Law No. 114-41, July 31, 2015 and other authorizing legislation to be enacted,
- FTA's authorizing legislation in effect in FY 2012 or a previous fiscal year, except as superseded by the FAST Act cross-cutting requirements that apply, and
- Appropriations Acts or Continuing Resolutions funding the U.S. Department of Transportation.

In 2003, HAMPO was established pursuant to federal law to address transportation planning within Liberty County and the urbanized portions Long County, including Fort Stewart and the municipalities of Hinesville, Allenhurst, Flemington, Gum Branch, Midway, Riceboro and Walthourville. In 2005, the Memorandum of Understanding¹ (MOU) with the Georgia Department of Transportation, affirmed by Governor Perdue, designated the Liberty Consolidated Planning Commission (LCPC) as the recipient and management entity for all planning funds and activities associated with HAMPO.

The 2010 census population for the Hinesville Urban Area (UZA) is 51,456. Total population served in the HAMPO Metropolitan Planning Area (MPA) is roughly 70,000 including urbanized Long County. In 2013, the Urbanized Area Boundary (UAB) was approved and in 2015, the MPA was



¹ The MOU is included in the appendix



updated to reflect the 2010 UZA and the 2013 UAB. The updated MPA was approved by the Governor on December 09, 2015.

Purpose

The UPWP details the transportation planning activities for the coming year; report on previous work, provide fiscal information, and assign responsibilities, goals and objectives, to implement the Metropolitan Transportation Plan (MTP) and the short-range Transportation Improvement Program (TIP). The current MTP is for the 2015 to 2040 planning horizon and was approved by the Policy Committee on September 10, 2015. The MTP evaluates transportation system performance and is a source of policies, projects and actions that implement community vision of transportation improvements needed to reach the community goals. The TIP is a detailed capital program or a list of funded highway, transit and other multi-modal projects for the MPO planning area over the next four years and is consistent with the MTP. HAMPO's current 2018-2020 TIP was approved by the Governor of the State of Georgia on October 5th, 2017.

FY 2019 UPWP Task Organization and Planning Focus Areas

The overall planning program of FY 2019 UPWP is designed to comply with the requirements of the U.S. Department of Transportation (USDOT) Fixing America's Surface Transportation Act (FAST Act) as signed into law on December 4, 2015.

Performance based planning and programming remains the primary focus area in 2019. HAMPO, in coordination with state DOTs, is required to set performance measure targets and report on progress in a number of areas including safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project delivery delays.

HAMPO's transportation planning efforts is performance based with ongoing efforts to refine, benchmark and measure our progress against performance measures. The 2019 work program continues the process of defining our performance planning by associating the national goals, planning factors, and performance measures into HAMPO's proposed work activities. A matrix is provided on pages 16 and 17 that summarizes this effort.

Planning Priorities for 2019

Our major planning priority for FY 2019 will be initiating work on the on the 2020-2045 Long Range Metropolitan Transportation Plan (MTP).

The Policy Committee adopted the 2015-2040 MTP update on September 10, 2015. Two MTP supplements were subsequently completed with the Non-Motorized and Transit Operational Plan on February 9, 2017 and the Regional Freight Plan on November 16, 2017. The consultant work on the MTP supplements was completed using a combination of both PL and 5303 apportioned and supplemental funds over five fiscal years (FY 2014 to FY 2018). Consulting cost **only** for 2015-2040 MTP:



2015-2040 MTP funding	totals	80% Federal	20%/10% Local	*10% State
Apportioned PL:	\$ 122,848	\$ 98,279	\$ 24,570	
PL Supplemental Freight:	\$ 81,376	\$ 65,101	\$ 16,275	
Apportioned 5303*:	\$ 47,332	\$ 37,865	\$ 9,466	\$ 4,733
5303 Supplemental Transit:	\$ 62,025	\$ 49,620	\$ 12,405	
Grand Total:	\$ 313,581	\$ 250,865	\$ 62,716	\$ 4,733

On March 26, 2018, the PL Supplemental Committee approved our request for \$200,000 in consulting cost for the next 2020-2045 MTP (\$160,000 in supplemental PL funds plus \$40,000 local cash match).

The schedule calls for the Notice to Proceed about November 1, 2018 to allow time for local budgeting, UPWP and TIP declarations and for a competitive RFP process. October 15, 2020 is the scheduled completion date.

See elements 4.11 Metropolitan Transportation Plan, 4.13 Special Transportation Studies - MTP, and 5-2 Long Range Transportation Planning (LRTP) in this UPWP for details.

Performance Planning

National Goals

The FAST Act goals provide structure and guidance to the USDOT, State and provincial DOTs and nation's 400+ MPOs to strive towards in their transportation planning efforts. These are simply the transportation promises made by the legislative and executive branches to the citizens of the United States. The FAST Act states the following:

Highway National Goals (Highways 23 U.S.C. 150(b)) - It is in the interest of the United States to focus the Federal-aid highway program on the following national goals:

- (1) Safety: To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- (2) Infrastructure condition: To maintain the highway infrastructure asset system in a state of good repair.
- (3) Congestion reduction: To achieve a significant reduction in congestion on the National Highway System.
- (4) System reliability: To improve the efficiency of the surface transportation system.
- (5) Freight movement and economic vitality. To improve the National Highway Freight Network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- (6) Environmental sustainability. To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- (7) Reduced project delivery delays. To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

Transit National Goals 49 U.S.C. 5301(b) - The purposes of this chapter are to:

- (1) Provide funding to support public transportation.
- (2) Improve the development and delivery of capital projects.



- (3) Establish standards for the state of good repair of public transportation infrastructure and vehicles;
- (4) Promote continuing, cooperative and comprehensive planning that improves the performance of the transportation network.
- (5) Establish a technical assistance program to assist recipients under this chapter to more effectively and efficiently provide public transportation service.
- (6) Continue federal support for public transportation providers to deliver high quality service to all users, including individuals with disabilities, seniors, and individuals who depend on public transportation.
- (7) Support research, development, demonstration, and deployment projects dedicated to assisting in the delivery of efficient and effective public transportation service.
- (8) Promote the development of the public transportation workforce.

Planning Factors

To achieve the national goals of the FAST Act, the FY 2019 UPWP work tasks incorporate the ten planning factors (PF) from the FAST Act and the HAMPO goals and objectives as stated in the 2040 MTP. The 2019 UPWP will update the MTP as planning factors are revised to address performance planning and programming. HAMPO will be documenting performance measures to gauge our compliance to the goals as shown on the “National Performance Matrix” exhibit on the following pages. This matrix outlines HAMPO’s regional performance measures in context with the national and HAMPO goals, planning factors and measures.

The following goals and objectives are associated with national planning factors and are synthesized from the MTP. Unfortunately, the MTP was drafted using local planning factors not well aligned with the national planning factors. Aligned goals and objectives is a key task in the 2020-2045 MTP Update detailed in this UPWP.

HAMPO goals and objectives align with the planning factors as follows:

National Planning Factors:

- 1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency while promoting consistency among transportation improvements and state and local planned growth and economic development patterns.

2040 MTP Goal: Promote Economic Development

Objectives:

- Minimize congestion
- Enhance freight connection
- Provide transportation alternatives
- Implement projects to support freight movement

- 2) Increase the safety of the transportation system for motorized and non-motorized users.

2040 MTP Goal: Safety

Objectives:

- Minimize accidents and conflicts



- 3) Increase the Security of the transportation system for motorized and non-motorized users.

2040 MTP Goal: Safety

Objectives:

- Prepare for coordinated incident responses

- 4) Increase the accessibility and mobility of people and for freight:

2040 MTP Goal: Accessibility and Mobility

Objectives:

- Maximize accessibility for populations to employment centers
- Encourage multimodal use
- Provide adequate access to all population
- Implement projects to support freight movement
- Invest in mobility options

- 5) Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.

2040 MTP Goal: Protect Natural and Cultural Resources; Promote Quality of Life

Objectives:

- Minimize impacts on wetlands and historic resources
- Preserve/Enhance community character

- 6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

2040 MTP Goal: Integrated and Connected Systems

Objectives:

- Provide efficient and safe multimodal connections
- Provide efficient, reliable freight corridors
- Implement projects to support freight movement
- Invest in mobility options

- 7) Promote efficient system management and operation.

2040 MTP Goal: The MTP does not directly list this goal

2019 UPWP Goal: Promote efficient system management and operation

Objective:

- Utilize technology and other strategies, to improve transportation management.

- 8) Emphasize the preservation of the existing transportation system.

2040 MTP Goal: Support local planning initiatives; Encourage coordination

Objectives:

- Coordinate with local planning partners
- Coordinate with state and regional partners Maximize transportation system
- Promote projects that increase capacity and safety without widening.

- 9) Improve transportation system resiliency and reliability; Reduce or mitigate the storm water impacts of the surface transportation system.



Draft 2045 MTP Goal: Improve resiliency and reliability reviews; insure compliance with stormwater best management practices.

Draft Objectives:

- Review developments for resilience and reliability (i.e sea level rise, storm surge)
- Consider alternate routes for evacuations in long range planning.
- Insure local ordinances are current with erosion, sediment and pollution regulations

10) Enhance travel and tourism.

Draft 2045 MTP Goal: Enhance travel and tourism.

Draft Objectives:

- Improve gateways aesthetics and educational signage
- Coordinate highway improvements with local visitor centric organization

National Performance Measures

Performance management increases the accountability and transparency of the Federal-aid highway program and provides for a framework to support improved investment decision making through a focus on performance outcomes for the national transportation goals. MPO's coordinate with their state's DOT on data sources and methods to achieve uniformity.

FHWA through the rule making process determined the following performance measures:

- **Fatalities and serious injuries**, both number and rate per vehicle mile traveled on all public roads:
 - 5-year rolling averages for fatality
 - 5-year rolling averages for injury
 - Fatality **rates** by 100 million Vehicle Miles Traveled (VMT)
 - Serious injury **rates** by 100 million VMT
 - Number of Non-motorized Fatalities and Non-motorized Serious Injuries

Data Sources: Georgia Electronic Accident Reporting System, GDOT's GEOCOUNTS traffic data, HAMPO GIS, GDOT GIS, GDOT VMT

- **MAP-21: Pavement condition** on the Interstate System and on remainder of the National Highway System (NHS):
 - Interstate pavement condition (MAP-21 requires 5% Max in poor condition)
 - Percentage of pavements on the Interstate System in good condition;
 - Percentage of pavements on the Interstate System in poor condition;
 - Percentage of pavements on the NHS (excluding the Interstate System) in good condition;
 - Percentage of pavements on the NHS (excluding the Interstate System) in poor condition.

Data Source: GDOT's Highway Economic Requirements System-State (HERS-ST) model

- **MAP-21: Bridge condition** on the NHS:
 - Percentage of NHS bridges classified as in good condition; and



- Percentage of NHS bridges classified as in poor condition
Data Source: National Bridge Inventory (NBI)

- Performance of the Interstate System and the remainder of the NHS:
 - **Congestion** is the amount of time during the year when highway users have experienced excessive delay. The measure is the times during the day when vehicles are travelling at speeds below 35 mph for freeways or expressways and 15 mph for all other NHS roadways.
 - **Travel time reliability** is when the longer travel times are no more than 50 percent higher than what would be normally expected by users between the hours of 6:00 a.m. to 8:00 p.m.
 - **Performance** will be measured by percent peak hour travel times that meet expectations for the Interstate System and NHS.
Data Source: National Performance Management Research Data Set (NPMRDS)

- Freight movement on the Interstate System
 - **Truck Travel Time Reliability (TTTR)**
Data Source: National Performance Management Research Data Set (NPMRDS)

Regional Performance Measures

HAMPO will be tracking its performance using both the finalized national measures as listed above and regional performance measures as shown in the National Performance Matrix” exhibit on the following pages.

Performance Measures Reporting

Beginning in FY 2018, HAMPO will issue a report to the UPWP partners annually stating and tracking progress on the performance measures highlighted in the UPWP. This report will be issued prior to end of the fiscal year.

Federal Highways Administration – Planning Emphasis Areas

Planning Emphasis Areas (PEA) as issued by the U.S. Department of Transportation are topical areas to place emphasis on the MPO’s in their respective planning work programs and are to be incorporated into applicable tasks of the UPWP. The Federal Highways Administration (FHWA) PEA letter dated 3/18/2015 reiterated the initial letter forwarded introducing the PEAs for emphasis in 2016. This letter is included in the appendix with highlights of the three PFA’s as follows:

- 1) **Transition to Performance Based Planning and Programming:** The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.



- 2) **Models of Regional Planning Cooperation:** Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.
- 3) **Ladders of Opportunity:** Access to essential services is essential to the transportation planning process. Develop and implement performance measures and analytical methods to measure the Transportation system's connectivity to essential services. Identify gaps in transportation system and provide solutions.

MATRIX: Relationship of UPWP Work Tasks to the Planning Activity Factors

PLANNING ACTIVITY FACTORS											
HAMPO 2019 UPWP											
	WORK ELEMENT	METROPOLITAN PLANNING FACTORS									
		1	2	3	4	5	6	7	8	9	10
1	PROGRAM SUPPORT AND ADMINISTRATION										
1.1	Program Coordination	X			X	X		X	X	X	X
1.2	Operations and Administration		X				X		X		
1.3	Employee Training and Development		X		X		X		X	X	X
1.4	Equipment and Supplies	n/a									
1.5	Contracts/Grants	X	X	X	X	X	X	X	X		
1.6	Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X
2	PUBLIC INVOLVEMENT										
2.1	Community Outreach/Education	X	X	X	X		X			X	X
2.2	Environmental Justice/Title VI	X	X	X	X		X				
2.3	Participation Plan	X	X	X	X		X				
3	DATA COLLECTION										
3.1	Socio-Economic Data		X	X	X	X	X			X	X
3.2	Land Use Monitoring	X	X	X	X	X	X	X	X	X	X
3.3	Air Quality Management	n/a									
3.4	Trans. Surveys, Models, and Analysis		X	X	X		X			X	
3.5	System Monitoring	X	X	X	X	X	X	X	X	X	X
4	SYSTEM PLANNING										
4.1	Congestion Management	n/a									
4.2	Transit/Paratransit	n/a									
4.3	Intermodal Planning	n/a									
4.4	Air Quality Planning	n/a									



4.5	Bike/Ped	X	X		X	X	X				X
4.6	Model Development and Applications	n/a									
4.7	GIS Development and Applications	X	X	X	X	X	X	X	X	X	X
4.8	Highway Planning	n/a									
4.9	ITS	n/a									
4.1	Freight Planning	X	X		X	X	X	X			
4.1	Long Range Plan	X	X	X	X	X	X	X	X	X	X
4.1	Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
4.1	Special Studies	X	X		X	X	X	X			
	WORK ELEMENT	METROPOLITAN PLANNING FACTORS									
		1	2	3	4	5	6	7	8	9	10
5	TRANSIT PLANNING										
5.1	Program Support and Administration	X			X	X		X	X	X	X
5.2	Gen. Development and Comp. Planning	X	X	X	X	X	X	X	X	X	
5.3	Metropolitan Transportation Plan	X	X	X	X	X	X	X	X	X	X
5.4	Planning Operations and Management to Increase Ridership	X	X		X	X		X			X



National Planning Performance Matrix

FAST Act National Planning Factors [23 U.S.C. 134(h)(1)(i) & (j)]	FAST Act National Goals (h) FHWA: [23 U.S.C. 150(b)] (i) FTA: [49 U.S.C. 5301(b)]	GA 2040 SWTP/2015 SSTP State Goals	HAMPO 2040 MTP Regional Goals	Proposed HAMPO 2040 MTP Update Objectives	Proposed HAMPO 2040 MTP Update Regional Performance Measures (National Performance Measure*) **pending	Data Source
(1) MAP-21: Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	(5h) Freight movement and economic vitality. To improve the National Highway Freight Network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development. (7h) Reduced project delivery delays. To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices. (4t) Promote continuing, cooperative and comprehensive planning that improves the performance of the transportation network. (7t) Support research, development, demonstration, and deployment projects dedicated to assisting in the delivery of efficient and effective public transportation services. (8t) Promote the development of the public transportation workforce.	Improve freight movement and economic development opportunities.	(1) Promote Economic Development • Minimize congestion • Enhance freight connection • Provide transportation alternatives • Implement projects to support freight movement	No change from 2040 MTP	**Congestion **Travel Time Reliability **Truck Travel Time	• National Performance Management Research Data Set (NPMRDS)
(2) MAP-21: Increase the safety of the transportation system for motorized and non-motorized users. (3) MAP-21: Increase the security of the transportation system for motorized and non-motorized users.	(1h) To achieve a significant reduction in traffic fatalities and serious injuries on all public roads. (3t) Establish standards for the state of good repair of public transportation infrastructure and vehicles. (2h) Infrastructure condition. To maintain the highway infrastructure asset system in a state of good repair. (4h) System reliability. To improve the efficiency of the surface transportation system. (4t) Promote comprehensive planning.	Improve safety.	(2) (3) Safety and Security • Minimize accidents and conflicts • Prepare for coordinated incident responses	No change from 2040 MTP	* Fatalities and serious injuries	• Georgia Electronic Accident Reporting System • GDOT's GEOCOUNTS for traffic counts • HAMPO GIS • GDOT GIS • GDOT VMT
(4) MAP-21: Increase the accessibility and mobility of people and for freight	(3h) Congestion reduction. To achieve a significant reduction in congestion on the National Highway System. (4h) System reliability. (1t) Provide funding to support public transportation. (4t) Promote comprehensive planning.	Relieve congestion and improve reliability. Improve freight movement and economic development opportunities	(4) Accessibility and Mobility • Maximize accessibility for populations to employment centers • Encourage multimodal use • Provide adequate access to all population • Implement projects to support freight movement • Invest in mobility options	No change from 2040 MTP	• Rides per Revenue Service Hour (LT) • Total Rides (CRC) • Pavement and Bridge Condition	• Liberty Transit (LT) • Coastal Regional Coaches (CRC) • GDOT's Highway Economic Requirements System-State (HERS-ST) model • National Bridge Inventory (NBI)
(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.	(4h) System reliability. (6h) Environmental sustainability. To enhance the performance of the transportation system while protecting and enhancing the natural environment. (7t) Support research. (8t) Promote public transportation workforce.	Improve the environment.	(5) Protect Natural and Cultural Resources; Promote Quality of Life • Minimize impacts on wetlands and historic resources • Preserve/Enhance community character	No change from 2040 MTP	No Measure Proposed	



FAST Act National Planning Factors [23 U.S.C. 134(h)(1)(I) & (J)]	FAST Act National Goals (h) FHWA: [23 U.S.C. 150(b)] (t) FTA: [49 U.S.C. 5301(b)]	GA 2040 SWTP/2015 SSTP State Goals	HAMPO 2040 MTP Regional Goals	Proposed HAMPO 2040 MTP Update Objectives	Proposed HAMPO 2040 MTP Update Regional Performance Measures (National Performance Measure*, **pending)	Data Source
(6) MAP-21: Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	(4h) System reliability. (6h) Environmental sustainability. (4t) Promote comprehensive planning. (5t) Establish a technical assistance program to assist recipients under this chapter to more effectively and efficiently provide public transportation service.	Relieve congestion and improve reliability	(6) Integrated and Connected Systems • Provide efficient and safe multimodal connections • Provide efficient, reliable freight corridors • Implement projects to support freight movement • Invest in mobility options	No change from 2040 MTP	• Number of Sidewalk Gaps Closed • Industrial Park Tractor Trailer Counts • Transit Measures from (4) above	• TIP - MTP • 5307 Associated Transit Improvements • HAMPO Traffic Counts
(7) MAP-21: Promote efficient system management and operation	(2h) Infrastructure condition. (7h) Reduced project delivery delays. (2t) Improve the development and delivery of capital projects. (7t) Support research.	Relieve congestion and improve reliability	(7) The MTP does not directly list this goal	• Promote projects that increase capacity and safety without widening.		
(8) MAP-21: Emphasize the preservation of the existing transportation system.	(2h) Infrastructure condition. (6h) Environmental sustainability. (1t) Provide funding. (6t) Continue federal support for public transportation providers to deliver high quality service to all users, including individuals with disabilities, seniors, and individuals who depend on public transportation.	Maintain and preserve the existing transportation system.	(8) Support local planning initiatives: Encourage coordination • Coordinate with local planning partners • Coordinate with state and regional partners	• Promote projects that increase capacity and safety without widening.	• Pavement and Bridge Condition	
(9) FAST Act: Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.	(2h) Infrastructure condition. (6h) Environmental sustainability. (1t) Provide funding. (4t) Promote comprehensive planning.	The 2040 SWTP/2015 SSTP does not currently address this federal goal.	(9) The 2040 MTP does not currently address this federal goal.	To be determined in FY 2018	To be determined in FY 2018	To be determined in FY 2018
(10) FAST ACT: Enhancing travel and tourism	(2h) Infrastructure condition. (6h) Environmental sustainability. (3t) State of good repair.	The 2040 SWTP/2015 SSTP does not currently address this federal goal.	(11) The 2040 MTP does not currently address this federal goal.	To be determined in FY 2018	To be determined in FY 2018	To be determined in FY 2018



Committees

HAMPO is operated under the leadership of a Policy Committee comprised of decision makers from each participating jurisdiction, the Georgia Department of Transportation, and other state and federal agencies. HAMPO's Technical Coordinating Committee and Citizens Advisory Committee provide valuable input to the Policy Committee on transportation issues. Transportation planning activities occur in a coordinated planning environment and achieving this coordination is through the HAMPO Committee structure.

The three committees meet on a regular schedule six times a year. Agenda are distributed seven days in advance and a call to the public is always included.

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.

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. The TCC provides technical guidance, reviews and evaluates transportation studies and provides recommendations to the Policy Committee. The chief elected official of each municipality appoints the TCC representative for their respective jurisdictions.

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 HAMPO programs and studies and provides recommendations to the Policy Committee. The CAC is entrusted with informing the PC of the community's perspective while providing information to the community about transportation policies and issues. CAC members are appointed by the Policy Committee from recommendations from their respective municipality, county or organization. Members are typically active citizens in their jurisdictions with an interest in both community and transportation issues.



Committee membership:

Policy Committee		Technical Coordinating	
Representing		Representing	
Allen Brown, Chair	Mayor, City of Hinesville	Joey Brown, TCC Chair	County Administrator, Liberty County
Daisy Pray, Vice-Chair	Mayor, City of Walthourville	Kenneth Howard, TCC Vice-Chair	City Manager, City of Hinesville
Ches Oneal	Mayor, Town of Gum Branch	Mayor Hines	Town of Allenhurst
Donald Lovette	Chairman, Liberty County BOC	Byron Cowart	GDOT District 5
Levern Clancy, Jr	Mayor, City of Midway	Mayor Martin	City of Flemington
David Richardson	Chairman, Long County BOC	Mayor Pray	City of Walthourville
Gary Gilliard	Commissioner, Liberty County BOC	Dr. Clemontine Washington	City of Midway
Jack Shuman	Chairman, LCPC	Dr. Franklin D. Perry	Int. Superintendent, Liberty County BOE
Kyle Wemett	Fort Stewart	Franklin Etheridge	Long County Administrator
Lily Baker	Chair, Liberty County BOE	Kevin Williams	ESG (Hinesville PW)
Melissa Ray	Proxy for Chairman, LCDA	Mayor O'Neal	City of Gum Branch
Paul Hawkins	Proxy for Mayor Martin, Flemington	Nedric D Green	GDOT Planning
Thomas Hines	Mayor, Town of Allenhurst	Paul Hawkins	City of Flemington
Tom McQueen	GDOT Representative	Paul Simonton	City Engineer, City of Hinesville
Vicky Nelson	Councilmember, City of Hinesville	Ron Tolley	Executive Director, LCDA
William Austin	Mayor, City of Riceboro	Ryan Walker	GDOT Central Office – Transit
PC Non-Voting Members		Jeff Ricketson	Executive Director, LCPC
Kenneth Howard	Hinesville City Manager	Trent Long	County Engineer, Liberty County
Joey Brown	Liberty County Administrator	Kyle Wemett/Proxy	Fort Stewart
Jeff Ricketson	Executive Director, LCPC	Mayor Austin	City of Riceboro
Mark Wilkes	CORE MPO	TCC Non-Voting Members	
Cassidy Collin	CAC Chair	Allen Burns	Director of Planning, CRC
Rodney Barry	FHWA Division Administrator	Olivia Lewis	Federal Highway Administration (FHWA)
Robert Buckley	Federal Transit Administration (FTA)	Robert Buckley	Federal Transit Administration (FTA)
		Theodis Jackson	General Manager, Liberty Transit
		Ron Collins, CAC Vice Chair	AASU
		Don Masisak	Transportation Director, CRC
		John Lyles	Operation Manager, LCBOE
CAC Voting Members		CAC Voting Members	
Cassidy Collins, CAC Chair	Hinesville	Phil Odom	Gum Branch
Ron Collins, CAC Vice Chair	AASU	Troy Cook	Liberty County
Bob Dodd	Walthourville	Tyrone Adams	Hinesville
Cynthia Gates	Midway	Vacant	Allenhurst
Dennis Kennedy	Hinesville	Vacant	Fort Stewart
Dr. Modibo Kadalie	Riceboro	Vacant	Hinesville
Dr. Tim Byler	Flemington	Vacant	Long County
Jeffery Porter	Liberty County	Vacant	Savannah Technical College
Joe Kelly	Liberty County	Vacant	Walthourville
Phil Odom	Gum Branch		
Troy Cook	Liberty County		
Tyrone Adams	Hinesville		
Vacant	Allenhurst		
Vacant	Fort Stewart		
Vacant	Hinesville		
Vacant	Long County		
Vacant	Savannah Technical College		
Vacant	Walthourville		

The bylaws for the three committees are included in the appendix.

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

Jeff Ricketson, HAMPO Executive Director
Nils Gustavson, Planner III
Alan Seifert, Planner II
Kelly Wiggins, Executive Assistant

Other staff to support HAMPO: Gabrielle Hartage, Ebrahim Nadji, and Curles Butler.

Consultants: If Consultants are required, specified services will be obtained per the RFP or RFQ process.

UPWP Amendments

From time to time, organizational budgets and work programs cannot be implemented as planned as presented due to unforeseen circumstances. For this reason, HAMPO is able to amend its UPWP and budget in two ways:

An administrative modification is authorized by the Executive Director to correct clerical errors or adjust the dollar amount in any work element as long as the overall budget does not increase or decrease by more than 5%. Documentation of an administrative modification is a descriptive letter sent to GDOT, FHWA, FTA and the Policy Committee membership.

An amendment requires approval by the MPO Policy Committee for changes to the work scope and/or changes that increases or decreases more than 5% the overall budget amount. Amendments are presented by resolution to the Policy Committee and require an affirmative vote by the majority of member present to become effective. Documentation an amendment is a descriptive letter sent to GDOT, FHWA, and FTA.



UPWP TASK and ELEMENTS

The following sections detail the work program by elements and tasks for fiscal year 2019.

1. ADMINISTRATION

The administrative elements for FY 2019 are the implementation an effective administrative structure to carry out the goals and objectives of the HAMPO Policy Committee and the UPWP. The overall objective is to facilitate and coordinate the transportation planning process of the MPO in compliance with federal and state laws and requirements. The operation of HAMPO is accomplished through the coordination and communication of program goals and objectives among the area residents, HAMPO staff, local elected officials and staff, Georgia Department of Transportation staff, representatives of Fort Stewart, Coastal Region Metropolitan Planning Organization, and Coastal Regional Commission, and other federal and state interests.

1.1. Program Coordination

Objective: This element provides resources to coordinate projects and studies not otherwise identified in the UPWP. Efforts focus on regional planning by working with our neighboring MPO's, GDOT, the Georgia Association of Metropolitan Planning Organizations (GAMPO), Coastal Regional Commission (CRC) and others.

Previous Work: In FY 2018, attended multiple GAMPO, CORE-MPO and CRC policy meetings, conferences and symposiums.

Project Description: In FY 2019 HAMPO will continued working with GDOT and neighboring jurisdictions/agencies to coordinate transportation planning process:

- Participate with GAMPO, CRC, CoreMPO and other state and national organizations on the role of MPOs in statewide and metropolitan transportation planning.
- Coordinate with MPO committees on legislative and regulatory actions impacting transportation planning and funding.
- Function as the local expert in transportation, assisting planning partners in transportation project development, share planning products, and provide a forum for regional decision making.
- Participate in sharing/obtaining data for performance measure reporting with other agencies.

Product: Study correspondence, memoranda, presentations, and policy recommendations in support regional cooperation and coordination.

Transportation Planning Related Activities of other Agencies: None

Target Start and End Dates: This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:

1.1 Program Coordination				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	6,400.54	-	1,600.13	8,000.67

Amendment #4



1.1 Program Coordination				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	6,800.00	-	1,700.00	8,500.00

1.2. Operations and Administration

Objective: The objective for this task is to share and provide accurate record keeping that documents the HAMPO work program. This includes relevant and timely agendas and presentations for the eighteen annual HAMPO committee meetings, web services, regulatory reporting and file maintenance.

Previous Work: In FY 2018, HAMPO staff provided support for and hosted all MPO policy and advisory committee meetings including the agendas, minutes, notifications, and presentations. Annual MPO certifications and audits were filed. Drafted and achieved approval of the budget for local match budget and documented time records.

Project Description: In FY 2019, this task will provide for the administrative and operational tasks for HAMPO. Tasks include:

- Host HAMPO policy, technical, and citizens committee meetings by preparation of agendas, notifications, minutes, and presentations.
- Prepare and achieve approval of the local match budget.
- Process financial transactions and timecards.
- Project files and records will be maintained..
- Process MPO related correspondence and regulatory reports.
- Maintain the HAMPO Web Site.

Product: Committee presentations, agendas and minutes, financial management, personnel management, MPO certifications, audits and record keeping.

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:

1.2 Operations and Administration				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	12,654.99	-	3,163.75	15,818.74

1.2 Operations and Administration				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	12,800.00	-	3,200.00	16,000.00

Amendment #4



1.3. Training/Employee Education

Objective: Improve the MPO's staff knowledge of transportation planning through conferences, workshops, and educational programs.

Previous Work: In FY 2018, staff attended the 2017 AMPO Annual Conference in Savannah 10/17/2017 to 10/20/2017 with focus on freight, Grant Workshop in Macon on 11/8/2017, State Pedestrian Task Force 12/7/2017 in person, GDOT DBE Workshop in Hinesville 12/13/2017, URISA-GIS on Road Inventory 1/25/2018, GDOT - Plan Development Training on Forsyth 2/13/2018 to 2/14/2018, URISA-GIS on Damage assessment 2/23/2018, and others.

Staff participated in webinars on specialized topics such as public involvement, performance measures, freight Data, and other transportation topics.

Project Description: This is a continuing activity in FY 2019 to provide education and training for MPO staff to enable the MPO to effectively carry out the transportation planning process.

- Attend GIS training courses to improve visualization techniques.
- Webinars on specialized topics such as performance measures and other transportation topics.
- Attend Title VI and EJ training when available.
- Conferences and workshops germane to the MTP and planning factors.

Product: Attendance at various training opportunities, meetings and conferences. Travel documentation and trip reports, training materials, etc.

Transportation Planning Related Activities of other Agencies: None

Target Start and End Dates: This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:

1.3 Training/Employee Education				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	3,283.22	-	820.80	4,104.02
1.3 Training/Employee Education				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	3,200.00	-	800.00	4,000.00

Amendment #4



1.4. Equipment and Supplies

Objective: The objective of this task is to provide HAMPO the necessary technological equipment and data collection equipment to carry out the transportation planning process.

Previous Work: There were not any equipment purchases in FY 2018.

Project Description: No equipment or supply purchases are projected for FY 2019.

Product: None

Transportation Planning Related Activities of other Agencies: None

Target Start and End Dates: This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:

1.4 Equipment and Supplies				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	-	-	-	-

1.5. Contracts/Grants

Objective: The objective for this task is to apply for and achieve approval of highway planning assistance grants. In support of the grants, maintain the records as required under Federal and State regulations for contracts administered by the MPO.

Previous Work: Prepared and submitted the quarterly reimbursements and status reports for FY 2018. The FY 2017 highway planning assistance contract was closed by issuing the final reimbursement and final report. For FY 2017, HAMPO expended 99.9% of the grant returning \$30.15 to PL for other purposes. Staff activities were submitted in timesheet format for review against UPWP tasks and bills coded accordingly. Staff maintained a monthly meeting schedule with Hinesville financial officer to track Federal and State grants currently open and coordinate annual audit proceedings and documentation. The Regional Freight Plan (PI# 0015226: \$81,500 including local) was accepted by the Policy committee on November 16, 2017 with the grant closed on December 17, 2017 returning \$124.00 to PL for other purposes.

Project Description: In FY 2019, contract and grant work will be similar to FY 2018. Quarterly grant status reports and reimbursements will be prepared and submitted for open contracts. Closeout reports will be filed the FY 2018 contracts. On March 26, 2018 the PL Supplemental Review Committee approved \$200,000 in PL supplemental for the 2040-2045 MTP update. Grant management including reimbursements and status reports will be prepared and submitted.

Product:

- Retain consultant by competitive RFP process and Initiated work the 2020-2045 MTP update.
- Quarterly and final status reports and reimbursements

Transportation Planning Related Activities of other Agencies: none



Target Start and End Dates: This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:

1.5 Contracts/Grants				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	4,942.70	-	1,235.68	6,178.38
1.5 Contracts/Grants				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	4,800.00	-	1,200.00	6,000.00
1.5 Contracts/Grants				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	3,200.00	-	800.00	4,000.00

Amendment #4

Amendment #3

1.6. UPWP

Objective: Develop an annual planning work program for HAMPO that meets local, federal and state requirements.

Previous Work: FY 2018 UPWP

Project Description: Prepare and update the annual UPWP including work tasks, cost estimates and financial reports:

- Coordinate with our HAMPO Committees as well as State and Federal transportation agencies to for their input to achieve an approved document.
- Track the progress of objectives in the UPWP to ensure compliance with the approved tasks. Adhere to the requirements of the MPO certification.
- Insure timely submittal for compliance with the 30 day reviews by USDOT for any documents requiring public participation.

Product: FY 2019 UPWP

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: The UPWP is a continuous work effort throughout the fiscal year with the major milestone Policy Committee consideration of approval during their April 2019.

Lead Agency: HAMPO

Funding Source:

1.6 Unified Planning Work Program				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	5,181.09	-	1,295.27	6,476.37
1.6 Unified Planning Work Program				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	5,600.00	-	1,400.00	7,000.00

Amendment #4

Amendment #3



1.6 Unified Planning Work Program				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	4,800.00	-	1,200.00	6,000.00

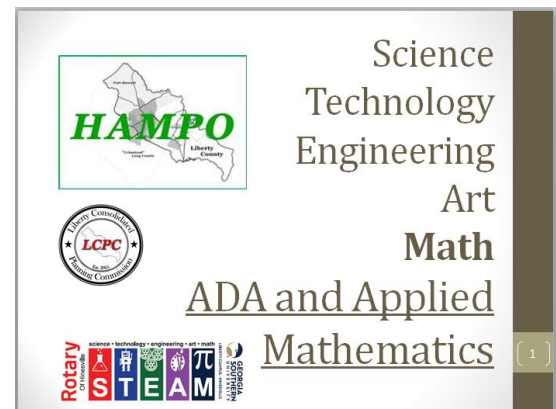
2. PUBLIC INVOLVEMENT

The HAMPO Policy Committee recognizes that public involvement is the essential component of the MPO planning process. The committee will continue to support implementing innovative programs to educate and involve citizens over the next year to increase awareness and citizen participation.

2.1. Community Outreach/Education

Objective: The objective of community outreach and education is to accomplish community input into the transportation planning process in accordance with the Participation Plan.

- Previous Work: Implemented the five year update to the Public Participation Plan as approved by the On June 8, 2018. Continued coordination Liberty County Housing Authority and other community groups. Prepared and presented a presentation on ADA and Math for a STEAM project (k to 8th Grade) on 2/10/2018. Based on recommendations from member agencies, the Policy Committee appointed new members to the Citizens Advisory Committee. Provided planning and project information at the request of the general public, local governments or agencies.



Staff maintained the transportation comment log and presented these comments to the committees for input and concurrence. Examples presented at the March 6th Technical meeting:

- Slower speed on US 84 between Geo-Vista and Ralph Quarterman Dr.
 - 45MPH will be the speed limit on US 84 from Flemington to Long County for the foreseeable future as GDOT will not entertaining a reduction (or increase) as this is a principal arterial critical to the regions movement of people and commerce, lower speeds equals increased congestion, and the standard speed limit statewide is 45 MPH for this type of urban cross section.
- Request for 4 lanes SR 119, Dunlevie to US 84
 - This will basically fix itself when the western bypass is done. The AADT of 3,610 in 2016 much less than 12,500 needed for four lane warrants, the plan is turn the road over to the City of Walthourville in good shape after the bypass is completed resulting in local control for traffic enforcement/regulation. The 12.3% heavy truck traffic on this road simply needs to be diverted.
 - My guess is the person is tired of the stress caused by a semi-truck filling up his/her review mirror.



Project Description: In FY 2019, HAMPO will continue resolve transportation comments to the benefit of the community; provide the community an understanding of the HAMPO transportation planning process by facilitating public information on transportation; collaborate with the Citizens Advisory Committee to improve local transportation infrastructure and insure the public participation plan is followed.

Products: Comment log documentation, compliance with the public participation, CAC meetings, and documentation of community groups' presentations.

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:

2.1 Community Outreach/Education				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	1,691.17	-	422.79	2,113.96

Amendment #4

2.1 Community Outreach/Education				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	1,600.00	-	400.00	2,000.00

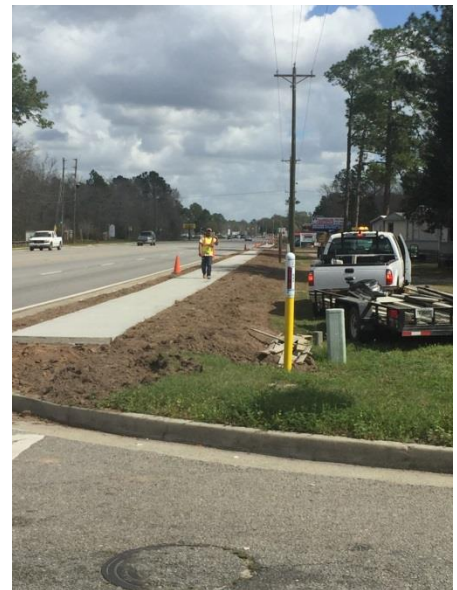
2.2. Environmental

Justice/Title VI

Objective: Accomplish full and fair participation by underserved communities in the transportation decision-making process. During project planning and development prevent the denial of, reduction in or significant delay in the receipt of transportation improvements by minority and low-income populations; prevent dis-separate impacts to the minority and/or low-income populations in transportation services and projects. Be the ADA advocate for the community and educate the community on Civil Rights.

Previous Work: Implemented the five year update to HAMPO's Public Participation Plan including Title VI as approved by the Policy Committee on June 8th, 2017. Numerous development projects were reviewed with comments made to improve the ADA path of travel for access and pedestrian circulation. There is a steady improvement by our development community on compliance with ADA standards.

In coordination with Liberty County, a \$350,000 state grant plus the \$150,000 local match was approved for a sidewalk gap project on a state route 119 in FY 2017 in an underserved area. The project was awarded with construction initiated in 11/2017





prior to the grant required expedited delivery with the construction contract signed by last day of December, 2017.

Project Description: In FY 2018, HAMPO will continue to reach out to the Limited English Proficiency and the other underserved communities for inclusion in the Transportation Planning Process; communicate with the Citizen's Advisory Committee and other interested parties, and non-traditional parties such as schools, health agencies, and non-profits through public involvement techniques to increase participation and public outreach to the EJ communities.

There is a Limited English Proficiency population that exceeds the 5% threshold: the Hinesville Urban Core with 5.33% Spanish speaking. HAMPO will ensure that outreach for projects and education in this area is bi-lingual.

Product: ADA compliance reviews on new development and GDOT Title VI Assurances and outreach documentation.

Transportation Planning Related Activities of other Agencies: Liberty Transit Steering Committee - Title VI/EJ compliance

Target Start and End Dates: This is a continuing activity for the fiscal year.

Lead Agency: HAMPO, City of Hinesville for Liberty Transit

Funding Source:

2.2 Environmental Justice/Title VI				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	1,583.70	-	395.93	1,979.63
2.2 Environmental Justice/Title VI				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	1,600.00	-	400.00	2,000.00

Amendment #4

2.3. Participation Plan

Objective: The objective of the Participation Plan is to ensure full and fair participation by all communities in the transportation decision-making process. This process is detailed in the adopted HAMPO Participation Plan.

Previous Work: Implemented the five year update to the Public Participation Plan as approved by the Policy Committee on June 8, 2017. Staff coordinated public participation compliance for the Freight Plan and other planning efforts.

Project Description: In FY 2019, HAMPO will continue the evaluation and facilitation of any HAMPO plan or project for compliance with the adopted Public Participation Plan.

Product: Public participation documentation for the FY 2018-2021 TIP if amended.



Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: This is a continuing activity for the fiscal year.

Lead Agency: HAMPO,

Funding Source:

2.3 Participation Plan				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	1,494.68	-	373.67	1,868.34
2.3 Participation Plan				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	1,600.00	-	400.00	2,000.00

Amendment #4

3. DATA COLLECTION

Data collection, organization, and analysis are critical to the MPO decision making process. Data collection and analysis includes population trends, socioeconomic information, current and future land use data, environmental factors, transportation networks, jurisdictional boundaries, environmental factors, road centerline data, traffic counts, accidents and other data needed for effective transportation planning.

3.1. Socio-Economic Data

Objective: The objective HAMPO's socio-economic data is to accomplish presentation of quality data for use with the PP, Title VI/EJ and transportation planning to identify and mitigate negative impacts from projects. The 2020 census is presenting both opportunities and challenges to improve the data quality and HAMPO will be working with partners to assist in this critical effort. Maintained and updated Geographic Information System (GIS) files.

Previous Work: In FY 2018, the socio-economic data was updated when new data became available and the socio-economic data used in support of grants, TIP, MTP, multi-modal and transit planning. This data provided for socio-economic analysis to identify underserved communities and then the prioritize projects accordingly.

Description: In FY 2019, HAMPO will continue to update and maintain the socio-economic data project and plan analysis. The data will be used as input into the transportation management information systems including the GIS and modeling efforts. HAMPO plans to complete an update the socio-economic with best data from the Census Bureau's Population Estimates Program and American Community Surveys. Work tasks will be identified to support the 2020 census.

Product: The product is a series of usable and accurate GIS layers that represent socio-economic to be presented a map format. When representing a community's racial or financial composition on a map overlayed with transportation services, this gives life to the data and yields a quality analysis and good presentations to the policy makers on impacts.

Transportation Planning Related Activities of other Agencies: none



Target Start and End Dates: This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:

3.1 Socio-Economic Data				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	3,123.51	-	780.88	3,904.38
3.1 Socio-Economic Data				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	3,200.00	-	800.00	4,000.00

Amendment #4

3.2. Land Use Monitoring

Objective: The objective of land use monitoring is to provide expertise to the development community and our member agencies to mitigate the impacts to the transportation network from development. This is accomplished by review and comment on development plans, traffic studies, and reports in support of the Metropolitan Transportation Plan. Maintenance of land use information is included in this task.

Previous Work: In FY 2018, the surge in major commercial development continued in the SR38/US84 corridor. These projects were reviewed against past studies and the MTP to align intersections were possible and cause the new public infrastructure to meet standards. Additional projects were reviewed to insure compliance with the requirements of the MTP. The zoning analysis use for each action was expanded from “streets” to include transit and walkability.

Description: In FY 2019, this will be ongoing activity to continue coordination of the land use planning activities of Liberty Consolidated Planning Commission with the comprehensive transportation planning activities of the MPO. Staff will continue to review site plans in conjunction with the development review process initiated by LCPC.

Products: Traffic studies, reports and review comments based on development proposals. Updated land use data for GIS.

Transportation Planning Related Activities of other Agencies.

- Georgia Department of Transportation (coordination of state highway encroachment permits)
- Liberty Consolidated Planning Commission

Target Start and End Dates: This is a continuing activity for the fiscal year.



Lead Agency: HAMPO

Funding Source:

3.2 Land Use Monitoring				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	8,534.57	-	2,133.64	10,668.22
3.2 Land Use Monitoring				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	8,000.00	-	2,000.00	10,000.00

Amendment #4

3.3. Air Quality Management

HAMPO is not in a non-attainment and maintenance area so this section is not applicable.

3.4. Transportation Surveys, Models, and Analysis

Objective: Seek public comment on levels of service for highways and multimodal by use of surveys, maintain current data for the traffic demand model (TDM), and provide the data set for project analysis and/or prioritization.

Previous Work: In FY 2018, we continued to see success on stressing walkability by using data from both the MTP and GDOT's surveys that shows user support for walkability improvements. The Transit Development Plan survey included walkability closed February 2018. Participation was poor but lessons learned are to be applied to future surveys. FHWA "Flexible Street" concepts for applicability to the MPA are being incorporated. The TDM was used for level of service analysis during development review.

Description: In FY 2019, improve the web site from email contact base interaction to a more interactive application for transportation related complaints and concerns. A module of this will be an ongoing survey for citizen input on transportation services.

Product: Website application tools for comments, complaints and surveys.

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: The web site update is to be completed by April 1, 2019. This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:

3.4 Transportation Surveys, Models, and Analysis				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	1,781.79	-	445.45	2,227.23

Amendment #4


~~| 3.4 Transportation Surveys, Models, and Analysis | | | | |
|--|-----------|----------|----------|----------|
| Agency | Federal\$ | State \$ | Local \$ | Total \$ |
| FHWA | 1,600.00 | - | 400.00 | 2,000.00 |~~

3.5. System Monitoring

Objective: The objective for this sub-element is to provide traffic data including traffic volumes and accidents for performance based planning. HAMPO efforts include in-house traffic counting to supplement or verify GDOT's annual count effort. Accident data is used are analyzed for "hot spots" used for performance based planning.

Previous Work: Complete 2017 traffic counts with truck classifications at the major freight generators. Accessed "GEARS" (Georgia Electronic Accident Reporting System) and analyzed data for system monitoring. Updated the GIS data set (maps) using GDOT's prior year, traffic study and HAMPO traffic counts and posted these to the web site for access by the developers.

Initiated coordination with GDOT District 5 Traffic Operations the implementing the findings and recommendations of the road safety audit on EG Miles Parkway. Accident rates are twice what should be expected for this road type and volume.

Product: Produce and distribute through its website maps showing traffic volumes and high accident locations overlayed on the "list of projects", preform traffic counts to support of the freight and performance planning, and maintain the traffic and accident data for analysis.

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: Web site maps posted and the performance measure report issued in June of 2019. This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

4d. Performance Measures - Accidents

- Liberty County 2017 Property 1516 Injury 441 Fatality 10
- Liberty County 2016 Property 1314 Injury 454 Fatality 8
- Liberty County 2015 Property 973 Injury 436 Fatality 8
- Liberty County 2014 Property 891 Injury 392 Fatality 6

Congestion causes impatience....
Impatience is restlessness or short of temper especially under irritation, delay, or opposition; intolerance.

Yield when you must, life is too precious to waste on other's impatience.

Road Safety Audit: SR 196/Elma G. Miles Parkway

Table 2. Top Recommendations

#	Recommendations	Safety Benefit	Timeframe	Cost/Effort	Responsible Agency
1	Install sidewalks, where missing, including Americans with Disabilities Act (ADA) compliant crosswalks. Should be coordinated with planned Liberty County sidewalk installation project	High	Intermediate	Moderate	Liberty County
2	Consider implementing pedestrian hybrid beacon to allow controlled crossing along SR 196	High	Long	Moderate	GDOT
3	Consider implementing raised median along SR 196, including converting intersections to either RCUT, MUT, or other appropriate design in conjunction with median	High	Long	High	GDOT
4	Consider eliminating direct left-turn movements from Veterans Parkway intersection using MUT design	High	Long	High	GDOT
5	Install flashing yellow arrows, retroreflective backplates, and supplementary signal heads at Veterans Parkway intersection	Moderate	Intermediate	Low	GDOT

Table 3. Analysis Matrix

Safety Benefit	Timeframe	Cost/Effort
Low	Short Term	Low
Minimal safety impact for roadway users	4 to 6 months	\$0 to \$20,000; Expected to be completed by GDOT maintenance crews or local agencies
Moderate	Intermediate	Moderate
Some impact on safety for roadway users	7 to 24 months	\$20,000 to \$200,000; Likely to be utilized as a Quick Response Project by GDOT District office
High	Long Term	High
Offers great potential to improve safety for roadway users	longer than 24 months	Above \$200,000; requires GDOT programmed project with full Plan Development Process (PDP)



Funding Source:

3.5 System Monitoring					Amendment #4
Agency	Federal\$	State \$	Local \$	Total \$	
FHWA	2,492.73	-	623.18	3,115.91	
3.5 System Monitoring					Amendment #3
Agency	Federal\$	State \$	Local \$	Total \$	
FHWA	2,800.00	-	700.00	3,500.00	
3.5 System Monitoring					
Agency	Federal\$	State \$	Local \$	Total \$	
FHWA	1,600.00	-	400.00	2,000.00	

4. SYSTEM PLANNING

System planning is an integral part of HAMPO's planning process as the Policy Committee considers solutions to transportation issues facing the Metropolitan Planning Area. During FY 2019, HAMPO will continue implement the Transportation Improvement Program and Metropolitan Transportation Plan. HAMPO will also address other transportation issues such as bicycle and pedestrian access, freight planning, and inter-modal connectivity to improve the overall transportation system.

4.1. Congestion Management

HAMPO is not a Transportation Management Area so this task is not applicable

4.2. Transit/Paratransit (see task 5)

4.3. Intermodal (i.e. airports and ports)

Objective: The objective of intermodal system planning is to improve the shipment of cargo and the movement of people involving more than one mode of transportation during a single, seamless journey in the Metropolitan Planning Area.

HAMPO continues to support the CORE MPO in their efforts to move freight from and to the Port of Savannah. We recognize that this region must improve both highway and rail infrastructure to maintain this economic development juggernaut critical to the region, state and national economic health. Yes they are getting a vast majority of highway funds for congressional district one, but the HAMPO region is a direct economic beneficiary as detail in FY 2018 Freight Plan.

Project Description: The intermodal work planned for FY 2019 is the integration of the Freight Plan into MTP and supporting transit and the airport on an ongoing basis. This work is included in other task elements.

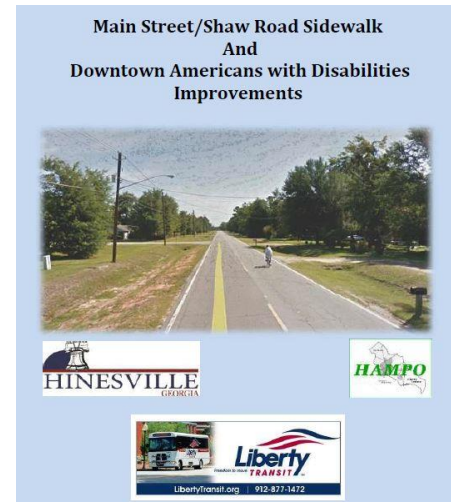
4.4. Air Quality

HAMPO is not in a non-attainment and maintenance area so this task is not applicable

4.5. Bike/Ped

Objective: The objective of this element is to ensure that pedestrian and bicycle facilities are addressed at the planning stage for new projects and that the gaps in the existing network are identified and closed as funding or other opportunities arise. This element is closely coordinated with transit planning. See element 5.4.

Previous Work: Initiated implementation of the MTP supplement “Non-Motorized Plan and Transit Operations Plan” as approved by the Policy Committee on February 9, 2017. Staff continued coordination with the Georgia Pedestrian Safety Task Force. The 10% local match requirement for \$800,000 in Section 5307 funding was finally achieved for the Main Street / Shaw Road and Downtown ADA improvements project. These are identified sidewalk gap project identified as a high priority in the MTP non-motorized supplement. Qualifications were accepted and ranked in March 2018 placing the project on schedule to bid by the end of calendar year 2018. Staff continued working with the Coastal Greenway on identifying opportunities to improve bicycle paths on US 17 with 12’ lane were stripped after the overlay resulting in wider paved shoulder.



Description: In FY 2019, HAMPO will continue to support pedestrian and bicycle projects and be proactive in identifying opportunities, especially in underserved area. Project review will stress the importance of non-motorized infrastructure.

Product: Continue to strive for funding for pedestrian and bike projects and inclusion in maintenance projects, both public and private. Quantify current and new pedestrian infrastructure as a performance measure.

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: “Sidewalk” performance measures reported by June 2019 with support of pedestrian and bicycle facilities as a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:

4.5 Bike/Ped				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	6,603.85	-	1,650.96	8,254.82
4.5 Bike/Ped				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	6,400.00	-	1,600.00	8,000.00

Amendment #4

Amendment #3



4.5 Bike/Ped				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	7,200.00	-	1,800.00	9,000.00

4.6. Model Development and Applications

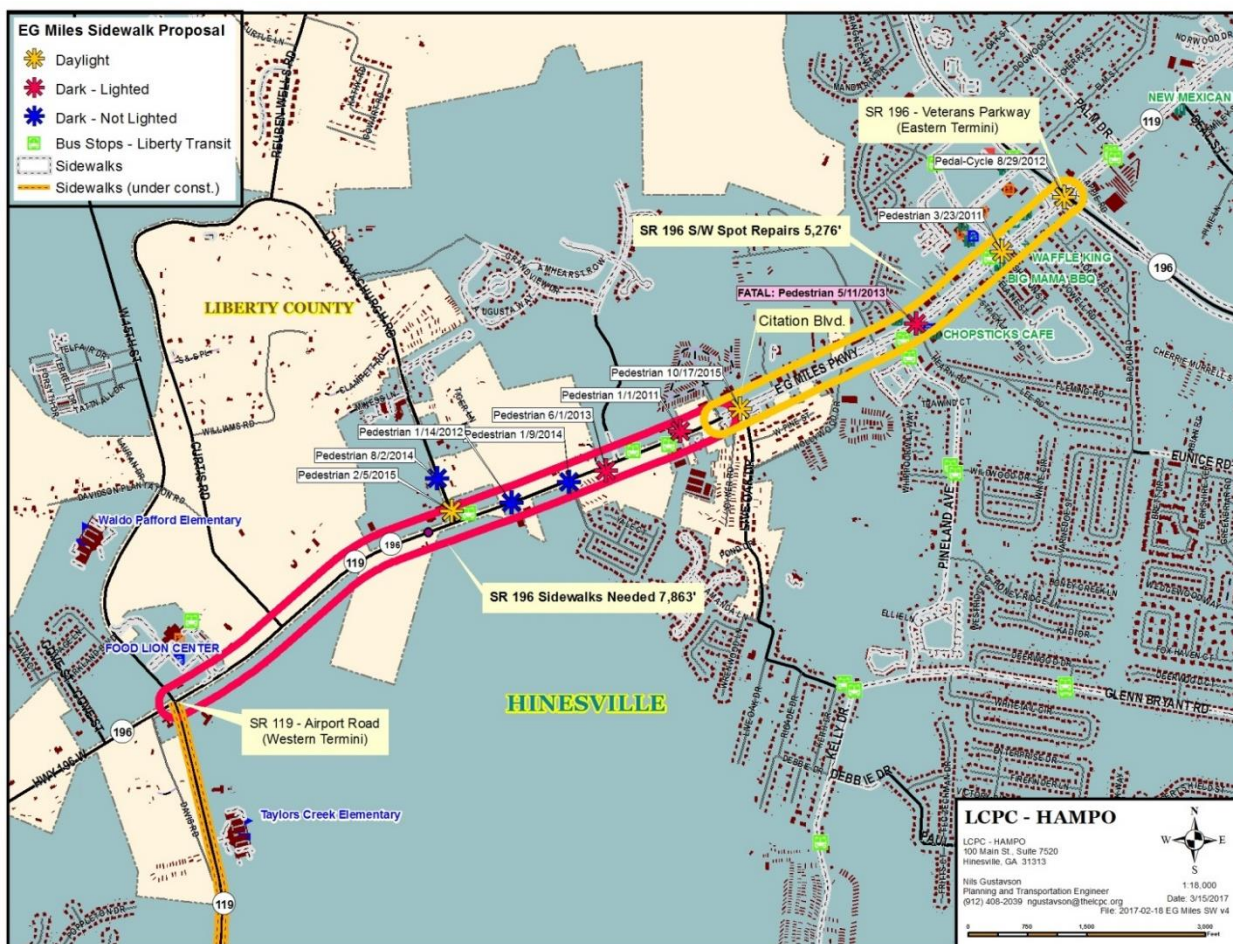
HAMPO's traffic demand model was updated in 2015 in support of the 2040 Metropolitan Transportation Plan; therefore no work is included in FY 2019. The model will be reference for plan reviews on an ongoing basis.

4.7. GIS Development and Applications

Objective: This sub-element provides the resources necessary to maintain HAMPO's Geographic Information System (GIS) platform that is used to prepare exhibits that are specific and relevant to the transportation planning process. The other UPWP elements such as system monitoring and socioeconomic data contribute to the GIS platform and are then presented holistically with other data sets. The GIS layers that representing the transportation networks, jurisdictional boundaries, land use and numerous others are maintained. Combining multiple layers together through GIS produces map exhibits that are critical to the transportation planning process.

Previous Work: In FY 2018, staff produced numerous exhibits GIS exhibits throughout the year primarily to support agenda items for the committees or for the web site. Examples include updated traffic count maps and major road tractor trailer freight movements using line symbololgy. GIS data including MTP and TIP projects, the TDM, road centerlines and associated data, boundaries are regularly accessed for presentation exhibits and other uses.

The map below is good example of the importance of GIS in transportation planning. This exhibit was included in the successful grant applications for the sidewalk project and shows accidents, residential, schools, commercial centers, transit, sidewalks and other features that allowed the reviewer to quickly understand both the need and scope of the project.



Description: In FY 2019, HAMPO will continue maintain the over 300 layers of unique data that is the GIS mapping service. Statistics for performance measures such a vehicle miles traveled for injury and fatality rates are determined from and by GIS. Map exhibits showing TIP projects or areas needing special focus for resiliency will be produced.

Products: Map exhibits will be produced for the performance measures, TIP, project evaluations and committee presentations.

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:

4.7 GIS Development and Applications				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	9,521.20	-	2,380.30	11,901.50

Amendment #4



4.7 GIS Development and Applications				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	6,400.00	-	1,600.00	8,000.00
4.7 GIS Development and Applications				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	11,200.00	-	2,800.00	14,000.00

Amendment #3

4.8. Highway Planning

Work on this task is included in the TIP, MTP and other UPWP sections.

4.9. Intelligent Transportation System (ITS)

As deployment of ITS systems becomes a national reality, HAMPO will add this element to advocate for installation of transportation features in support of ITS. Opportunities to increase knowledge on Intelligent Transportation System are included in the training element.

4.10. Freight Planning

Objective: The objective of freight planning is to insure that intermodal system planning for the freight component is included in the metropolitan transportation planning processes. This includes implementation and support of the MTP projects to increase freight efficiency; obtain input from the freight stakeholders; GDOT, neighboring MPOs, ports, warehouses, industry, public for system improvements and concerns.

Previous Work: On November 16, 2017, the Policy Committee approved the Regional Freight Plan as prepared by Cambridge Systematics as a supplement to the MTP. This effort was funded by PL supplemental contract PI# 0015226 with the grant closed on December 17, 2017.

Description: With work on the 2020-2045 MTP initiated in FY 2019, work effort will focus on seamlessly incorporating the freight plan into the MTP.

Product: Report on performance measures for freight by June of 2019. Incorporate the regional freight plan into the TIP and MTP and continue to support local and regional freight project initiatives.

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:



4.10 Freight Planning					Amendment #4
Agency	Federal\$	State \$	Local \$	Total \$	
FHWA	2,414.19	-	603.55	3,017.73	
4.10 Freight Planning					Amendment #3
Agency	Federal\$	State \$	Local \$	Total \$	
FHWA	2,800.00	-	700.00	3,500.00	
4.10 Freight Planning					
Agency	Federal\$	State \$	Local \$	Total \$	
FHWA	3,200.00	-	800.00	4,000.00	

4.11. Metropolitan Transportation Plan

Objective: In accordance with the FAST Act and other federal regulations; maintain the 2015-2040 Metropolitan Transportation Plan (MTP) in good standing; incorporate the ten Planning Activity Factors and the Planning Emphasis Areas in the transportation planning process, and implement the MTP projects and policies on an ongoing basis.

Previous Work: In FY 2017, the Policy Committee approved the MTP supplement “Non-Motorized Plan and Transit Operations Plan” and in FY 2018 the Policy Committee approved MTP supplement “Regional Freight Plan”. Staff maintained the MTP in accordance with amendment and public involvement procedures outlined in the PP.

Description: In FY 2019, the key task will be to initiate the 2020-2045 MTP. The end goal is to have a MTP that aligns the HAMPO goal and objectives with the national goals, planning activity factors, planning emphasis areas and performance measures to associate our transportation performance planning efforts with the FAST Act.

On March 26, 2018 the PL Supplemental Review Committee approved \$200,000 in PL supplemental for the 2020-2045 MTP update for the purpose of retaining a consultant with the schedule calling for the NTP to be issued November 1, 2018. This date aligns with the start of HAMPO’ fiscal year and the required \$40,000 local match is firm on this date. The MTP is due October 2020.

Staff will continue to maintain, amend, update and implement the MTP in accordance with amendment and public involvement procedures; implement performance measures; request funding for transportation improvements as identified; work with GDOT and local partners in moving projects from the MTP to the TIP.

Product: Initiate work on the 2020-2045 2040 MTP as stated above incorporating the freight and non-motorized supplements directly into the updated MTP as a single document. Maintain the GIS map exhibit showing the “list of projects” as posted to the web site.

Transportation Planning Related Activities of other Agencies: GDOT Planning and GDOT Multi-Modal.



Target Start and End Dates: The key date is issuing the NTP on 11/1/2018. Maintenance and updating the MTP is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:

4.11 Metropolitan Transportation Plan				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	19,280.14	-	4,820.04	24,100.18
4.11 Metropolitan Transportation Plan				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	23,117.60	-	5,779.40	28,897.00
4.11 Metropolitan Transportation Plan				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	18,317.22	-	4,579.30	22,896.52

Amendment #4

Amendment #3

4.12. Transportation Improvement Plan

Objective: To develop and maintain a Transportation Improvement Program (TIP) in cooperation with local and state planning partners.

Previous Work: In FY 2018, the US84 Access Improvement Plan is still being considered for funding with document and data sharing with GDOT District 5 completed. Staff coordinating with the Office of Planning on the 2018-2021 TIP with the Policy Committee approving this TIP on August 10, 2017 and the Governor's approval obtained on October 5, 2017.

Staff participated in the environmental mitigation meeting for the Flemington Curve Signal project and in support of the recommendation to prepare a report on the Historic Sunbury trade route displaced by modern highways as mitigation to project area historic resources. Regularly reported to committees the status of projects in design (i.e. TIP funded) or under construction.

Description: In FY 2019, HAMPO will update the TIP as required and amend the 2018-2021 TIP as required. Status reports of current projects are provided at each committee meeting throughout the year.

Product: 2018-2021 TIP amendments as needed. Maintain the GIS map exhibit showing the "list of projects" as posted to the web site in FY 2018.

Transportation Planning Related Activities of other Agencies: GDOT Planning

Target Start and End Dates: Maintenance of the TIP is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding:



4.12 Transportation Improvement Plan					Amendment #4
Agency	Federal\$	State \$	Local \$	Total \$	
FHWA	3,733.16	-	933.29	4,666.44	Amendment #3
4.12 Transportation Improvement Plan					
Agency	Federal\$	State \$	Local \$	Total \$	
FHWA	2,400.00	-	600.00	3,000.00	
4.12 Transportation Improvement Plan					
Agency	Federal\$	State \$	Local \$	Total \$	
FHWA	4,800.00	-	1,200.00	6,000.00	

4.13. Special Transportation Studies

Objective: The sub-element represents any PL or 5303 special planning studies.

Previous Work: On November 16, 2017, the Policy Committee approved the MTP supplement entitled "Regional Freight Plan" prepared in partnership with GDOT and to Cambridge Systematics. PI Supplemental Grant PI# 0015226 was closed on December 17, 2017, \$124 under budget.

Description: On March 8, 2018, the Policy Committee approved by resolution an application for PL supplemental funds to assist HAMPO in updating the next MTP. We are estimating \$200,000 in consulting cost for the update and were authorized to apply for \$160,000 in supplemental PL funds and committed to \$40,000 local share as a cash match. This application is dedicated to cover consulting cost for the 2020-2045 MTP update and staff cost will be traditional PL funding as show in sub-element 4.11.

On March 26, 2018 the PL Supplemental Review Committee approved \$200,000 including the 20% local match in PL supplemental funds for consultant costs for the 2040-2045 MTP update. This is a three year project but shown as a single year due to the grants are drafted on a single fiscal year basis. Cash flow is estimated at 40% FY 2019, 45% FY 2020 and 5% for closeout in FY 2021 as the MTP is due October 2020.

We are proposing to issue the Notice to Proceed in FY 2019 on or about November 1, 2018 to allow time for local match budgeting, achieve approvals of the FY 2019 UPWP, execute the grant and for a competitive RFP process.

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: This is an ongoing task for the entire fiscal year with completion of the 2020-2045 MTP by October 2020.

**2020-2045 MTP Schedule**

Task	Due Date	
Achieve PL Supplemental Fund Review Committee Approval	Mon - Mar 26, 2018	(done)
Submit Draft RFP to GDOT Planning	Mon - Jul 2, 2018	c'days
Advertise RFP	Sat - Aug 11, 2018	40
Governing Board: approves LCPC FY 2019 Budget with local match	Mon - Sep 3, 2018	n/a
RFP's due and start evaluations	Tue - Sep 11, 2018	31
Policy Committee Approval	Thu - Oct 11, 2018	30
Issue Notice to Proceed	Thu - Nov 1, 2018	21
Final 2040 MTP due to GDOT and USDOT	Thu - Oct 15, 2020	714

Funding:

4.13 2045 MTP Update: PI# 0016087				
Agency	Federal\$	State \$	Local \$	Total \$
FHWA	160,000.00	-	40,000.00	200,000.00



5. TRANSIT PLANNING

Transit planning is funded per an annual section 5303 planning assistance grant to provide for effective, affordable and accessible public transportation options and alternatives in the Metropolitan Planning Area.

- Provide planning, administration, and coordination in support of transit and associated public infrastructural improvements both regionally and inside the Metropolitan Planning Area.
- Improve mobility by expanding modal choice through increased transit and alternative transportation facilities and services with emphasis on underserved populations.
- Integrate walkability planning into development, local, HAMPO and regional plans.

Budget Summary:

FY 2019 Section 5303 Transit Planning Funds				
Transit Planning - Task 5	FTA - Federal (80%)	State -GDOT (10%)	Local (10%)	Subtotal Transit Funds
5-1 (44.21.00) Program Support & Admin. (15% max)	7,152.00	894.00	894.00	8,940.00
5-2 (44.23.01) Long Range Trans. Planning - Sys. Level	29,928.00	3,741.00	3,741.00	37,410.00
5-3 (44.24.00) Short Range Transportation Planning	5,848.00	731.00	731.00	7,310.00
5-4 (44.25.00) Transportation Improvement Plan	4,000.00	500.00	500.00	5,000.00
Total Section 5303 Transit Planning Funds	46,928.00	5,866.00	5,866.00	58,660.00
December 19, 2018: Amendment #2 (Adjusted transit values to match contract)				

FY 2019 Section 5303 Transit Planning Funds				
Transit Planning - Task 5	FTA - Federal (80%)	State -GDOT (10%)	Local (10%)	Subtotal Transit Funds
5-1 (44.21.00) Program Support & Admin. (15% max)	7,000.00	875.00	875.00	8,750.00
5-2 (44.23.01) Long Range Trans. Planning - Sys. Level	29,928.00	3,741.00	3,741.00	37,410.00
5-3 (44.24.00) Short Range Transportation Planning	6,000.00	750.00	750.00	7,500.00
5-4 (44.25.00) Transportation Improvement Plan	4,000.00	500.00	500.00	5,000.00
Total Section 5303 Transit Planning Funds	46,928.00	5,866.00	5,866.00	58,660.00

Milestone Schedule:

PROJECT DELIVERABLES PRODUCED BY IN-HOUSE PERSONNEL			
Work Deliverable	Start Date	Completion Date	Person Responsible for Submitting FTA Quarterly Report to GDOT
# 1- FY 2020 5303 Application	11/1/2018	12/1/2018	Nils Gustavson, Planner III
# 1- FY 2020 Transit UPWP	11/1/2018	12/1/2018	Nils Gustavson, Planner III
# 3 - FY 2019-2022 TIP	2/1/2019	6/1/2019	Nils Gustavson,



				Planner III
# 4 - RFP for 2045 MTP Update	7/2/2018	11/1/2018		Nils Gustavson, Planner III
# 5 - 2045 MTP Update (multi-year project)	11/1/2018	10/15/2020		Nils Gustavson, Planner III
PROJECT DELIVERABLES TO BE PRODUCED BY CONSULTANTS OR OTHER CONTRACTORS				
Work Deliverable	Milestone	Start Date	End Date	Person Responsible for Submitting FTA Quarterly Report to GDOT
# 1 - 2045 MTP Update (multi-year project)	Draft RFP Submitted to GDOT for Approval:	7/2/2018	8/2/2018	Nils Gustavson, Planner III
	Draft Contract Submitted to GDOT for Approval:	9/25/2018	10/25/2018	Nils Gustavson, Planner III
	Notice to Proceed Issued to Consultant:	11/1/2018	10/15/2020	Nils Gustavson, Planner III
	Draft Deliverable Submitted to GDOT for Approval:	8/15/2020	9/15/2020	Nils Gustavson, Planner III
	Final Deliverable Submitted to GDOT:		10/15/2020	Nils Gustavson, Planner III

5.1 Program Support and Administration

(FTA - ALI code 44.21.00)

FTA C 8100.1C Activity Line Item Description:

"Include basic overhead, program support, and general administrative costs directly chargeable to the FTA project; examples include direct program support, administration, interagency coordination, citizen participation, public information, local assistance, and Unified Planning Work Program (UPWP) development. (If direct program administrative and support costs are included in each work or activity, do not enter them a second time in this category)".

Objective:

To administer and operate the MPO transit planning process by coordinating MPO functions with Georgia Department of Transportation, the Federal Transit Administration and all involved stakeholders, including time and financial accounting for MPO transit planning-related activities during fiscal year.

Provide regional coordination for transit planning and efforts to increase ridership for transit systems with continued emphasized on coordination between our transit providers. There are currently seven "local" transit systems in our region with each striving to accomplish their specific mission and they are diverse. Urban systems are Liberty Transit and Chatham Area Transit. Rural service is provided by Coastal Regional Coaches. Other government sponsored systems are the school bus system and Veterans services. Private systems are taxi services and medical transport.

**Previous Work (FY 2018):**

- MPO Committee meetings
- GAMPO Annual Conference
- GPA Planning Conference
- CoreMPO and CRC Policy meetings
- LCPC Financial Audit Report, Unqualified
- FY 2018 5303 Quarterly Status Reports, and Reimbursements and Close Out
- FY 2018 UPWP

Description:

This is a continuing annual activity providing the administrative and operational tasks for HAMPO in the following areas:

Administration:

- Host all HAMPO committee and sub-committee meetings (policy, technical, and citizens) with agendas, minutes, mailings, presentations and staff reports
- Maintain time and financial records
- Maintain project files
- MPO related correspondence
- Maintain HAMPO Web Site

Training/Employee Education:

- Attend and participate in conferences and trainings on planning factors and emphasis areas.
- Attend GIS training courses to improve visualization techniques.
- Webinars on specialized transit topics
- Attend Title VI and EJ training.

Contracts and Grants:

- Annual and final status reports and reimbursements
- 5303 FY 2018 planning assistance grant

Unified Planning Work Program:

- Coordinate with our HAMPO Committees as well as State and Federal transportation agencies to for their input to achieve an approved document.
- Track the progress of objectives in the UPWP to ensure compliance with the approved tasks.
- Adhere to the requirements of the MPO certification.
- Insure timely submittal for compliance with the 30 day preclearance by GDOT/USDOT for documents such as TIP's, Contracts, RFP's etc..

Public Involvement, Environmental Justice/Title VI and Participation Plan:

- Ensuring that the citizens have been provided with adequate, appropriate and meaningful opportunities to participate in the decision-making process.



- Meeting with community groups, individuals as well as the media.
- Facilitating public information meetings on transportation projects.
- Per the 2010 Census, we have one LEP population that exceeds the 5% threshold: the Hinesville Urban Core is 5.33% Spanish speaking. HAMPO will ensure that outreach for projects and education in this area is bi-lingual.
- Improve HAMPO's website with the Title VI/EJ documents and summary text translated into Spanish.
- Be the ADA advocate for the community and educate the community on Civil Rights
- Use Geographic Information Systems (GIS) mapping to locate underserved populations within the MPA to assess the benefits and burdens of existing and planned transportation system investments on these populations.
- Coordinate with the 5307 fixed route system operator (Liberty Transit) to improve their Title VI/EJ beyond the state template minimums. This is critical to support their efforts to implement complimentary paratransit service (CPS), 5307 sidewalks and future service changes.

Products:

- 5303 Grant Status Reports and Reimbursements.
- HAMPO and Transit Steering Committee Meetings
- Presentations to Community Groups and meeting with citizens
- News releases on HAMPO work products

Transportation Planning Related Activities of other Agencies:

- Liberty Transit Steering Committee

Start/Finish Dates:

- **Administration is an ongoing task for the fiscal year.**
- 2020Transit UPWP Schedule: 11/1/2017 to 11/30/2017

Lead Agency: HAMPO**Funding:**

5-1 (44.21.00) Program Support & Admin. (15% max)				
Agency	Federal\$	State \$	Local \$	Total \$
FTA	7,152.00	894.00	894.00	8,940.00

5-1 (44.21.00) Program Support & Admin. (15% max)				
Agency	Federal\$	State \$	Local \$	Total \$
FTA	7,000.00	875.00	875.00	8,750.00



5.2 Long Range Transportation Planning (MTP) - System Level (FTA - ALI code 44.23.01)

FTA C 8100.1C Activity Line Item Description:

“a. Long Range Transportation Planning (LRTP)—System Level. Include only the costs of activities specifically emphasizing long range transportation system planning and analysis; examples include long range travel forecasting and modeling including appropriate data base development and maintenance for transportation in the entire metropolitan area or State, system analysis, sketch planning, system plan development, reappraisal or revision, and all long-range Transportation System Management (TSM) activities.

b. Long Range Transportation Planning (LRTP)—Project Level. Include only the costs of examples include corridor and subarea studies, cost effectiveness studies, feasibility and location studies, and the preparation of related draft environmental impact studies.”

Objective:

In accordance with the FAST Act and other federal regulations, perform transit planning in accordance with the approved 2015-2040 Metropolitan Transportation Plan (MTP) and supplements. Transit planning will be in accordance with the national transit goals, Planning Activity Factors and the Planning Emphasis Areas to support the MTP.

Previous Work:

In FY 2018, major focus was performing Transit Planning in compliance with the FY 2016 2040 MTP and the FY 2016 Hinesville Area Metropolitan Planning Non-Motorized Plan and Transit Operations Plan updates. Closely supported Hinesville's 5307 Transit Development Plan with completion anticipated March 2018.

Description:

Activities focus on long range transit planning for the Metropolitan Planning Area. In FY 2019, work on the MTP will include:

- Initiate updating the MTP by retainage of professional services. \$10,000 is set aside with a goal of issuing the NTP 4/1/2019. Anticipate a three year project.
- Maintain and implement the MTP in accordance with Public Participation and Title VI Plan.
- Develop reports and information to fund transit improvements throughout the MPA.
- Continue to work with GDOT and local partners in prioritizing and implementing projects in the MTP and TIP, this includes attending meetings and conducting analysis where needed for a comprehensive and coordinated MTP.
- Transit System surveys and data collection activities will be conducted to gather information regarding the systems current performance and provide recommendations to maximize ridership. This and other information will be used for comprehensive planning for transit in HAMPO's study area. Coordination with the Coastal Regional Commission, GDOT, Chatham Area Transit, and current NEHS service providers will be integral to FY 2019 MTP planning efforts.

**Products:**

- Report on implementation of 2040 MTP in FY 2018 quarterly and annual status reports.
- Create map exhibits for the MTP and TIP for the “list of projects” and post to the web site.
- Socio-Economic Data for the 2045 MTP project.

Transportation Planning Related Activities of other Agencies:

- GDOT Transit - Coordination with the State’s MTP and for performance measures.

Start/Finish Dates:

- This is a continuing activity for the fiscal year.
- RFP for 2045 MTP start 12/1/208 with NTP issued 4/1/2019.

Lead Agency: HAMPO**Funding:**

5-2 (44.23.01) Long Range Trans. Planning - Sys. Level				
Agency	Federal\$	State \$	Local \$	Total \$
FTA	29,928.00	3,741.00	3,741.00	37,410.00

5-2 (44.23.01) Long Range Trans. Planning - Sys. Level				
Agency	Federal\$	State \$	Local \$	Total \$
FTA	29,928.00	3,741.00	3,741.00	37,410.00

5.3 Short Range Transportation Planning (S RTP)

(FTA - ALI code 44.24.00)

FTA C 8100.1C Activity Line Item Description:

“Include only the costs of activities specifically emphasizing short range transportation system or project planning and analysis proposed in the next three to five years; examples include management analyses of internal operations such as management/administration, maintenance, personnel, and labor relations; service planning including appropriate data base development and maintenance; Transportation Development Plan (TDP) preparation; financial management planning, including alternative fare box policies; and all short range Transportation System Management (TSM) activities including vanpool/ridesharing, high occupancy vehicles, parking management.”

Objective:

Provide planning support to the local urbanized transit system to encourage strategic management and operations improvements to facilitate increased access to citizens wishing to utilize public transportation.

Previous Work:

- Coordinated compliance efforts for complementary paratransit service with an anticipated start of service on 2/1/2018.



- Coordinated 5307 Associated Transit Improvements for sidewalk improvements and ADA barrier removal for improved access to bus stops. Achieved funding in FY 2015, 2016, and 2017. Planning phase 80% complete with stakeholders approving policy, design phase schedule for late 2017.
- Maintained and updated socio-economic GIS databases.

Description:

Adjustments to current and potential service will be recommended as studies indicate potential ridership to increase opportunities. Additional analysis will focus on development of all transportation facilities, including bikeways and walkways that will function as an intermodal transportation system. Improvements will be identified to enhance the usability and community-friendliness of the transit system environment to improve pedestrian and bicycle access.

Product:

- Perform GIS collection, organization, and mapping analysis. Data collection includes population trends, socioeconomic information, current and future land use data, environmental features, transportation networks, jurisdictional boundaries, and other data needed for effective transportation planning.
- Construction started on 5307 Sidewalk Projects.
- Implement Transit Coordination and Bicycle/Pedestrian Facilities Plan
- Coordinate implementation of Hinesville's Transit Development Plan due March 2018.
- Reports and other documents and supporting documentation will be prepared and provided to GDOT as needed.
 - Add to the MPA's multi modal transportation networks by review and comment on development plans, traffic studies, and reports.
 - Seek public comment on levels of service for highways and multimodal by use of surveys, maintain current data for the traffic demand model (TDM), and provide the data set for project analysis and/or prioritization.
 - Development plans reviewed for transit opportunities and adequacy of multi-modal infrastructure.

Transportation Planning Related Activities of other Agencies:

- Liberty Transit Steering Committee - coordination and professional staff support
- GDOT Transit - coordination

Target Start and End Dates:

- This is a continuing activity for the fiscal year

Lead Agency: HAMPO

Funding:

5-3 (44.24.00) Short Range Transportation Planning				
Agency	Federal\$	State \$	Local \$	Total \$
FTA	5,848.00	731.00	731.00	7,310.00
5-3 (44.24.00) Short Range Transportation Planning				
Agency	Federal\$	State \$	Local \$	Total \$
FTA	6,000.00	750.00	750.00	7,500.00

**5.4 Transportation Improvement Program (TIP)**

(FTA - ALI code 44.25.00)

*FTA C 8100.1C Activity Line Item Description:**"Include only the costs of activities specifically emphasizing TIP development and monitoring"***Objective:**

To develop and maintain a Transportation Improvement Program (TIP) in cooperation with local and state planning partners.

Previous Work:

In FY 2018, the 2018-2021 TIP was approved by the Governor September 28, 2017.

Description:

In FY 2019, HAMPO will maintain and update the TIP as required. The TIP includes detailed sections on the 5307 Liberty Transit and 5304 Coastal Regional Coaches as administered by Coastal Regional Commission.

Product:

- 2018-2021 TIP amendments as needed.
- Status reports of current projects provided at HAMPO committee meetings.
- Continued coordinating with the Office of Planning on the next TIP update on current and new projects moved to the MTP.

Transportation Planning Related Activities of other Agencies: GDOT Planning

Target Start and End Dates

- Maintenance of the TIP is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding:

5-4 (44.25.00) Transportation Improvement Plan				
Agency	Federal\$	State \$	Local \$	Total \$
FTA	4,000.00	500.00	500.00	5,000.00

5-4 (44.25.00) Transportation Improvement Plan				
Agency	Federal\$	State \$	Local \$	Total \$
FTA	4,000.00	500.00	500.00	5,000.00

END TRANSIT TASK AND ELEMENTS



FY 2019 Unified Planning Work Program Budget Summary

Amendment #4

FY 2019 Federal Planning Funds (Highway PL)				
Work Element	FHWA - Fed (80%)	State -GDOT (0%)	Local (20%)	Subtotal PL Funds
1. ADMINISTRATION				
1.1 Program Coordination	6,400.54	0.00	1,600.13	8,000.67
1.2 Operations and Administration	12,654.99	0.00	3,163.75	15,818.74
1.3 Training/Employee Education	3,283.22	0.00	820.80	4,104.02
1.5 Contracts/Grants	4,942.70	0.00	1,235.68	6,178.38
1.6 Unified Planning Work Program	5,181.09	0.00	1,295.27	6,476.37
Subtotal Task 1	32,462.54	0.00	8,115.64	40,578.18
2. PUBLIC INVOLVEMENT				
2.1 Community Outreach/Education	1,691.17	0.00	422.79	2,113.96
2.2 Environmental Justice/Title VI	1,583.70	0.00	395.93	1,979.63
2.3 Participation Plan	1,494.68	0.00	373.67	1,868.34
Subtotal Task 2	4,769.55	0.00	1,192.39	5,961.93
3. DATA COLLECTION				
3.1 Socio-Economic Data	3,123.51	0.00	780.88	3,904.38
3.2 Land Use Monitoring	8,534.57	0.00	2,133.64	10,668.22
3.4 Transportation Surveys, Models, and Analysis	1,781.79	0.00	445.45	2,227.23
3.5 System Monitoring	2,492.73	0.00	623.18	3,115.91
Subtotal Task 3	15,932.59	0.00	3,983.15	19,915.74
4. SYSTEM PLANNING				
4.5 Bike/Ped	6,603.85	0.00	1,650.96	8,254.82
4.7 GIS Development and Applications	9,521.20	0.00	2,380.30	11,901.50
4.10 Freight Planning	2,414.19	0.00	603.55	3,017.73
4.11 Metropolitan Transportation Plan	19,280.14	0.00	4,820.04	24,100.18
4.12 Transportation Improvement Plan	3,733.16	0.00	933.29	4,666.44
Subtotal Task 4	41,552.54	0.00	10,388.13	51,940.67
Total Federal Planning Funds (PL)	94,717.22	0.00	23,679.30	118,396.52
4.13 2045 MTP Update: PI# 0016087	160,000.00	0.00	40,000.00	200,000.00
July 31, 2019: Amendment #4 (Adjusted Highway PL sub-element budgets to match actual time charged.)				
FY 2019 Section 5303 Transit Planning Funds				
Transit Planning - Task 5	FTA - Federal (80%)	State -GDOT (10%)	Local (10%)	Subtotal Transit Funds
5-1 (44.21.00) Program Support & Admin. (15% max)	7,152.00	894.00	894.00	8,940.00
5-2 (44.23.01) Long Range Trans. Planning - Sys. Level	29,928.00	3,741.00	3,741.00	37,410.00
5-3 (44.24.00) Short Range Transportation Planning	5,848.00	731.00	731.00	7,310.00
5-4 (44.25.00) Transportation Improvement Plan	4,000.00	500.00	500.00	5,000.00
Total Section 5303 Transit Planning Funds	46,928.00	5,866.00	5,866.00	58,660.00
TOTAL ALL SOURCES	\$301,645.22	\$5,866.00	\$69,545.30	\$377,056.52



Amendment #3

FY 2019 Federal Planning Funds (Highway PL)				
Work Element	FHWA - Fed (80%)	State -GDOT (0%)	Local (20%)	Subtotal PL Funds
1. ADMINISTRATION				
1.1 Program Coordination	6,800.00	0.00	1,700.00	8,500.00
1.2 Operations and Administration	12,800.00	0.00	3,200.00	16,000.00
1.3 Training/Employee Education	3,200.00	0.00	800.00	4,000.00
1.5 Contracts/Grants	4,800.00	0.00	1,200.00	6,000.00
1.6 Unified Planning Work Program	5,600.00	0.00	1,400.00	7,000.00
Subtotal Task 1	33,200.00	0.00	8,300.00	41,500.00
2. PUBLIC INVOLVEMENT				
2.1 Community Outreach/Education	1,600.00	0.00	400.00	2,000.00
2.2 Environmental Justice/Title VI	1,600.00	0.00	400.00	2,000.00
2.3 Participation Plan	1,600.00	0.00	400.00	2,000.00
Subtotal Task 2	4,800.00	0.00	1,200.00	6,000.00
3. DATA COLLECTION				
3.1 Socio-Economic Data	3,200.00	0.00	800.00	4,000.00
3.2 Land Use Monitoring	8,000.00	0.00	2,000.00	10,000.00
3.4 Transportation Surveys, Models, and Analysis	1,600.00	0.00	400.00	2,000.00
3.5 System Monitoring	2,800.00	0.00	700.00	3,500.00
Subtotal Task 3	15,600.00	0.00	3,900.00	19,500.00
4. SYSTEM PLANNING				
4.5 Bike/Ped	6,400.00	0.00	1,600.00	8,000.00
4.7 GIS Development and Applications	6,400.00	0.00	1,600.00	8,000.00
4.10 Freight Planning	2,800.00	0.00	700.00	3,500.00
4.11 Metropolitan Transportation Plan	23,117.60	0.00	5,779.40	28,897.00
4.12 Transportation Improvement Plan	2,400.00	0.00	600.00	3,000.00
Subtotal Task 4	41,117.60	0.00	10,279.40	51,397.00
Total Federal Planning Funds (PL)	94,717.60	0.00	23,679.40	118,397.00
4.13 2045 MTP Update: PI# 0016087	160,000.00	0.00	40,000.00	200,000.00
June 4, 2019: Amendment #3 (Adjusted Highway PL sub-element budgets to match actual time charged.)				
FY 2019 Section 5303 Transit Planning Funds				
Transit Planning Task 5	FTA - Federal (80%)	State -GDOT (10%)	Local (10%)	Subtotal Transit Funds
5-1 (44.21.00) Program Support & Admin. (15% max)	7,152.00	894.00	894.00	8,940.00
5-2 (44.23.01) Long Range Trans. Planning - Sys. Level	29,928.00	3,741.00	3,741.00	37,410.00
5-3 (44.24.00) Short Range Transportation Planning	5,848.00	731.00	731.00	7,310.00
5-4 (44.25.00) Transportation Improvement Plan	4,000.00	500.00	500.00	5,000.00
Total Section 5303 Transit Planning Funds	46,928.00	5,866.00	5,866.00	58,660.00
TOTAL ALL SOURCES	\$301,645.60	\$5,866.00	\$69,545.40	\$377,057.00



FY 2019 Federal Planning Funds (Highway PL)				
Work Element	FHWA - Fed (80%)	State -GDOT (0%)	Local (20%)	Subtotal PL Funds
1. ADMINISTRATION				
1.1 Program Coordination	6,800.00	0.00	1,700.00	8,500.00
1.2 Operations and Administration	12,800.00	0.00	3,200.00	16,000.00
1.3 Training/Employee Education	3,200.00	0.00	800.00	4,000.00
1.5 Contracts/Grants	3,200.00	0.00	800.00	4,000.00
1.6 Unified Planning Work Program	4,800.00	0.00	1,200.00	6,000.00
Subtotal Task 1	30,800.00	0.00	7,900.00	38,500.00
2. PUBLIC INVOLVEMENT				
2.1 Community Outreach/Education	1,600.00	0.00	400.00	2,000.00
2.2 Environmental Justice/Title VI	1,600.00	0.00	400.00	2,000.00
2.3 Participation Plan	1,600.00	0.00	400.00	2,000.00
Subtotal Task 2	4,800.00	0.00	1,200.00	6,000.00
3. DATA COLLECTION				
3.1 Socio-Economic Data	3,200.00	0.00	800.00	4,000.00
3.2 Land Use Monitoring	8,000.00	0.00	2,000.00	10,000.00
3.4 Transportation Surveys, Models, and Analysis	1,600.00	0.00	400.00	2,000.00
3.5 System Monitoring	1,600.00	0.00	400.00	2,000.00
Subtotal Task 3	14,400.00	0.00	3,600.00	18,000.00
4. SYSTEM PLANNING				
4.5 Bike/Ped	7,200.00	0.00	1,800.00	9,000.00
4.7 GIS Development and Applications	11,200.00	0.00	2,800.00	14,000.00
4.10 Freight Planning	3,200.00	0.00	800.00	4,000.00
4.11 Metropolitan Transportation Plan	18,317.22	0.00	4,579.30	22,896.52
4.12 Transportation Improvement Plan	4,800.00	0.00	1,200.00	6,000.00
Subtotal Task 4	44,717.22	0.00	11,179.30	55,896.52
Total Federal Planning Funds (PL)	94,717.22	0.00	23,679.30	118,396.52
4.13 2045 MTP Update: FH# 0016087	160,000.00	0.00	40,000.00	200,000.00
FY 2019 Section 5303 Transit Planning Funds				
Transit Planning Task 5	FTA - Federal (80%)	State -GDOT (10%)	Local (10%)	Subtotal Transit Funds
5-1 (44.21.00) Program Support & Admin. (15% max)	7,152.00	894.00	894.00	8,940.00
5-2 (44.23.01) Long Range Trans. Planning - Sys. Level	29,928.00	3,741.00	3,741.00	37,410.00
5-3 (44.24.00) Short Range Transportation Planning	5,848.00	731.00	731.00	7,310.00
5-4 (44.25.00) Transportation Improvement Plan	4,000.00	500.00	500.00	5,000.00
Total Section 5303 Transit Planning Funds	46,928.00	5,866.00	5,866.00	58,660.00
December 19, 2018: Amendment #2 (Adjusted transit values to match contract)				
TOTAL ALL SOURCES	\$301,645.22	\$5,866.00	\$69,545.30	\$377,056.52



FY 2019 Federal Planning Funds (Highway PL)				
Work Element	FHWA - Fed (80%)	State -GDOT (0%)	Local (20%)	Subtotal PL Funds
1. ADMINISTRATION				
1.1 Program Coordination	6,800.00	0.00	1,700.00	8,500.00
1.2 Operations and Administration	12,800.00	0.00	3,200.00	16,000.00
1.3 Training/Employee Education	3,200.00	0.00	800.00	4,000.00
1.5 Contracts/Grants	3,200.00	0.00	800.00	4,000.00
1.6 Unified Planning Work Program	4,800.00	0.00	1,200.00	6,000.00
Subtotal Task 1	30,800.00	0.00	7,700.00	38,500.00
2. PUBLIC INVOLVEMENT				
2.1 Community Outreach/Education	1,600.00	0.00	400.00	2,000.00
2.2 Environmental Justice/Title VI	1,600.00	0.00	400.00	2,000.00
2.3 Participation Plan	1,600.00	0.00	400.00	2,000.00
Subtotal Task 2	4,800.00	0.00	1,200.00	6,000.00
3. DATA COLLECTION				
3.1 Socio-Economic Data	3,200.00	0.00	800.00	4,000.00
3.2 Land Use Monitoring	8,000.00	0.00	2,000.00	10,000.00
3.4 Transportation Surveys, Models, and Analysis	1,600.00	0.00	400.00	2,000.00
3.5 System Monitoring	1,600.00	0.00	400.00	2,000.00
Subtotal Task 3	14,400.00	0.00	3,600.00	18,000.00
4. SYSTEM PLANNING				
4.5 Bike/Ped	7,200.00	0.00	1,800.00	9,000.00
4.7 GIS Development and Applications	11,200.00	0.00	2,800.00	14,000.00
4.10 Freight Planning	3,200.00	0.00	800.00	4,000.00
4.11 Metropolitan Transportation Plan	18,317.22	0.00	4,579.30	22,896.52
4.12 Transportation Improvement Plan	4,800.00	0.00	1,200.00	6,000.00
Subtotal Task 4	44,717.22	0.00	11,179.30	55,896.52
Total Federal Planning Funds (PL)	94,717.22	0.00	23,679.30	118,396.52
4.13 2045 MTP Update PI# 0016087	160,000.00	0.00	40,000.00	200,000.00
FY 2019 Section 5303 Transit Planning Funds				
Transit Planning - Task 5	FTA - Federal (80%)	State -GDOT (10%)	Local (10%)	Subtotal Transit Funds
5-1 (44.21.00) Program Support & Admin. (15% max)	7,000.00	875.00	875.00	8,750.00
5-2 (44.23.01) Long Range Trans. Planning - Sys. Level	29,928.00	3,741.00	3,741.00	37,410.00
5-3 (44.24.00) Short Range Transportation Planning	6,000.00	750.00	750.00	7,500.00
5-4 (44.25.00) Transportation Improvement Plan	4,000.00	500.00	500.00	5,000.00
Total Section 5303 Transit Planning Funds	46,928.00	5,866.00	5,866.00	58,660.00
TOTAL ALL SOURCES	\$301,645.22	\$5,866.00	\$69,545.30	\$377,056.52



FY 2019 UPWP Task Schedule

FY 2019 Federal Planning Funds (Highway PL)												
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
1. ADMINISTRATION												
1.1 Program Coordination	>	>	>	>	>	>	>	>	>	>	>	>
1.2 Operations and Administration	>	>	>	>	>	>	>	>	>	>	>	>
1.3 Training/Employee Education	>	>	>	>	>	>	>	>	>	>	>	>
1.5 Contracts/Grants	>	>	>	>	>	>	>	>	>	>	>	>
1.6 Unified Planning Work Program	>	>	>	>	>	>	>	>	3	>	>	>
2. PUBLIC INVOLVEMENT												
2.1 Community Outreach/Education	>	>	>	>	>	>	>	>	>	>	>	>
2.2 Environmental Justice/Title VI	>	>	>	>	>	>	>	>	>	>	>	>
2.3 Participation Plan	>	>	>	>	>	>	>	>	>	>	>	>
3. DATA COLLECTION												
3.1 Socio-Economic Data	>	>	>	>	>	>	>	>	>	>	>	>
3.2 Land Use Monitoring	>	>	>	>	>	>	>	>	>	>	>	>
3.4 Transportation Surveys, Models, and Analysis	>	>	>	>	>	>	>	>	>	>	>	>
3.5 System Monitoring	>	>	>	>	>	>	>	>	>	>	>	>
4. SYSTEM ANALYSIS												
4.5 Bike/Ped	>	>	>	>	>	>	>	>	>	>	>	>
4.7 GIS Development and Applications	>	>	>	>	>	>	>	>	>	>	>	>
4.10 Freight Planning	>	>	>	>	>	>	>	>	>	>	>	>
4.11 Metropolitan Transportation Plan	>	>	>	>	>	>	>	>	>	>	>	>
4.12 Transportation Improvement Plan	>	>	>	>	>	>	>	>	>	>	2	>
4.13 Special Transportation Studies - MTP	>	>	>	>	>	>	1	>	>	>	>	>
MILESTONES												
1 - NTP Issued for MTP Update												
2 - TIP Approved												
3 - UPWP Approved												

FY 2019 Section 5303 Transit Planning Funds												
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
5. TRANSIT PLANNING												
5-1 Program Support and Administration (15% max)	>	>	>	>	3	>	>	>	>	>	>	>
5-2 Long Range Transportation Planning (LRTP)	>	>	>	>	>	>	>	>	>	>	>	>
5-3 Short Range Transportation Planning (SRTP)	>	>	>	>	>	>	>	>	>	>	>	>
5-4 Transportation Improvement Plan (TIP)	>	>	>	>	>	>	>	>	>	>	2	>
5-2 Special Project- 2020-2045 MTP Update	>	>	>	>	>	>	1	>	>	>	>	>
MILESTONES												
1 - NTP Issued for MTP Update												
2 - TIP Approved												
3 - UPWP Approved												



APPENDIX

Agency Approval Letter (draft)
FHWA Planning Emphasis Areas
FHWA GA Division Procurement Guidelines, February 2016 (draft)
Memorandum of Understanding
Committee Bylaws
Review Log



Agency Approval Letter



U.S. Department
of Transportation
**Federal Highway
Administration**

Georgia Division

61 Forsyth Street S.W.
Atlanta, Georgia 30303
404-562-3630
404-562-3703

May 18, 2018

www.fhwa.dot.gov/gadiv

In Reply Refer To:
HPD-GA

Mr. Jeff Ricketson, Executive Director
Hinesville Area MPO
100 Main Street, Suite 7520
Hinesville, GA 31313

Dear Mr. Ricketson:

The following is in response to our receipt of your final Fiscal Year (FY) 2019 Unified Planning Work Program (UPWP) adopted by the Policy Committee on April 12, 2018. Upon our review of the subject document, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have determined that the document satisfies the requirements of 23 U.S.C. 134, 49 U.S.C. 5303, 23 CFR Part 450 and 420, 2 CFR Part 200, and other pertinent legislation, regulations, and policies and hereby approve the FY 2019 UPWP.

The FY 2019 UPWP reflects \$94,717.22 of programmed PL Funds. These funds are available upon an approved authorization. The FY 2019 UPWP 5303 funds are consistent with the distribution of FTA 5303 funds as identified by the Georgia Department of Transportation (GDOT) and are available upon award and execution by GDOT of a TEAM planning grant.

Expenditure invoicing and progress reports should be submitted quarterly and/or annually, with copies to the FHWA and FTA. Expenditures incurred without prior authorization will not be reimbursed.

If you have any questions, please contact Olivia Lewis at 404-562-4282 or Mr. Keith Melton at 404-865-5614.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rodney N. Barry".

Rodney N. Barry, P.E.
Division Administrator

#1: HAMPO's 2019 UPWP is hereby modified by adding the FHWA approval letter dated May 18, 2018



FWHA Planning Emphasis Areas



U.S. Department
of Transportation

Federal Highway
Administration
Federal Transit
Administration

1200 New Jersey Avenue, SE.
Washington, DC 20590

March 18, 2015

In Reply Refer To: HEPP-1/TPE-1

Attention: Executive Directors of Metropolitan Planning Organizations

In 2014, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) sent a letter to the Executive Directors of the Metropolitan Planning Organizations (MPO) and the heads of the State Departments of Transportation (State DOT) encouraging you to give priority to the following emphasis areas in your updated unified planning work programs (UPWP) and statewide planning and research programs: MAP-21 Implementation, Regional Models of Cooperation, and Ladders of Opportunity. These three priorities are included in Secretary Foxx's strategic objectives for the Surface Transportation Program. We are requesting State DOTs and MPOs reiterate and emphasize these planning emphasis areas in their respective planning work programs for Fiscal Year 2016. We are also directing our FHWA and FTA field offices to continue to work with you and your organizations to identify tasks that advance these U.S. Department of Transportation priorities.

MAP-21 Implementation

Transition to Performance-based Planning and Programming – We encourage State DOTs and MPOs to further develop their performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPOs might also explore the option to use scenario planning to develop their metropolitan transportation plan. We encourage you to use the following resources to help develop your approach: *Performance Based Planning and Programming Guidebook*; *Model Long Range Transportation Plans Guidebook* and *Small Metropolitan Areas: Performance Based Planning*.

Regional Models of Cooperation

Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries – To improve the effectiveness of transportation decisionmaking, we encourage State DOTs, MPOs, and providers of public transportation to think beyond traditional borders and adopt a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and



commerce across boundaries. Improved multi-jurisdictional coordination by State DOTs, MPOs, providers of public transportation, and rural planning organizations (RPO) can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use, and performance management. State DOTs and MPOs can explore the opportunity to partner with RPOs to conduct transportation planning in nonmetropolitan areas. We encourage you to visit FHWA's [Regional Models of Cooperation](#) and [Every Day Counts Initiative](#) Webpages for more information.

Ladders of Opportunity

Access to Essential Services – We encourage State DOTs, MPOs, and providers of public transportation, as part of the transportation planning process, to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation. Suggested UPWP work tasks include developing and implementing analytical methods to identify gaps in the connectivity of the transportation system and developing infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks could include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decisionmaking process; updating the Section 5310 Coordinated Human Service Public Transportation Plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.

Sincerely yours,

Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration

Therese W. McMillan
Acting Administrator
Federal Transit Administration



FHWA GA Division Procurement Guidelines, February 2016 (draft)

FHWA GA Division MPO Procurement Guidelines, February, 2016

Procurement of MPO PL-funded Planning Study Steps (All MPOs)

1. Identify and document study idea(s) through the Unified Planning Work Program (UPWP) development processes. Document when the need arose and the associated who, what, when, where and how aspects. Present and discuss the idea at the Technical Coordinating Committee (TCC) to determine justification, feasibility, comments/concerns and refinement. Address and document all TCC member comments and concerns.

2. The newly proposed or updated study information must be in the draft UPWP including the items from item 1 and a detail of proposed scope, total estimated cost, timeline/schedule and specific fund source for the local match. When an idea for a new study is generated, it must be presented to the MPO committees and move through the existing UPWP development/adoption/amendment processes, with a minimum of two iterations through the Technical Coordinating and Policy committees.

Location of the study in the UPWP should be in a special studies section and further describe the interrelationship with other task items, e.g., LRTP development.

Two iterations of study input should be used at a minimum, each step having thorough/documented committee discussions: one for a *draft UPWP*, and one for a more detailed *final draft UPWP*. Comments from the TCC should be shared with the Policy Committee (PC) for their information and disposition.

Among all issues, primary focus shall include committee consensus on the study need, as well as demonstrating how the study supports the MPO planning process and the development of the federally-required products, e.g., LRTP and TIP.

3. The proposed scope, programming in the UPWP and documentation of discussions, comment and disposition of comments must be presented to FHWA and GDOT for review and approval (FHWA action) on whether the study can proceed utilizing requested federal-aid highway funds. This approval will be based on the current status of federally-required planning products in the MPO area and focus areas defined by the GDOT and FHWA and any other planning emphasis areas. Further consideration will be given to whether MPO staff capability is responsive enough to current stakeholder and MPO member needs.

4. If approval by FHWA is received, MPO staff can develop an RFP and present this and a more detailed scope to the MPO committees soliciting discussion and formal comments, with associated documentation. This should include a discussion on whether the need is still valid. After finalization of the RFP, by MPO staff with utilization of MPO committee input, the study must be procured through an established and documented process meeting all federal and state procurement requirements, as well as, any additional guidance from FHWA and GDOT.

Concurrently, the MPO staff shall identify an RFP review committee consisting of a panel of subject matter experts (SMEs) from representatives of the MPO committees, who will come to a consensus on staff-proposed evaluation criteria and weighting for use in reviewing/scoring valid proposals. Final



FHWA GA Division MPO Procurement Guidelines, February, 2016

consultant selection will be based on tabulation of scored results. If discrepancies exist as to who is the best candidate, another meeting of the SMEs should occur for final selection.

5. Executed contracts will be considered void if it is found that tasks have been altered or added, e.g., scope or budget changes.

Procurement of MPO STP (or other federal-aid highway) funded Planning Study Steps

1. Identification of Need by Stakeholder – Document when the need arose and the who, what, when, where and how aspects. Regardless of the cost of the proposed study, present and discuss the idea at the TCC to determine justification, feasibility, comments/concerns and refinement. Address and document all TCC member comments and concerns.

2. MPO staff develops a detailed proposed draft scope, total estimated cost (and specific fund source for the local match), and timeline/schedule for formal presentation to the TCC and PC committees. Two input iterations through the TCC and PC should be used at a minimum, each step having thorough/documented committee discussions. Comments from the TCC should be shared with the PC for their information and disposition.

Among all issues, primary focus shall include committee consensus on the study need, as well as demonstrating how the study supports the MPO planning process and the development of its federally-required products, e.g., LRTP and TIP.

3. The proposed scope, programming in the TIP and UPWP and documentation of discussions, comment and disposition of comments must be presented to FHWA and GDOT for review and approval (FHWA action) on whether the study can proceed utilizing requested federal-aid highway funds. This approval will be based on the current status of federally-required planning products in the MPO area and focus areas defined by the GDOT and FHWA and any other planning emphasis areas. Further consideration will be given to whether MPO staff capability is responsive enough to current stakeholder and MPO member needs.

4. If approval is received, the study can be amended into the TIP and UPWP via the established amendment process. For transparency the study should be added to the Special Studies section of the UPWP. After the amendment is adopted by the PC, GDOT can program the study, provide the MPO staff with a PI#, and await the contract from the MPO staff. Contracts must include detailed scope, starting with as much information as adopted by the PC (and later amended via a supplemental to include the detailed scope in the contract between the MPO and the selected consultant). Scope/need deviation from the original intent submitted for approval to FHWA and GDOT in item 3 will require the study process to start over beginning at step 1.

5. The MPO staff can then develop an RFP and presents this and a more detailed scope to the MPO committees soliciting discussion and formal comments, with associated documentation. This should include a discussion on whether the need is still valid. After finalization of the RFP, by MPO staff with



FHWA GA Division MPO Procurement Guidelines, February, 2016

utilization of MPO committee input, the study must be procured through an established and documented process meeting all federal and state procurement requirements, as well as, any additional guidance from FHWA and GDOT.

Concurrently, the MPO staff shall identify an RFP review committee consisting of a panel of SMEs from representatives from the MPO committees, who will come to a consensus on staff-proposed evaluation criteria and weighting for use in reviewing/scoring valid proposals. Final consultant selection will be based on tabulation of scored results. If discrepancies exist as to who is the best candidate, another meeting of the SMEs should occur for final selection.

6. Executed contracts will be considered void if it is found that tasks have been altered or added, e.g., scope or budget changes.

Note:

Study – is defined as any additional work item or task to be contracted utilizing federal-aid highway funds to develop a planning related item that may or may not be required under 23 CFR Part 450. MPO staff may only undertake planning related studies. All other activities must be led by a local jurisdiction or sponsoring agency, e.g., MPO staff should not undertake an IMR or IJR since the result of this would not lead to construction as the MPO body itself is a conglomeration of local jurisdictions and not a constructing agency.

On-Board Consultant/Indefinite Delivery Indefinite Quantity services will not be allowable for MPO planning related activities or tasks. By the very nature of transportation planning, consultant needs and associated task items should be well planned out through the MPO process and as such there are no “planning emergencies” that warrant this type of contracting.



Memorandum of Understanding

HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION

MEMORANDUM OF UNDERSTANDING

BETWEEN

The Georgia Cities of Allenhurst, Flemington, Gum Branch, Hinesville, Midway, Riceboro and Walthourville, Liberty and Long counties, Fort Stewart and the Georgia Department of Transportation, in cooperation with the U.S. Department of Transportation,

RELATIVE TO

The continuing, comprehensive, cooperative urban transportation planning process known as the Hinesville Area Metropolitan Planning Organization (HAMPO).

I. IT IS THE INTENTION OF THE PARTIES:

A. That the Hinesville Area Metropolitan Planning Organization (HAMPO) is to:

1. Maintain a continuing, cooperative and comprehensive transportation planning process as defined in Title 23 USC Section 134 that explicitly considers the seven transportation planning factors and results in plans and programs consistent with comprehensively planned development of the urbanized area.
2. Update and revise the 20 Year Multimodal Transportation Plan, to create a fiscally feasible transportation system that integrates thoroughfare development, public mass transportation, air facilities, rail systems, intermodal facilities, bicycle and pedestrian facilities and transportation enhancements; and reflects consideration of the area's comprehensive land use plans and overall social, economic, environmental, and energy conservation plans, goals and objectives.
3. Create a functional relationship between transportation planning and city-county development.



4. Maintain the data obtained in the original data collection phase of the study and any pertinent data collected thereafter on a current level so that existing and forthcoming recommendations may be evaluated and updated periodically.

5. Produce all documents and studies that are necessary to maintain a Certified Transportation Planning Process.

II. **IT IS FURTHER AGREED**, that the areas of responsibility of the aforementioned counties, municipalities, and government agencies shall lay within the study area Boundary established by the Policy Committee of the HAMPO Regional Transportation Study. This area includes the cities of Allenhurst, Flemington, Gum Branch, Hinesville, Midway, Riceboro and Walthourville, all of Liberty County and portions of the unincorporated area of Long County that are adjacent to these cities as well as the cantonment area of Fort Stewart.

III. **IT IS FURTHER AGREED**, that the Metropolitan Planning Organization (MPO) as designated by the Governor of Georgia is the Hinesville Area Metro Planning Organization. The HAMPO shall have the primary responsibility for carrying out the urban transportation planning process and of developing the planning work programs, transportation plan, and transportation improvement program.

IV. **IT IS FURTHER AGREED**, that the Regional Transportation Study shall be coordinated by a Project Director who shall be the Director of the Liberty Consolidated Planning Commission or his designee and the staff of the Liberty Consolidated Planning Commission agency shall serve as staff to the HAMPO program and process. Additional staff resources may be provided, upon request, from the Technical Coordinating Committee (TCC) membership and existing staff resources of the participating agencies and governments. The Project Director shall coordinate all requests under the direction of the Policy Committee.



V. **IT IS FURTHER AGREED**, that the Hinesville Area Metropolitan Organization Policy Committee shall continue to function to adopt appropriate goals, work programs, and plans; and to establish the need, form, and direction of future transportation improvements in the Regional Transportation Study area. The Policy Committee shall be the MPO forum for cooperative decision-making by principal elected and appointed officials of general purpose local government and intermodal transportation providers. The individuals representing the government jurisdictions involved in the HAMPO planning process and other involved agencies shall comprise the Policy Committee. The membership shall be enumerated in the Policy Committee Bylaws. The Policy Committee shall have final authority in the matters of policy and plan adoption for HAMPO.

VI. **IT IS FURTHER AGREED**, that the committee known as the Technical Coordinating Committee (TCC) shall continue to function to assure the involvement of all operating departments, advisory agencies, and multimodal transportation providers concerned with, or affected by, the planning process and subsequent implementation of plans. The technical guidance and direction of the continuing Regional Transportation Study shall be furnished by the TCC. The membership shall be enumerated in the Technical Coordinating Committee Bylaws.

VII. **IT IS FURTHER AGREED**, that the Citizens Advisory Committee (CAC) shall continue to function as a public information and involvement committee, and shall be representative of a cross-section of the community. The CAC shall keep the Policy Committee and the Technical Coordinating Committee informed of the community's perspective and shall also provide information to the community about transportation policies and issues. The membership shall be enumerated in the Citizens Advisory Committee Bylaws.



VIII. IT IS FURTHER AGREED, that the various committees meet at significant stages in the planning process in accordance with the bylaws adopted for each committee by the Policy Committee

IX. IT IS FURTHER AGREED, that the Georgia Department of Transportation (GDOT), only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Provide available maps, aerial photographs, charts, and records as deemed necessary to maintain the study.
2. Update and maintain travel simulation models for use in evaluating the metropolitan area's transportation needs. Said models shall be the "official" HAMPO models. The Department shall also provide the expertise and computer software for the above mentioned tasks.
3. Make periodic reviews and evaluations of projected transportation needs; and revisions, when necessary, of the multimodal transportation plan.
4. Aid the MPO in preparation of planning-oriented preliminary engineering, right-of-way, and construction cost estimates where applicable for multimodal projects in the HAMPO 20 Year Transportation Plan.
5. Provide the local agencies with current information concerning the status of planning and implementation of the HAMPO 20 Year Multimodal Transportation Plan.
6. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analyses and define each agency's role in the development of the Major Investment Study (23 CFR § 450.318).



7. Incorporate, without modification, the Georgia portion of the adopted HAMPO Transportation Improvement Program into Georgia's State Transportation Improvement Program; and coordinate with the HAMPO Multimodal Transportation Plan in the development of the Georgia Statewide Transportation Plan.

8. Coordinate with all participating parties an understanding of the development and amendment process for the Transportation Improvement Program and the Statewide Transportation Improvement Program.

9. Annually certify, concurrently with the HAMPO, to the FHWA and the FTA that the HAMPO planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.

10. Provide various types of traffic count data.

11. Provide other assistance as mutually agreed upon.

12. Provide funding availability and proposed project schedules for federally funded projects for use in TIP development.

13. Ensure cooperation with the HAMPO and the Liberty/Long County Transit System in the development and implementation of the six transportation management systems and the traffic monitoring system in Georgia (23 CFR Part 500) as appropriate.

XI. IT IS FURTHER AGREED, that the Hinesville Area Metropolitan Organization, only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:



1. Prepare of planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for multimodal projects in the HAMPO 20 Year Transportation Plan.
2. Update and maintain maps showing existing and proposed land use, and make appraisals of actual land use development in comparison with projections.
3. Review zoning and subdivision requests in accordance with the HAMPO Transportation and Land Use Plans.
4. Provide or obtain social and community development plans as may relate to transportation needs.
5. Develop and maintain base and projected population, housing, employment, economic, vehicle and land use data by traffic zone and supply information as requested concerning special generators.
6. Make recommendations for revisions of the HAMPO 20 Year Transportation Plan to conform to new planning goals, objectives, policies, or developments.
7. Periodically review traffic zone boundaries and make appropriate recommendations to the Technical Coordinating Committee and cooperate with the Georgia Department of Transportation in revision of said boundaries.
8. Provide available maps, aerial photographs, charts, records, and directories to the extent possible.
9. Collect, analyze and distribute traffic data such as traffic counts and accident data to the public, governmental agencies, and other parties.
10. Prepare and publish as necessary, a fiscally constrained 20 Year multimodal transportation plan that leads to the development of an integrated intermodal



transportation system that facilitates the efficient movement of people and goods. The transportation plan shall be reviewed and updated at least every five years.

11. Prepare and maintain a financially balanced Three Year Multimodal Transportation Improvement Program (TIP) for Georgia which will be updated annually.

12. Prepare an annual Unified Planning Work Program to document planning activities to be performed in the next fiscal year; in sufficient detail to indicate who will perform the work, the schedule for completion and the products that it will produce.

13. Prepare an annual Performance Report for the comparison of established goals in the Unified Planning Work Program and completed work elements.

14. Compile, maintain, and document data on existing water, air, motor freight and rail terminal and transfer facilities.

15. Prepare and publish as necessary a Public Involvement Process which documents how the MPO will provide complete information, timely public notices, full public access to key decisions, and support early and continuing involvement of the public in the development of plans and TIPs; and meets the criteria specified in 23 CFR Part 450.

And if applicable to HAMPO:

16. If applicable, cooperate with the Georgia Department of Transportation in the development and implementation of the six transportation management systems and the traffic monitoring system (23 CFR Part 500). *The MPO will have the lead responsibility in the development of the Congestion Management System.*



17. If applicable, ensure that the Congestion Management System, the Public Transportation Management System and the Intermodal Management System shall, to the extent appropriate, be part of the metropolitan transportation planning process, and that the results of the six individual management systems shall be considered in the development of the transportation plan and the TIP.

18. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified and to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR e450.318).

19. Perform duties as described in the Contract between the Georgia Department Transportation and the HAMPO for the use of planning funds.

20. Annually certify, concurrently with the Georgia Department of Transportation, to the FHWA and the FTA that the HAMPO planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.

21. If applicable, prepare and submit quarterly and annual FTA reports.

XII. IT IS FURTHER AGREED, that the County of Liberty within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the HAMPO program will be coordinated with the Technical and Policy Committees.



2. When appropriate and as authorized by the governing authority of the County of Liberty, provide funding for right-of-way acquisition and clearance that may be required for HAMPO construction projects and be the agent responsible for acquiring said right-of-way.

3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the HAMPO 20 Year Transportation Plan.

4. Be responsible for the cooperation with the HAMPO insofar as its authority extends.

XIII. IT IS FURTHER AGREED, that the County of Long within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the HAMPO program will be coordinated with the Technical and Policy Committees.

2. When appropriate and as authorized by the governing authority of the County of Long, provide funding for right-of-way acquisition and clearance that may be required for HAMPO construction projects and be the agent responsible for acquiring said right-of-way.

3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the HAMPO 20 Year Transportation Plan.



4. Be responsible for the cooperation with the HAMPO insofar as its authority extends.

XIV. IT IS FURTHER AGREED, that the City of Allenhurst within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the HAMPO program will be coordinated with the Technical and Policy Committees.

2. When appropriate and as authorized by the governing authority of the City of Allenhurst, provide funding for right-of-way acquisition and clearance that may be required for HAMPO construction projects and be the agent responsible for acquiring said right-of-way.

3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the HAMPO 20 Year Transportation Plan.

4. Be responsible for the cooperation with the HAMPO insofar as its authority extends.

XV. IT IS FURTHER AGREED, that the City of Flemington within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and



recommendations which could affect the HAMPO program will be coordinated with the Technical and Policy Committees.

2. When appropriate and as authorized by the governing authority of the City of Flemington, provide funding for right-of-way acquisition and clearance that may be required for HAMPO construction projects and be the agent responsible for acquiring said right-of-way.

3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the HAMPO 20 Year Transportation Plan.

4. Be responsible for the cooperation with the HAMPO insofar as its authority extends.

XVI. IT IS FURTHER AGREED, that the City of Gum Branch within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the HAMPO program will be coordinated with the Technical and Policy Committees.

2. When appropriate and as authorized by the governing authority of the City of Gum Branch, provide funding for right-of-way acquisition and clearance that may be required for HAMPO construction projects and be the agent responsible for acquiring said right-of-way.

3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the HAMPO 20 Year Transportation Plan.



4. Be responsible for the cooperation with the HAMPO insofar as its authority extends.

XVII. IT IS FURTHER AGREED, that the City of Hinesville within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the HAMPO program will be coordinated with the Technical and Policy Committees.
2. When appropriate and as authorized by the governing authority of the City of Hinesville, provide funding for right-of-way acquisition and clearance that may be required for HAMPO construction projects and be the agent responsible for acquiring said right-of-way.
3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the HAMPO 20 Year Transportation Plan.
4. Be responsible for the cooperation with the HAMPO insofar as its authority extends.

XVIII. IT IS FURTHER AGREED, that the City of Midway within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-



evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the HAMPO program will be coordinated with the Technical and Policy Committees.

2. When appropriate and as authorized by the governing authority of the City of Midway, provide funding for right-of-way acquisition and clearance that may be required for HAMPO construction projects and be the agent responsible for acquiring said right-of-way.

3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the HAMPO 20 Year Transportation Plan.

4. Be responsible for the cooperation with the HAMPO insofar as its authority extends.

XIX. IT IS FURTHER AGREED, that the City of Riceboro within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the HAMPO program will be coordinated with the Technical and Policy Committees.

2. When appropriate and as authorized by the governing authority of the City of Riceboro, provide funding for right-of-way acquisition and clearance that may be required for HAMPO construction projects and be the agent responsible for acquiring said right-of-way.



3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the HAMPO 20 Year Transportation Plan.

4. Be responsible for the cooperation with the HAMPO insofar as its authority extends.

XX. IT IS FURTHER AGREED, that the City of Walthourville within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the HAMPO program will be coordinated with the Technical and Policy Committees.

2. When appropriate and as authorized by the governing authority of the City of Walthourville, provide funding for right-of-way acquisition and clearance that may be required for HAMPO construction projects and be the agent responsible for acquiring said right-of-way.

3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the HAMPO 20 Year Transportation Plan.

4. Be responsible for the cooperation with the HAMPO insofar as its authority extends.

XXI. IT IS FURTHER AGREED, that the County of Liberty within its official jurisdiction be responsible for the following:



1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the HAMPO program will be coordinated with the Technical and Policy Committees.

2. When appropriate and as authorized by the governing authority of the County of Liberty, provide funding for right-of-way acquisition and clearance that may be required for HAMPO construction projects and be the agent responsible for acquiring said right-of-way.

3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the HAMPO 20 Year Transportation Plan.

4. Be responsible for the cooperation with the HAMPO insofar as its authority extends.

XXII. IT IS FURTHER AGREED, that the County of Long within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the HAMPO program will be coordinated with the Technical and Policy Committees.



2. When appropriate and as authorized by the governing authority of the County of Long, provide funding for right-of-way acquisition and clearance that may be required for HAMPO construction projects and be the agent responsible for acquiring said right-of-way.

3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the HAMPO 20 Year Transportation Plan.

4. Be responsible for the cooperation with the HAMPO insofar as its authority extends.

XXIII. IT IS FURTHER AGREED, that Fort Stewart either provide or assist the MPO staff in gathering information and data relating to the planning process as may be necessary to insure that Fort Stewart is adequately served by the HAMPO. Such data includes but is not limited to employment, traffic, population, Air Installation Compatible Use Zone (AICUZ), and major street or gate changes.

XXIV. IT IS FURTHER AGREED, that:

1. The Study shall be of a continuing, comprehensive, cooperative nature and that all planning decisions shall be reflective of and responsive to the needs and desires of the local communities as well as the programs and requirements of the Georgia Departments of Transportation and the U.S. Department of Transportation.

2. A reappraisal shall be made of the Study whenever there is a significant change in the community's goals and objectives, land use patterns, or travel characteristics, or at least once every five (5) years.



3. The participating agencies shall cooperate in all phases of the Study.

Adequate and competent personnel shall be assigned to insure development of adequate and reliable data.

4. All parties to this agreement shall have access to all study related information developed by the other agencies, including the right to make duplication thereof.

This document is a Memorandum of Understanding expressing the present intentions of the parties. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

However, nothing contained herein shall be construed to prohibit any party's undertaking any act, project, study, analysis, or any other activity which the party is required by law or contract to undertake as part of any other program which fulfills some function shown herein as intended to be performed by the party undertaking such act, project, study, analysis, or other activity.

In witness whereof, the parties hereto have executed this Memorandum of Understanding.



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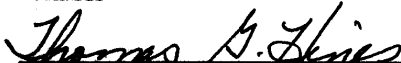
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To the fullest extent permitted by the laws of the State of Georgia the renewal of this Memorandum shall be deemed to occur automatically without notice or other approval of any kind. However, this Memorandum may be terminated with respect to any party hereto at the election of the governing authority of said party, for any or no reason, with or without cause, upon the giving of one hundred twenty (120) days' written notice to the other parties hereto of its intent to so terminate.

In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 14th day of April 2005.

CITY OF ALLENHURST


Witness


Mayor


Notary Public
My Commission Expires Sept. 28, 2007



This document is a **Memorandum of Understanding** expressing the present intentions of the parties. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.


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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 4th day of February 2005.

CITY OF FLEMINGTON

Paul Henderson
Witness
[Signature]
Mayor

Jessilyn Willett
Notary Public





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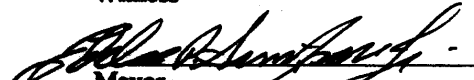
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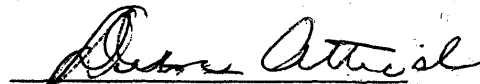
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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 4TH day of APRIL 2005.

CITY OF GUM BRANCH


Witness


Mayor


Notary Public



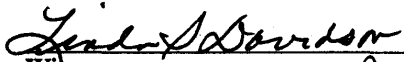
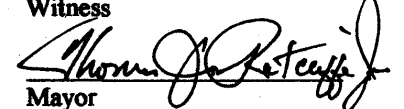
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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 3d day of March 2005.

CITY OF HINESVILLE


Witness

Mayor


Notary Public
My Commission Expires Sept. 28, 2007



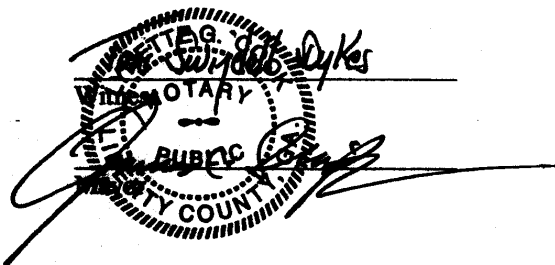
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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 11th day of APRIL 2005.

CITY OF MIDWAY


WILLIAM J. DYKES
Notary Public
MIDWAY CITY COUNTY, GEORGIA


Notary Public
Exp 11/9/09



This document is a Memorandum of Understanding expressing the present intentions of the parties. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 3rd day of May 2005.

CITY OF RICEBORO

Tommy McElair
Witness

Gregory Richardson
Mayor

Maude McElair
Notary Public
My Commission Expires Dec. 4, 2005



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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 4th day of April 2005.

CITY OF WALTHOURVILLE

[Signature]
Witness

[Signature]
Mayor

[Signature]
Notary Public

JUANITA JOHNSON
NOTARY
My Comm. Exp.
Apr. 4, 2008
PUBLIC
LIBERTY COUNTY, GA



This document is a **Memorandum of Understanding** expressing the present intentions of the parties. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

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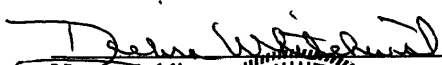
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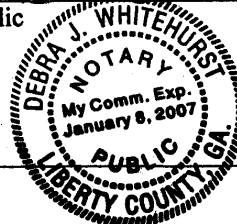
In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 16th day of February 2005.

COUNTY OF LIBERTY


Witness


Chairman


Notary Public



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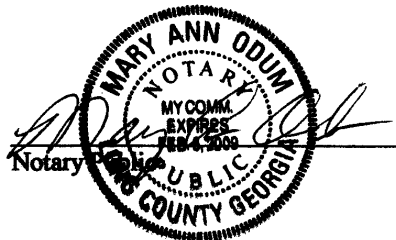
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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 8th day of April 2005.

COUNTY OF LONG

Dobrya McCarter
Witness

Brandon J. Wilson
Chairman





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In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 7th day of APRIL 2005.

FORT STEWART

Witness


Garrison Commander

Notary Public



GEORGIA DEPARTMENT OF TRANSPORTATION

RECOMMENDED:

Deed M R
Director of Planning, Data and
Intermodal Development

Kimberly S. Amerson
Witness

David E. Zimmerman
Commissioner





Committee Bylaws



Hinesville Area Metropolitan Planning Organization

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

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



Table of Contents

Name of the Committee	3
Membership	3
Duties and Responsibilities	4
Officers and Organization	4
Duties of the Officers	5
Meetings	6
Amendments to these By-laws	7
Resolution of Adoption	8

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 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) 2-12-15
Chair, HAMPO Policy Committee


Jeff Ricketson, AICP (date) 2/13/15
Executive Director, Secretary



Hinesville Area Metropolitan Planning Organization

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

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.



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) 2-12-15
Chair, HAMPO Policy Committee


Jeff Bicketson, AICP (date) 2/13/15
Executive Director, Secretary



Hinesville Area Metropolitan Planning Organization

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



Table of Contents

Name of the Committee	3
Purpose.....	3
Membership	3
Organizational Duties	4
Officers and Members Duties	4
Meetings.....	5
Amendments to By-laws.....	6
Resolution of Adoption.....	7

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 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 – 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.
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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.

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