

CERTIFICATION REVIEW REPORT

Hinesville Area Metropolitan Planning Organization (HAMPO)

Prepared by:

Georgia Department of Transportation – Office of Planning

April 2016

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List of Acronyms

ADA	Americans with Disabilities Act
CAC	Citizens Advisory Committee
CORE-MPO	Coastal Region-Metropolitan Planning Organization
EJ	Environmental Justice
EPA	Environmental Protection Agency
EEO	Equal Employment Opportunity
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
FAST	Fixing America’s Surface Transportation Act
GDOT	Georgia Department of Transportation
GAEPD	Georgia Environmental Protection Division
HAMPO	Hinesville Area Metropolitan Planning Organization
MAP-21	Moving Ahead for Progress in the 21 st Century Act
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
PP	Participation Plan
PEAs	Planning Emphasis Areas
PC	Policy Committee
PL	Metropolitan Planning Funds
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users
STIP	State Transportation Improvement Program
TCC	Technical Coordinating Committee
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program

Executive Summary

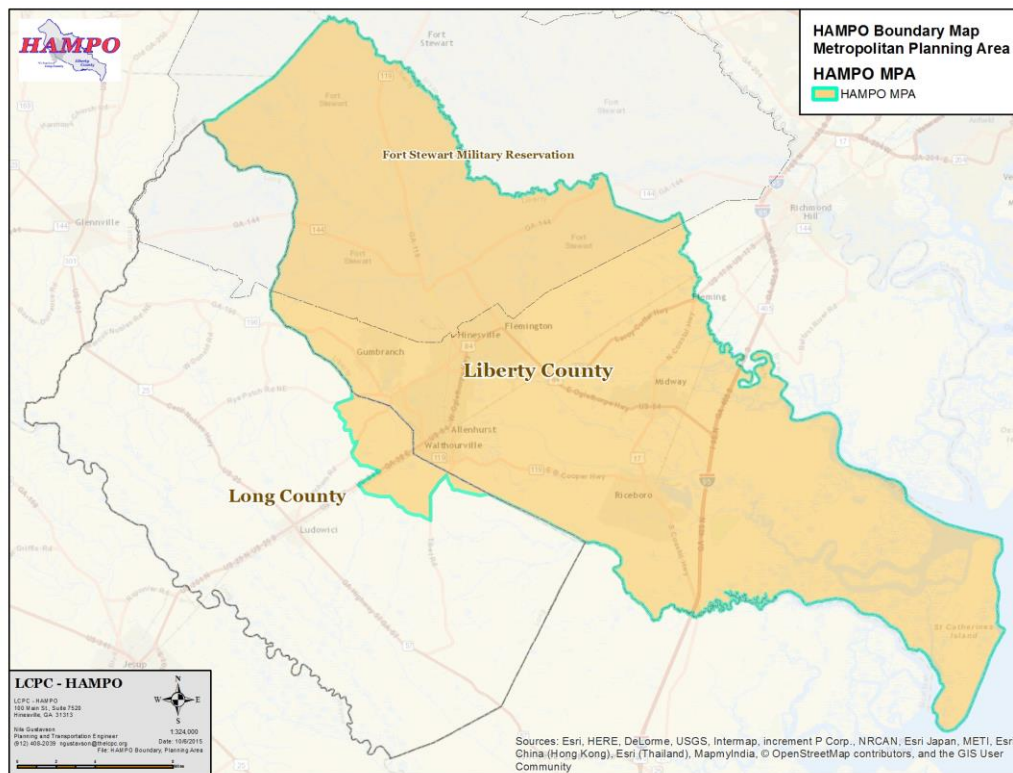
In accordance with the federal requirements of 23CFR 450.334 “...all MPAs concurrently with the submittal of the entire proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every four (4) years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements...”.

The 2016 HAMPO Certification Review was an in-person meeting with staff of the MPO, GDOT- Office of Planning as well as a representative of FHWA-Georgia Division, held on March 10, 2016 at the Liberty County Planning & Zoning Commission office in Hinesville, GA. The following parties were participants: HAMPO staff (Nils Gustavson), the GDOT Office of Planning (Tom McQueen and Morgan L. Simmons) and the FHWA (Olivia Lewis). A copy of the agenda is included in **Appendix A**.

In February 2016 prior to this meeting, HAMPO was provided a list of questions pertaining to various topics of discussion for the Certification Review. The MPO provided an initial response to each question, which was reviewed by GDOT and FHWA.

In accordance with federal requirements of 23 CFR 450.334, the objective of this review was to determine whether planning processes and practices were in adherence to federal regulations; providing an opportunity for local, state and federal partners to converse on necessary improvements and provide helpful feedback.

Figure 1 below shows the recently revised HAMPO Planning Area Map, as approved by the Governor on December 9, 2015.



Notable Strengths

- The HAMPO staff continues to adhere to the duties and responsibilities outlined in the MOU, with a robust MPO committee membership and collaboration with neighboring stakeholders such as the Coastal Region MPO and the Fort Stewart military base, located in the HAMPO study area.
- HAMPO also provides convenient education opportunities to its committee membership during MPO meetings, such as Title VI and ADA information sessions during regularly scheduled meetings.
- The HAMPO staff continues to excel in preparing the federally-required planning documents, providing ample time for review by all parties as well as addressing significant changes prior to its adoption.
- The staff continues to be proactive in preparing for future training opportunities as well as documents these opportunities in the Unified Planning Work Program (UPWP) as appropriate
- The MTP horizon year exceeds federal requirements and was adopted ahead of its October 2015 deadline. In addition, HAMPO is commended for providing a longer public review period to ensure opportunity for all inquiries to be made and answered.
- All HAMPO documents are made available through the HAMPO/Planning Commission website as well as provided to the public upon request.
- The MPO's employment and service practices adhere to the federal requirements and this information is made available through the HAMPO/Planning Commission's website as well as by request.

Recommendations

- *Monitor changes in membership and committee structure:* HAMPO staff should continue the exemplary practices involving its execution of duties outlined in the MOU as well as continue to monitor any future Census updates that may impact membership and committee structures.
- *FAST Act Revisions:* The MPO should ensure all planning documents, including the UPWP, are inclusive of appropriate language resulting from the newly enacted FAST Act.
- *Continue local coordination:* HAMPO staff is encouraged to continue various coordination with all local governments to further strengthen future socioeconomic data collections that can be used in development of future MTPs.
- *MTP Amendments:* HAMPO should ensure to complete the scheduled coordinating MTP amendments (from the November 2015 TIP amendments), anticipated by late March 2016. In the future, the MPO should strive to ensure TIP and MTP amendments are completed simultaneously.
- *5-Year Cycle of Updates:* HAMPO is encouraged to monitor its 5-year cycle of updates for all planning documents, including the PP, to ensure the effectiveness of its procedures.
- *Continue adherence to federal requirements pertaining to discrimination:* HAMPO staff is recommended to continue adhering to the federal requirements pertaining to discrimination in employment practices, employment opportunities and services.
- *Continue to seek training opportunities:* HAMPO is encouraged to continue seeking available training opportunities to ensure its continued federal compliance as well as stay abreast of any federal changes; one example of a source is the National Highway Institute's training opportunities regularly updated at www.nhi.fhwa.dot.gov.

Certification

The HAMPO MPO and associated planning partners continue to make considerable advances in the planning process. In consideration of current and proposed planning activities, **the metropolitan planning process is certified for the next four years**

Introduction

In accordance with federal requirements of 23 CFR 450.334, GDOT and the MPO completed self-certification forms each year for inclusion in the annual update of the TIP. Considering that MAP-21, FAST Act and results of the 2010 US Census prompted some changes to the transportation planning process, a formal certification review of the Hinesville Area Metropolitan Planning Organization (HAMPO) was scheduled on March 10, 2016. The following parties were participants: HAMPO staff (Nils Gustavson), the GDOT Office of Planning (Tom McQueen and Morgan L. Simmons) and the FHWA (Olivia Lewis). A copy of the agenda is included in **Appendix A**.

I. Metropolitan Planning Area Boundary and Planning Responsibilities

In accordance with federal requirements for Title 23 CFR Part 450, MPOs establish their metropolitan planning area boundaries and document the planning responsibilities of its members and partners via a Memorandum of Understanding (MOU). HAMPO has operated under the current MOU since 2005, which outlines the functions and responsibilities of the MPO and staff, as well as its PC, TCC, and CAC. The transportation modes represented on the PC and TCC include Liberty Transit (the General Manager), County Board of Education (Director of Transportation), Mid-Coastal Regional Authority (airport pilots), Coastal Regional Coaches as well as representation from the neighboring Fort Stewart military base. This committee membership is listed in the MPO Bylaws, HAMPO-authored planning documents as well as HAMPO public website. The PC and TCC exhibit an approximate 60% attendance rate at meetings and email reminders are sent frequently to membership. HAMPO will begin providing follow-up information after each meeting upon conclusion of the certification review.

The MOU outlines the responsibilities for the following: the cities of Allenhurst, Flemington, Gum Branch, Hinesville, Midway, Riceboro, and Walthourville; the counties of Liberty and Long; Fort Stewart military base; and Georgia Department of Transportation in cooperation with the Federal Highway Administration.

The MOU charges HAMPO to update and revise at least a 20-year multimodal transportation plan (which is currently at a 25-year horizon), coordinate the goals and objectives of all coordinating planning documents, maintain a functional relationship between transportation planning and city/county development; and maintain transportation data. There is a clause that requires the MPO to produce all documents and studies to maintain certified transportation planning process as well. The MOU enforces the MTP, TIP, UPWP, PP, Title VI and EJ Analysis as well as Committee Bylaws.

HAMPO staff recently underwent an update to the metropolitan planning area (MPA) boundaries. This update corrected the MPA boundaries within Long County and maintains the same local government jurisdictions. There was no impact to the MPO committee structures. The update was approved by the PC on December 9, 2015 and signed by the Governor on December 18, 2015. FHWA was forwarded this information in the same month.

HAMPO Committee membership is specified in both its Bylaws and planning documents. In the recent past, HAMPO has offered training opportunity during the committee meetings regarding a variety of topics such as Title VI and ADA compliance.

Strengths:

The HAMPO staff continues to adhere to the duties and responsibilities outlined in the MOU. It has a robust membership, representative of both its rural and urban areas, as well as neighboring stakeholders such as the Coastal Region MPO and Fort Stewart military base located in the MPO study area. HAMPO also provides convenient education opportunities to its committee membership during MPO meetings.

Recommendations:

HAMPO staff should continue the exemplary practices involving its execution of duties outlined in the MOU as well as continue to monitor any future Census updates that may impact membership and committee structures.

II. Unified Planning Work Program (UPWP)

In accordance with federal requirements for Title 23 CFR Part 450.308, HAMPO staff establishes its annual UPWP and identifies the upcoming fiscal year's planning priorities and activities performed with Title 23 and FTA funds. The final UPWP document is formally adopted by the Policy Committee.

As part of their work, HAMPO staff reviews the previous year's UPWP in preparation for the proposed next year's draft UPWP. With input from all modes of transportation as well as state and federal agency partners, the UPWP is developed and drafts are submitted to the HAMPO committees and transportation partners as well as made available to the public for review and comment. Comments and questions are addressed and a final draft is presented to HAMPO committees for review and formal adoption by the Policy Committee. It is then submitted to GDOT within a timely manner for development of the draft PL contract. On March 6, 2015, HAMPO received the USDOT approval for the FY 2016 UPWP. The 2017 UPWP was issued for review by its state and federal partners prior to its approval by the MPO Committees in November 2015; HAMPO is aware of recently submitted comments from FHWA and will incorporate these changes as well as address new requirements as a result of the recently enacted FAST Act.

In the UPWP, the MPO outlines the Planning Emphasis Areas and Planning Activity Factors, as notated on page 4-7 of FY 2016 and 6-9 in FY 2017. The MPO emphasized its future attempts to update the planning document in accordance to FAST Act requirements.

In 2016, HAMPO completed 2 administrative amendments for the FY 2016 UPWP: once for the budget reduction of PL funds and once for receiving full funding of the PL funds. The HAMPO PP outlines the amendment processes for all the planning documents, except for the UPWP. HAMPO is aware that it does not explicitly outline the amendment process for the UPWP, and anticipates to correct this discrepancy in both the PP and UPWP in the upcoming fiscal year (FY 2017).

In the UPWP, funding is allotted for professional training and development of the HAMPO staff. They proactively prepare for future training opportunities by determining schedules of past events and obtaining permission to travel out of state, as appropriate. Under the UPWP Training/Employee Education task on page 12 of FY 2017 and page 9 of FY 2016, the MPO staff outlines its plans to attend relevant conferences, workshops, educational programs and trainings throughout the year. As of recent, HAMPO participated in the FHWA sponsored Performance Based Workshop held in Atlanta in February 2016 as well as recent GAMPO meetings and GIS trainings in St. Simons.

HAMPO staff has consistently developed its draft UPWP well ahead of schedule. Currently, the UPWP development timeline is based upon the transit grant application, which provides funding amounts in early spring. However, for the FY 17 UPWP, due to an expedited 5303 transit grant application deadline, the MPO expedited its UPWP development process to meet the November 2015 deadline. The UPWP was submitted for approval to all committees, provided a 30-day public review period, and was adopted at the November 2015 PC meeting.

Strengths:

The HAMPO staff continues to excel in preparing the UPWP well before its scheduled adoption. They proactively prepare for future training opportunities by determining schedules of past events and obtain

funding approval for out of state training opportunities, as appropriate. In addition, staff is commended for exceeding expectations by developing other planning documents ahead of schedule, such that review by committees, stakeholders, state/federal agency partners and the public is not rushed.

Recommendations:

HAMPO staff should continue the exemplary practices involving development of this planning document; however, ensure to include language that outlines the amendment process in future UPWPs and the PP. In addition, HAMPO should ensure all planning documents, including the UPWP, are inclusive of appropriate language resulting in the newly enacted FAST Act.

III. Metropolitan Transportation Plan (MTP)

In accordance with federal requirements for Title 23 CFR Part 450.322, an MPO must establish a multimodal transportation plan (MTP) with a minimum 20-year horizon that is updated every four years.

HAMPO MTP has a 25-year horizon and is updated every 4 years. The MTP includes discussion of long range and short range strategies as well as project priorities. MAP-21 planning factors and Planning Emphasis Areas (PEAs), the legislation at the time of the MTP adoption, was incorporated in the planning process and included in the Goals and Strategies section (page 3-4 and 14-15) of the current MTP. Recently, the MPO adopted the 2040 MTP in September 2015, ahead of its October 2015 deadline, and provided a 35-day public review period, to ensure any serious comments were addressed.

With assistance from GDOT, HAMPO developed financial parameters to anticipate how to best plan and prioritize future transportation projects and needs; these projects are financially constrained and outlined in the document. The MTP shows the development of cost estimates and anticipated funding projections. It was developed in coordination with other transportation modes, local stakeholders such as Fort Stewart and the Board of Education as well as state and federal government partners for oversight and review. HAMPO completed outreach to its list of federal/state agencies (located in the appendix of the MTP) as well as provided the document by email and hard copy mail.

In addition to coordination with various stakeholders and government parties, the MTP discuss its coordination with the Water Resource Council to constrain growth (page 9). This was an example of the local coordination used to assist in the early development of the socioeconomic data used in the travel demand model for the MTP.

The development activities of the MTP are described and explained within the adopted planning document, which also outlines the committee structures, committee responsibilities and various plans that were considered as part of its development. The MTP also has the amendment process outlined in the document.

HAMPO staff is interested and engaged in seeking ways to add value to the work they do to support their long range planning activities, which can include activities mentioned above as well as data-focused tasks involving more robust, local socioeconomic data.

Strength:

HAMPO MTP has a horizon year that exceeds federal requirements and adopted ahead of its October 2015 deadline. To ensure serious inquiries were answered, HAMPO extended and provided a longer public review period.

Recommendations:

HAMPO staff is encouraged to continue various local coordination to further strengthen future socioeconomic data collections.

IV. Transportation Improvement Program (TIP)

In accordance with federal requirements for Title 23 CFR Part 450.324, every four years an MPO must develop and adopt a TIP that includes all Title 23 USC- and Title 49 USC-funded projects in a four-year timeframe. The projects included in the TIP must be consistent with the MTP and its development is to be coordinated with all modes of transportation as well as state and federal government partners. As per federal requirements, the HAMPO TIP exceeds requirements with being updated annually. As it is developed, a draft TIP is given a 30-day public review period and adopted by the PC .

HAMPO's 2015-2018 TIP was adopted in coordination with the 2015-2018 STIP. As a result of GDOT not executing a 2016-2019 STIP, HAMPO is still operating under the 2015-2018 TIP. In the meantime, the MPO has adopted the necessary amendments and modifications to the TIP, to include adding two new bridge replacement projects in November 2015. HAMPO is aware these amendments have not been completed for the MTP and will be completing them by the end of March 2016.

As a part of the coordination effort, the MPO participates in a Pre-TIP meeting with GDOT prior to the development of the full TIP update as well as provides state and federal partners a 30-day review period prior to initiation of the 30-day public review period. In addition, HAMPO coordinates with Liberty Transit and Coastal Regional Coaches to ensure the most updated budgets and schedules are considered.

The amendment process for the TIP is outlined in the planning document as well as the PP. Amendments are given a 30-day review period and follows the STIP outlined process.

HAMPO's TIPs have always included a financially-constrained list of projects and corresponding revenue estimates.

At the state level, HAMPO's TIPs are included and referenced in the STIP, which list all highway, public transit, and multimodal projects proposed for Title 23 and Title 49 funding.

Strengths:

HAMPO has continued consistent coordination with federal and state partners during the development of the TIP. The MPO provides the partners with ample time to provide comments prior to the initiation of the public review period and responds expeditiously to any comments or questions provided in these reviews, prior to public submission.

Recommendations:

HAMPO is encouraged to continue its exemplary practices in developing the TIP as well as initiating the 3-C's of planning with its partners and stakeholders. However, it should ensure to complete the scheduled coordinating MTP amendments, anticipated by late March 2016.

V. Participation Plan (PP)

In accordance with federal requirements for Title 23 CFR Part 450.316, MPOs are required to produce and adopt a PP, which outlines the various opportunities to involve and engage public contribution within an MPO's transportation planning activities. Any revisions to the PP require a 45-day public comment period prior to adoption, as outlined in the PP document.

HAMPO has an adopted PP discussing the structure of the MPO transportation planning documents and corresponding opportunities for public review/comment. It was updated December 2012, with administrative revisions completed October 2013 and October 2015. The PP amendment process follows the STIP-TIP amendment process, with inclusion of public participation and documentation of review. HAMPO anticipates to update the document in June 2017 with a more detailed procedure.

When significant changes are made to any of the planning documents, these changes are documented, reviewed by all HAMPO committees and provided a public review period as per outlined in the PP. If changes are significantly different from the final document, an additional public review period is completed as per outlined in the PP. The MPO is proactive in developing tentative schedules to ensure enough time is built in for public review periods, comments, as well as if any significant changes are completed.

As per the PP, all HAMPO transportation planning documents are made accessible on the MPO/Planning Commission website and hardcopies available by request.

HAMPO staff identifies traditionally underserved populations through the development of its EJ Analysis, which is updated to ensure Title VI and other related federal requirements. In addition, the CAC has specialized representation of these target populations.

HAMPO completes a periodic review of the document to evaluate whether the processes are effective and provides full access for the public. However, the MPO is aware it does not provide specific examples of how the document is periodically reviewed and evaluated. HAMPO anticipates to add these revisions during its 5-year cycle update, completed by June 2017.

In addition, HAMPO provides instruction to the public on how to stay engaged in the process and recognizes all persons do not have internet access, making planning documents available by request.

Strengths:

All HAMPO documents are made available through the HAMPO/Planning Commission website as well as by request from the public. The MPO is proactive in developing tentative schedules to ensure enough time is given for public review periods, comments and significant changes. The planning document follows the 45-day review period.

Recommendations:

HAMPO is encouraged to continue to administer its 5-year cycle of updates for all appropriate planning documents, including the PP, to ensure the effectiveness of its procedures.

VI. List of Obligated Projects

In accordance with federal requirements Title 23 CFR Part 450.332, MPOs produce an annual listing for all obligated projects.

HAMPO staff receives a list of authorized project phases annually from GDOT as part of the initial development of the draft TIP. The list is included in the annual update of its TIP, which is distributed for review/comment to its committees, stakeholders and public as per its PP. HAMPO and GDOT are aware of the need to update this obligated list as a result of not having a 2016-2019 STIP. GDOT will work closely with the MPO to ensure this information is updated.

VII. Title VI of the Civil Rights Act of 1964 and Related Requirements

MPOs must be in compliance with federal requirements of Title VI of the Civil Rights Act of 1964 (42 USC 2000d-1), “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.” In addition, Executive Order 12898, issued in 1994, further strengthens Title VI by providing that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing as appropriate, disproportionately high and adverse human health and environmental effects of its program”.

HAMPO staff addresses these federal requirements in its adopted goals, policies, approaches and measurements, to include its reference in the MTP, Title VI Program and EJ Analysis. All documents are made available at the HAMPO/Planning Commission website and by request from the public. The planning documents are also consistent with Title VI requirements. HAMPO’s EJ Report identifies those protected/traditionally underserved populations and develops a demographic profile within the MPA, which is also referenced in the MTP. In addition, the EJ Report outlines the planning process to address these potential EJ populations in the “Transit Propensity” section. The EJ Report is anticipated to be updated and completed by June 2017.

HAMPO is active in the political community with ADA education and outreach, specifically during its MPO meetings and with the Planning Commission.

HAMPO’s current Title VI documentation includes the process for handling Title VI complaints, which is available on the website and public bulletin board. Title VI complaint processes are available in both English and Spanish online.

Title VI assurances have been added to HAMPO’s only active consultant contract to ensure compliance. These amendments were completed February 2016.

Strengths:

The MPO’s employment and service practices adhere to the federal requirements and are located on the HAMPO/Planning Commission’s website as well as by request. In addition, the MPO works collaboratively with the community through ADA education and outreach as well as local stakeholders.

Recommendations:

HAMPO staff is recommended to continue adhering to the federal requirements pertaining to discrimination in employment practices, employment opportunities and services. In addition, the MPO should be diligent in seeking available training opportunities to ensure its continued compliance as well as stay abreast of any federal changes; one example of a source is the National Highway Institute’s training opportunities regularly updated at www.nhi.fhwa.dot.gov.

Conclusion and Summary of Findings

Based on this in-depth analysis and the findings of this review, HAMPO is in compliance with federal certification requirements.

Notable Strengths

- The HAMPO staff continues to adhere to the duties and responsibilities outlined in the MOU, with a robust MPO committee membership and collaboration with neighboring stakeholders such as the Coastal Region MPO and the Fort Stewart military base, located in the HAMPO study area.
- HAMPO also provides convenient education opportunities to its committee membership during MPO meetings, such as Title VI and ADA information sessions during regularly scheduled meetings.
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- The MTP horizon year exceeds federal requirements and was adopted ahead of its October 2015 deadline. In addition, HAMPO is commended for providing a longer public review period to ensure opportunity for all inquiries to be made and answered.
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Recommendations

- *Monitor changes in membership and committee structure:* HAMPO staff should continue the exemplary practices involving its execution of duties outlined in the MOU as well as continue to monitor any future Census updates that may impact membership and committee structures.
- *FAST Act Revisions:* The MPO should ensure all planning documents, including the UPWP, are inclusive of appropriate language resulting from the newly enacted FAST Act.
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- *MTP Amendments:* HAMPO should ensure to complete the scheduled coordinating MTP amendments (from the November 2015 TIP amendments), anticipated by late March 2016. In the future, the MPO should strive to ensure TIP and MTP amendments are completed simultaneously.
- *5-Year Cycle of Updates:* HAMPO is encouraged to monitor its 5-year cycle of updates for all planning documents, including the PP, to ensure the effectiveness of its procedures.
- *Continue adherence to federal requirements pertaining to discrimination:* HAMPO staff is recommended to continue adhering to the federal requirements pertaining to discrimination in employment practices, employment opportunities and services.
- *Continue to seek training opportunities:* HAMPO is encouraged to continue seeking available training opportunities to ensure its continued federal compliance as well as stay abreast of any federal changes; one example of a source is the National Highway Institute's training opportunities regularly updated at www.nhi.fhwa.dot.gov.

Certification

HAMPO and associated planning partners continue to make considerable advances in the planning process. In consideration of current and proposed planning activities, **the metropolitan planning process is certified for the next four years.**

Appendix A: Certification Review Agenda

Hinesville Area Metropolitan Planning Organization (HAMPO) MPO Certification Meeting

Liberty Consolidated Planning Commission
100 Main Street, Suite 7520 Hinesville, GA 31313

March 10, 2016 @ 12:30pm

AGENDA

TIME	ITEM	LEAD
12:30pm	INTRODUCTIONS	MPO, GDOT, FHWA
	PURPOSE OF THE MEETING AND REVIEW OF SCHEDULE	GDOT, FHWA
12:45pm	CERTIFICATION TOPICS & QUESTIONS	
	Metropolitan Planning Program	MPO, GDOT
	Unified Planning Work Program (UPWP)	MPO, GDOT
	Long Range Transportation Plan (LRTP)	MPO, GDOT
	Metropolitan Transportation Plan (MTP)	MPO, GDOT
1:30pm	BREAK (10 minutes)	
	Participation Plan	MPO, GDOT
	List of Obligated Projects	MPO, GDOT
	Requirements for Disadvantaged Business Enterprises (DBE)	MPO, GDOT
	Prohibiting Discrimination...	MPO, GDOT
	❖ Federal Funded Services <i>Title VI of the Civil Rights Act of 1964</i>	MPO, GDOT
	❖ Employment of Business Opportunities	MPO, GDOT
	❖ Equal Employment (EEO)	MPO, GDOT
	❖ Americans with Disabilities Act of 1990	MPO, GDOT
	❖ The Older Americans Act	MPO, GDOT
	❖ Gender-based Discrimination	MPO, GDOT
	❖ Rehabilitation Act of 1973	MPO, GDOT
2:30pm	FINAL OVERVIEW OF PROCEEDINGS	MPO, GDOT, FHWA
ADJOURN		