



Certification Review Report

Hinesville Area Metropolitan Planning Organization (HAMPO)

Prepared by
Georgia Department of Transportation
Office of Planning

In partnership with
United States Department of Transportation
Federal Highway Administration
Georgia Division



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List of Acronyms

3-C	Comprehensive, Coordinated, and Continuing transportation planning process
ADA	Americans with Disabilities Act
CAC	Citizens Advisory Committee
CFR	Code of Federal Regulations
CORE-MPO	Coastal Region Metropolitan Planning Organization
COVID-19	Coronavirus Disease 2019
DBE	Disadvantaged Business Enterprise(s)
EEO	Equal Employment Opportunity
EJ	Environmental Justice
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GAMPO	Georgia Association of Metropolitan Planning Organizations
GDOT	Georgia Department of Transportation
HAMPO	Hinesville Metropolitan Planning Organization
LCPC	Liberty Consolidated Planning Commission
LRTP	Long Range Transportation Plan
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
PC	Policy Committee
PP	Participation Plan
STIP	State Transportation Improvement Program
TCC/TAC	Technical Coordinating Committee/ Technical Advisory Committee
TIP	Transportation Improvement Program
TMA	Transportation Management Area
UPWP	Unified Planning Work Program
USC	United States Code
UZA	Urbanized Area



Background and Introduction

In accordance with the federal requirements stated in 23 CFR 450.336, "...all Metropolitan Planning Areas (MPA's) 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". This process also allows an opportunity for the staff of local, state and federal planning partners to point out HAMPO staff strengths, identify any necessary improvements, and provide feedback and suggestions on best-practices for continuous improvement.

The Hinesville Metropolitan Planning Organization's (HAMPO)'s formal 2021 Certification Review was conducted via a virtual meeting due to COVID-19. The meeting was attended by HAMPO staff, representatives from the GDOT Office of Planning, and the FHWA - Georgia Division on September 29, 2021. A copy of the September 29th Certification Meeting agenda is included in Appendix A.

In preparation for that meeting, the HAMPO staff were provided with a list of questions pertaining to various focus topics for discussion during the formal Certification Review meeting. HAMPO staff provided a written initial response of each question to GDOT and FHWA for review prior to the formal certification meeting, such that detailed questions and elaboration discussions could occur on September 29th.

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 underwent an update to the metropolitan planning area (MPA) boundary and subsequently completed an update to the Memorandum of Understanding (MOU) which outlines the functions and responsibilities of the MPO staff and Committees. This updated MOU was approved by the Policy Committee on December 9th and signed by the Governor on December 18, 2015. FHWA received a copy of the fully executed MOU in December 2015.

The MOU outlines the responsibilities for the cities of Hinesville, Allenhurst, Flemington, Gum Branch, Midway, Riceboro, and Walthourville; Liberty and Long Counties; Fort Stewart military base; and Georgia Department of Transportation in cooperation with the Federal Highway Administration. The MOU charges HAMPO with the responsibility 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, Committee Bylaws, and Performance Based Planning.

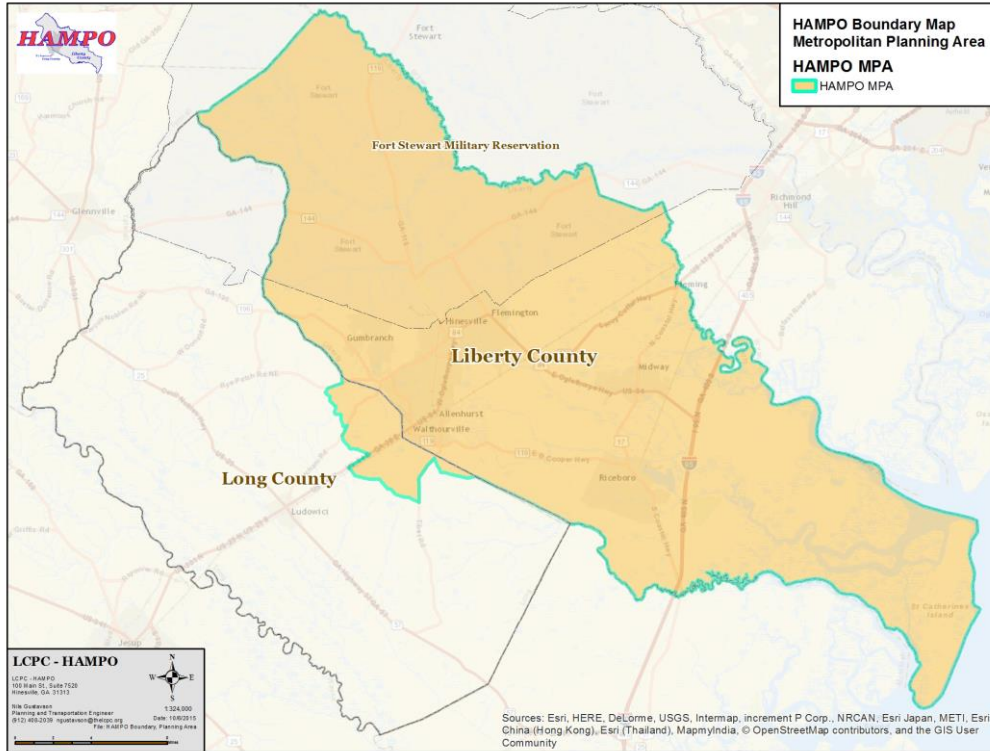


Figure 1: HAMPO MPA Boundaries

In accordance with the Fixing America's Surface Transportation Act (FAST Act), state Departments of Transportation and Metropolitan Planning Organizations must use a transportation performance management approach in carrying out their federally required transportation planning and programming activities. The HAMPO has implemented a performance-based approach to transportation decision making through the adoption of Performance Measures (PM) for project planning and post project performance including: PM 1-Safety, PM II – State of Good Repair, PM III – Congestion, and PM It – Transit Assets. The 2045 MTP also incorporated a performance-based planning approach consistent with the recommended FHWA Performance Based Planning Process. This process was carried forward in the development of the FY 2021 – 2024 TIP and all subsequent organization documents including the UPWP and updates to the PP and Bylaws. HAMPO Staff have also established a performance management website located at <https://thelcpc.org/performance-management/>



II. Unified Planning Work Program (UPWP)

In accordance with federal requirements for Title 23 CFR Part 450.308, the HAMPO staff establishes its annual UPWP that identifies the upcoming fiscal year's transportation planning priorities and activities proposed to be funded through funding allocations from GDOT and include Planning ("PL") funds and Transit ("5303") funds, and how these activities support the federally-required planning factors and the 3-C process (Comprehensive, Coordinated, and Continuing) that must be addressed in HAMPO's transportation planning processes. The activities identified in the UPWP are developed through a collaborative, robust and inclusive process with the MPO committees and stakeholders and includes an opportunity for community review and input, prior to formal adoption by the Policy Committee. At the beginning of each fiscal year, HAMPO staff provides the CAC, TCC and PC with an overview of accomplishments from the previous fiscal year work program, discusses the approved activities for the current fiscal year, and provides the committees with ample opportunity to provide input for the next fiscal year work program. Staff then utilizes this information to develop a draft work program that is presented to GDOT and FHWA for review and comment, then presented to the MPO committees to endorse for a 30-day public comment period to help promote an inclusive and transparent process.

While the MPO has consistently adopted their annual UPWP prior to the start of each fiscal year, HAMPO did experience attrition of all supporting staff members in FY 2020 and was not successful in efforts to replace these employees. MPO staff proactively communicated and received concurrence from GDOT and FHWA and moved quickly to solicit and award a staff augmentation contract in December 2019 and were able to adopt the 2021 FY 2021 UPWP on schedule and meeting all federal and state requirements. During this update process a UPWP schedule was developed to demonstrate the HAMPO UPWP milestone dates ensuring submittal two months prior to the fiscal year end. This UPWP development schedule is shown in Figure 2.





	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
INITIATE PLAN DEVELOPMENT	■											
SEEK MPO COMMITTEE FEEDBACK ON ANNUAL GOALS AND AREAS OF EMPHASIS	■	■										
STAFF DEVELOPS DRAFT REPORT INCORPORATING COMMITTEE FEEDBACK			■	■								
MPO REVIEWS DRAFT AND RELEASES FOR AGENCY REVIEW AND PUBLIC COMMENT					■	■						
30 DAY COMMENT PERIOD							■					
STAFF REVIEWS COMMENTS AND MODIFIES UPWP								■				
FINAL UPWP REVIEWED BY CAC/TCC AND RECOMMENDED TO HAMPO PC								■	■			
UPWP ADOPTED BY HAMPO PC AND AUTHORIZING RESOLUTION SIGNED										■		
FINAL DOCUMENT TRANSMITTED TO GDOT AND FHWA FOR CONCURENCE											■	■

Note: Schedule represents the typical HAMPO process and is subject to modification

Figure 2. HAMPO UPWP Development Schedule¹

Status reports are submitted concurrently with reimbursement requests to GDOT and forwarded to FHWA and FTA. HAMPO operates under the umbrellas of the Liberty Consolidated Planning Commission (LCPC) which operates on a November 1st – October 31st fiscal year cycle. As a result of this fiscal year alignment, HAMPO issues a “quadrimester” invoice for activities through July 1 – October 31st and a separate invoice for activities November 1st – December 31st. This results in a total of 4 financial billing cycles for each fiscal year that are submitted to GDOT during the 4 quarterly reporting cycles on the State Fiscal Year cycle. This meets the requirement of quarterly status report submittals.

HAMPO also has a very detailed and extensive process for reviewing its UPWP budget and areas of emphasis to evaluate its Work program and performance. HAMPO Staff extension holds weekly staff meetings discussing progress on UPWP activities and keeps detailed backlog records showing the percent complete on UPWP deliverables. Weekly verbal reports are provided to MPO’s Executive Director and monthly written reports are supplied via email. Quarterly reports are detailed by UPWP task and utilized in the annual report to show UPWP deliverables and financial documentation. At the

¹ HAMPO FY 2022 UPWP, Page 11





end of each fiscal year, a summary of activities is provided to the MPO committees and staff meets with the Executive Director to review areas of emphasis for the current year and how the MPO's budget performed in prior fiscal year (i.e. what tasks were fully expended early in the FY and what tasks had remaining budget at the end of the FY). These insights are also incorporated into the draft UPWP for the upcoming fiscal year.

III. Metropolitan Transportation Plan (MTP) / Long Range Transportation Plan (LRTP)

In accordance with federal requirements for Title 23 CFR Part 450.324, an MPO must establish a multimodal MTP, with a minimum 20-year horizon that is updated at least every four years. The current HAMPO MTP was adopted in September 2020 with a horizon year of 2045; it identified, analyzed, and recommended a fiscally-constrained and prioritized listing of short- and long-range strategies and investments that will support a safer and more efficient intermodal transportation system in the MPA boundary.

The HAMPO 2045 MTP was developed with input from representatives from all major modes of transportation that are prevalent in the MPA, including airports, transit agencies, local freight industry representatives, military installation planners, and multimodal advocates. Coordination with these various providers was achieved through a multifaceted approach that included regular updates and requests for input at HAMPO meetings (transportation providers are active members), Technical Subcommittee representation for detailed analysis and evaluation, and stakeholder interviews and coordination with requests for data, adopted plans and prioritized project lists, and feedback on transportation limitations or issues. These transportation representatives also received the draft plan for review and comment.

The HAMPO 2045 MTP is a performance-based transportation plan that includes both long- and short-range strategies and projects supporting the development of an intermodal transportation system. The goals and objectives established during the planning process were constructed following the SMART principles and designed to support the Federal and State transportation goals. These SMART goals set the framework for analyzing short- and near-term transportation deficiencies and opportunities and identifying achievable and actionable strategies. Projects identified during the planning process are separated into short, mid-, and long-range bands and were programmed based on logical progression of Preliminary Engineering, Right-of-Way, Construction/Utility implementation timelines.

The HAMPO 2045 MTP is also financially constrained with a total of 77 projects identified, with 41 of these projects included in the financially constrained plan. MTP revenues include state and federal funding projections provided by GDOT Planning totaling \$220,682,335 and HAMPO supplemented future funding projections with a





historical local match value of 20% and projected revenues from the 2020 TSPLOST referendum that successfully passed on June 9th. For the MTP 20-year horizon of 2020-2045, revenues from all sources combined totaled \$239,353,857.

IV. Transportation Improvement Program (TIP)

In accordance with federal requirements for Title 23 CFR Part 450.326, at least every four years an MPO staff must develop an updated Transportation Improvement Program (TIP) for Policy Committee adoption that includes a listing of all capital and operational federally-funded transportation projects over 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.

HAMPO adopted the 2021 – 2024 TIP following a schedule compatible with GDOT's STIP development process. HAMPO maintained the 2018 – 2021 TIP through amendments and administrative modifications until the STIP was adopted, thereby incorporating the 2021 – 2024 HAMPO TIP. HAMPO adopted the FY 2021 – 2024 TIP following a schedule that was compatible with the STIP development process. Staff participated in a Pre-TIP meeting with GDOT Planning, where they were supplied with project and financial information and key reports pertinent to the TIP update. HAMPO Staff then incorporated this information into the draft TIP and provided copies of the draft to oversight agencies for a 30-day review prior to HAMPO committees releasing the draft for publication for the 30-day comment period. Amendments or Administrative Modifications to the TIP are processed in accordance to the PP and TIP. Amendments are processed using a 30-day public comment period, and include agency consultation, an agenda action item for the three committees (CAC, TCC and PC), web page updates, and final notice of amendment to the state and federal partners (FTA, FHWA, and GDOT). Administrative modifications are posted on the MPO's website and shared with the HAMPO Committees as status updates.

V. Participation Plan

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

The HAMPO MPO's Participation Plan was most recently updated on August 23, 2017 and included a 45-day public comment period that ran from April 5, 2017 – May 22, 2017. The HAMPO PP details the process followed soliciting for public feedback on the MPO





maintained planning products and organizational documents, which includes a standing item on all committee agendas to discuss any transportation related complaints, concerns, discussion, and status updates/follow up. HAMPO planning products, including the TIP and the MTP/LRTP also include a comment log that documents comments received and how the comments were addressed. HAMPO staff regularly evaluates the Participation Plan and public involvement policies to identify issues and opportunities as they relate to changes in federal and state legislation and policy, as well as changes in the community. Most recently, HAMPO worked with its state and federal partners to include language in the PP for virtual meetings and public engagement during the Covid-19 Pandemic.

VI. List of Obligated Projects

In accordance with the federal requirements of Title 23 CFR Part 450.334, MPOs are required to produce an annual listing for all obligated transportation projects that utilized federal funds. HAMPO staff has correctly included this list in the current (FY 2021 – FY 2024) TIP.

VII. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21

All MPOs must be in compliance with federal requirements of Title VI of the Civil Rights Act of 1964 (42 USC 2000d): “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 has a current Title VI Program and Environmental Justice Analysis, adopted in February 2017 that includes goals, policies, approaches and measurements to address Title VI and related requirements. This document can be found on the HAMPO website at <https://thelcpc.org/wp-content/uploads/2017/02/Title-VI-Non-Discrimination-Plan-approved-2017-02-09.pdf>

The MPO’s public involvement process is also consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance execution by the State. HAMPO staff has attended training and has updated its policies with lessons learned with the Title VI and EJ Analysis updated from 120 to 180 days for filing a Title VI complaint. Title VI complaints will be handled. The complaint procedure is in Title VI and EJ Analysis appendix in both English and Spanish and is posted on the HAMPO web site at https://thelcpc.org/hampo_plans_and_documents/. Staff also recently attended the GDOT sponsored Title VI webinar in May 2021 to receive updated information pertaining





to intermodal Title VI policies and procedures including updates to complaint forms, processing complaints, and online access to information. In addition, The HAMPO 2045 MTP includes an updated demographic profile in the “Demographics and Environmental Justice” chapter, which includes updated American Community Survey (ACS) demographic statistics and maps that document the geographic distribution of Title VI populations.

VIII. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity

The HAMPO Participation Plan includes language that states that the VLMPO does not discriminate based on race, color, religion, national origin, sex, disability, or age in accordance with 49 U.S.C. 5332. As the host agency of the HAMPO that handles staffing and human relations matters, the LCPC is an equal opportunity employer. The MPO adheres to all requirements prohibiting discrimination against a person under, a project, program, or activity receiving financial assistance under because of race, color, creed, national origin, sex, or age. This information is available on the HAMPO website and is posted in LCPC/HAMPO office. Additionally, LCPC’s personnel procedures are current and specific on prohibiting discrimination by its employees, and its procurement policies include anti-discrimination clauses which are included in published RFP and RFQ documents.

IX. Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in U.S. DOT funded projects

GDOT establishes overall goals for the percentage of work to be performed by disadvantaged business enterprises (DBE) based on the projections of the number and types of federal-aid highway contracts to be awarded and the number and types of DBE’s likely to be available to compete for the contracts. HAMPO supports the GDOT DBE participation goal of 12% and includes DBE participation as a selection criterion on Request for Proposals (RFP) and Request for Qualifications (RFQ) solicitations. The MPO has successfully achieved the targeted DBE participation in most of its contracts over the last four years.

X. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38

These requirements are listed in the LCPC/HAMPO employee personnel procedures. Page 17 and 18 of the personnel policies defines conduct subject to disciplinary actions including “harassment on the basis of race, color, sex, religion, national origin, citizenship, age, military status, or other characteristics protected by law”. Page 37, Section 20 of the personnel policies discusses the Planning Commission/MPO’s “Non-Harassment Policy”.





XI. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance

HAMPO has identified strategies to meet the needs of older persons in transportation planning and programming by mapping populations of people 65 and older during the 2045 MTP update and incorporating this information into its planning process. The MPO also supported Liberty Transit during the 2016 Transit Development Plan where planning for aging population and persons with mobility limitations was a key user group. This also included in site plan review conducted in coordination with LCPC staff to ensure ADA accessibility in the built environment as it connects to public transportation facilities.

XII. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender

These requirements are detailed in the LCPC/HAMPO employee personnel procedures. Page 17 and 18 of the personnel policies defines conduct subject to disciplinary actions including “harassment on the basis of race, color, sex, religion, national origin, citizenship, age, military status, or other characteristics protected by law”. Additionally, section 20 of the personnel policies sets forth the “Non-Harassment Policy” beginning on page 37. The LCPC/HAMPO personnel policies also state on page 36, Section 18 “Equal Opportunity and Non-Discrimination” paragraph A: “Policy. All applicants for positions and employees of the commission shall be assured fair and equal treatment in all aspects of personnel. “

XIII. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities

MPOs must adhere to Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), which prohibits employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments. The LCPC/HAMPO personnel policies state on page 36, Section 18 “Equal Opportunity and Non-Discrimination” paragraph A: “Policy. All applicants for positions and employees of the commission shall be assured fair and equal treatment in all aspects of personnel. “





Conclusions

Based on this certification review, the Hinesville Metropolitan Planning Organization meets all requirements of 23 CFR 450.336. As it pertains to some specific topics, HAMPO processes and procedures have areas of strength and areas for recommended improvement.

Strengths/Best Practices

- HAMPO staff promotes and strives to effectively and efficiently coordinate with federal, state, and local partners in order to foster collaborative partnerships.
- HAMPO staff develops adoption schedules to successfully execute federally-required planning documents in a timely manner; as well as, provide its partners with significant review period.
- HAMPO has a “Performance Management ” tab listed on its website that makes it easy to find all current information related to transportation performance management.
- HAMPO performed exceptionally well at transitioning to virtual public meetings and public involvement and adjusting to the Covid-19 pandemic.
- The MPO ensures that Fort Stewart is involved in planning process. MPO participation is delegated to the Master Planning Directorate which provides continuity when the Garrison Commander is reassigned approximately every two years. When issues pertinent to Fort Stewart need to be elevated, Master Planning Directorate involve the Garrison Commander. Fort Stewart’s was also involved in the MTP planning process through development of Socioeconomic data and review of projects.
- HAMPO staff have a very detailed and extensive process for reviewing its UPWP budget and areas of emphasis to evaluate its Work program and performance that includes weekly staff meetings by staff extension to discuss progress on UPWP activities, weekly verbal reports and monthly written reports provided to MPO’s Executive Director. MPO committees are provided with a summary of activities and staff meets with the Executive Director meet to review areas of emphasis and how the budget performed the year prior. These insights are incorporated into the draft UPWP for the upcoming fiscal year in concert with areas of emphasis established with feedback from oversight agencies and MPO committees.





- HAMPO takes several steps to ensure equity in its planning process. One notable example is that HAMPO conducts an equity analysis as part of its corridor studies to ensure recommendations don't disproportionately impact vulnerable populations and working to make sure these community members are part of the planning process.

Recommended Areas for Improvement

- HAMPO staff are encouraged to continue seeking available training opportunities to build "in-house" training/knowledge, as well as to ensure its continued federal compliance as well as stay abreast of any federal changes.
- The HAMPO staff should continue to find ways to highlight achievements and noteworthy practices and continue to seek training opportunities to advance in-house staff capabilities.
- Consider implementing a UPWP 5-year projection (vs a 1 year) based on activities that will be carried forward, major planning documents that will be multiyear, etc.
- The PP lists a 30-calendar day public comment and review period prior to any formal amendments or updates to the TIP. The MPO consider the possibility of reducing the public comment period for TIP amendments to 15-calendar days.





Appendix A. Certification Meeting Agenda

Hinesville Area Metropolitan Planning Organization (HAMPO) MPO Certification Meeting

Virtual - MS Teams Meeting

September 29, 2021 @ 1:00 P.M.

AGENDA

TIME	ITEM	LEAD
1:00pm	INTRODUCTIONS	MPO, GDOT, FHWA
	PURPOSE OF THE MEETING AND REVIEW OF SCHEDULE	GDOT, FHWA
1:15pm	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
2:30pm	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
3:30pm	FINAL OVERVIEW OF PROCEEDINGS	MPO, GDOT, FHWA
ADJOURN		





Appendix B. Certification Meeting Minutes

GDOT Self Certification “On Site” Meeting

09/29/2021

- Ann-Marie Day – Federal Highway Administration
- Radney Simpson - GDOT
- Ned Green, GDOT
- Tom Caiafa, GDOT
- Jeff Ricketson, HAMPO
- Rachel Hatcher – HAMPO staff extension
- Justin Dammons – HAMPO staff extension

Ned led introductions, presented an agenda and stated that we had reserved 3 hours for the review.

23 U.S.C. 134, 49 U.S.C. 5305, and this subpart

1. NA

2. Ann-Marie asked if the Garrison Commander at Fort Stewart actually participating in the planning process? Jeff responded stating that the MPO participation is delegated to the Master Planning Directorate (Kyle and his staff) which provides continuity when the GC is reassigned approx.. every two years. When issues pertinent to Fort Stewart need to be elevated, Kyle and his team involve the GC. Rachel followed this response with a description of Fort Stewart’s involvement in the MTP planning process including development of SE data and review of projects. Ann-Marie followed up with some information about national planning efforts and priorities for MPOs with military bases.

- Power Projection Platform study draft is out and military installations are important on a national level.
- MPOs need to make sure projects are identified in the TIP for movement of goods and equipment related to military activities.

3. No comments

4. Ned asked if it was HAMPO or BATS that we discussed the need to update our MOU. Ann-Marie confirmed that it was BATS and restated that we are on track with our efforts to update our MPO once our US Census data is released (as stated in our FY 2022 UPWP).

5. No comments

6. No comments

7. GDOT likes the Performance Measures Tab on the website and recognized that many MPOs don’t have this feature making it more difficult to find reporting information. Ann-Marie stated that GDOT would typically be at GAMPO to present updated Safety Targets but that wasn’t done in Monday’s meeting. She asked if HAMPO has received the updated targets due in February 2022. Rachel responded that we typically receive this data in October/November timeframe, so we are standing by to receive that data in the coming months and will take action in the Nov. – Dec. meeting cycles to adopt the new targets and incorporate them into our documents. Have we received them.

UPWP (23 CFR Part 450.308)

- a. Ann-Marie: The division has moved away from looking at the UPWP as a budget document. How are you all evaluating your work program and your performance?

Rachel described our review process that works very effectively in the consultant and client environment of assignments and deliverables. Staff extension holds weekly staff meetings discussing our progress on UPWP activities and keeps detailed backlog records showing % complete on UPWP deliverables. Weekly verbal reports are provided to Jeff and monthly written reports are supplied via email. Quarterly reports are detailed by UPWP task and utilized in the annual report to show UPWP deliverables and financial documentation. At the close out of every fiscal year, a summary of activities is provided to the MPO committees and staff meets with Jeff to review areas of emphasis for the current year and how our budget performed in the year prior (i.e. what tasks were fully expended early in the FY and what tasks had remaining budget at the end of the FY). These insights are incorporated into the draft UPWP for the





upcoming fiscal year in concert with areas of emphasis established with feedback from oversight agencies and MPO committees. The UPWP process is truly our guiding document for daily, weekly, and monthly activities.

Ann-Marie: You all need to capture your process and give yourself credit for what you are doing. This is outside the regulations. You are looking back at your budget and areas of emphasis and this should be a best practice.

- b. No comments
- c. No comments
- d. No comments
- e. No comments

General UPWP Recommendations:

Ann-Marie – Consider doing a projection (vs a 1 year) based on activities that will be carried forward, major planning documents that will be multiyear, etc. Internally and with committees you can see what is coming up on a 5 year cycle. Please reference CORE's UPWP as an example.

Rachel – We are currently finalizing our draft FY 2023 UPWP using the CORE MPO as a temple. We took the recommendation provided at the start of the fiscal year and have incorporated that into our process. We look forward to receiving feedback to move our UPWP forward.

LRTP/MTP (23 CFR Part 450.324)

- a. No comments
- b. No comments
- c. No comments
- d. No comments
- e. No comments
- f. No comments
- g. No comments
- h. No comments
- i. No comments
- j. NA

TIP 23 CFR Part 450.326)

- a. No comments
- b. No comments
- c. No comments
- d. No comments
- e. No comments
- f. No comments
- g. GDOT requested that we reduce the public comment period for TIP amendments from 30 days to 15 days to help facilitate quicker response times. Jeff responded that HAMPO Policy Committee members would need to be consulted, but that staff felt favorable to the change, as long as it meets Federal regulations.
- h. NA

Participation Plan (23 CFR Part 450.316)

- a. No comments
- b. No comments
- c. No comments
- d. No comments
- e. No comments
- f. No comments
- g. No comments
- h. Ned stated that he felt that HAMPO did a really great job transitioning to virtual public meetings and adjusting to the pandemic. He stated that this was not the case for all MPOs.
- i.

List of Obligated Projects (23 CFR Part 450.334)

- a. No comments
- b. No comments





Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21

- a. No comment
- b. No comment
- c. No comment
- d. No comment
- e. No comment
- f. No comment

49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment of business opportunity

- a. No comment

Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in U.S. DOT funded projects

- a. No comment

The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38

- a. No comment

The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance

- a. No comment

Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender

- a. No comment
- b. No comment

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

- a. No comment

Ann-Marie Follow-up Questions and Comments

1. Commended HAMPO as a whole (board/policy committee) because they truly represent the community very well.
2. The current administration is focused on Equity in the planning process. What are some of the things the MPO staff is doing to ensure equity?
 - a. Encouraging representation on the CAC that is a good representation of the community.
 - b. Providing opportunities to all members of the community to participate in the planning process, and looking for opportunities to meet them where they are vs requiring that they come to us.
 - c. Identifying groups of disadvantaged and traditionally underrepresented populations and looking to the 2020 census data to help us understand what those needs are and where they are located so we can craft equitable engagement strategies to meet those needs.
 - d. Working with local transit agency staff and administrators to ensure the most vulnerable populations are considered during our multimodal planning efforts.
 - e. Requiring an equity analysis as part of our corridor studies to ensure recommendations don't disproportionately impact vulnerable populations and working to make sure these community members are part of the planning process.
3. Ann-Marie – Some of these awesome things HAMPO is doing is hard to capture in the standard reports. Staff should look for ways to make these activities more visible so everyone can see what the areas where we are going above and beyond in our performance.

GDOT Follow-up Questions and Comments

1. Radney – HAMPO sets an example for the other MPOs and serves as a model for best practices.
2. Tom Caiafa – You have done a pretty nice job and are one of our go-to's for the State.
3. Ann-Marie – You are doing great, especially for an agency your size. "Jeff and I went through a lot before contracting for consultant staff support and there has been strong continuity and





significant improvement over the last three years.

Final Statements

1. Ann-Marie – How can FHWA help?
 - a. Jeff – virtual training would be helpful for our staff. RS&H has the experience they need, but the LCPC/HAMPO staff would benefit from fundamental transportation planning training.
 - b. Rachel - More information and participation in the Federal Lands PPP report and process so that we can be responsive to the comment received regarding implementation of defense related projects into our TIP.
 - i. Ann-Marie stated that the draft PPP report for Fort Stewart was out and includes a significant amount of information pertaining to roadway and bridge conditions for the roadway network supporting the movement of heavy equipment. The commitment was made to see how HAMPO could get more information including a copy of the draft report.
2. GDOT will prepare a report documenting the information discussed in the “on-site” review and will provide a copy to Jeff for the Chairman’s signature. Ned will send an updated version with Matt Markham’s signature block.

End

