FY 2023

Unified Planning Work Program

Hinesville Area Metropolitan Planning Organization
Liberty Consolidated Planning Commission
Adopted: February 10, 2022
Amendment #1: May 26, 2022

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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Visit our website for the most up-to-date information and downloadable documents at www.thelcpc.org.

Hinesville Area Metropolitan Planning Organization (HAMPO) is committed to assuring full compliance with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. These laws include but are not limited to Title VI of the Civil Rights Act of 1964 ("Title VI"), the Civil Rights Restoration Act of 1987 (P.L. 100.259), Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 19 75, as amended.

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

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UPWP Review Log

Amendment(s)

Amendment #1: This amendment introduces a new UPWP task line item, 4.14 Complete Streets Program, into the UPWP. The budget table has been updated accordingly. The task description for this line item is on page 52.

Approved:

Jeff Ricketson, Executive Director

5/31/2022
Date

Administrative Modification(s)

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
Core MPO	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 Highway 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
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	Travel 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 Miles Traveled

Resolution (PL)

RESOLUTION OF THE
HINESVILLE AREA METRPOLITAN PLANNING ORGANIZATION
APPROVING THE
FY 2023 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 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 2023 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 2023 Unified Planning Work Program; and

NOW, THEREFORE BE IT RESOLVED that the Policy Committee of the Hinesville Area Metropolitan Planning Organization approves its FY 2023 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 2023 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 February 10, 2022.

Liberty County BOC Chairman Donald Lovette — 2/24/2022
Policy Committee Chair — date

ATTEST:

Jeff Ricketson, AICP; LCPC Executive Director — 2/24/2022
date

RESOLUTION OF THE
HINESVILLE AREA METRPOLITAN PLANNING ORGANIZATION
APPROVING AN AMENDMENT
FY 2023 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 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 2023 Unified Planning Work Program was developed through a continuous, comprehensive, and cooperative planning process in coordination with state and local officials; and

WHEREAS, the FY 2023 Unified Planning Work Program is consistent with all plans, goals, and objectives of HAMPO and was adopted by the HAMPO Policy Committee on February 10, 2022; and

WHEREAS, the locally developed and adopted process for public participation has been followed in the development of the FY 2023 UPWP Amendment; and

WHEREAS, the Technical Coordinating Committee at its May 12, 2022 meeting recommended that HAMPO support the new Complete Streets Program line item approved by the Georgia Department of Transportation; and

NOW, THEREFORE BE IT RESOLVED that the HAMPO Policy Committee approves the amended FY 2023 Unified Planning Work Program.

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 2023 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 May 26, 2022.

Liberty County BOC Chairman Donald Lovette — June 8, 2022
Policy Committee Chair — Date

ATTEST:

Jeff Ricketson, AICP; LCPC Executive Director — 6/8/2022
Date

Resolution (Transit Only)

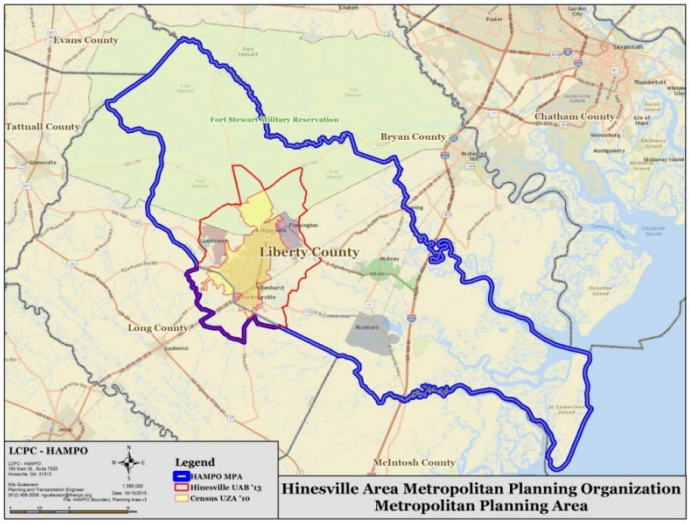
(Space Holder for Transit Resolution)

INTRODUCTION

Due to the 2000 Census, the Hinesville Area Metropolitan Planning Organization (HAMPO) was established in 2003 as a federally designated transportation planning agency to address transportation planning within the urbanized portions of Liberty and Long Counties. According to federal law, the transportation planning process must be carried out by Metropolitan Planning Organizations (MPOs) for designated urbanized areas that exceed a population of 50,000, as well as the area expected to become urbanized within the next 20 years.

HAMPO is staffed by the Liberty Consolidated Planning Commission (LCPC) and operates under the leadership of a Policy Committee comprised of elected officials and other decision makers from each participating jurisdiction, the Georgia Department of Transportation, and other state and federal agencies. A Technical Coordinating Committee and Citizens Advisory Committee provide valuable input to the Policy Committee on transportation issues. HAMPO is comprised of members representing Fort Stewart, Liberty County, Long County, and the municipalities of Hinesville, Allenhurst, Flemington, Gum Branch, Midway, Riceboro and Walthourville.

In 2005, the Memorandum of Understanding[1] (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, with a total MPA population of roughly 70,000. In 2013, the Urbanized Area Boundary (UAB) was approved and in 2015, the MPA was updated to reflect the 2010 UZA and the 2013 UAB. The updated MPA was approved by the Governor on December 09, 2015 and is shown in the adjacent figure. The 2020 US Census released County and Tract level population data in 2021 with revised Urbanized Areas and Urban Area Boundaries data anticipated summer 2022.

A. UPWP DEVELOPMENT AND PARTICIPATION PROCESS

The FY 2023 Unified Planning Work Program (UPWP) for the Hinesville Area Metropolitan Planning Organization (HAMPO) is a yearly statement of work that lists and explains the transportation planning activities to be performed from July 1, 2022 to June 30, 2023.

[1] HAMPO MOU is included in the appendix of this report

All Metropolitan Planning Organizations (MPOs) are required to maintain a continuing, cooperative and comprehensive transportation planning process. 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.

The UPWP functions as a planning document that lists the transportation planning activities for the coming year, reports on previous work, provides fiscal information, assigns responsibilities, and provides guidance for implementation of adopted goals, objectives and planning priorities of the MPO.

The FY 2023 UPWP is organized into five major elements and then subdivided into specific tasks for each element as shown in the following table, conforming with the approved FHWA and GDOT UPWP format.

1. Program Support and Administration	
1.1	Program Coordination
1.2	Operations and Administration
1.3	Training and Professional Development
1.4	Equipment and Supplies
1.5	Contracts and Grants
1.6	Unified Planning Work Program
2. Public Involvement	
2.1	Community Outreach and 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 Planning	
4.5	Bicycle and Pedestrian Planning
4.6	Model Development and Applications
4.7	GIS Development and Applications
4.10	Freight Planning
4.11	Metropolitan Transportation Plan Development

4.12	Transportation Improvement Program
4.13	Strategic Planning Studies
5. Transit Planning	
5.1	Program Support and Administration
5.2	Long Range Transportation Planning
5.3	Short Range Transportation Planning
5.4	Transportation Improvement Plan
5.5	Strategic Planning Studies

The development of the annual HAMPO UPWP is a continuous, cooperative, and iterative process. HAMPO staff initiates the process at the start of each fiscal year by notifying the PC, TCC, and CAC members of the timeline and the schedule for input and action items. The annual UPWP development schedule typically adheres to the following schedule but is subject to change.

	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

HAMPO continues to promote and encourage public participation in all facets of the MPO planning process. All MPO committee meetings are open to the public, with meeting agendas and materials published in advance. In addition, all planning products are prepared with multiple opportunities for participation throughout the process. This process is governed by the HAMPO Public Participation Plan (PPP) and the HAMPO Memorandum of Understanding (MOU), both which can be found on the HAMPO website at http://thelcpc.org/hampo-organization/.

The timeline for reviewing and adopting the UPWP follows the HAMPO committee process and includes a minimum of four (4) public meetings with opportunity for comment, and response to all comments. These public meetings coincide with the regular HAMPO committee meetings as published in the HAMPO annual calendar of meetings.

Hinesville Area Metropolitan Planning Organization

100 Main Street, Suite 7520 Hinesville, Georgia 31313
Phone: 912-408-2030

Mayor Allen Brown, Policy Committee Chair Jeff Ricketson, AICP, Director

Calendar Year 2022 HAMPO Schedule

Meeting dates, times, and locations are subject to change, changes will be noticed via e-mail and posted on the "thelcpc" web site. All HAMPO meetings have been scheduled to take place at:

Liberty County Historic Courthouse, Room 1100
100 North Main St, Hinesville, GA 31313

Meeting Date	Committee	Location
Thursday, January 13, 2022	Citizens Advisory	Historic Courthouse (5:30 PM)
Thursday, January 13, 2022	Technical Coordinating	Historic Courthouse (9:00 AM)
Thursday, February 10, 2022	Policy	Historic Courthouse (9:00 AM)
Thursday, March 10, 2022	Citizens Advisory	Historic Courthouse (5:30 PM)
Thursday, March 10, 2022	Technical Coordinating	Historic Courthouse (9:00 AM)
Thursday, April 14, 2022	Policy	Historic Courthouse (9:00 AM)
Thursday, May 12, 2022	Citizens Advisory	Historic Courthouse (5:30 PM)
Thursday, May 12, 2022	Technical Coordinating	Historic Courthouse (9:00 AM)
Thursday, June 9, 2022	Policy	Historic Courthouse (9:00 AM)
Thursday, July 14, 2022	Citizens Advisory	Historic Courthouse (5:30 PM)
Thursday, July 14, 2022	Technical Coordinating	Historic Courthouse (9:00 AM)
Thursday, August 11, 2022	Policy	Historic Courthouse (9:00 AM)
Thursday, September 8, 2022	Citizens Advisory	Historic Courthouse (5:30 PM)
Thursday, September 8, 2022	Technical Coordinating	Historic Courthouse (9:00 AM)
Thursday, November 10, 2022	Policy	Historic Courthouse (9:00 AM)
Thursday, November 10, 2022	Citizens Advisory	Historic Courthouse (5:30 PM)
Thursday, November 10, 2022	Technical Coordinating	Historic Courthouse (9:00 AM)
Thursday, December 8, 2022	Policy	Historic Courthouse (9:00 AM)

Committees

HAMPO functions 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 regional transportation issues. Transportation planning activities occur in a coordinated planning environment and achieving this coordination is through the HAMPO Committee structure.

All three committees meet on a regular schedule six times a year. Agenda are distributed seven days in advance and a call for public comment is a standing agenda item at each meeting.

The **Policy Committee** (PC) is made up of the chief elected and appointed officials from all 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 activities 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. Committee members review HAMPO programs and studies and provide 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.

The following tables details the HAMPO PC, TCC, and CAC Committee membership.

HAMPO FY 2023 Policy Committee Membership	
Name	**Representing**
Voting Members	
Allen Brown	Mayor, City of Hinesville
Larry Baker	Mayor, City of Walthourville
Richard Strickland	Mayor, Town of Gum Branch
Robert Parker	Chairman, Long County BOC
Donald Lovette, Chair	Chairman, Liberty County BOC
Gary Gilliard	Commissioner, Liberty County BOC
Lynn Pace	Proxy for Chairman, LCPC
Levern Clancy, Jr	Mayor, City of Midway
Lily Baker	Chair, Liberty County BOE
Melissa Ray	Proxy for Chairman, LCDA
Paul Hawkins, Vice-Chair	Mayor, Flemington
James Willis	Mayor, Town of Allenhurst
Radney Simpson / Tom Caiafa	GDOT Representative
Tom McQueen	GDOT Freight Representative
Vicky Nelson	Councilmember, City of Hinesville
Pearl Axson	Mayor Pro-Tem, City of Riceboro
Ex-Officio Non-Voting Members	
Jeff Ricketson	Executive Director, LCPC
Joey Brown	Liberty County Administrator
Kenneth Howard	Hinesville City Manager
Phil Odom	Chairman, HAMPO Citizens Advisory Committee
Mark Wilkes	CORE MPO
Kyle Wemett	Fort Stewart
Daniel Hinton	FHWA

HAMPO FY 2023 Technical Coordinating Committee Membership	
Name	**Representing**
Voting Members	
Joey Brown, TCC Chair	County Administrator, Liberty County
Kenneth Howard, TCC Vice-Chair	City Manager, City of Hinesville
Kyle Wemett/David DeLoach	Fort Stewart
Katie Proctor	GDOT District 5
Dr. Clemontine Washington	City of Midway
Dr. Franklin D. Perry /Zheadric B.	Superintendent, Liberty County BOE
Robert Parker	Chairman, Long County BOC
Jeff Ricketson	Executive Director, LCPC

Pearl Axson	City of Riceboro
James Willis	Town of Allenhurst
Mayor Strickland	City of Gum Branch
Mayor Baker	City of Walthourville
Nedric D Green	GDOT Planning
Paul Hawkins / David Edwards	City of Flemington
Paul Simonton	City Engineer, City of Hinesville
Ben Morrow	ESG (Hinesville PW)
Ron Tolley	Executive Director, LCDA
David Thompson	GDOT Central Office – Transit
Trent Long	County Engineer, Liberty County
Ex-Officio Non-Voting Members	
Allen Burns	Director of Planning, CRC
Olivia Lewis	Federal Highway Administration (FHWA)
Trang Mai	GDOT Office of Planning
Karen Randolph	General Manager, Liberty Transit
Don Masisak	Transportation Director, Coastal Regional Commission
John Lyles	Operations Manager, Liberty County Board of Education
Cole Mullis	Regional Planner, Coastal Regional Commission

HAMPO FY 2023 Citizens Advisory Committee Membership	
Name	**Representing**
Voting Members	
Phil Odom, CAC Chair	Gum Branch
Marcello Page, CAC Vice Chair	Hinesville
Cassidy Collins	Hinesville
Bob Dodd	Walthourville
Elaine Moore	Hinesville
Tim Byler	Flemington
Curles Butler	Hinesville
Troy Cook	Liberty County
Pearlie Axson	Riceboro
Ernest Brown	Liberty County
Jimmy Shanken	Long County
Ron Collins	AASU
Terry Fortson	Midway
Joe Kelly	Liberty County
Vacant	Fort Stewart
Vacant	Allenhurst
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
Kelly Wiggins, Executive Assistant
Rachel Hatcher, Senior Planner (Contract Employee)
Vishanya Forbes, Planner (Contract Employee)
Justin Dammons, Planner (Contract Employee)
Ian Newman, Planner (Contract Employee)
Brian Powers, Planner (Contract Employee)
Beverly Davis, Senior Planning Group Leader (Contract Employee)
Steve Cote, Senior Planning Leader (Contract Employee)

Other LCPC staff to support HAMPO: Gabrielle Hartage, Curles Butler, Mardee Sanchez, and Nirav Gandhi

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

UPWP Amendments

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 if the overall budget does not increase or decrease by more than 10%. Documentation of an administrative modification is a descriptive letter sent to GDOT, FHWA, FTA and the Policy Committee membership and incorporation into the UPWP document.

An amendment requires approval by the MPO Policy Committee for changes to the work scope and/or changes that increases or decreases the overall budget amount by more than 10%. Amendments are presented by resolution to the Policy Committee and require an affirmative vote by a majority of members present to become effective. Documentation of an amendment is a descriptive letter sent to GDOT, FHWA, and FTA and incorporation into the UPWP document.

MPO Past Accomplishments

Throughout fiscal year 2021 the Hinesville Area Metropolitan Planning Organization (HAMPO) worked collaboratively with all committees, staff, and oversight agencies to successfully execute the following tasks:

- Completed update of the Transportation Improvement Program (TIP), a detailed capital program of funded highway, transit, and multimodal projects for the MPO planning area. The FY 2021 – 2024 TIP was approved by the HAMPO Policy Committee on April 8, 2021 and incorporated into the Georgia Statewide Transportation Improvement Program (STIP) later that fiscal year.

- Successful update of 2045 Metropolitan Transportation Plan (MTP), a federally mandated transportation planning document with a 25-year planning horizon. The update included implementation of the 2018 HAMPO Regional Freight Plan. The 2045 MTP was adopted by the HAMPO Policy Committee on September 10, 2020.
- Successful application for GAMPO Special PL Funding for the E.G. Miles Pkwy Corridor Study, a corridor identified in the 2045 MTP as a high crash corridor, as well as an area targeted for substantial land development.
- Updated the HAMPO Public Participation Plan (PPP) and Committee Bylaws to include guidance for operating during a State of Emergency or Public Health Emergency, and to update virtual public participation policies and practices at the request of oversight agencies.
- Supported local, state, and federal efforts to enhance Multimodal Accessibility and Safety - One of the key goals and objectives identified during the development of the 2045 MTP planning process was the need for enhanced non-motorized transportation facilities within the HAMPO region. Key initiatives completed during the 2021 fiscal year include:
    - Advancement of controlled access medians and safety enhancements on US 84 / SR 38 in Hinesville, funded through GDOT Lump Sum Safety program with a PI number assignment and initiation of scoping phase.
    - Project level planning for Transportation Special Purpose Local Option Sales Tax (TSPLOST) referendum with considerable emphasis on bicycle and pedestrian infrastructure.
    - Ongoing efforts to identify and prioritize 49 U.S.C. 5307 and SPLOST funded sidewalk and bus stop safety infrastructure projects for Liberty Transit, with 9 new projects programmed for construction.

In fiscal year 2022, HAMPO coordinated with oversight agencies, various committees, consultant teams, and local governing officials to:

- Support Liberty Transit in the development of their Transit Development Plan (TDP), a planning document that addresses regional transit needs and provides a blueprint for transit growth in the future.
- Began work on the HAMPO Bicycle & Pedestrian Plan, by identifying opportunities and infrastructure investments to enhance bike and pedestrian travel within the HAMPO region.
- Maintain a coordinated, comprehensive and continuous multimodal planning process by participating in GAMPO, CRC, Core MPO and other state and national organizations meetings focused on legislative actions impacting transportation planning and funding.
- Update land use data for GIS.
- Adopt annual performance targets and incorporate into 2045 MTP and 2021 – 2024 TIP through Administrative Modification.
- Successful administration of the LCPC/HAMPO procurement process to select a consulting firm for the EG Miles Parkway Corridor Study funded through the GAMPO Special PL grant program.

B. FY 2023 UPWP Planning Focus Areas

The overall planning program of FY 2023 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.

Planning focus areas for the FY 2023 include tackling the climate crisis, equity, complete streets, public involvement, and freight. FHWA and FTA recommend coordination with Federal Land Management Agencies (FMLAs) on infrastructure and connectivity needs related to connecting Federal lands, U.S. Department of Defense (DOD) on Strategic Highway Network (STRAHNET) corridors, and incorporating data sharing into the transportation planning process. Planning and Environment Linkages (PEL) are recommended to be implemented in the transportation planning and environmental review processes.

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 2023 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 23 and 24 that summarizes this effort.

Planning Priorities for 2023

- Support local, state, and federal efforts to implement recommendations of the 2045 Metropolitan Transportation Plan.
- Review and update Memorandum of Understanding (MOU) as the 2020 Census information becomes available and changes in the MPO boundaries may occur.
- Perform Equity Analysis using updated 2020 Census information to understand and better assist underserved populations.
- Continue to prioritize efforts to support local, state and federal initiatives, and others identified in the 2045 MTP.
- Review and maintenance of MPO's Bylaws, Public Participation Plan, and all other administrative documents for the HAMPO to ensure continued compliance with federal and state legislations.
- Develop and maintain multi-year planning schedule to coordinate updates to major planning documents.
- Performing an annual self-certification review through the continued maintenance of administrative documents and ongoing status and performance reviews associated with UPWP deliverables. This ensures compliance with federal requirements and reinforces HAMPO participating the 3-C (Comprehensive, Continuing, and Coordinated) planning process.

Major Planning Documents

Looking beyond the next fiscal year, HAMPO can anticipate future projects and commitments by developing a schedule of upcoming projects and documents. This allows the MPO to plan for special PL funding, project updates, and where best to utilize staff and consultants as needed. Major planning documents developed through the activities of the work program are listed in the following table.

Product	Update Cycle	Current Adoption/Completion Date
Unified Planning Work Program (UPWP)	Annually	April 2022
Long-Range Transportation Plan (LRTP)	5 Years	September 2020
Transportation Improvement Program (TIP)	1-3 Years	April 2021
Non-Motorized Transportation Plan	As Needed*	2017
Freight Plan	As Needed*	2018
Limited English Proficiency (LEP) Plan	3 Years	February 2021
Public Participation Plan (PPP)	5 Years	February 2021
Title Vi Policy and Procedures	3 Years	February 2021

* There is no specific federally required update cycle for this planning document.

Project Key Workload Activities

In keeping with developing a schedule of activities over a multiyear period, the table below lists project UPWP workload and timeline of the HAMPO MPO. This table lists the tasks and activities that are documented in the UPWP through 2026.

Task/Activities	2021	2022	2023	2024	2025	2026
Annually						
Develop two-year Unified Work Planning Program (UPWP)	x	x	x	x	x	x
Metropolitan Planning Service Contracts	x	x	x	x	x	x
Title VI Data Collection and Reporting	x	x	x	x	x	x
Call for Projects Programming	x	x	x	x	x	x
Update System Performance Targets	x	x	x	x	x	x
Update Transit Safety Targets	x	x	x	x	x	x
Update Committee Membership	x	x	x	x	x	x
Biennial						
Update Pavement and Bridge Safety Targets	x		x		x	
Every Three Years						
Update the Transportation Improvement Program (TIP)	x		x			
Limited English Proficiency (LEP) Plan	x		x			
Title VI Policy and Procedures	x		x			
Every Four Years						
Self Certification Review						x
Every Five Years						
Update Metropolitan Transportation Plan (MTP)				o	x	
Update Freight Plan				o	x	
Update Public Participation Plan (PPP)	x		x			
Update Non-Motorized Transportation Plan			x			
Every Ten Years						
Adjust Urbanized Boundary			x			
Update Bylaws, Membership	x		x			

x indicates anticipated completion of study or task
o indicates anticipated beginning or kickoff of a multi-year task

C. Performance Based 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. 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 is 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 2023 UPWP work tasks incorporate the ten Federal Planning Factors from the FAST Act and the HAMPO goals and objectives as stated in the 2045 MTP. HAMPO will be documenting performance measures to gauge compliance with 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, state, and regional transportation goals as well as the Federal Planning Factors and Measures.

The following goals and objectives are associated with national planning factors and are synthesized from the current HAMPO 2045 MTP.

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.
   2045 MTP Goal: Promote Economic Development and Support Freight Movement
   Objectives:
   - Minimize work trip and congestion delays
   - Enhance Freight Connections
   - Provide Transportation Alternatives

2) Increase the safety of the transportation system for motorized and non-motorized users.
   2045 MTP Goal: Improve Safety and Security
   Objectives:
   - Ensure all transportation systems are structurally and operationally safe and secure
   - Minimize frequency and severity of vehicular crashes
   - Enhance Safe Routes to Schools through multimodal infrastructure improvements
   - Improve safety and accessibility of the non-motorized transportation network

3) Increase the Security of the transportation system for motorized and non-motorized users.
   2045 MTP Goal: Improve Safety and Security
   Objectives:
   - Prepare for coordinated incident responses
   - Ensure all transportation systems are structurally and operationally safe and secure
   - Promote continuity with applicable state and local emergency

4) Increase the accessibility and mobility of people and for freight:
   2045 MTP Goal: Invest in a Multimodal System
   Objectives:
   - Provide for a connected bicycle and pedestrian network
   - Maximize accessibility for populations to employment and activity centers
   - Minimize network deficiencies and impacts on efficient freight mobility

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.
2045 MTP Goal: Promote Quality of Life and Protect Existing Resources
Objectives:
- Minimize impacts on wetlands, historic resources, neighborhoods, recreational facilities, and other important resources
- Support infill development
- Provide access to essential services

6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
2045 MTP Goal: Invest in Mobility Options
Objectives:
- Minimize congestion delays
- Maximize accessibility for populations to employment and activity centers
- Provide efficient and reliable freight movement
- Encourage transportation services for the transportation disadvantaged
- Encourage multimodal use

7) Promote efficient system management and operation.
2045 MTP Goal: Promote the Management and Preservation of the existing transportation system:
Objectives:
- Require improvements necessary to accommodate future growth in the development review process
- Coordinate with state, regional, and local planning partners
- Maximize efficiency of signalized intersections
- Expand the use of Intelligent Transportation Systems
- Maintain the existing transportation system

8) Emphasize the preservation of the existing transportation system.
2045 MTP Goal: Promote the Management and Preservation of the existing transportation
Objectives:
- Require improvements necessary to accommodate future growth in the development review process
- Coordinate with state, regional, and local planning partners
- Maximize efficiency of signalized intersections
- Expand the use of Intelligent Transportation Systems
- Maintain the existing transportation system

9) Improve transportation system resiliency and reliability; Reduce or mitigate the storm water impacts of the surface transportation system.
2045 MTP Goal: Promote the resiliency and reliability of the system while promoting transportation projects and practices that minimize stormwater impacts

Objectives:

- Minimize delays due to recurring and non-recurring congestion
- Coordinate with local and state emergency management agencies
- Identify vulnerable areas of the system that impact the reliability of travel and identify strategies to address
- Review transportation projects to ensure minimal stormwater impacts

10) Enhance travel and tourism.

2045 MTP Goal: Provide a transportation network that enhances travel and tourism through regional accessibility

Objectives:

- Promote regional connectivity
- Promote transportation investments and strategies that provide access to tourist attractions

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 established 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

HAMPO will issue a report 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.

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

PLANNING ACTVITY FACTORS											
HAMPO 2023 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
1.5	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
3.4	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**										
4.5	Bike/Ped	X	X		X	X	X				X
4.7	GIS Development and Applications	X	X	X	X	X	X	X	X	X	X
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

The following work elements not currently utilized by the MPO have been removed from the FY 2023 Planning Activity Matrix:

- Equipment and Supplies
- Congestion Management
- Transit/Paratransit
- Intermodal Planning
- Air Quality Planning
- Highway Planning

- ITS
- Air Quality Management
- Model Development and Applications

These work elements have been collapsed into other UPWP tasks for FY 2023, all of which addresses each element and the associated planning activities factors as detailed in the respective task description for FY 2023.

National Planning Performance Matrix

FAST Act National Planning Factors	FAST Act National Goals	GA 2040 SWTP/2015 SSTP State Goals	HAMPO 2045 Goals	HAMPO 2045 Objectives	HAMPO Performance Measures	Data Source for Performance Measure
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvement and state and local planned growth and economic development patterns	To enhance the performance of the transportation system while protecting and enhancing the natural environment.	Improve the environment	**Promote Quality of Life and Protect Existing Resources:** Provide a transportation system that protects the environment and improves the quality of life for all residents.	○ Minimize impacts on wetlands, historic resources, neighborhoods, recreational facilities and other important resources ○ Support infill development ○ Provide access to essential services	○ Impacts to cultural, historic and community resources associated with transportation projects ○ Impacts to the natural environment associated with transportation projects ○ Reduction in Vehicle Miles of Travel (VMT)	○ Environmental Justice analysis; US Census ○ Project review ○ Local land development actions occurring along State Highway System with documented transportation review and recommendations
Increase the safety of the transportation system for motorized and nonmotorized users. Increase the security of the transportation system for motorized and nonmotorized users.	To achieve a significant reduction in traffic fatalities and serious injuries on all public Rds.	Improve safety	**Improve Safety and Security:** ○ Ensure the safety of the multimodal transportation system for all users ○ Ensure the security of the multimodal transportation system for all users	○ Ensure all transportation systems are structurally and operationally safe and secure ○ Minimize frequency and severity of vehicular crashes ○ Promote continuity with applicable state and local emergency preparedness plans ○ Prepare Coordinated Incident Responses ○ Enhance Safe Routes to Schools through multimodal infrastructure improvements ○ Improve safety and accessibility of the non-motorized transportation network	○ Number of crashes (5-year average and CY) ○ Crash rate per 100 Million VMT » Number /rate of fatalities per 100 million VMT ○ Number/ rate of serious injuries per 100 million VMT ○ Number of combined non-motorized fatalities and non-motorized serious injuries ○ Number of bicycle/pedestrian fatalities Number of bicycle/pedestrian injuries Projects identified to address structural or operational deficiencies ○ Bridges with sufficiency ratings of < 50 ○ Projects improving emergency evacuation or emergency first response access corridors ○ Miles of bicycle/pedestrian infrastructure and/or number of safety features	○ GDOT ○ Georgia Electronic Accident Reporting System (GEARS) ○ GDOT Traffic Analysis and Data Application

FAST Act National Planning Factors	FAST Act National Goals	GA 2040 SWTP/2015 SSTP State Goals	HAMPO 2045 Goals	HAMPO 2045 Objectives	HAMPO Performance Measures	Data Source for Performance Measure

Increase accessibility and mobility of people and freight	To achieve a significant reduction in congestion on the National Highway System
	
	To improve the efficiency of the surface transportation system
		Relieve congestion and improve reliability
		
		Improve freight movement and economic development opportunities
			Invest in a Multimodal System: Provide a connected, multimodal transportation system that allows for efficient movement of freight while meeting the needs of all transportation users	○ Provide for a connected bicycle and pedestrian network
				○ Maximize accessibility for populations to employment and activity centers
				○ Minimize network deficiencies and impacts on efficient freight mobility and access
					○ Reduce gaps within modal networks
					○ Increase connectivity and access between modes
					○ Projects that include multimodal or complete Streets elements
						○ Environmental Justice analysis; US Census
						○ Project review and identification of connections
						○ Public Works/Engineering Depts.
						○ Transit Systems
						  ○ Inventory of Capital Assets
						  ○ Ridership data
						  ○ Remix access density reports
						  ○ NTD reporting data

Enhance the integration and connectivity of the transportation system, across and between modes for people and freight	To achieve a significant reduction in congestion on the National Highway System To improve the efficiency of the surface transportation system	Relieve congestion and improve reliability	**Invest in Mobility Options:** Maximize mobility for all users through an integrated, connected, and accessible transportation system	○ Minimize congestion delays ○ Maximize accessibility for populations to employment and activity centers ○ Provide efficient and reliable freight movement ○ Encourage transportation services for the transportation disadvantaged ○ Encourage multimodal use	○ Projects that improve existing or planned transit service routes ○ Projects with existing or projected LOS D - E ○ Projects that include multimodal / complete Streets infrastructure	○ National Performance Management Data Research Set ○ GDOT Traffic Analysis and Data Application ○ Public Works/Engineering Depts ○ Transit Service Profiles: Routes, Service Area, Route Miles, Bus Stop Improvement Program Inventory
Emphasize the preservation of the existing transportation system Promote efficient system management and operation	To maintain the highway infrastructure asset system in a state of good repair 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.	Maintain and preserve the existing transportation system	**Promote the Management and Preservation of the existing transportation system:** Preserve and maintain the existing transportation system Promote the efficient management and operations of the transportation system	○ Require improvements necessary to accommodate future growth in the development review process ○ Coordinate with state, regional, and local planning partners ○ Maximize efficiency of signalized intersections ○ Expand the use of Intelligent Transportation Systems ○ Maintain the existing transportation system	○ NHS Bridges with sufficiency rating of < 50 ○ Projects with ITS elements identified ○ Projects identified to address roadways that do not meet state and/or local maintenance standards	○ GDOT Traffic Analysis and Data Application ○ National Performance Management Research Data Set ○ Public Works/Engineering/Traffic Depts.

FAST Act National Planning Factors	FAST Act National Goals	GA 2040 SWTP/2015 SSTP State Goals	HAMPO 2045 Goals	HAMPO 2045 Objectives	HAMPO Performance Measures	Data Source for Performance Measure
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	To maintain the highway infrastructure asset system in a state of good repair To enhance the performance of the transportation system while protecting and enhancing the natural environment	The 2040 SWTP/2015 SSTP do not currently address this federal goal.	**Promote the resiliency and reliability of the system while promoting transportation projects and practices that minimize stormwater impacts**	○ Minimize delays due to recurring and non-recurring congestion ○ Coordinate with local and state emergency management agencies ○ Identify vulnerable areas of the system that impact the reliability of travel and identify strategies to address ○ Review transportation projects to ensure minimal stormwater impacts	○ Projects identified along corridors with documented flooding ○ Projects improving emergency evacuation or emergency first response access corridors ○ NPMRDS bottlenecks	○ GDOT and Public Works/Engineering Depts.; Project Review ○ National Performance Management Research Data Set ○ Local Stormwater Management Departments ○ Local Emergency Management Agencies ○ Project Review ○ Transit providers AVL data
Enhance travel and tourism	To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.	The 2040 SWTP/2015 SSTP do not currently address this federal goal.	**Provide a transportation network that enhances travel and tourism through regional accessibility**	○ Promote regional connectivity ○ Promote transportation investments and strategies that provide access to tourist attractions	○ Connections to regional tourist attractions ○ Multimodal transportation services and/or infrastructure targeted to visitors	○ GDOT and Public Works/Engineering Depts.; Project Review ○ Project Review ○ Local Convention and Visitors Bureau
Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency	To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development. To improve the efficiency of the surface transportation system	Improve freight movement and economic development opportunities	○ **Promote Economic Development and Support Freight Movement:** Support the economic vitality of the area through efficient transportation systems that support local and global competitiveness and productivity	○ Minimize work trip and congestion delays ○ Enhance Freight Connections ○ Provide Transportation Alternatives	○ Projects address existing and future development for the region ○ Projects that improve freight routes or projects identified in HAMPO Freight Plan ○ Projects that improve existing or planned transit service routes ○ Projects with existing or projected LOS D - E » AADT and Truck %	○ GDOT Traffic Analysis and Data Application ○ National Performance Management Research Data Set ○ Project Review ○ GDOT Project Review

D. UPWP TASKS AND PHASES

The following sections detail the work program by elements and tasks for fiscal year 2023.

Task 1: ADMINISTRATION

The administrative elements for FY 2023 are the implementation of 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, Federal Highway Administration, Federal Transit Administration, representatives of Fort Stewart, Coastal Region Metropolitan Planning Organization, Coastal Regional Commission, and other federal and state planning partners.

1.1. Program Coordination

Objective: This element provides resources to establish an effective and equitable decision-making environment by coordinating the regional planning activities of the HAMPO with neighboring MPO's, departments within the Liberty Consolidated Planning Commission, Liberty County and its municipalities, Long County, local and regional transit providers, GDOT, the Georgia Association of Metropolitan Planning Organizations (GAMPO), Coastal Regional Commission (CRC), Federal oversight agencies, and other transportation stakeholders.

Previous Work: The FY 2022 staff activities are detailed below:

- Coordinated with MPO staff and oversight agencies to prepare for regularly schedule HAMPO committee meetings.
- HAMPO staff attended a GAMPO meeting hosted virtually on September 28, 2021.
- HAMPO staff attended annual transit subrecipient workshop virtually on September 9, 2021.
- HAMPO provided the CORE MPO with a reciprocal opportunity to present updates at Policy Committee meetings.
- HAMPO staff coordinated with the US Census Bureau for socio-economic data collection and development.
- Facilitated and coordinated study activities and requests for information.
- HAMPO staff provided the necessary consultation, analysis and staff support to conduct the federally mandated Metropolitan Transportation Planning process, and coordinated the process and products with the efforts of the LCPC, Georgia DOT, Liberty County and its municipalities, Long County, Liberty Transit, Coastal Regional Commission, Liberty Economic Development Authority, Federal Highway Administration and Federal Transit Administration.
- HAMPO facilitated enhanced coordination with agencies and stakeholders in support of the 2045 MTP planning effort.

- HAMPO staff coordinated with peer MPOS within the Coastal Region on planning activities in the HAMPO area. Peer MPOS include the Coastal Region MPO and the Brunswick Area Transportation Study (BATS) MPO.

FY 2023 Activities: HAMPO staff will work with GDOT and other agencies and jurisdictions to provide and maintain a coordinated, comprehensive, and continuous multimodal planning process. Staff will perform the following actions:

- Participate with GAMPO, CRC, Core MPO and other state and national organizations on the role of MPOs in statewide and metropolitan transportation planning, legislative actions impacting transportation planning, and funding.
- Function as the local expert in transportation, assisting planning partners in transportation project development, sharing planning products, and providing a forum for regional decision making.
- Host HAMPO policy, technical, and citizens committee meetings and HAMPO subcommittee meetings.
- Facilitate and document coordination of study activities and requests for information.
- Provide the necessary consultation, analysis, and staff support to conduct the federally mandated metropolitan transportation planning process.
- Coordinate the transportation planning process with other MPOs, Georgia Department of Transportation, Georgia Ports Authority, Coastal Regional Commission, and other stakeholders. This coordination may occur via telephone, electronic mail, and/or in-person meetings.
- Coordinate with peer MPOs within the Coastal Region on planning activities in the HAMPO area. Peer MPOs include the Coastal Region MPO and the Brunswick Area Transportation Study (BATS) MPO.
- Participate in Georgia Association of Metropolitan Planning Organization meetings and PL Funds Review Committee meetings typically scheduled in March and September at the GDOT Headquarters in Atlanta, GA or via teleconference.
- Facilitate and make available annual update of System Performance Report.
- Attendance at workshops and conferences pertinent to the MPO, including but not limited to GPA, GTA, AMPO, GAMPO, and APA.
- Continue to coordinate with FHWA, FTA, GDOT, CAT as well as regional and local planning partners to implement Performance Based Planning and Programming according to published final rules, and to consult with other planning officials responsible for other types of planning activities.
- Participation in FHWA Georgia Freight Partnership meeting(s).
- Particiation in CORE MPO Regional Freight Plan meetings.
- Participation in GDOT Freight Plan Update process.

Products:

- Correspondence, memoranda, presentations, white papers, informational flyers, and policy recommendations in support regional cooperation and coordination.

Transportation Planning Related Activities of other Agencies:
FHWA, FTA, GDOT – Webinars, Conference Calls, Workshops, Committee Meetings

GAMPO – Semi-Annual Work Sessions; PL Funds Review Committee Meetings
GDOT, Liberty County, Long County, City of Hinesville, City of Flemington, City of Walthourville, City of Allenhurst, City of Riceboro, City of Midway, City of Gum Branch

Target Start and End Dates: July 1, 2022 – June 30, 2023

Lead Agency: HAMPO
Funding FY 2023:

1.1 Program Coordination				
Agency	Federal $	State $	Local $	Total $
FHWA	16,200.00	-	4,050.00	20,250.00

1.2. Operations and Administration

Objective: The objective for this task is to manage the HAMPO work program, conduct accurate record keeping and documentation of MPO activities, and perform general administrative activities of the MPO.

Previous Work: FY 2022 activities are detailed below:

- Annual MPO certifications and audits were filed.
- Drafted and achieved approval of the budget and local match.
- Maintained budgetary reporting including timesheet documentation.
- Maintained MPO project files and records.
- Processed MPO related correspondence and regulatory reports.
- Provided the necessary consultation, analysis, and staff support to conduct the federally mandated metropolitan transportation planning process.
- Staffed all MPO meetings and provide the necessary administrative support to ensure their efficient function.
- Developed meeting materials for all HAMPO meetings, including agendas, sign-in sheets, supporting materials, PowerPoint presentation slides, and minutes.
- Executed all official documents and filed/published as appropriate to meet Federal and State requirements.
- Developed advertisements to meet Federal and State requirements as detailed in the Public Participation Plan.
- Maintained all project files and records in both hard copy and electronic formats.
- Developed FY 2022 Quarterly and Annual Reports and submitted to GDOT and FHWA as documentation for reimbursement requests.
- Maintained the HAMPO website and related content.

- Reviewed HAMPO Committee membership to identify vacancies and worked to revise the roster as needed to best facilitate the 3-C planning process.
- Developed a comprehensive task schedule for FY 2022 to ensure all deadlines were met and UPWP deliverables advanced in compliance with State and Federal guidelines.
- Developed administrative documents for FY 2022, including:
    - HAMPO FY 2022 file binders
    - Organizational Documents binder
- Completed the MPO Self Certification Review Questionaire and provided written records of virtual site visit hosted via Zoom teleconference on 9/29/2021.

FY 2023 Activities: In FY 2023, this task will provide for the administrative and operational tasks for HAMPO. Tasks include:

- Perform general administrative tasks necessary to facilitate the 3C planning process.
- Develop meeting materials for all HAMPO meetings, including agendas, sign-in sheets, supporting materials, PowerPoint presentation slides, and minutes.
- Prepare and achieve approval of the local match budget.
- Process financial transactions and timecards.
- Maintain MPO project files and records.
- Process MPO related correspondence and regulatory reports.
- Maintain the HAMPO website and related content.
- Execute all official documents and file/publish as appropriate to meet Federal and State requirements.
- Develop advertisements to meet Federal and State requirements as detailed in the Public Participation Plan.
- Maintain all project files and records in both hard copy and electronic formats.
- Develop FY 2023 Quarterly and Annual Reports and submit to GDOT and FHWA as documentation for reimbursement requests.
- Review HAMPO Committee membership to identify vacancies and work to revise the roster as needed.
- Develop a comprehensive task schedule for FY 2023 to ensure all deadlines are met and UPWP deliverables advance in compliance with State and Federal guidelines.
- Monitor FAST Act re-authorization process and prepare legislative updates for HAMPO committee meetings.
- Review and update of existing MPO bylaws to facilitate new performance planning legislation.
- Review of HAMPO MOU and regulatory documents upon the release of the 2020 US Census data and associated Urbanized Area Boundary delineations.

Products:

- Committee presentations, agendas, sign-in sheets, supporting materials, and minutes.
- MPO quarterly and annual reports / certifications.
- Digital and hard-copy records for MPO activities and reporting.
- General administration records.
- Updated HAMPO bylaws, membership rosters, and MOU.

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: This is a continuing activity for the fiscal year. July 1, 2022 – June 30, 2023

Lead Agency: HAMPO
Funding FY 2023:

1.2 Operations, Admin.				
Agency	Federal $	State $	Local $	Total $
FHWA	20,800.00	-	5,200.00	26,000.00

1.3. Training/Employee Education

Objective: Maintain professional competency and improve the knowledge of the MPO's staff in transportation planning through conferences, workshops, and educational programs.

Previous Work: In FY 2022, staff attended the following training opportunities:

- GDOT Intermodal BlackCat Grant Training
- GDOT Transit Subrecipient Workshop
- Attendance at GPA, GTA , AMPO, GAMPO, and APA conferences.
- Staff participated in webinars on specialized topics such as public involvement, performance measures, freight, and other transportation topics.

FY 2023 Activities: This is a continuing activity in FY 2023 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.
- Participate in webinars on specialized topics such as performance measures and other transportation topics.
- Attend conferences and workshops including AMPO, GPA, GTA, APA, and GAMPO.
- Attend GDOT and FHWA sponsored training opportunities when available.
- Conduct staff led training for newly appointed committee members and new HAMPO staff members.

Products:

- Attendance at various training opportunities, meetings and conferences.
- Travel documentation and trip reports.
- Training materials acquired at conferences.

Transportation Planning Related Activities of other Agencies: None

Target Start and End Dates: This is a continuing activity for the fiscal year. July 1, 2022 – June 30, 2023

Lead Agency: HAMPO
Funding FY 2023:

1.3 Training/ Employee Education				
Agency	Federal $	State $	Local $	Total $
FHWA	1,600.00	-	400.00	2,000.00

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 2022.

Project Description: No equipment purchases are projected for FY 2023.

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 records as required under Federal and State regulations for contracts administered by the MPO.

Previous Work: The FY 2022 staff activities are detailed below:

- The FY 2021 highway planning assistance contract was closed by issuing the final reimbursement and final report
- Prepared and submitted the quarterly reimbursements and status reports for FY 2022.
- Staff activities were submitted in timesheet format for review against UPWP tasks and bills coded accordingly.
- Staff maintained a monthly meeting schedule to track Federal and State grants currently open and coordinate annual audit proceedings and documentation.
- Development of Special PL Funding grant application and faciliatation of contract execution for resulting funding.
- Managed RFP development, publication, and selection process for EG Miles Parkway Corridor Study and facilitated contracting process with consultant firm selected.

FY 2023 Activities: FY 2023 contract and grant activities are anticipated to be consistent with FY 2023 tasks.

- Quarterly grant status reports and reimbursements will be prepared and submitted for open contracts.

- Closeout reports will be prepared and filed for FY 2023 contracts ready for closeout.
- Special PL funding applications and approvals will be facilitated for projects identified through the collaborative planning process administered by the MPO.

Products:
- Quarterly and final status reports and reimbursements
- Meeting notes for monthly financial officer coordination

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: This is a continuing activity for the fiscal year. July 1, 2022 – June 30, 2023

Lead Agency: HAMPO
Funding FY 2023:

1.5 Contracts/Grants				
Agency	Federal $	State $	Local $	Total $
FHWA	4,800.00	-	1,200.00	6,000.00

1.6. UPWP

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

Previous Work:

- Developed the draft and final FY 2023 UPWP with updated goals and objectives from the 2045 MTP
- Prepared meeting materials for HAMPO CAC, TCC, and PC meetings to facilitate adoption of the FY 2023 UPWP
- Prepared public and agency comment period materials and circulated to HAMPO planning partners and the public.
- Documented comments and included them HAMPO comment log as meeting materials and an appendix to the final FY 2023 UPWP.

FY 2023 Activities:

- Prepare and update the annual UPWP including work tasks, cost estimates and financial reports.
- Coordinate with HAMPO Committees as well as State and Federal transportation agencies for their input to achieve an approved document.

- Track the progress of objectives in the UPWP to ensure compliance with the approved tasks.
- Ensure timely submittal for compliance with the 30-day reviews by USDOT for any documents requiring public participation.

Products:

- Draft and Final FY 2024 UPWP
- Meeting materials supporting HAMPO adoption of the UPWP
- Comment logs documenting feedback from oversight agency review and public comment periods
- Documentation of Administrative Modifications and/or Amendments to the FY 2023 UPWP, as needed

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 of Policy Committee consideration of approval during their April 2022 meeting. A detailed planning and adoption schedule can be seen on page 2 of this document.

Lead Agency: HAMPO
Funding FY 2023:

1.6 Unified Planning Work Program				
Agency	Federal $	State $	Local $	Total $
FHWA	7,200.00	-	1,800.00	9,000.00

Task 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 updated HAMPO 2018 Public Participation Plan.

Previous Work:

- Maintained HAMPO website content to ensure opportunities for participation in the planning process were advertised and accessible.
    - Performed significant record maintenance and webpage reformatting to improve accessibility of information.
- 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.
- Conducted HAMPO Planning 101 training for newly elected officials and newly appointed CAC members.
- Staff maintained the transportation comment log and presented these comments to the committees for input and concurrence.

FY 2023 Activities:

- Meet with community groups and individuals, as well as the media, to provide information on the current HAMPO planning program, identified transportation deficiencies, and community issues and concerns related to transportation.
- Continue to assess the MPO webpage to ensure accuracy and ease of access for the public.
- Continue to promote open seats for the CAC to ensure adequate representation of the community in the MPO planning process.
- Accept general comments and complaints from the public and facilitate review and response procedures with HAMPO Committee oversight.
- Facilitate public comment periods for updates to HAMPO documents, including the PPP, MTP, TIP, UPWP, and other required updates.
- Continue to utilize the HAMPO website as a forum for public engagement and information sharing.

Products:

- Comment log documentation

- Compliance documentation for HAMPO 2018 Public Participation Plan
- Regular and special called CAC meetings
- Documentation of community presentations

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: This is a continuing activity for the fiscal year. July 1, 2022 – June 30, 2023

Lead Agency: HAMPO
Funding FY 2023:

2.1 Community Outreach/Education				
Agency	Federal $	State $	Local $	Total $
FHWA	9,000.00	-	2,250.00	11,250.00

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 disproportionate 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:

- Completed annual Title VI report and submitted to GDOT for review and concurrence.
- Numerous development projects were reviewed with comments made to improve the ADA path of travel for access and pedestrian circulation.
- Screened Title VI technical memo prepared for the HAMPO 2045 MTP update and worked collaboratively to identify disadvantaged populations in need of focused outreach opportunities.
- Monitored and tracked 2020 US Census Bureau results and data for use in updating Title VI, EJ, and LEP populations in the HAMPO region.

FY 2023 Activities:

- Perform Title VI Equity Analysis to better understand how marginalized communities within the MPO region are being served by the transportation planning process.
- 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 parties such as schools, health agencies, and non-profits through public involvement techniques to increase participation and public outreach to the EJ communities.
- Complete Title VI annual report and submit to GDOT for review and concurrence.
- Perform screening of HAMPO website for opportunities to improve user experience for members of the disabled and LEP community.
- Complete comprehensive review and revisions to Title VI Assessment and Plan upon release of complete US Census Bureau 2020 count data and updated Urban Area Boundaries.

Product:

- ADA compliance reviews on new developments
- GDOT Title VI assurances and outreach documentation
- Annual Title VI report
- Updated Title VI Plan

Transportation Planning Related Activities of other Agencies:

Target Start and End Dates: July 1, 2022 – June 30, 2023
This is a continuing activity for the fiscal year.

Lead Agency: HAMPO
Funding FY 2023:

2.2 Environmental Justice/ Title VI				
Agency	Federal $	State $	Local $	Total $
FHWA	8,200.00	-	2,050.00	10,250.00

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 2018 Public Participation Plan.

Previous Work:

- Reviewed Participation Plan requirements in preparation for TIP Amendments and ongoing community engagement.
- Updated Participation Plan to include guidance for operating during State of Emergency in a virtual environment.

FY 2023 Activities:

- Continue the evaluation and facilitation of any HAMPO plan or project for compliance with the adopted Public Participation Plan.

- Review and update of current Public Participation Plan to ensure compliance with new federal and state legislations and 2020 US Census data.
- Modification of public comment periods associated with TIP Amendments, per DOT Planning Department request

Product:

- Public participation documentation for the FY 2021-2024 TIP if amended
- Updated Public Participation Plan

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: July 1, 2022 – June 30, 2023
This is a continuing activity for the fiscal year.

Lead Agency: HAMPO
Funding FY 2023:

2.3 Participation Plan				
Agency	Federal $	State $	Local $	Total $
FHWA	6,805.60	-	1,701.40	8,507.00

Task 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, road centerline data, traffic counts, accidents and other data needed for effective transportation planning.

3.1. Socio-Economic Data

Objective: The objective of maintaining HAMPO's socio-economic data is to accomplish presentation of quality data for use with the PP, Title VI/EJ and transportation planning to prioritize transportation investments and identify/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.

Previous Work:

- Accessed and analyzed latest US Census Bureau American Community Survey Socio-economic data for use in support of grants, TIP, MTP, multi-modal and transit planning.

- Collected data regarding US 17 Corridor Crossing in Midway
- Reviewed Tract level US Census data for comparison to 2010 ACS estimates.

FY 2023 Activities:

- Continue to update and maintain the socio-economic data records in ArcGIS data server upon the release of updated US Census Bureau data.
- Monitor land use permitting and development activities in the MPO region to identify any substantial developments disproportionate with future SE assumptions.
- Provide SE data and maps in digital format to participating agencies, organizations, and planning partners.

Product:

- Series of GIS layers that represent socio-economic data for the HAMPO region.
- Documentation of land use permitting, and development activities used to develop and update SE data for on-going transportation planning needs.
- Transmittal memos and digital file packages for requested data transfers.

Transportation Planning Related Activities of other Agencies: US Census Bureau – Conducting 2020 US Census count and dissemination of information and data.

Target Start and End Dates: July 1, 2022 – June 30, 2023
This is a continuing activity for the fiscal year.

Lead Agency: HAMPO
Funding FY 2023:

3.1 Socio-Economic Data				
Agency	Federal $	State $	Local $	Total $
FHWA	800.00	-	200.00	1,000.00

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:

- Major commercial development continued in the SR38/US84 corridor resulting in transportation impacts analysis and review for each proposed project. These projects were reviewed against past studies and the MTP to align intersections were possible and cause the new public infrastructure to meet standards.
- Monitored development pressures on SR 119 / SR 196 / EG Miles Parkway and provided input to Planning Commission engineering team to mitigate impacts.

- Additional projects were reviewed to ensure compliance with the requirements of the MTP.
- Performed transportation impacts analysis for each zoning action was expanded to include multimodal infrastructure such as transit, bicycle and pedestrian accessibility.
- Maintained records for all new land development permits and certificates of occupancy for use in SE data development and performance-based planning efforts.
- Supported LCPC efforts to update zoning and development codes to include requirements for traffic impact analysis and mitigation measures.

FY 2023 Activities:

- Continue ongoing coordination of the land use planning activities of Liberty Consolidated Planning Commission with the comprehensive transportation planning activities of the MPO.
- Continue to review site plans in conjunction with the development review process initiated by LCPC.
- Perform enhanced analysis and coordination with planning partners for developments with perceived impacts to the HAMPO transportation network.

Products:

- Traffic studies, reports and review comments based on development proposals
- Updated land use data for GIS mapping

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: July 1, 2022 – June 30, 2023
This is a continuing activity for the fiscal year.

Lead Agency: HAMPO
Funding FY 2023:

3.2 Land Use Monitoring				
Agency	Federal $	State $	Local $	Total $
FHWA	9,600.00	-	2,400.00	12,000.00

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 travel demand model (TDM), and provide the data set for project analysis and/or prioritization.

Previous Work:

- Review TDM report prepared and submitted by GDOT Modeling and publish to the HAMPO website for public and stakeholder access.
- Reviewed HAMPO 2045 TDM for performance data associated with SR 119 / SR 196 / EG Miles Parkway in support of Special PL funding application development.
- Performed transportation safety audit for Veterans Parkway at two locations and provided results to oversight agencies and local governing bodies for concurrence.
- Performed planning level audits and assessments for public comments / complaints regarding the MPO highway and multimodal network.

FY 2023 Activities:

- Ongoing modeling support for requests from GDOT, local public agencies, transit operators, and other planning partners as needed.
- System level multimodal analysis, as needed to support the MPO's 3c planning process.

Product:

- Transmittal memos and digital file transfers for model data and multimodal analysis, as needed

Transportation Planning Related Activities of other Agencies:

- GDOT Modeling – Development of final HAMPO 2045 MTP Travel Demand Model Report

Target Start and End Dates: July 1, 2022 – June 30, 2023.
This is a continuing activity for the fiscal year.

Lead Agency: HAMPO
Funding FY 2023:

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 gather and analyze data including traffic volumes and accidents for performance-based planning. HAMPO efforts also include in-house traffic counting to supplement or verify GDOT's annual count effort.

Previous Work:

- Utilized "GEARS" (Georgia Electronic Accident Reporting System) data for system monitoring.
- Utilized "TADA" (Traffic Analysis and Data Application) 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.
- Updated system performance report and coordinated with MPO staff on uploading it to the website.
- Coordinated with GDOT District 5 regarding US 84/SR 38 safety analysis performed from Patriots Trail to Ralph Quarterman.

FY 2023 Activities

- Continue to utilize "GEARS" (Georgia Electronic Accident Reporting System) and Traffic Analysis and Data Application (TADA) data for system monitoring.
- Update system performance report and publish it to the website.
- Continue post implementation system performance reporting for projects in CST phase or recently completed
- Continue to coordinate with GDOT District 5 regarding US 84/SR 38 safety analysis and resulting Lump Sum Safety project.

Product:

- System performance report
- Post implementation summaries for projects with completed CST phase and adequate post implementation data available for analysis
- Coordination meetings with GDOT District 5 staff regarding safety projects

Transportation Planning Related Activities of other Agencies:
GDOT District 5 – Programming, design and construction of safety projects to address crash hotspots on US 84/SR 38 in Hinesville and Flemington.
GDOT – Collection, processing, and publication of data in TADA and GEARS web-based data applications. Collaboration for annual System Performance Report update.

Target Start and End Dates: July 1, 2022 – June 30, 2023.
This is a continuing activity for the fiscal year.

Lead Agency: HAMPO
Funding FY 2023:

3.5 System Monitoring				
Agency	Federal $	State $	Local $	Total $
FHWA	2,400.00	-	600.00	3,000.00

Task 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 2023, HAMPO will continue to work with partner agencies to 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

Transit and paratransit planning is conducted utilizing 49 U.S. Code § 5303 funding. See task 5 of this report for additional information.

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

Intermodal planning activities are incorporated in sections 4.5 Bicycle and Pedestrian Planning, 4.10 Freight Planning, and 4.11 Metropolitan Transportation Plan Development.

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:

- Began work on updating HAMPO Bicycle & Pedestrian Plan
- Coordinated with HAMPO members to encourage pursuit of LAP Certification and applications for TAP grant funding for multimodal projects.
- Coordinated with TSPLOST committee to ensure multimodal projects are prioritized for implementation.
- Supported Liberty Transit's infrastructure program in the identification and construction of first and last mile connectivity projects including sidewalks and safety infrastructure for pedestrians.

FY 2023 Activities:

- Support completion of Bike/Ped Plan and coordination with local agencies in implementing its policies

- Continue to support East Coast Greenway and Coastal Georgia Greenway by sharing information and funding opportunities with local planning partners and MPO committee members.
- Screen land development submittals for multimodal infrastructure.

Product:

- Identification and notification of funding for pedestrian and bike projects
- Land development review ensuring inclusion of bicycle and pedestrian facilities where feasible
- Communication with GDOT District 5 for incorporation of bicycle and pedestrian facilities in maintenance projects, where feasible.

Transportation Planning Related Activities of other Agencies: GDOT Planning and District 5 – Coordination when bicycle and pedestrian programming is requested

Target Start and End Dates: July 1, 2022 – June 30, 2023.

Lead Agency: HAMPO

Funding Source:

4.5 Bike/Ped				
Agency	Federal $	State $	Local $	Total $
FHWA	4,800.00	-	1,200.00	6,000.00

4.6. Model Development and Applications

HAMPO's travel demand model (TDM) was updated in FY 2020 in support of the 2045 Metropolitan Transportation Plan; therefore, no work is included in FY 2023.

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. UPWP elements such as system monitoring and socioeconomic data contribute to the GIS platform and are then presented holistically with other data sets. Combining multiple layers together through GIS produces map exhibits that are critical to the transportation planning process.

Previous Work:

- Produced GIS exhibits throughout the year primarily to support agenda items for the HAMPO committees, public and stakeholder engagement, and HAMPO web site graphics.

- Developed TIP project summary maps and project sheet maps
- Updated traffic count maps and major road tractor trailer freight movements using line symbology.
- Utilized local land use data, collected in the Land Use Monitoring task efforts, to produce local development maps for Liberty County, Long County and all local municipalities.
- Reviewed all 2020 census data for the MPO area.
- Received 2045 MTP GIS shapefiles and map packages from consultant teams and incorporate them into the HAMPO GIS database

FY 2023 Activities:

- Continue to maintain the HAMPO GIS database and layers
- Map exhibits as needed to support the 3C MPO planning process
- Work collaboratively with City of Hinesville GIS Department and Liberty County Tax Accessors GIS team to ensure consistency with transportation and land use data sets
- Download US Census 2020 count data as it is released, and perform GIS assessments, and mapping for PPP, Title VI Plan, LEP analysis, and MOU updates.

Product:

- Map exhibits that support the 3C MPO planning process, prepared for 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	6,931.50	-	1,732.87	8,664.37

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 Systems are included in the training element.

4.10. Freight Planning

Objective: The objective of freight planning is to ensure that intermodal system planning for the freight component is included in the metropolitan transportation planning process. This includes implementation and support of the MTP projects to increase freight efficiency; obtaining input from freight stakeholders; GDOT, neighboring MPOs, ports, and the public.

Previous Work:

- Monitored Georgia Ports Authority growth through "State of the Ports" presentations and website publications.
- Utilized NPMRDS data to identify bottle necks in the MPO region.
- Monitored regional transportation projects that will impact freight-based distribution including I-95 maintenance and the I-95 at Belfast Keller Interchange.
- Coordinated with Liberty County Economic Development Authority regarding improvements needed to facilitate growth of local freight based industries, primarily associated with Tradeport East serviced by US 84 and I-95.

FY 2023 Activities:

- Continue to monitor development and growth at Port of Savannah and Port of Brunswick as well as associated regional enhancements such as the I-95 / Belfast Siding interchange in Richmond Hill servicing a proposed 1,100-acre industrial park.
- Coordinate with planning partners regarding operational upgrades recommended in the HAMPO Freight Study.
- Participate in the CORE Regional Freight study.
- Participate in the GDOT Freight Plan update.
- Review freight recommendations included in the EG Miles Parkway Corridor Study and ensure opportunities for input by Fort Stewart Military Installation, GDOT Freight Division, and Liberty County Economic Development Authority.

Product:

- Documentation of meetings regarding freight supportive operational enhancements

Transportation Planning Related Activities of other Agencies: none

Target Start and End Dates: July 1, 2022 – June 30, 2023.
This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding Source:

4.10 Freight Planning				
Agency	Federal $	State $	Local $	Total $
FHWA	8,000.00	-	2,000.00	10,000.00

4.11. Metropolitan Transportation Plan

Objective: In accordance with the FAST Act and other federal regulations; maintain the HAMPO 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:

- Finalized the HAMPO performance based, multimodal 2045 MTP, ensuring all federal and state requirements are met
  - Amended the 2045 MTP to include updated GDOT 2021 Safety Performance Measures

FY 2023 Activities:

- Staff will continue to maintain, amend, update, and implement the 2045 through amendments and administrative modifications
- Website content for TIP Amendment / Modification publications

Product: 2045 MTP with updated amendments and administrative modifications

Transportation Planning Related Activities of other Agencies: FHWA, GDOT Planning and GDOT Intermodal – review and comment on amendments and administrative modifications

Target Start and End Dates: July 1, 2022 – June 30, 2023.
Maintenance of 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	800.00	-	200.00	1,000.00

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:

- Finalize the 2021 -2024 TIP Update
- Performed TIP Amendments and Administrative Modifications, as required

FY 2023 Activities:

- Perform TIP Amendments and Administrative Modifications as required
- Provide status for current projects at each HAMPO committee meeting

Product:

- 2021 – 2024 TIP Amendments as needed.
    - Maintain the GIS map exhibit showing the 'list of projects' as posted to the website in FY 2022
    - Amended/Modified document
    - HAMPO committee meeting slides
    - Public comment period materials and documentation (Amendments only)
    - Website content for TIP Amendment / Modification publications

Transportation Planning Related Activities of other Agencies: GDOT Planning review and comment of draft materials

Target Start and End Dates: July 1, 2022 – June 30, 2023.
Maintenance of the TIP is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding:

4.12 Transportation Improvement Plan				
Agency	Federal $	State $	Local $	Total $
FHWA	1,200.00	-	300.00	1,500.00

4.13. Special Transportation Studies

Objective: The sub-element represents any PL or 5303 special planning studies that provide the MPO with the capability to develop planning studies to meet identified needs and locally identified transportation initiatives. The MPO will also respond to requests from other agencies or the general public and address planning needs not otherwise covered in the UPWP.

Previous Work:

- The EG Miles Pkwy Corridor Study began work in FY 2022 with an anticipated completion date of June 30, 2022

No Activities Are Planned for FY 2023

4.14. Complete Streets Program

Objective: To develop a Complete Streets prioritization plan, including standards and policies that ensure safe and adequate accommodations for multimodal users of the transportation system. This is a new requirement for MPOs, to use at least 2.5% of their planning and research funds to adopt Complete Streets standards and policies.

Previous Work:

- No previous work was completed; this is a new UPWP sub-element.

FY 2023 Activities:

- Develop Complete Streets prioritization plan
- Identify specific list of Complete Streets projects
- Provide HAMPO Committees status updates on prioritization plan efforts
- Perform public engagement efforts

Product:

- Complete Streets prioritization plan

Transportation Planning Related Activities of other Agencies: GDOT Planning, FHWA review and comment of draft materials

Target Start and End Dates: July 1, 2022 – June 30, 2023.
Development of the Complete Streets prioritization plan is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding: Y410

4.14 Complete Streets Program				
Agency	Federal $	State $	Local $	Total $
FHWA	2,081.53	-	520.38	2,601.91

Task 5: TRANSIT PLANNING

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

Our objectives are to:

- 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 for Fiscal Year 2023:

FTA Scope Number	FTA ALI Number	Budget Line-Item Description	Federal Funding Request (80%)	State Funding Request (10%)	Local Funding (10%)	Total Funding Amount
442	44.21.00	Program Support and Administration	$17,041.00	$2,130.00	$2,131.00	**$21,302.00**
442	44.23.01	Long-Range Transportation Planning (LRTP) - System Level	$4,000.00	$500.00	$500.00	**$5,000.00**
442	44.24.00	Short-Range Transportation Planning (SRTP)	$25,600.00	$3,200.00	$3,200.00	**$32,000.00**
442	44.25.00	Transportation Improvement Program (TIP)	$1,600.00	$200.00	$200.00	**$2,000.00**
442	44.27.00	Other Activities				
TOTAL SECTION 5303 FUNDS REQUESTED:			$48,241.00	$6,030.00	$6,031.00	**$60,302.00**

Budget Summary for Fiscal Year 2024:

FTA Scope Number	FTA ALI Number	Budget Line Item Description	Federal Funding Request (80%)	State Funding Request (10%)	Local Funding (10%)	Total Funding Amount
442	44.21.00	Program Support and Administration	$10,641.00	$1,330.00	$1,331.00	**$13,302.00**
442	44.23.01	Long-Range Transportation Planning (LRTP) - System Level	$4,000.00	$500.00	$500.00	**$5,000.00**
442	44.24.00	Short-Range Transportation Planning (SRTP)	$25,600.00	$3,200.00	$3,200.00	**$32,000.00**
442	44.25.00	Transportation Improvement Program (TIP)	$8,000.00	$1,000.00	$1,000.00	**$10,000.00**
TOTAL SECTION 5303 FUNDS REQUESTED:			$48,241.00	$6,030.00	$6,031.00	**$60,302.200**

Milestone Schedule:

PROJECT DELIVERABLES PRODUCED BY IN-HOUSE PERSONNEL and STAFF AUGMENTATION PERSONNEL			
Work Deliverable	**Start Date**	**Completion Date**	**Person Responsible for Submitting FTA Quarterly Report to GDOT**
For FY 2023 UPWP:			
FY 2024 5303 Application	7/1/2021	11/30/2021	Jeff Ricketson, Executive Director
FY 2024 Transit/PL UPWP Draft	7/1/2021	12/31/2021	Jeff Ricketson, Executive Director
FY 2024 Transit/PL UPWP Final	1/1/2022	4/30/2022	Jeff Ricketson, Executive Director
For FY 2024 UPWP:			
FY 2024 5303 Application	7/1/2022	11/30/2022	Jeff Ricketson, Executive Director
FY 2024 Transit/PL UPWP Draft	7/1/2022	12/31/2022	Jeff Ricketson, Executive Director
FY 2024 Transit/PL UPWP Final	1/1/2023	4/30/2023	Jeff Ricketson, Executive Director
FY 2024-2027 TIP	7/1/2023	6/30/2024	Jeff Ricketson, Executive Director

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 the fiscal year.

Provide regional coordination for transit planning and efforts to increase ridership for transit systems with continued emphasis on coordination between our transit providers. There are currently seven "local" transit systems in our region with each striving to accomplish their specific mission. 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 2022):

- MPO Committee meetings
- GAMPO Annual Spring and Fall Conference
- GPA Planning Conference

- Core MPO and CRC Policy meetings
- LCPC Financial Audit Report, Unqualified
- FY 2022 5303 Quarterly Status Reports, and Reimbursements and Close Out
- FY 2022 UPWP Development

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 2023 transit planning assistance grant administration
- 5303 FY 2024 transit planning assistance grant development

Unified Planning Work Program:

- Coordinate with HAMPO Committees as well as State and Federal transportation agencies 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
- Submit for compliance review and approval documents such as TIP's, Contracts, RFP's etc..
- 5303 FY 2023 transit UPWP administration
- 5303 FY 2024 transit UPWP development

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

- Ensure that citizens have been provided with adequate, appropriate and meaningful opportunities to participate in the MPO planning and decision-making process.
- Meet with community groups, individuals as well as the media to reach a broader cross section of the public
- Facilitate public information meetings on transportation projects

- Ensure that outreach activities are made available in English and Spanish for the 2020 Census defined LEP population that exceeds the 5% threshold for Spanish speaking.
- Continually improve HAMPO's website for ease of access and current Title VI/EJ documents
- Be the ADA advocate and educator for the community
- 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 improve complimentary paratransit service (CPS), Associated Transit Improvements and 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: July 1, 2022 – June 30, 2023

Lead Agency: HAMPO

Funding:

5.1 (44.21.00) Program Support & Admin.				
Agency	Federal $	State $	Local $	Total $
FTA, GDOT	17,041.00	2,130.00	2,131.00	21,302.00

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 the approved 2020-2045 Metropolitan Transportation Plan (MTP) and supplements. Transit planning will in accordance with the national transit goals, Planning Activity Factors and the Planning Emphasis Areas to support the MTP.

Previous Work:

- In FY 2022, major focus was performing Transit Planning in compliance with the performance based, multimodal 2045 Metropolitan Transportation Plan

FY 2023 Activities:

Activities focus on long range transit planning for the Metropolitan Planning Area. In FY 2023, work on will include:

- Maintenance of the 2045 MTP to include updates associated with Transit Performance Management
- 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
- Monitor US Census Bureau population and employment count data and update MPO maps to reflect changes in Urbanized Area and Urban Planning Area boundaries.
- 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 2023 and FY 2024 MTP planning efforts.
- Support Liberty Transit in the development of Long Range Transit Vision within the Transit Development Plan (TDP) process.

Products:

- Report on implementation of 2045 MTP in quarterly and annual status reports.
- Amendments and Administrative Modifications to the MTP for incorporation of performance measures and updated targets.
- Summaries from TDP meetings.

Transportation Planning Related Activities of other Agencies:

• GDOT Transit - Coordination with the State's MTP and for performance measures.
• Transit Planning per the Group Asset Management Plan

Start/Finish Dates:

- July 1, 2022 – June 30, 2023. This is a continuing activity for the fiscal year.

Lead Agency: HAMPO

Funding:

5.2 (44.23.01) Long Range Trans. Planning - Sys. Level				
Agency	Federal $	State $	Local $	Total $
FTA, GDOT	4,000.00	500.00	500.00	5,000.00

5.3 Short Range Transportation Planning (SRTP)

(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 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.
- Maintained and updated socio-economic GIS databases.

- Worked with Liberty Transit to initiate the development of a Bus Stop Improvement Program to include policies and procedures for the identification of infrastructure needs and the prioritization of improvements.
- Attended Liberty Transit Steering Committee meetings and provided advanced review and comment on action items.
- Aggregated transit ridership data and presented monthly performance updates to HAMPO committees.
- Reviewed proposed route modifications and provided feedback on issues and opportunities associated with proposals.
- Supported updates to Liberty Transit's Title VI policy and complaint forms.
- Supported Liberty Transit in the development of responses to GDOT Audit.

FY 2023 Activities:

- Support Liberty Transit by identifying short term operational issues such as low on-time performance, low ridership routes and stops, and misaligned route schedules for shift-based employment and university classes.
- Coordinate with new TPO First Transit to identify issues and opportunities that require short term service modifications.
- Work collaboratively with Liberty Transit to identify data gaps that will compromise the efficiency of the upcoming Transit Development Plan (TDP).

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.
- 5307 Sidewalk project planning
- Implement Transit Coordination and Bicycle/Pedestrian Facilities Plan
- Coordinate implementation of Hinesville's Transit Development Plan.
- 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: July 1, 2022 – June 30, 2023

Lead Agency: HAMPO

Funding:

5.3 (44.24.00) Short Range Transportation Planning				
Agency	Federal $	State $	Local $	Total $
FTA, GDOT	25,600.00	3,200.00	3,200.00	32,000.00

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:

- Maintenance and update of FY 2021-2024 TIP
  - Amended to include GDOT Safety Performance Measures and Targets

Description:

- In FY 2023, 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:

- 2021-2024 TIP amendments as needed
- Status reports of current projects provided at HAMPO committee meetings

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: July 1, 2022 – June 30, 2023

Lead Agency: HAMPO
Funding FY 2023:

5.4 (44.25.00) Transportation Improvement Plan				
Agency	Federal $	State $	Local $	Total $
FTA, GDOT	1,600.00	200.00	200.00	2,000.00

5.5 Other Activities

(FTA - ALI code 44.27.00)

FTA C 8100.1C Activity Line Item Description:

"Include only the costs of those activities whose primary emphasis is unrelated to the specific types of activities described above"

Objective:

This task covers the miscellaneous planning, programming, and implementation activities that staff may be required to perform throughout the year.

Description:

- In FY 2022, HAMPO worked collaboratively with Liberty Transit and other regional service providers to conduct a Bicycle / Multimodal Trails study that builds on the ongoing efforts of the Transit Supportive Infrastructure program.

There are no Other Activities planned for FY 2023.

END TRANSIT TASK AND ELEMENTS

FY 2023 Unified Planning Work Program Budget Summary

FY 2023 Federal Planning Funds (Highway PL)				
Highway Work Elements	**FHWA - Fed (80%)**	**State -GDOT (0%)**	**Local (20%)**	**Subtotal PL Funds**
1. ADMINISTRATION				
1.1 Program Coordination	16,200.00	0.00	4,050.00	20,250.00
1.2 Operations, Admin.	20,800.00	0.00	5,200.00	26,000.00
1.3 Training/ Employee Education	1,600.00	0.00	400.00	2,000.00
1.4 Equipment and Supplies	0.00	0.00	0.00	0.00
1.5 Contracts/Grants	4,800.00	0.00	1,200.00	6,000.00
1.6 Unified Planning Work Program	7,200.00	0.00	1,800.00	9,000.00
Subtotal Task 1	**50,600.00**	**0.00**	**12,650.00**	**63,250.00**
2. PUBLIC INVOLVEMENT				
2.1 Community Outreach/Education	9,000.00	0.00	2,250.00	11,250.00
2.2 Environmental Justice/ Title VI	8,200.00	0.00	2,050.00	10,250.00
2.3 Participation Plan	6,805.60	0.00	1,701.40	8,507.00
Subtotal Task 2	**24,005.60**	**0.00**	**6,001.40**	**30,007.00**
3. DATA COLLECTION				
3.1 Socio-Economic Data	800.00	0.00	200.00	1,000.00
3.2 Land Use Monitoring	9,600.00	0.00	2,400.00	12,000.00
3.4 Transportation Surveys, Models, and Analysis	1,600.00	0.00	400.00	2,000.00
3.5 System Monitoring	2,400.00	0.00	600.00	3,000.00
Subtotal Task 3	**14,400.00**	**0.00**	**3,600.00**	**18,000.00**
4. SYSTEM PLANNING				
4.5 Bike/Ped	4,800.00	0.00	1,200.00	6,000.00
4.7 GIS Development and Applications	6,931.50	0.00	1,732.87	8,664.37
4.10 Freight Planning	8,000.00	0.00	2,000.00	10,000.00
4.11 Metropolitan Transportation Plan	800.00	0.00	200.00	1,000.00
4.12 Transportation Improvement Plan	1,200.00	0.00	300.00	1,500.00
4.13 Special Transportation Studies	0.00	0.00	0.00	0.00
Subtotal Task 4	**21,731.50**	**0.00**	**5,432.87**	**27,164.37**
Total Federal Planning Funds (PL)	**110,737.10**	**0.00**	**27,684.27**	**138,421.37**
4.14 Complete Streets Program (Y410 Funding)	**2,081.53**	**0.00**	**520.38**	**2,601.91**
Total Funds	**112,818.62**	**0.00**	**28,204.66**	**141,023.28**
FY 2023 Section 5303 Transit Planning Funds				
Transit Planning Work Elements - Task 5	**FTA - Federal (80%)**	**State -GDOT (10%)**	**Local (10%)**	**Subtotal Transit Funds**
5.1 (44.21.00) Program Support & Admin.	17,041.00	2,130.00	2,131.00	21,302.00
5.2 (44.23.01) Long Range Trans. Planning - Sys. Level	25,600.00	3,200.00	3,200.00	32,000.00
5.3 (44.24.00) Short Range Transportation Planning	4,000.00	500.00	500.00	5,000.00
5.4 (44.25.00) Transportation Improvement Program	1,600.00	200.00	200.00	2,000.00
5.5 (44.27.00) Other Activities	0.00	0.00	0.00	0.00
Total Section 5303 Transit Planning Funds	**48,241.00**	**6,030.00**	**6,031.00**	**60,302.00**
TOTAL ALL SOURCES	**$161,059.62**	**$6,030.00**	**$34,235.66**	**$201,235.28**

FY 2024 FTA 5303 Estimated				
Source	Federal Match	GDOT Match	Local Match	Total Estimated
FTA 5303 Planning	$48,241.00	$6,030.00	$6,031.00	$60,302.200

FY 2023 UPWP Task Schedule

FY 2023 Federal Planning Funds (Highway PL)												
1. ADMINISTRATION	**Jul-22**	**Aug-22**	**Sep-22**	**Oct-22**	**Nov-22**	**Dec-22**	**Jan-23**	**Feb-23**	**Mar-23**	**Apr-23**	**May-23**	**Jun-23**
1.1 Program Coordination	>	>	>	>	>	>	>	>	>	>	>	>
1.2 Operations, Admin.	>	>	>	>	>	>	>	>	>	>	>	>
1.3 Training/ Employee Education	>	>	>	>	>	>	>	>	>	>	>	>
1.4 Equipment and Supplies	>	>	>	>	>	>	>	>	>	>	>	>
1.5 Contracts/Grants	>	>	>	>	>	>	>	>	>	>	>	>
1.6 Unified Planning Work Program	>	>	>	>	>	>	>	>	2	>	>	>
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 PLANNING												
4.5 Bike/Ped	>	>	>	>	>	>	>	>	>	>	>	>
4.7 GIS Development and Applications	>	>	>	>	>	>	>	>	>	>	>	>
4.10 Freight Planning	>	>	>	>	>	>	>	>	>	>	>	>
4.11 Metropolitan Transportation Plan	>	>	>	>	>	>	>	>	>	>	>	>
4.12 Transportation Improvement Plan	>	>	>	>	>	>	>	>	>	>	>	>
4.14 Complete Streets Program	>	>	>	>	>	>	>	>	>	>	>	>
MILESTONES												
2 - UPWP Approved												

FY 2023 Section 5303 Transit Planning Funds												
5. TRANSIT PLANNING	**Jul-22**	**Aug-22**	**Sep-22**	**Oct-22**	**Nov-22**	**Dec-22**	**Jan-23**	**Feb-23**	**Mar-23**	**Apr-23**	**May-23**	**Jun-23**
5.1 Program Support and Administration (15% max)	>	>	>	>	>	>	>	>	1	>	>	>
5.2 Long Range Transportation Planning (LRTP)	>	>	>	>	>	>	>	>	>	>	>	>
5.3 Short Range Transportation Planning (SRTP)	>	>	>	>	>	>	>	>	>	>	>	>
MILESTONES												
1 - UPWP Approved												

FY 2024 Section 5303 Transit Planning Funds												
5. TRANSIT PLANNING	**Jul-23**	**Aug-23**	**Sep-23**	**Oct-23**	**Nov-23**	**Dec-23**	**Jan-24**	**Feb-24**	**Mar-24**	**Apr-24**	**May-24**	**Jun-24**
5.1 Program Support and Administration (15% max)	>	>	>	>	>	>	>	>	1	>	>	>
5.2 Long Range Transportation Planning (LRTP)	>	>	>	>	>	>	>	>	>	2	>	>
5.3 Short Range Transportation Planning (SRTP)	>	>	>	>	>	>	>	>	>	>	>	>
MILESTONES												

1 – UPWP Approved
2 – TIP Approved

APPENDIX

Oversight Agencies Comment Log
Agency Approval Letter (draft)
Memorandum of Understanding
Committee Bylaws

HAMPO MPO FY 2023 UPWP
Oversight Agencies Comment Log

FHWA Comments

General Comments:

- Page 16 - For the size of this MPO, 8 listed Planners (Contractors) seem excessive. It was thought RS&H had a couple of contract Planners for Hinesville, and a couple for Brunswick. What is the responsibility of each person? What is the position and role(s) of the additional LCPC persons also listed?

MPO's Response: The General Planning Support/Staff Augmentation contract with RS&H makes all planning staff listed available to HAMPO to ensure responsiveness and access to the appropriate skill sets. These staff members are not full-time employees (or 8 FTEs) and only fractions of their time would be spent on MPO projects. There are assigned task leaders and project managers for each MPO, and the remainder of the staff are supporting.

- Transit expenses including applicable meetings and training should not be charged to PL funds.

MPO's Response: See below response to Work Tasks / Sub-Elements: 1.1

- Committee Members - Please provide the meaning of "Ex-Officio" as it is stated. Add FHWA DA (currently Acting, Daniel Hinton) as Non-voting PC Member. Update the FHWA Planner member.

MPO's Response: The term itself comes from the Latin, meaning "from the office." It refers to a Board member who has their position because of the office that person holds. This distinction is used to ensure that the committee assignment follows the position and not the individual. The FHWA DA and FHWA Planner have been added to their respective committees.

- Major Documents - The TIPs updated cycle is 1-3 years as GDOT does a new STIP.

MPO's Response: Draft UPWP has been updated from "every 1 year" to "every 1-3 years".

- There is a focus on equity, resiliency, climate change and complete streets, and also freight. Ensure there is a statement of focus shown in the upcoming FY 2023 UPWP. New PEAs will need to be included in the FY 23 UPWP.

MPO's Response: Draft UPWP has been updated with new planning focus areas and new Planning Emphasis Areas.

FY 2022 UPWP Budget Summary:

- Work Tasks / Sub-Elements: 1.1 - Previous Work: Transit related activities should be charged and reported to Transit funds not PL funds.

MPO's Response: This item is related to coordination with other multimodal agencies. This time is split between PL and 5303 funding types as this coordination is critical to both highway and multimodal/transit modes. No planning activities exclusive to transit will be carried out under this task.

- Work Tasks / Sub-Elements: 4.13 - Previous Work: All relative activities for the study should be reported here. This is a PL funded study and all performed work should be reported. The general statement does not provide any details of activities.

MPO's Response: There have been limited activities to date, as the contractor was not selected until November 2021. The section was updated to reflect activities that occurred in December 2021 including the project kick-off meeting and traffic count collections.

GDOT Comments

Agency Approval Letter

U.S. Department of Transportation
Federal Highway Administration

Georgia Division

June 9, 2022

61 Forsyth Street, SW
Suite 17T100
Atlanta, Georgia 30303
Phone: 404-562-3630
Fax: 404-562-3703
www.fhwa.dot.gov/gadiv

In Reply Refer To:
HIP-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 amended Fiscal Year (FY) 2023 Unified Planning Work Program (UPWP) approved by the Policy Committee on May 31, 2022. 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 2023 UPWP.

The FY 2023 UPWP reflects $110,737.09 of programmed PL Funds and an additional $2,081.53 PL Set-aside for Safe and Accessible Transportation Options, totaling $112,818.62. These funds are available upon an approved authorization. The FY 2023 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 Ms. Olivia Lewis at 404-562-3639 or Mr. Keith Melton at 404-865-5614.

Sincerely,

OLIVIA D LEWIS Digitally signed by OLIVIA D LEWIS Date: 2022.06.09 09:10:24 -04'00'

Sabrina S. David, AICP
Division Administrator

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.

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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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

Thomas G. Hines
Mayor

Rose M. Kenner
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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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 4th day of February 2005.

CITY OF FLEMINGTON

Witness

Mayor

Notary Public

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.

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 4TH **day of** APRIL **2005.**

CITY OF GUM BRANCH

Witness

Mayor

Notary Public

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.

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 3d day of March 2005.

CITY OF HINESVILLE

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.

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.

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 11th day of APRIL 2005.

CITY OF MIDWAY

Witness

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.

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.

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 3rd day of May 2005.

CITY OF RICEBORO

Witness

Mayor

Notary Public

My Commission Expires Dec. 4, 2005

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.

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 4th day of April 2005.

CITY OF WALTHOURVILLE

Witness

Mayor

JUANITA JOHNSON NOTARY PUBLIC LIBERTY COUNTY, GA My Comm. Exp. Apr. 4, 2006

Notary Public

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.

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 16th day of February 2005.

COUNTY OF LIBERTY

Witness

Chairman

Notary Public

DEBRA J. WHITEHURST NOTARY PUBLIC LIBERTY COUNTY, GA. My Comm. Exp. January 8, 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.

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.

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 8th **day of** April **2005.**

COUNTY OF LONG

Witness

Chairman

Notary Public

MARY ANN ODUM NOTARY PUBLIC MY COMM. EXPIRES FEB 4, 2009 LONG COUNTY GEORGIA

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.

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 7th day of April 2005.

FORT STEWART

Witness

Garrison Commander

Notary Public

GEORGIA DEPARTMENT OF TRANSPORTATION

RECOMMENDED:

Director of Planning, Data and
Intermodal Development

Witness

Commissioner

Notary Public

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.

On February 11, 2021, the Policy Committee approved an amendment to the Policy Committee Bylaws to add Article VIII, Meeting Remotely and Virtually, as directed by the Policy Committee.

Adopted: February 12, 2012
Amended February 11, 2021

100 Main Street, Suite 7520 Hinesville, Georgia 31313
Phone: 912-408-2030 Fax: 912-408-2037

Jeff Ricketson, AICP, Director Chairman Donald Lovette, Policy Committee Chairman

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

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

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

Visit our website for the most up-to-date information and downloadable documents at www.thelepc.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.

ARTICLE VIII

Meeting Remotely and Virtually

1) In the event of public health or other public emergencies, in-person committee meetings will be suspended, and be held virtually via an online platform accessible to the general public.

2) Committee members may participate in virtual meetings with simultaneous live audio/video.

3) Proxy members will be identified at the start of committee meetings in a verbal roll call.

4) A quorum consists of a simple majority of the committee's members, who can vote on action items virtually by a verbal yes or no.
    a. Nay votes will be documented by HAMPO staff,
    b. Committee members will announce themselves when making or seconding a motion.

5) If committee members lose connection, the chairperson may call a brief recess while attempts are made to reconnect with the committee member.

6) Committee members will be provided with meeting materials digitally, with the general public receiving access to these materials via the HAMPO website.

7) Virtual committee meeting web-links and telephone access numbers will be published on meeting agendas and made available to the public on the HAMPO website. This method allows the general public to participate in the meeting, with a standing agenda item to receive comments from the public.

8) Public comments can be issued during MPO meetings, posted online, or submitted via telephone, email or U.S. Mail.

9) Comments received from the general public via telephone, email, U.S. Mail, or posted online, will be shared with the committee by HAMPO staff.

Resolution of Adoption

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

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

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

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

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

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

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

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

CERTIFICATION

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

Attest:

Mayor Daisy Pray (date) — Chair, HAMPO Policy Committee

Jeff Ricketson, AICP (date) — Executive Director, Secretary

Resolution of Amendment #1

RESOLUTION BY THE HINESVILLE AREA METRPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE APPROVING AN AMENDMENT TO THE POLICY COMMITTEE BYLAWS

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, the Federal Highway Administration and the Federal Transit Administration have reviewed the organization and activities of the planning process and certified them to be in conformance with the requirements of 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 *Policy Committee Bylaws;* and

NOW, THEREFORE BE IT RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee approves this amendment to the *Policy 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 the Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on February 11, 2021.

Chairman Donald Lovette
Chair, HAMPO Policy Committee

3/18/2021
Date

ATTEST:

Jeff Ricketson, AICP
Executive Director, LCPC/HAMPO

3/19/2021
Date

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.

On February 11, 2021, the Policy Committee approved an amendment to the Technical Coordinating Committee Bylaws to add Article VIII, Meeting Remotely and Virtually, as directed by the Policy Committee.

Adopted: February 12, 2012
Amended February 11, 2021

100 Main Street, Suite 7520 Hinesville, Georgia 31313
Phone: 912-408-2030 Fax: 912-408-2037

Jeff Ricketson, AICP, Director Chairman Donald Lovette, 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.

ARTICLE VIII

Meeting Remotely and Virtually

10) In the event of public health or other public emergencies, in-person committee meetings will be suspended, and be held virtually via an online platform accessible to the general public.

11) Committee members may participate in virtual meetings with simultaneous live audio/video.

12) Proxy members will be identified at the start of committee meetings in a verbal roll call.

13) A quorum consists of a simple majority of the committee's members, who can vote on action items virtually by a verbal yes or no.
    c. Nay votes will be documented by HAMPO staff,
    d. Committee members will announce themselves when making or seconding a motion.

14) If committee members lose connection, the chairperson may call a brief recess while attempts are made to reconnect with the committee member.

15) Committee members will be provided with meeting materials digitally, with the general public receiving access to these materials via the HAMPO website.

16) Virtual committee meeting web-links and telephone access numbers will be published on meeting agendas and made available to the public on the HAMPO website. This method allows the general public to participate in the meeting, with a standing agenda item to receive comments from the public.

17) Public comments can be issued during MPO meetings, posted online, or submitted via telephone, email or U.S. Mail.

18) Comments received from the general public via telephone, email, U.S. Mail, or posted online, will be shared with the committee by HAMPO staff.

Resolution of Adoption

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

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

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

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

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

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

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

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

CERTIFICATION

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

Attest:

Mayor Daisy Pray (date) — Chair, HAMPO Policy Committee

Jeff Ricketson, AICP (date) — Executive Director, Secretary

Resolution of Amendment #1

RESOLUTION BY THE HINESVILLE AREA METRPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE APPROVING AN AMENDMENT TO THE TECHNICAL COORDINATING COMMITTEE BYLAWS

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, the Federal Highway Administration and the Federal Transit Administration have reviewed the organization and activities of the planning process and certified them to be in conformance with the requirements of 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 *Technical Coordinating Committee Bylaws;* and

NOW, THEREFORE BE IT RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee approves this amendment to the *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 the Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on February 11, 2021.

Chairman Donald Lovette
Chair, HAMPO Policy Committee

3/18/2021
Date

ATTEST:

Jeff Ricketson, AICP
Executive Director, LCPC/HAMPO

3/19/2021
Date

Hinesville Area Metropolitan Planning Organization

HAMPO

By-Laws:
Citizens Advisory Committee

On December 10, 2020, the Policy Committee approved an amendment to the Citizens Advisory Committee to amend Article VI Policy Committee Bylaws to amend Article VI, Meetings, by deleting second Tuesday of every even numbered month and adding "second Thursday of every odd numbered month" as directed by the Policy Committee.

On February 11, 2021, the Policy Committee approved an amendment to the Citizens Advisory Committee Bylaws to add Article VIII, Meeting Remotely and Virtually, as directed by the Policy Committee.

Adopted: December 13, 2012
Amended: February 11, 2021

100 Main Street, Suite 7520 Hinesville, Georgia 31313
Phone: 912-408-2030 Fax: 912-408-2037

Jeff Ricketson, AICP, Executive Director Chairman Donald Lovette, Policy Committee Chairman

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

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c\o Liberty Consolidated Planning Commission
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ARTICLE I

Name of the Committee

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

ARTICLE II

Purpose

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

ARTICLE III

Membership

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

Voting Members:

- Town of Allenhurst (1 member)
- City of Flemington (1 member)
- Town of Gum Branch (1 member)
- City of Hinesville (4 members)
- City of Midway (1 member)
- City of Riceboro (1 member)
- City of Walthourville (2 members)
- Liberty County (3 members)
- Long County (1 member)
- Representative, Fort Stewart (1 member)
- Representative, Savannah Technical College (1 member)
- Representative, Armstrong Atlantic State University, Hinesville Campus (1 member)

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

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

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

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

ARTICLE IV

Organizational Duties

1) The Citizens' Advisory Committee ensures that citizen participation in the transportation planning process will be met, in accordance with the HAMPO Participation Plan. The CAC functions as a public information and involvement committee. The CAC will participate in the review of social, economic, and environmental considerations that are essential for developing a viable transportation study for the area. The CAC, through establishment of various task forces, subcommittees, and stakeholder groups, and regular committee meetings, should participate in the following:

   a) Review each year the work of the transportation study including the HAMPO Unified Planning Work Program (UPWP), the Transportation Improvement Plan (TIP), as well as the Long Range Transportation Plan (LRTP).

   b) Make recommendations as appropriate to the Policy Committee and the Technical Coordinating Committee regarding amendments to the items identified in the preceding paragraph.

   c) Assess public opinion relative to the transportation study's activities with recommendations to the Policy and Technical Coordinating committees.

ARTICLE V

Officers and Members Duties

1) The CAC shall select a Chairperson and Vice-Chairperson at the first meeting of the calendar year when a quorum is present by simple majority vote. The term of Chairperson and Vice-Chairperson shall be for the calendar year. The Chairperson and the Vice-Chairperson may serve up to a maximum of three calendar years.

2) The Chairperson shall arrange and conduct all meeting of the Committee, appoint subcommittees to function on the behalf of the Committee and represent the Committee on the HAMPO Policy Committee as a non-voting member. The Chairperson shall act as official spokesperson for the CAC; however, this shall not abridge any individuals' rights to freedom of speech on their own behalf. The Chairperson shall have such powers as may be reasonably construed as belonging to the chief of executive of any organization.

3) The Vice-Chairperson shall act as Chairperson to conduct any meetings of the Committee in the absence of the Chairperson. This officer shall act on behalf of the Chairperson when requested to do so by the Chairperson. In the event of the absence of 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 second Thursday of every odd numbered month, beginning at 5:30 PM at the location as directed by the Policy Committee.

2) Meeting notices shall be e-mailed seven calendar days prior to the meeting outlining the planned agenda. Should there be no business to come before the committee, the officers, by agreement with the members, may cancel the meeting.

3) No action of the CAC will become official unless a quorum is present. A quorum shall be 50% of the appointed membership. Vacant memberships shall not be counted towards the quorum.

4) A majority vote of the members present shall be required for approval of any action taken by the CAC.

5) Special meetings, including special public meetings of this organization, may be called at the discretion of the Chairperson when it is deemed to be in the best interest of the organization. Also one-third (1/3) of the voting members of the HAMPO CAC may petition the Chairperson to call special meetings. Notice of any such meeting shall state the reasons that the meeting has been called, the business to be transacted, by whom the meeting is called, and the time and place of the meeting. The business discussed will be limited to that specified in the notice unless there is unanimous consent of all members present at such meeting.

6) The meetings of the Committee shall be conducted in accordance with the rules adopted by the Committee.

7) The agenda of the meetings of the HAMPO CAC shall be set by the Chairperson. A member may petition the Chairperson to place an item on the agenda at least seven (7) days before the schedule date for such meeting. The order of business at all regular meetings shall be at the discretion of the Chairperson. The agenda will include a public participation period.

8) Meetings are open to the public. Comments by the public are welcome and will be solicited through notices placed in available public media. Public comment at meetings is subject to the committee's rules of order.

ARTICLE VII

Amendments to By-laws

1) These By-laws are adopted pursuant to Article III of the Policy Committee By-laws and may be amended by the Policy Committee on its own or pursuant to recommendation of the CAC. The CAC shall be informed of any proposed amendments to these by-laws at the regularly scheduled meeting of the CAC prior to final consideration by the Policy Committee.

2) Motions to recommend modification to or repeal these By-laws may be made at any regularly scheduled meeting but any action with regard to such motion may not be taken until the next or subsequent regularly scheduled meeting. All members of the Policy Committee must be notified as soon as possible regarding such motion.

3) An affirmative vote by a simple majority of the full voting membership of the Policy Committee is required to recommend modifications to or repeal these By-laws.

4) Notwithstanding Section 1, Article VII, a motion to poll all members concerning the alteration or repeal of these By-laws may be made at any regular or special meeting of the Policy Committee provided that the meeting is called in accordance with these By-laws.

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.

ARTICLE VIII

Meeting Remotely and Virtually

19) In the event of public health or other public emergencies, in-person committee meetings will be suspended, and be held virtually via an online platform accessible to the general public.

20) Committee members may participate in virtual meetings with simultaneous live audio/video.

21) Proxy members will be identified at the start of committee meetings in a verbal roll call.

22) A quorum consists of a simple majority of the committee's members, who can vote on action items virtually by a verbal yes or no.
    e. Nay votes will be documented by HAMPO staff,
    f. Committee members will announce themselves when making or seconding a motion.

23) If committee members lose connection, the chairperson may call a brief recess while attempts are made to reconnect with the committee member.

24) Committee members will be provided with meeting materials digitally, with the general public receiving access to these materials via the HAMPO website.

25) Virtual committee meeting web-links and telephone access numbers will be published on meeting agendas and made available to the public on the HAMPO website. This method allows the general public to participate in the meeting, with a standing agenda item to receive comments from the public.

26) Public comments can be issued during MPO meetings, posted online, or submitted via telephone, email or U.S. Mail.

27) Comments received from the general public via telephone, email, U.S. Mail, or posted online, will be shared with the committee by HAMPO staff.

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 *Policy, Technical Coordinating and Citizens Advisory Committee Bylaws* as set forth in the documents attached to this Resolution;

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

CERTIFICATION

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

Attest:

John D. McIver — 12-13-12 (date)
Chair, HAMPO Policy Committee

H.E. "Sonny" Timmerman — 12/13/2012 (date)
Executive Director, Secretary

Resolution of Amendment #1/2

RESOLUTION BY THE HINESVILLE AREA METRPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE APPROVING AN AMENDMENT TO THE CITIZENS ADVISORY COMMITTEE BYLAWS

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, the Federal Highway Administration and the Federal Transit Administration have reviewed the organization and activities of the planning process and certified them to be in conformance with the requirements of 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 *Citizens Advisory Committee Bylaws;* and

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

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

CERTIFICATION

I hereby certify that the above is a true and correct copy of the Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on February 11, 2021.

Chairman Donald Lovette
Chair, HAMPO Policy Committee

3/18/2021
Date

ATTEST:

Jeff Ricketson, AICP
Executive Director, LCPC/HAMPO

3/19/2021
Date