Public Participation Plan

Hinesville Area Metropolitan Planning Organization

Liberty Consolidated Planning Commission
Adopted: June 8, 2017
Amendment 1: August 23, 2017
Amendment 2: Pending Approval
Amendment 3: Pending Approval

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.

The public involvement process for the Transportation Improvement Program, Long Range Transportation Plan, Special Projects or other plans and programs is used to satisfy the Georgia Department of Transportation public participation process for the Program of Projects.

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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Resolution

RESOLUTION OF THE
HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY
COMMITTEE ADOPTING THE HAMPO PUBLIC PARTICIPATION PLAN

WHEREAS, under the Fixing America's Surface Transportation Act of 2015, regulations require that the product of a planning process be certified as in compliance with all applicable requirements of the law and regulations when updating the Public Participation Plan; and

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

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

BE IT RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee adopts the Public Participation Plan; and

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 June 8, 2017.

6/8/17

Mayor Allen Brown, Policy Committee Chair date

ATTEST:

6/8/17

Jeff Ricketson, AICP; LCPC Executive Director date

Amendments

Amendment No. 1: For compliance with GDOT policy on "Program of Projects.", this document is hereby amended as shown on pages 2, 10 and 11.

By order of the HAMPO Executive Director:

Jeff Ricketson, AICP; dated: 8/28/17

Amendment No. 2: Updated to include section on virtual public participation procedures. The section is located on pages 20 and 21.

By order of the HAMPO Executive Director:

_____ _____

Jeff Ricketson, Executive Director, LCPC Date

Amendment No. 3: Updated length of Public Comment Period for Transportation Improvement Program (TIP) to 15 days.

By order of the HAMPO Executive Director:

_____ _____

Jeff Ricketson, Executive Director, LCPC Date

I. Policy Statement

It is the policy of the Hinesville Area Metropolitan Planning Organization (HAMPO[1]) to provide a planning process that is open to public input in the preparation of plans and programs, and is consistent with the ten planning factors required under the 2015 Fixing America's Surface Transportation Act (FAST Act). The ten planning factors prescribed by the FAST Act are as follows:

1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2) Increase the safety of the transportation system for motorized and non-motorized users.
3) Increase the security of the transportation system for motorized and non-motorized users.
4) Increase the accessibility and mobility to people and for freight.
5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7) Promote efficient system management and operation.
8) Emphasize the preservation of the existing transportation system.
9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10) Enhance travel and tourism.

The main purpose of the HAMPO Participation Plan is to provide full and equitable access to the public. The HAMPO public participation policy is designed to ensure ample opportunities for the public to express views on transportation issues and to become active participants in the decision making process through an adopted procedure. In order to carry out these objectives, HAMPO has developed and adopted this document, as mandated by federal legislation, to provide procedures for public participation that are inclusive, timely, and complete. This Participation Plan is guided by the February 14, 2007 published final rulemaking (effective March 16, 2007) for public participation procedures for metropolitan planning organizations and incorporates the changes to the Code of Federal Regulations due to the passage of the FAST Act.

II. Introduction

Historical Background

A Metropolitan Planning Organization (MPO) is the organization designated by the Governor as responsible together with the State for transportation planning in an urbanized area according to Title 23, Section 134 of the United States Code. This organization shall be the forum for cooperative

[1] HAMPO is managed under the umbrella of the Liberty Consolidated Planning Commission (LCPC).

decision-making by principal elected officials of general local government. The federally required planning process in urbanized areas is aimed at developing programs to meet a region's transportation needs through analyzing the existing system and preparing plans and studies in a comprehensive, continuing, and cooperative manner known as the (3-C) planning process. Federal funds for transportation projects and programs are channeled through this planning process.

In accordance with federal law, the transportation planning process must be carried out by 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. As a result of 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 the 2010 Census, the HAMPO urbanized area population was 51,456.

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

HAMPO 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 (TCC) and Citizens Advisory Committee (CAC) provide valuable input to the Policy Committee on transportation issues. The TCC is made up of key government and agency transportation staff members who are involved in technical aspects of transportation planning. The CAC advises the Policy Committee on matters of public opinion from individual citizens and citizen groups regarding planned changes to the HAMPO plans and programs, as well as study findings and recommendations. The CAC ensures that citizen participation in the transportation planning process will be incorporated and is accomplished in accordance with the Public Participation Plan.

Purpose

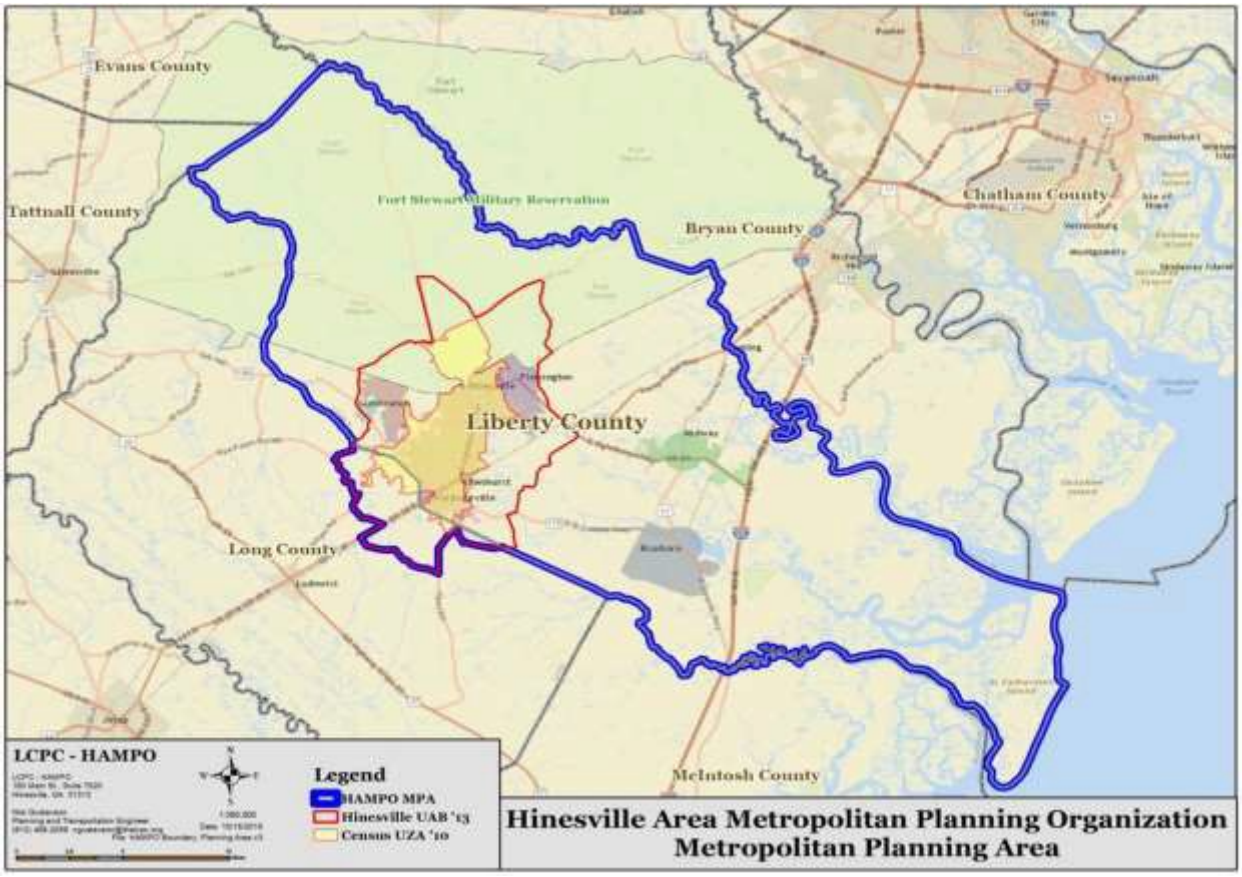
According to Chapter Three of FTA Circular 4702, every Title VI program should include a Public Participation Plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission. The previous Public Participation Plan was adopted by HAMPO on December 13, 2012; with the latest administrative modification to the document on October 21, 2015. The Federal Highway Administration's (FHWA) policy on public involvement states "Public involvement and a

systematic interdisciplinary approach are essential parts of the development process for proposed actions." [23 CFR § 771.105(c)]

A recipient's targeted Public Participation Plan for minority populations may be part of efforts that extend more broadly to include other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.

III. HAMPO Boundary Area

The HAMPO boundary area, also referred to as the Metropolitan Planning Area (MPA), includes all of Liberty County and the urbanized portions of Long County, including Fort Stewart and the municipalities of Allenhurst, Flemington, Gum Branch, Hinesville, Midway, Riceboro, and Walthourville. The area encompasses approximately 590 square miles and a population of 70,695 according to the 2010 U. S. Census. In 2013, the Urbanized Area Boundary (UAB) was approved and in 2015, the MPA was updated to reflect the 2010 Census Urbanized Area (UZA) and the 2013 UAB. The updated MPA was approved by the Governor on December 09, 2015.



IV. Requirements of the Planning Process

The Public Participation Plan is intended to develop reasonable opportunities for public participation of interested parties. This plan complies with the U.S. Department of Transportation rules requiring provisions to ensure early and continuing public participation in the development of transportation plans and programs for the Hinesville Area Metropolitan Study are. This plan also ensures that identified Federal, State, local, and non-profit agencies and organizations responsible for plans that may be impacted by transportation planning activities are consulted and included in the public participation process, specifically during the development of the metropolitan transportation plan, also known as the Long Range Transportation Plan (LRTP), and the Transportation Improvement Program (TIP).

The public involvement process for the Transportation Improvement Program, Long Range Transportation Plan, Special Projects or other plans and programs is used to satisfy the Georgia Department of Transportation public participation process for the Program of Projects.

The plan is intended to establish best practices that will allow for proper decision making of the transportation plans that are developed by the MPO. In its public participation process the MPO shall:

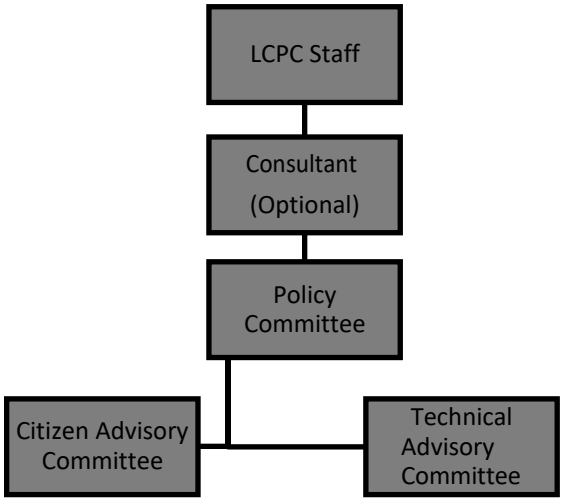
1. Provide timely information about transportation issues and processes. This information is to be available to citizens, affected public agencies, transportation agencies and providers and other interested parties and segments of the community affected by transportation plans, programs and projects (including, but not limited to, local jurisdiction concerns).
2. Provide public access to technical and policy information used in creating the LRTP, the TIP, and other transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
3. Give adequate public notice of public involvement activities and sufficient time to allow for public review and comment at key decision points, including, but not limited to, approval of the LRTP, the TIP and other transportation plans and projects. If the final draft of any transportation plan differs significantly from the one made available for public comment, additional viewing opportunities will be made available by the MPO.
4. Respond in writing to public input. When significant comments are received on draft transportation plans through public participation or interagency consultation processes, reports on the disposition of comments will be part of the final plan.
5. Request the needs of those traditionally underserved by the current transportation planning process such as minorities, the transportation disadvantaged, elderly, persons with disabilities and low-income households.

6. Provide a 45 calendar day public comment and review period prior to adoption of the Public Participation Plan and/or amendments. Notice to be advertised in the Coastal Courier newspaper with general circulation throughout Liberty and Long Counties. Prior notice will also be sent to the entire MPO mailing list.
7. The public notice shall include the following: “The public involvement process for the “name of plan” (i.e. Transportation Improvement Program, Long Range Transportation Plan, Special Projects or other plans and programs) satisfies the Georgia Department of Transportation public participation process for the Program of Projects."
8. Provide a 30 calendar day public comment and review period prior to adoption of the LRTP, UPWP, the Bicycle and/or Pedestrian Plans, Transit Plans, any formal amendments or updates and other suitable transportation plans and/or projects.
9. Provide a 15 calendar day public comment and review period prior to adoption of the TIP, any formal amendments or updates to the TIP.
10. Coordinate the participation process with statewide participation processes whenever possible to enhance public consideration of the issues, plans and programs, and reduce redundancies and costs. (HAMPO will follow public participation protocol as outlined in the GDOT Amendment Process).

For more detail on the federal authority of MPOs and the federal requirements for participation, see Appendix B.

V. Organizational Structure

Figure 1: HAMPO Organizational Chart



Liberty Consolidated Planning Commission Staff

The Liberty Consolidated Planning Commission (LCPC) is the designated Metropolitan Planning Organization (MPO) for the HAMPO study area. The staff ensures that the five core functions of the MPO are carried out, they include:

1. Establish a fair and impartial setting for regional decision making.
2. Evaluate transportation alternatives.
3. Maintain a long-range transportation plan covering a 20 year planning horizon.
4. Develop a four year Transportation Improvement Program and prioritize projects.
5. Involve the public.

The LCPC employs seven professional engineers, planners, and support staff:

- Executive Director: responsible for directing and overseeing the activities of the Liberty Consolidated Planning Commission
- Administrative Assistant: provides general office management support, administrative support to all Commission departments, and meeting support
- Zoning Administrator: reviews, processes, and monitors County development plans for compliance with local zoning ordinances, as well as, revises, maintains, and distributes zoning ordinance information, maps, and files
- Planner III: performs the supervisory and professional duties involved in overseeing and participating in the work of employees involved in one or more elements of the planning process
- Planner II: provides a variety of technical and professional work in the current and long range planning programs of the LCPC related to the development and implementation of land use and related LCPC plans and policies
- Senior Inspector: conducts inspections for all County construction projects to ensure compliance with local ordinances and regulations
- Engineering Director: oversees all property development projects in Liberty County, guiding, implementing and ensuring compliance with local ordinances and regulations

The LCPC contracts with consultants periodically to develop plans for the HAMPO study area. Both Federal Transit Administration and Federal Highway Administration procurement rules and policies are adhered to. A notice is placed on the LCPC website at, www.thelcpc.org, soliciting proposals for each upcoming project.

Citizens' Advisory Committee (CAC)

The Citizens' Advisory Committee advises the Policy Committee on matters of public opinion from individual citizens and citizen groups regarding planning changes to the Transportation

Improvement Plan, Unified Planning Work Program and the Long Range Transportation Plan as well as study findings and recommendations. The committee is made up of 18 Policy Committee appointed local citizens. The members represent nine local governments, Fort Stewart, Savannah Technical College and Armstrong State University Hinesville Campus.

Each Mayor, Chairman of the Board of Commission, and local organization nominates a CAC member to be approved by the Policy Committee, as follows:

Organization	Number of Representatives
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
Fort Stewart	1 member
Savannah Technical College	1 member
Armstrong State University	1 member

Technical Coordinating Committee (TCC)

The Technical Coordinating Committee is made up of key government and agency transportation staff members who are involved in technical aspects of transportation planning. The TCC shall be responsible for the preparation of the Unified Planning Work Program (UPWP), the Transportation Improvement Plan (TIP) and the Long Range Transportation Plan (LRTP). 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 the Policy Committee.

The Technical Coordinating Committee meets on the second Thursday of every odd numbered month. The chief elected official of each municipality appoints the TCC representative for the respective jurisdictions. The committee is comprised of 19 voting members and six non-voting advisory members.

Name	Title	Organization
Voting Members		
Jeff Ricketson	Executive Director	Liberty Consolidated Planning Commission
Joey Brown	County Administrator	Liberty County
Trent Long	County Engineer	Liberty County
Kenneth Howard	City Manager	City of Hinesville
Paul Simonton	City Engineer	City of Hinesville
Ben Morrow	ESG	Public Works

Paul Hawkins / David Edwards	Representative	City of Flemington
Clemontine Washington	Representative	City of Midway
Pearl Axson	Representative	City of Riceboro
Larry Baker	Representative	City of Walthourville
James Willis	Representative	Town of Allenhurst
Troy O'Neal	Representative	City of Gum Branch
Kyle Wemett/David DeLoach	Representative	Fort Stewart
Nedrick Green	Transportation Planning Specialist II	GDOT Office of Planning
David Thompson	Transit Planner	GDOT Office of Intermodal Programs
Katie Proctor	District Planning & Programming Liaison	Georgia Department of Transportation
Dr. Franklin D. Perry/Zheadric B.	Superintendent	Liberty County Board of Education
Ron Tolley	Executive Director	Liberty County Development Authority
Non-Voting Advisory Members		
Olivia Lewis	Transportation Planner	Federal Highway Administration
Robert Buckley	Community Planner	Federal Transit Administration
Don Masisak	Director of Planning	Coastal Regional Commission
Karen Randolph	General Manager	Liberty Transit
John Lyles	Operations Manager	Liberty County Board of Education
Cole Mullis	Regional Planner	Coastal Regional Commission
Trang Mai	Transportation Planner	GDOT Office of Planning

Policy Committee (PC)

The Policy 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 projects and studies. The committee is entrusted with ensuring that the HAMPO transportation projects are current and prioritizes transportation projects recommended in the planning process.

The Policy Committee meets on the second Thursday of every even numbered month. Committee membership is determined by organization position, as listed below:

Name	Title	Organization
Voting Members		
Donald L. Lovette	Chairman	Liberty County Board of Commissioners
Robert Parker	Chairman	Long County Board of Commissioners
Lily Baker	Chairman	Liberty County Board of Education

Lynn Pace (Proxy)	Chairman	Liberty Consolidated Planning Commission
James Willis	Mayor	Town of Allenhurst
Paul Hawkins	Mayor	City of Flemington
Richard Strickland	Mayor	City of Gum Branch
Allen Brown	Mayor	City of Hinesville
Levern Clancy, Jr.	Mayor	City of Midway
Pearl Axson	Mayor Pro-Tem	City of Riceboro
Larry Baker	Mayor	City of Walthourville
Vicky Nelson	Councilman	City of Hinesville
Gary Gilliard	Commissioner	Liberty County Board of Commissioners
Melissa Ray (Proxy)	Chairman	Liberty County Development Authority
Radney Simpson / Tom Caiafa	Representative	Georgia Department of Transportation
Non-Voting Advisory Members		
Jeff Ricketson	Executive Director	Liberty Consolidated Planning Commission
Joey Brown	County Administrator	Liberty County
Kenneth Howard	City Manager	City of Hinesville
Phil Odom	Chair	HAMPO Citizens Advisory Committee
Mark Wilkes	Executive Director	Coastal Regional MPO
Kyle Wemett	Garrison Commander	Fort Stewart
Daniel Hinton	Director	Federal Highway Administration

VI. Participation Strategy

The HAMPO Public Participation Plan has five components that provide the opportunity for public involvement: Consultation, Public Access, Public Outreach and Education, Public Input and Evaluation.

Consultation

Objective: To provide agencies with a reasonable opportunity to comment on various transportation planning activities. HAMPO will continuously meet with local, regional, state, and federal agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation for the region. The following strategies shall be used to achieve this objective:

1. The MPO shall maintain an updated list of stakeholders and potential stakeholders to disseminate information about HAMPO transportation plans and projects. All draft documents and adopted documents will be posted on the HAMPO website.
2. All plans will be prepared and/or amended by the MPO in consultation, as appropriate, with agencies and officials responsible for other planning activities in the study area. Consultation will consist of direct requests for information (i.e resource inventories, maps) and/or web-based searches for available data from the resource agencies.
3. A summary report detailing written and oral comments on the draft plan or program, will be prepared and made part of the final document.

4. HAMPO staff will consult with the following agencies and provide them an opportunity to comment on various transportation planning activities:

Affected Public Agencies:
Georgia Department of Community Affairs
Georgia Department of Economic Development
Georgia Forestry Commission
Georgia Department of Natural Resources
Historic Preservation Division, DNR
Environmental Protection Division, DNR
Wildlife Resource Division, DNR
State Parks & Historic Sites, DNR
Georgia Department of Transportation
Coastal Regional Commission
Liberty County Government
Town of Allenhurst
City of Flemington
City of Gum Branch
City of Hinesville
City of Midway
City of Riceboro
City of Walthourville
Long County Government
City of Ludowici
Liberty Consolidated Planning Commission
Federal Highway Administration
Federal Transit Administration
Representatives of Public Transportation Providers:
Liberty Transit
Coastal Regional Coaches
Representatives of Agencies serving vulnerable populations:
Hinesville Community Development Department
Homeless Prevention
Liberty County Health Department
Liberty County Department and Family Children Services
Hinesville Housing Authority
Coastal Medical Assistance Clinic
Diversity Health Center
Liberty County Board of Education

Public Access

Objective: To ensure that the general public and other interested parties have timely and convenient access to agendas, meetings, documents and other information related to the regional transportation process. The following strategies shall be used to achieve this objective:

1. Published items will be available at the LCPC/HAMPO office and on the LCPC/HAMPO website (www.thelcpc.org). Copies of draft documents also will be available for public review at the following locations: Liberty County Courthouse Annex, Hinesville City Hall, Live Oak Public Library Liberty Branch, Live Oak Public Library Midway-Riceboro Branch, Long County Library, and the Long County Board of Commissioners office.
2. A contact list of governmental organizations, private organizations, transportation providers, and others involved in transportation has been developed. This list is continuously updated and available to the public via the HAMPO website.
3. The CAC, TCC, and PC meet every other month, or as needed. A meeting calendar is posted on the LCPC website. The agenda for the current meeting is posted at the location and on the LCPC/HAMPO website at least 72 hours in advance of the meeting.
4. All public meetings will be held at convenient and accessible locations. All meetings of department, agencies, boards, bureaus, commissions, shall be open to the public. A "meeting," within the definition of the Georgia Open Meetings Act, may be written, telephone, electronic, wireless, or other virtual means. O.C.G.A. § 50-14-1(a) (2).
5. Each round of public meetings for the review of the LRTP and TIP documents will consist of a minimum of two meetings at different locations throughout the HAMPO planning region. Notification of public meetings will be published in the legal sections of local media publications within the HAMPO region. A copy of the legal notice and other information provided to the public will be mailed directly to the local and state resource agencies at the same time that it is circulated to the public.
6. Maintain a database of interested parties/citizens to provide information about upcoming meetings and projects/studies. The contact information will be collected via the HAMPO website and from public input surveys that are collected at all HAMPO functions.
7. Each round of public meetings will consist of a minimum of two meetings at different locations throughout the HAMPO planning region. A copy of the legal notice and other information provided to the public will be mailed directly to the local and state resource agencies at the same time that it is circulated to the public.
8. The MPO shall maintain and update a list of stakeholders, and potential stakeholders, for the purpose of disseminating information about HAMPO transportation plans and projects. Special attention is given to Environmental Justice population groups. This involves GIS mapping to identify underserved population groups, including minorities, low-income, elderly, Hispanic, and those individuals with no vehicle.

Public Outreach and Education

Objective: To provide material to the public informing them of regional transportation plans and issues. The following strategies shall be used to achieve this objective:

1. HAMPO will use the following tools and techniques to inform the media, general public and other interested parties about transportation plans, programs and activities:

    a. LCPC/HAMPO website-Used to display general information about HAMPO, existing and current plans, and freight study plans. A calendar of upcoming meetings, agendas, and minutes are also available on the website. Direct contact for the staff member responsible for the HAMPO duties is accessible from the website.
    b. LCPC Facebook page- Used to display notification of upcoming meetings, progress on projects, and a source for interested citizens to leave questions and/or comments.
    c. Print Display Ads- Used to advertise public meetings prior to the preparation/revision of the TIP and LRTP informing the public of the review and comment period. The ads are published in the legal sections of media outlets within the HAMPO region.
    d. Online Surveys- Used to gather data to advocate for additional resources, in a relatively short amount of time. The surveys are usually done in preparation of a planning study
    e. Open House- Used to provide information on specific projects to citizens and receive public comments/feedback. Special activities or presenters that are experts in a field are typically available at these meetings. The meetings are held in central locations to those that will benefit most from the proposed project. These meetings are generally informal, which provides a greater opportunity for citizens to have direct contact with HAMPO staff.
    f. Public Hearings- Used to solicit public comments on projects or issues being considered for adoption by the HAMPO. They are primarily held for the LRTP and TIP. The comments are recorded in the meeting minutes; a communication log of comments is kept in the LCPC office. HAMPO staff provides a written response to all comments made during the public hearing.
    g. Speaking Engagements- the HAMPO staff will make formal and informal presentations to civic groups, agencies, non-profit organizations, local governments, etc. about current and potential projects. The HAMPO staff will make at least one speaking engagement a quarter.

2. Involve minority, low-income, disabled and elderly persons as members of the CAC.

3. As resources allow, provide announcements, documents, materials, and notices in the language of populations reaching the Limited English Proficiency threshold in the HAMPO urbanized area.
4. Provide fact sheets on specific projects.
5. Provide Liberty Transit vouchers/passes to citizens living in the areas identified as environmental justice geographic areas from the analysis maps.
6. Hold quarterly town hall meetings to discuss current and future transportation projects and plans in central locations throughout the HAMPO urbanized area.

Public Input

Objective: Used to obtain meaningful information from the general public. This provides the opportunity to members of the public to express their opinions and perspectives for consideration in decision making.

1. There is a standing public input item on the CAC, TCC, and PC meeting agenda. All comments received electronically or by mail are also presented to the committees. The public is also permitted to engage in the discussion of all action items on the agenda prior to the formal vote.
2. Task forces, subcommittees and stakeholder groups are convened on an as-needed basis to provide additional planning support for specific transportation-related issues.
3. Comment logs are included in all draft copies of major studies, allowing the public to address any concern that they may have with the material included in the document. The draft copies are available at the Liberty County Courthouse Annex, Hinesville City Hall, Live Oak Public Library Liberty Branch, Live Oak Public Library Midway-Riceboro Branch, Long County Library, and the Long County Board of Commissioners office. A written response address the comment is mailed to the citizen.
4. Online surveys are used to gather data to advocate for additional resources, in a relatively short amount of time. The surveys are usually done in preparation of a planning study.
5. Visualization techniques, such as renderings/maps, photographs, posters/flyers, computer-generated video, etc. provides the public with the opportunity to see what a project is going to look like on the ground. This allows public involvement and design modifications during project decision-making.
6. The Citizen Advisory Committee will continue to advise the Policy Committee on matters of public opinion from individual citizens and citizen groups regarding planned changes to long term transportation plans as well as study findings and recommendations.

Evaluation

Objective: To ensure that the implementation of the public involvement strategy is successful and assure that the formal outreach for specific projects will meet the guidelines of this plan.

1. HAMPO staff meets periodically to assess the involvement techniques and to brainstorm in order to identify alternative methods of increasing the public's attendance at meetings and to encourage substantive public comment.
2. Log the number of phone calls, letters and e-mails received inquiring about specific projects and scheduled public meetings, or requesting more information about the regional transportation planning process.
3. Record the number of people attending public meetings on the MTP, TIP or a HAMPO special study project.
4. Evaluate the number of issues /concerns expressed by the Citizens Advisory Committee and the response to, or change resulting from, the issue or concern.
5. Periodically review the effectiveness of the Participation Plan.

Virtual Public Participation

Objective: To ensure that the implementation of the public involvement strategy includes provisions for virtual public participation.

The Hinesville Area Metropolitan Planning Organization (HAMPO) is committed to following the guidance of Federal, State, tribal, and local governing bodies as it relates to health protection and safety. These policies and procedures are intended to ensure the safety and security of HAMPO staff and the public, as well as full and fair participation in the transportation planning process. The guidance below includes strategies that HAMPO will implement to ensure public participation during public health or other public emergencies.

1. Virtual alternatives, where feasible, can be used in lieu of in-person public meetings, site visits, and other facility-related face-to-face public interactions. HAMPO will remain consistent with current Federal, State, and local guidance regarding in-person events, mass gatherings, and social distancing.
2. In the event that in-person public interactions must occur, the meeting will be held in a location with adequate capacity for the expected attendance by the public, in adherence to Federal, State, tribal, and local guidance on events, mass gatherings, and social distancing.
3. For hybrid in-person and online meetings, participants attending in person must notify HAMPO staff a minimum of 24 hours in advance of the meeting.
4. For remote meetings, HAMPO staff must include in the notice clear and concise instructions for accessing the virtual public meeting, the means for making public comment, and where relevant documents, if any, will be made available. Communication channels such as local newspapers, factsheets, phone, and social media may be used to maintain contact with the general public and HAMPO committees.
5. Participants, including HAMPO staff and committee members, who are not visible by the public body must identify themselves when roll is taken, and prior to participating in deliberations (including making motions, proposing amendments, and raising points of order).
6. To ensure fairness and equal speaking time among members of the general public during virtual public meetings/workshops, disruptive members of the public may be muted and provided a warning that further disruptive behavior will result in a continuous mute until the conclusion of the meeting or the removal of the individual from the meeting.

7. HAMPO staff and partner agencies will be available to answer calls or emails from the public as an alternative to logging in to the virtual public meeting/hearing. The public may submit comments via email or U.S. Mail.
8. HAMPO staff will take additional steps to provide full and fair participation by conducting meetings virtually, including but not limited to:
    a. Streaming online to ensure simultaneous live audio and video are available to the public,
    b. Posting public meeting/workshop reminders and notices in advance of the meeting date,
    c. Posting archived meeting minutes in a prominent place on the HAMPO website following the meeting.

VII. Participation Opportunities for MPO Planning Documents

Unified Planning Work Program (UPWP)

The UPWP details the transportation planning activities for the coming year; report on previous work, provide fiscal information, and assign responsibilities, goals and objectives, to implement the Metropolitan Transportation Plan (MTP) and the short-range Transportation Improvement Program (TIP). The tasks in the UPWP may include special studies in addition to the work on the required documents. Interested parties and the MPO committees participate in the development of special studies. All of the committee meetings are open to the public. A public comment item is listed on the agenda for all HAMPO committee meetings.

Metropolitan Transportation Plan (MTP)

The MTP for HAMPO is a federally mandated requirement that the MPO must complete in order to remain eligible for federal assistance in transportation projects. The federal government requires that the transportation planning process maintain at least a twenty year planning horizon for highway, transit, and other transportation modes such as bicycles and walking. HAMPO's existing MTP was adopted on September 10, 2015. Although flexibility is given in developing this plan, many of the considerations of the plan that must be addressed are federally mandated by the FAST Act.

The public has two opportunities to offer public comment regarding the development of the MTP. The first opportunity takes place during the visioning phase of development of the plan. The second opportunity is the review of the draft MTP, which is mandated federally.

Both comment periods are thirty days in length and include public meetings within the HAMPO region. Comments can be submitted via e-mail, U.S. mail, fax, phone, or in person at the LCPC\HAMPO offices in Hinesville, GA. All comments will be acknowledged by HAMPO staff with an

explanation of how the comments will be addressed during the transportation planning process within 14 days of receipt. During the public comment periods, the documents, handouts, and other information are available on the LCPC\HAMPO website along with hardcopies.

Local and state resource agencies receive both notification of the public comment period pertaining to the draft MTP as well as the draft document in digital or hardcopy versions for their review and comment. As part of the MTP development process, the MPO gathers information from resource agencies in order to identify possible impacts to resources by transportation projects included in the MTP through consultation with the resource agencies. Consultation will consist of direct requests for information (i.e. resource inventories, maps) and/or web-based searches for available data from the resource agencies. Plans and inventories of the resource agencies are compared to proposed improvements outlined in the MTP. Areas of overlap that may require further attention during the NEPA process are identified in the MTP for further consideration.

Transportation Improvement Program (TIP)

Under MAP-21, the TIP details a prioritized list of federally supported projects and strategies to be carried out within the first four year period of the MTP. The prioritized list includes projects grouped by project type, estimated costs, completion schedule, location, and funding sources for each project. The role of the TIP is to implement the short-range elements of the MTP, as funding is available. An annual listing of projects completed in the previous year, with special consideration given to bicycle and pedestrian projects, in included in the TIP.

The draft TIP goes to the public for a 30 day comment period. During this period, meetings are scheduled within the HAMPO region. Materials presented at these meetings are also posted on the LCPC\HAMPO website. Comments can be submitted via e-mail, U.S. mail, fax, phone, or in person at the LCPC\HAMPO offices in Hinesville, GA. Meeting information and dates of the public comment period will be advertised in the legal sections of media outlets within the HAMPO region. All comments will be acknowledged by HAMPO staff with an explanation of how the comments will be addressed during the transportation planning process within 14 days of receipt. A summary of all public comments received will be included in the final publication of the TIP. Original public comments will be kept on file by HAMPO staff. A copy of the legal notice and other information provided to the public will be mailed directly to the local and state resource agencies at the same time that it is circulated to the public.

Public Participation Plan

The Public Participation Plan is intended to document public involvement activities that are conducted by HAMPO in compliance with federal regulations. The plan contains descriptions of the policies, goals, and techniques that will be used to involve the public in the transportation planning process at the MPO level.

Federal regulations require a 45 day comment period. A comment log is included in the draft copies of the Public Participation Plan that are strategically placed in the HAMPO study area. Comments are reviewed by the HAMPO staff. A written response is provided for each comment.

Agency Consultation and Coordination

Section 6001 of SAFETEA-LU (now FAST Act) requires that MPOs "shall consult, as appropriate with state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of a long-range transportation plan," and that this consultation "shall involve, as appropriate, comparison of transportation plans with State conservation plans or maps, if available, or comparison of transportation plans to inventories of natural or historic resources, if available. In addition the [U.S. Department of Transportation] Secretary shall encourage each MPO to consult with officials responsible for other types for planning activities that are affected by transportation in the area including State and local planned growth, economic development, environmental protection, airport operations, and freight movement." To meet the consultation and coordination requirements listed above, HAMPO will provide the agencies listed in Appendix (F) reasonable opportunities to review and provide comments on draft documents including the TIP, the LRTP, and the Participation Plan. Draft copies of transportation plans will be compared with conservation plans or maps and natural or historic resources if available and when appropriate. The agencies listed in Appendix F were identified during the "Agency Consultation Process" initiated by the GDOT.

In addition, HAMPO will continue to coordinate, as appropriate, with local, regional and State agencies responsible for economic development, planned growth, airport and freight movement.

Environmental Mitigation

Section 6001 of SAFETEA-LU (now FAST Act) requires that planning documents "shall include a discussion of the types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the [transportation] plan," and that these planning-level discussions "shall be developed in consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies." To comply with these requirements, HAMPO will afford the agencies listed in Appendix F the opportunity to actively participate during the development of the next LRTP update. In addition, general information will be sent to these agencies on major planning and corridor studies. The goal of these activities will be to facilitate dialogue and identify potential environmental mitigation activities early in the early during the development of the LRTP.

VIII. Adoption and Amendment

The HAMPO Public Participation Plan will be reviewed every five years; however, the plan will be updated as necessary to ensure that the MPO is allowing citizens every opportunity to participate. The Public Participation Plan shall be adopted by the HAMPO Policy Committee only after consultation with interested parties, a 45-day review and comment period, and the consideration of any comments received from the general public and other interested parties.

Amendments to the HAMPO Participation Plan shall be adopted by the HAMPO Policy Committee only after consultation with interested parties, a 45 day public review and comment period, and the consideration of any comments received from the general public and other interested parties. The HAMPO Participation Plan, and any amendments or updates to the plan, will be made available at public facilities throughout the study area, and will also be posted on the HAMPO website.

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A: Acronyms and Transportation Glossary

3C	Refers to the Continuing, Comprehensive, and Cooperative aspects of the transportation planning process.
ADA	Americans with Disabilities Act of 1990
CAC	Citizens Advisory Committee
CFR	Code of Federal Regulations
CRC	Coastal Regional Commission
EJ	Environmental Justice, which is a term referring to the Federal government's commitment to avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations; to ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and to prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and low-income populations.
FAST Act	Fixing America's Surface Transportation Act, signed into law December 4, 2015, replaced MAP-21 as the congressional surface transportation authorization.
FHWA	Federal Highway Administration, an agency of the U.S. DOT with jurisdiction over highways and bridges.
FTA	Federal Transit Authority, an agency of the U.S. DOT with jurisdiction over public transportation. Formerly called the Urban Mass Transit Administration.
Functional	A system used to group public roadways into classes according to their purpose in moving vehicle and providing access. The main classes are typically Arterial, Collector, and Local.
GDOT	Georgia Department of Transportation, which administers the state-wide transportation planning process in the State of Georgia.
HAMPO	Hinesville Area Metropolitan Planning Organization
ISTEA	The Intermodal Surface Transportation Efficiency Act of 1991, a congressional transportation authorization that introduced a comprehensive approach to transportation problems by emphasizing innovation, intermodalism and flexibility.

Subsequent reauthorizations (see TEA-21, SAFETEA-LU, MAP-21, FAST Act) have in turn replaced ISTEA but have continued much of the process.

LCPC Liberty Consolidated Planning Commission

LEP Limited English Proficiency

Local Streets One of the functional classifications of streets, a local street is one whose primary purpose is to provide direct access to abutting properties and to roads of a higher functional classification. They provide the lowest level of mobility with through traffic movement being discouraged.

LRTP Long Range Transportation Plan. This may also be called a Metropolitan Transportation Plan (MTP). The plan identifies the transportation problems expected in a horizon period of at least 25 years and the financially constrained solutions to address those problems.

MAP-21 Moving Ahead for Progress in the 21st Century, signed into law on July 6, 2012, replaced SAFETEA-LU as the congressional surface transportation authorization. MAP-21 in turn has been replaced by subsequent reauthorization.

MPO Metropolitan Planning Organization, designated by the governor, to serve a metropolitan area with a population of 50,000.

MTP Metropolitan Transportation Plan. This may also be called a Long Range Transportation Plan (LRTP). The plan identifies the transportation problems expected in a horizon period of at least 25 years and the financially constrained solutions to address those problems.

Multimodal Planning or infrastructure that reflects consideration of more than one mode to serve transportation needs in an area.

NEPA National Environmental Policy Act, which is a law enacted in 1969 that established a national environmental policy requiring that any project using Federal funding or approval, including transportation projects, examine the effects the proposal and alternative choices have on the environment before a Federal decision is made.

Non-Motorized In transportation planning, this term typically describes bicycling and walking used as a means of travel.

Participation Provides an overview of the goals and objectives of the MPO participation process and the participation techniques the MPO is committed to conducting for specific transportation planning programs and products.

PC Policy Committee

SAFETEA-LU The Safe, Accountable, Efficient Transportation Equity Act: a Legacy for Users. Signed into law in August 2005, this was the federal re-authorization of the Transportation Equity Act for the 21st Century (TEA-21). SAFETA-LU in turn has been replaced by subsequent reauthorizations.

STIP State Transportation Improvement Program, prepared by GDOT, is a staged, multiyear listing of projects proposed for Federal, State and local funding encompassing the entire State of Georgia. It is a compilation of the Transportation Improvement Programs (TIPs) prepared for the metropolitan areas, as well as project information for the non-metropolitan areas of the State and for transportation between cities.

TCC Technical Coordinating Committee, which provides the technical guidance and direction to CORE MPO.

TEA-21 The Transportation Equity Act for the 21st Century, signed into law in June 1998, was the congressional reauthorization of ISTEA.TEA-21 in turn has been replaced by subsequent reauthorizations.

TIP Transportation Improvement Program – the short-range transportation planning document. Projects or studies in the Long Range Transportation Plan appear in the TIP when they have been designated by the MPO to receive funding for preliminary engineering (PE), right-of-way acquisition (ROW), utilities, or CORE MPO Participation Plan 31 construction within the next four fiscal years (four-year range required by legislation).

Title VI Title VI of the Civil Rights Act of 1964

UPWP Unified Planning Work Program, which outlines the MPO staff's budget and work in carrying out the transportation planning activities in a fiscal year.

US DOT United States Department of Transportation, a federal agency created to assist state and local governments in the planning of all modes of transportation.

UZA Urbanized Area

B: Authority, Statues, Regulations, and Executive Orders

Federal Authority of Metropolitan Planning Organizations (MPOs)

The 1962 Federal-Aid Highway Act mandated that all urbanized areas with a population greater than 50,000 establish a continuing, cooperative and comprehensive (3C) planning process in order to be eligible to receive U. S. Department of Transportation funding. The 1974 Federal-Aid Highway Act formalized the process further by mandating the creation of a Metropolitan Planning Organization (MPO) for all areas required to have a 3C planning process.

In December 1991, the Intermodal Surface Transportation Efficiency Act (ISTEA) was signed into law. ISTEA was landmark legislation that introduced a comprehensive approach to transportation problems by emphasizing innovation, intermodalism and flexibility. It also expanded the responsibilities of local governments, giving them a greater role to play. The approach begun under ISTEA was continued in 1998 with the passage of the Transportation Equity Act for the 21st Century (TEA-21), in 2005 with the passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEALU), in 2012 with the passage of Moving Ahead for Progress in the 21 Century Act (MAP–21), and in 2015 with the passage of the Fixing America's Surface Transportation (FAST) Act. These authorizations affect MPO processes and transportation funding by amending various sections of Title 23 and Title 49 in the United States Code.

Statutes, Regulations, and Orders

While transportation agencies have great flexibility in developing public involvement plans, the following federal statutes, regulations, and executive orders provide general guidelines toward developing public involvement plans that work for all communities. These are arranged by topic. Several come from the federal transportation authorization acts mentioned above. Most of this information is an excerpt of the Appendix from the 2015 update of the US DOT's *Public Involvement Techniques for Transportation Decision-making.*

Accessible Locations and Activities

Rehabilitation Act of 1973, Section 504

"No otherwise qualified individual with a disability in the United States, as defined in section 7(20) shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service."

Americans with Disabilities Act

Title II, Subpart D—Program Accessibility—§35.149

"Except as otherwise provided in §35.150, no qualified individual with a disability shall, because a public entity's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity."

Early Coordination, Public Involvement, and Project Development

Title 23, Chapter I, Subchapter H, Part 771, §771.111 (a)(1)

"Early coordination with appropriate agencies and the public aids in determining the type of environmental review documents an action requires, the scope of the document, the level of analysis, and related environmental requirements."

Title 23, Chapter I, Subchapter H, Part 771, §771.111 (h)(I)

"For the Federal-aid highway program, each State must have procedures approved by the FHWA to carry out a public involvement/public hearing program."

Electronic Information

Title 23, Chapter I, Subchapter E, Part 450, Subpart B, §450.210 (vi)

"To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information."

Rehabilitation Act of 1973, Section 508

The Rehabilitation Act of 1973, Section 508, establishes requirements for electronic and information technology developed, maintained, procured, or used by the Federal government. Section 508 requires Federal electronic and information technology to be accessible to people with disabilities, including employees and members of the public.

Interested Parties

Title 23, Chapter I, Subchapter E, Part 450, Subpart C, §450.316 (a)

"Providing citizens, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as a

carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the transportation planning process."

Limited English Proficiency

Executive Order 13166

"To improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency (LEP)."

Prohibiting Discrimination

Title VI, Civil Rights Act of 1964

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Title 23, Chapter 1, §109 (h)

"Assure that possible adverse economic, social, and environmental effects relating to any proposed project on any Federal-aid system have been fully considered in developing such project, and that the final decisions on the project are made in the best overall public interest."

Executive Order 12898

"Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low income populations."

Title 42, §6101

"It is the purpose of this chapter to prohibit discrimination on the basis of age in programs or activities receiving Federal financial assistance."

Title 23, Chapter I, Subchapter E, Part 450, Subpart B, §450.210 (viii)

"Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services."

Public Hearings

Title 23, Chapter 1, §128

"Any State transportation department which submits plans for a Federal-aid highway project involving the by passing of or, going through any city, town, or village, either incorporated or unincorporated, shall certify to the Secretary that it has had public hearings, or has afforded the opportunity for such hearings, and has considered the economic and social effects of such a location, its impact on the environment, and its consistency with the goals and objectives of such urban planning as has been promulgated by the community."

Title 23, Chapter I, Subchapter E, Part 450, Subpart B, §450.210 (iv)

"To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times."

Title 40, Chapter V, Part 1506, §1506.6 (b)

"Provide public notice of NEPA-related hearings, public meetings, and the availability of environmental documents so as to inform those persons and agencies who may be interested or affected." *Government in the Sunshine Act, §552b (e)(I)*

"In the case of each meeting, the agency shall make public announcement, at least one week before the meeting, of the time, place, and subject matter of the meeting, whether it is to be open or closed to the public, and the name and phone number of the official designated by the agency to respond to requests for information about the meeting."

Government in the Sunshine Act, §552b (f)(II)

"The agency shall make promptly available to the public, in a place easily accessible to the public, the transcript, electronic recording, or minutes."

Public Participation Plan

Title 23, Chapter I, Subchapter E, Part 450, Subpart C, §450.316

> (a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and

bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

i. Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
ii. Providing timely notice and reasonable access to information about transportation issues and processes;
iii. Employing visualization techniques to describe metropolitan transportation plans and TIPs;
iv. Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
v. Holding any public meetings at convenient and accessible locations and times;
vi. Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
vii. Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
viii. Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
ix. Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
x. Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary,

analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, freight movements, tourism, or disaster risk reduction) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;
(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and (3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

Visualization

Title 23, Chapter I, Subchapter E, Part 450, Subpart B, §450.210 (v)

"To the maximum extent practicable, use visualization techniques to describe the proposed long range statewide transportation plan and supporting studies."

C: Public Notice of Meetings & Review Of Hampo Documents

Locations for Posting Public Meeting Notices

1. Liberty Consolidated Planning Commission, 100 Main Street. Suite 7520, Hinesville GA
2. Liberty County Historic Courthouse, 100 Main Street, Hinesville GA
3. LCPC Website, www.thelcpc.org
4. Coastal Courier printed ad and website, www.coastalcourier.com

Document Locations (Draft & Final Documents)

1. Liberty Consolidated Planning Commission, 100 Main Street. Suite 7520, Hinesville GA
2. Hinesville City Hall, 115 E. MLK Jr. Drive, Hinesville GA
3. Live Oak Public Library (Hinesville), 236 West Memorial Drive, Hinesville GA
4. Live Oak Public Library (Midway-Riceboro), 9397 E. Oglethorpe Hwy., Midway GA
5. Long County Library, 270 S. Main Street, Ludowici GA
6. Long County Board of Commissioners, 459 S. McDonald Street, Ludowici GA

Public Meeting Locations

1. Liberty County Historic Courthouse Multipurpose Room, 100 Main Street, Hinesville GA
2. Midway Community Center, 9397 E. Oglethorpe Hwy., Midway GA
3. Walthourville City Hall, 222 Busbee Road, Walthourville GA

D: Comments Made During Review Period

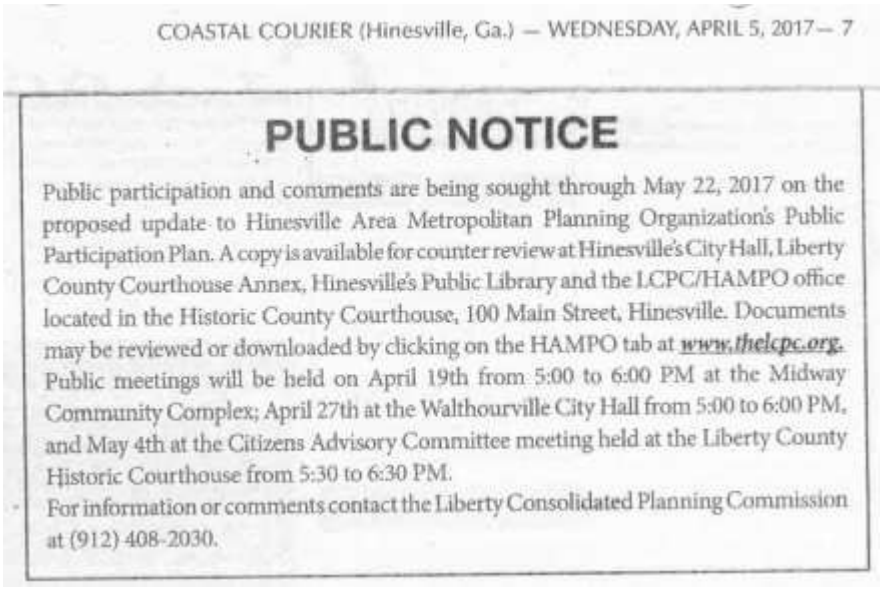
Schedule:

Participation Plan - Schedule for Adoption (v2017-04-04)

Monday, February 13, 2017	to GDOT for 30 day internal review
Thursday, March 16, 2017	end GDOT
Monday, April 03, 2017	ad to Paper
Wednesday, April 05, 2017	to consulting agencies
Wednesday, April 05, 2017	first ad, start 45 day public comment
Sunday, April 16, 2017	second ad
Wednesday, April 19, 2017	Meeting #1 at Midway Community Complex (5-6pm)
Sunday, April 30, 2017	third ad
Thursday, April 27, 2017	Meeting #2 Walthourville City Hall (5-6pm)
Thursday, May 04, 2017	Meeting #3 Hinesville, Citizens Advisory (5:30 to 6:30 pm)
Monday, May 22, 2017	end 45 day public comment
Thursday, May 11, 2017	TCC
Thursday, June 08, 2017	PC consideration to approve

Comments:

Public Notice:



COASTAL COURIER (Hinesville, Ga.) — WEDNESDAY, APRIL 5, 2017— 7

PUBLIC NOTICE

Public participation and comments are being sought through May 22, 2017 on the proposed update to Hinesville Area Metropolitan Planning Organization's Public Participation Plan. A copy is available for counter review at Hinesville's City Hall, Liberty County Courthouse Annex, Hinesville's Public Library and the LCPC/HAMPO office located in the Historic County Courthouse, 100 Main Street, Hinesville. Documents may be reviewed or downloaded by clicking on the HAMPO tab at *www.thelcpc.org*. Public meetings will be held on April 19th from 5:00 to 6:00 PM at the Midway Community Complex; April 27th at the Walthourville City Hall from 5:00 to 6:00 PM, and May 4th at the Citizens Advisory Committee meeting held at the Liberty County Historic Courthouse from 5:30 to 6:30 PM.

For information or comments contact the Liberty Consolidated Planning Commission at (912) 408-2030.

Agency consultation:

Hinesville Area Metropolitan Planning Organization

100 Main Street, Suite 7520 Hinesville, Georgia 31313
Phone: 912-408-2030 Fax: 888-320-8007

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

MEMORANDUM

DATE: April 4, 2017
TO: Agency Consultation and Coordination
FROM: Hinesville Area Metropolitan Planning Organization
RE: Public Participation Plan

==========

The Hinesville Area Metropolitan Planning Organization is submitting for your review and comments its update to the **Public Participation Plan** in accordance with our current Public Participation Plan. A copy of the legal notice and other information provided to the public will be mailed directly to the local and state resource agencies at the same time that it is circulated to the public.

This plan supplements the multi-modal recommendations of the 2040 Metropolitan Transportation Plan and maybe reviewed or downloaded from our website:

http://thelcpc.org/hampo-plans-and-documents/

The public comment period will close May 22nd, 2017.

Respectfully,

Mailed 4/4/'17

Nils Gustavson, Planner III
Hinesville Area Metropolitan Planning Organization
100 Main St., Suite 7520
Hinesville, GA 31313

(912)408-2035 ngustavson@thelcpc.org

Delivered Courier Sets to Annex, H Lib, M Lib, City H Long BOC, LCPC 4/14/17

4/28-No comments from Agency/Courier HAMPO

Web posting:

Every five years, HAMPO is required to update the operating documents and the Long Range Transportation Plan. We are currently working on updating our Public Participation and Title VI plan. The public comment period starts on April 5th and ends May 22, 2017 and your comments are always welcome and appreciated: email Nils Gustavson. The plan can be reviewed by opening the link below. @ 4/6/2017

- HAMPO Public Participation and Title VI Plan Update

Meetings:

Hinesville Area Metropolitan Planning Organization

Public Participation Plan

Comments are always appreciated; please leave your contact information so we may follow-up:

MEETING #1 Apr 19, '17: HOSTED BY JEFF RICKETSON

@ MIDWAY COM. COMPLEX - NO PUBLIC ATTENDEES/COMMENTS

MEETING #2 APR 27, '17: HOSTED BY JEFF RICKETSON

@ WALTHOURVILLE CITY HALL - NO PUBLIC ATTENDEES/COMMENTS

MEET #3 MAY 4, 2017: HOSTED BY NILS GUSTAVSON & CAC

@ HISTORIC COURT HOUSE - NO PUBLIC ATTENDEES/COMMENTS

No COMMENT RECEIVED DURING 45 COMMENT PERIOD

E: Public Involvement Questionnaire

How did you find out about this meeting? _____

_____

Was the location convenient for you to attend? _____

If no, please offer your suggestion for a better location: _____

_____

Do you feel that your questions were answered adequately by staff? _____

Was the time of this meeting convenient for you? _____

If not, please suggest a better time: _____

What would you change to make this meeting more beneficial? _____

_____

What did you like about the meeting? _____

_____

Other comments: _____

_____

_____

Attach additional sheets if necessary.
Please mail or drop this sheet off to:
HAMPO c/o, Liberty Consolidated Planning Commission
100 N. Main St., Suite 7520
Hinesville, GA 31313

F: Evaluation Criteria, Related Tools and Performance Goals

Public Participation Tool	Evaluation Criteria	Performance Goal(s)	Method to Meet Goal(s)
Public Participation Plan	No formal criteria. Should be updated to reflect the practices of the MPO	Update at least every 5 years.	Update and incorporate improvement strategies resulting from public participation evaluations.
LCPC-HAMPO Web Site	Number of Hits/Users	Increase the number of web hits over the course of each year.	Emphasize the MPO webpage in information released by the MPO including announcements and plans. Update and maintain the content of the MPO webpage regularly.
Public Hearings	Attendance at hearings, calls & letters resulting from public hearing notice.	Increase the number of interested parties in attendance and the range of attendees geography and impact.	Schedule at convenient times and locations. Use other public involvement tools to increase awareness of meetings.
Comment Cards	Number of responses and comments received	Increase the number of meeting attendees that fill out a form or return comments by mail or submit comments as a visitor to the MPO website.	Use other public involvement tools to encourage responses by explaining the importance of receiving comments in order to improve the planning process.
Surveys	Number of responses, questions, calls & letters resulting from surveys	Increase the number of contacted persons that participate in the survey or increase the number of mail recipients that return surveys	Use other public involvement tools to encourage responses by explaining the importance of receiving survey responses in order to improve the planning process.
Library Distribution	Number of distribution sites.	Maintain up-to-date documents at 100% of the identified distribution sites.	Promote library hours and the location of HAMPO documents at area libraries.
Comprehensive	Attendance at	Schedule quarterly	Proactively seek

Planning Seminars	meetings	town hall meetings to discuss HAMPO/transportation hot topic items.	speaking engagements. Maintain a presentation log noting the group, date and how many attended, as well as the subject.

Public Participation Tool	**Evaluation Criteria**	**Performance Goal(s)**	**Method to Meet Goal(s)**
Visual Presentations	Comment forms that note the graphics and other visual presentation items were useful	Increase the number of comment forms and web users that find the graphics and visualization techniques useful.	Include graphics and other visualization techniques online and during public meetings, hearings and/or seminars to provide a better understanding of the planning process.
Speakers Bureau	Attendance at meetings	Schedule quarterly town hall meetings. Held at the request or need of local interested groups.	Proactively seek speaking engagements. Maintain a presentation log noting the group, date and how many attended, as well as the subject.
Newsletters and Annual Reports	Number of responses, questions, calls & letters resulting from newsletters and/or annual reports.	Distribute to interested parties and the general public.	Maintain an up-to-date mailing list and make corrections when items are returned.
Email Announcements	Number of responses, questions, calls, letters, & persons contacted	Increase the number of meeting attendees/comments received from respondents indicating they were notified by email.	Maintain an up-to-date email contact list of interested parties and make corrections when items are returned.
Social Media (Facebook)	Number of responses, questions, calls & letters resulting from social media and number of	Increase the number of meeting attendees/comments received from respondents indicating they were notified by	Maintain and monitor accounts. Provide information on how and where the public can get involved with the transportation planning

	"Fans" and "Followers".	social media.	process.
MPO Master Database	Number of items returned	Decrease the number of returned items. Maximum 2% return rate.	Maintain an up-to-date master contact list to be used for other public outreach activities and make immediate corrections when items are returned.
MPO Logo	No formal criteria.	Increase recognition of the logo.	The MPO logo should be used on all MPO products and publications, and on all materials for all MPO sponsored activities.

G: UPWP, STIP, AND TIP Amendment Process

G: UPWP Amendments

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

An Administration Modification can be completed by the Executive Director without direct action from the MPO Policy Committee. An Administrative Amendment involves modifying the dollar amount in any work element as long as the overall budget does not increase or decrease by more than 5%. Documentation of an Administrative Modification includes a letter describing the amendment sent to GDOT and the Policy Committee members.

A UPWP Amendment requires approval by the MPO Policy Committee for changes to the work scope and/or changes to the overall budget amount for the UPWP greater or lesser than 5%. Amendments are presented at a meeting of the Policy Committee and require an affirmative vote by the majority of member present to become effective.

Statewide Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) Amendment Process

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued the Final Rule to revise the Statewide and Metropolitan Transportation Planning regulations incorporating changes from the Moving Ahead for Progress in the 21st Century Act (MAP-21) with an effective date of July 2012. The revised regulations clearly define administrative modifications and amendments as actions to update plans and programs. 23 Code of Federal Regulations (CFR) Part 450.104 defines administrative modifications and amendments as follows:

• Administrative modification "means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. Administrative Modification is a revision that does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas)."

• Amendment "means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving "non-exempt" projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process."

The following procedures have been developed for processing administrative modifications and amendments to the STIP and Metropolitan Planning Organizations (MPOs) TIPs and Long Range Transportation Plans (LRTPs). Processes described below detail procedures that are to be used to update an existing approved STIP or TIP and associated plan, if applicable. A key element of the amendment process is to assure that funding balances are maintained.

Administrative Modifications for Initial Authorizations

The following actions are eligible as Administrative Modifications to the STIP/TIP/LRTP:

1. Revise a project description without changing the project scope, conflicting with the environmental document or changing the conformity finding in nonattainment and maintenance areas (less than 10% change in project termini). This change would not alter the original project intent.
2. Splitting or combining projects.
3. Federal funding category change.
4. Minor changes in expenditures for transit projects.
5. Roadway project phases may have a cost increase less than $2,000,000 or 20% of the amount to be authorized.

6. Shifting projects within the 4-year STIP as long as the subsequent annual draft STIP was submitted prior to September 30.
7. Projects may be funded from lump sum banks as long as they are consistent with category definitions.

An administrative modification can be processed in accordance with these procedures provided that:

1. It does not affect the air quality conformity determination.
2. It does not impact financial constraint.
3. It does not require public review and comment.

The administrative modification process consists of a monthly list of notifications from GDOT to all involved parties, with change summaries sent on a monthly basis to the FHWA and FTA by the GDOT.

The GDOT will submit quarterly reports detailing projects drawn from each lump sum bank with remaining balance to the FHWA.

Amendments for Initial Authorizations

The following actions are eligible as Amendments to the STIP/TIP/LRTP:

7. Addition or deletion of a project.
8. Addition or deletion of a phase of a project.
9. Roadway project phases that increase in cost over the thresholds described in the Administrative Modification section.
10. Addition of an annual TIP.
11. Major change to scope of work of an existing project. A major change would be any change that alters the original intent i.e. a change in the number of through lanes, a change in termini of more than 10 percent.
12. Shifting projects within the 4-year STIP which require re-demonstration of fiscal constraint or when the subsequent annual draft STIP was not submitted prior to September 30. (See Administrative Modification item F.)

Amendments to the STIP/TIP/LRTP will be developed in accordance with the provisions of 23 CFR Part 450. This requires public review and comment and responses to all comments, either individually or in summary form. For amendments in MPO areas, the public review process should be carried out in accordance with the procedures outlined in the Participation Plan. The GDOT will assure that the amendment process and the public involvement procedures have been followed. Cost changes made to the second, third and fourth years of the STIP will be balanced during the STIP yearly update process. All amendments should be approved by FHWA and/or FTA.

Notes:

1. The date a TIP becomes effective is when the Governor or his designee approves it. For nonattainment and maintenance areas, the effective date of the TIP is based on the date of U.S. Department of Transportation's positive finding of conformity.

2. The date the STIP becomes effective is when FHWA and FTA approve it.
3. The STIP is developed on the state fiscal year which is July 1-June 30.
4. Funds for cost increases will come from those set aside in the STIP financial plan by the GDOT for modifications and cost increases. Fiscal Constraint will be maintained in the STIP at all times.

Additional Funding Request After the Initial Authorization

Additional funding requests for all phases after the receiving initial authorization for those phases shall be a modification and be reported at each month's end except under the following conditions:

1. The Initial Work Authorization for the phase is older than 10 years.
2. The additional funding request exceeds the Initial Work Authorization by greater than $10 million.

H: List of Resource Agencies and Consultation Contacts

CHATHAM COUNTY-SAVANNAH
110E. STATE ST.
SAVANNAH, GA 31412

COASTAL REGIONAL COMMISSION
1181 COASTAL DRIVE SW
DARIEN, GA 31305

GA DEPT OF COMMUNITY AFFAIRS
60 EXECUTIVE PARK SOUTH
ATLANTA, GA 30329

GA DEPT OF NATURAL RESOURCES
2070 U.S. HIGHWAY 278, SE
SOCIAL CIRCLE, GA 30025

GA DEPT OF NATURAL RESOURCES
2 MARTIN LUTHER KING JR., SE
SUITE 1456 E. TOWER
ATLANTA, GA 30334

GA DEPT OF NATURAL RESOURCES
2 MARTIN LUTHER KING JR., SE
SUITE 1352 E. TOWER
ATLANTA, GA 30334

GA DEPT OF NATURAL RESOURCES
254 WASHINGTON ST., SW
GROUND LEVEL
ATLANTA, GA 30334

GA DEPT OF NATURAL RESOURCES
2 MARTIN LUTHER KING JR., SE
SUITE 1152 E. TOWER
ATLANTA, GA 30334

GA DEPT OF TRANSPORTATION
ONE GEORGIA CENTER
600 W PEACHTREE NW
ATLANTA, GA 30334

GA ECONOMIC DEVELOPMENT
75 FIFTH STREET, NW
SUITE 1200
ATLANTA, GA 30308

GEORGIA FORESTRY COMMISSION
5645 RIGGINS MILLS ROAD
DRY BRANCH, GA 31020

LIBERTY TRANSIT
115 E. MARTIN LUTHER KING JR DR.
HINESVILLE, GA 31313

RS&H
7 E. CONGRESS ST.
SAVANNAH, GA 31412

I: Federal Regulatory Requirements Governing the Public Involvement Process

Section 450.316 –Interested Parties, Public Involvement, and Consultation:

(A) The MPO shall develop and use a documented involvement plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The Involvement plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
(ii) Providing timely notice and reasonable access to information about transportation issues and processes;
(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs; (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
(v) Holding any public meetings at convenient and accessible locations and times;
(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the Involvement plan to ensure a full and open Involvement process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the involvement process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised Public Involvement Plan is adopted by the MPO. Copies of the approved Public Involvement Plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the MPO website (www.thelcpc.org).

(B) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;
(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
(3) Recipients of assistance under 23 U.S.C. 204.

(C) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(D) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(E) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

Title VI of the Civil Rights Act of 1964 – Nondiscrimination in Federally Assisted Programs:

Sec. 601: No person in the United States shall, on the ground of race, color, or national origin, be excluded from involvement in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Americans with Disabilities Act of 1990:

Sec. 201. Definition as used in this title:

(1) Public entity. The term "public entity" means:

(A) any State or local government
(B) any department, agency, special purpose district, or other instrumentality of a State of States or local government; and
(C) the National Railroad Passenger Corporation, and any commuter authority (as defined in section 103(8) of the Rail Passenger Service Act).

(2) Qualified individual with a disability. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the Involvement in programs or activities provided by a public entity.

Sec. 202 Discrimination:

Subject to the provisions of this title, no qualified individual with a disability shall, be reason of such disability, be excluded from involvement in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority and Low Income Populations:

This order was signed by President Clinton in 1994 and reinforced the requirements of Title VI of the Civil Rights Act of 1964 that focused federal attention on the environmental and human health condition in minority and low-income communities: Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.

J: State Of Georgia Regulatory Requirements Governing The Public Involvement And Transportation Improvement Program (TIP) Amendment/Administrative Modification Process

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued the Final Rule to revise the Statewide and Metropolitan Transportation Planning regulations incorporating changes from the Moving Ahead for Progress in the 21st Century Act (MAP-21) with an effective date of July 2012. The revised regulations clearly define administrative modifications and amendments as actions to update plans and programs. 23 Code of Federal Regulations (CFR) Part 450.104 defines administrative modifications and amendments as follows:

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- Amendment "means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g. changing project termini or the number of through traffic lanes). Changes to projects that are included only tor illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving "non-exempt" projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process."

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Administrative Modification
The following actions are eligible as Administrative Modifications to the STIP/TIP/LRTP:

A. Revise a project description without changing the project scope, conflicting with the environmental document or changing the conformity finding in nonattainment and

maintenance areas (less than 10% change in project termini). This change would not alter the original project intent.
B. Splitting or combining projects.
C. Federal funding category change.
D. Minor changes in expenditures for transit projects.
E. Roadway project phases may have a cost increase less than $2,000,000 or 20% of the amount to be authorized.
F. Shifting projects within the 4-year STIP as long as the subsequent annual draft STIP was submitted prior to September 30.
G. Projects may be funded from lump sum banks as long as they are consistent with category definitions.

An administrative modification can be processed in accordance with these procedures provided that:

A. It does not affect the air quality conformity determination.
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C. It does not require public review and comment.

The administrative modification process consists of a monthly list of notifications from GDOT to all involved parties, with change summaries sent on a monthly basis to the FHWA and FTA by the GDOT.

The GDOT will submit quarterly reports detailing projects drawn from each lump sum bank with remaining balance to the FHWA.

Amendment
The following actions are eligible as Amendments to the STIP/TIP/LRTP:

A. Addition or deletion of a project.
B. Addition or deletion of a phase of a project.
C. Roadway project phases that increase in cost over the thresholds described in the Administrative Modification section.
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E. Major change to scope of work of an existing project. A major change would be any change that alters the original intent i.e. a change in the number of through lanes or a change in termini of more than 10 percent.
F. Shifting projects within the 4-year STIP which require re-demonstration of fiscal constraint or when the subsequent annual draft STIP was not submitted prior to September 30. (See Administrative Modification item F.)

Amendments to the STIP/ TIP/LRTP will be developed in accordance with the provisions of 23 CFR Part 450. This requires public review and comment and responses to all comments, either individually or in summary form. For amendments in MPO areas, the public review process should

be carried out in accordance with the procedures outlined in the Participation Plan. The GDOT will assure that the amendment process and the public involvement procedures have been followed. Cost changes made to the second, third and fourth years of the STIP will be balanced during the STIP yearly update process. All amendments should be approved by FHWA and/or FTA.

Notes:

1. The date a TIP becomes effective is when the Governor or his designee approves it. For nonattainment and maintenance areas, the effective date of the TIP is based on the date of U.S. Department of Transportation's positive finding of conformity.
2. The date the STIP becomes effective is when FHWA and FTA approve it.
3. The STIP is developed on the state fiscal year which is July 1 - June 30.
4. Funds for cost increases will come from those set aside in the STIP financial plan by the GDOT for modifications and cost increases. Fiscal Constraint will be maintained in the STIP at all times.

K: Non-Discrimination Agreement

Hinesville Area Metropolitan Planning Organization

100 Main Street, Suite 7520 Hinesville, Georgia 31313
Phone: 912-408-2030 Fax: 888-320-8007

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

MEMORANDUM

DATE: February 9, 2017

FROM: Nils Gustavson, Planner III

RE: Title VI Plan - Nondiscrimination Policies and Procedures

---

The following plan explains how we comply with the nondiscrimination policies of Title VI. The plan includes complaint procedures and forms in the event you feel you have been discriminated against.

As a condition to receipt of Federal funds, the **Hinesville Area Metropolitan Planning Organization** agrees to comply with the policies and procedures promulgated by Federal Statutes, U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration and regulations Georgia Department of Transportation.

Title VI of the Civil Rights Act of 1964
Title VI of the Civil Rights Act of 1964, as amended, provides that no person shall on the ground of race, color, national origin, sex, age, and handicap/disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Please do not hesitate to contact us if you need any assistance in understanding or the application of HAMPO's "Title VI Plan - Nondiscrimination Policies and Procedures".

Respectfully,

Nils Gustavson, Planner III
Liberty Consolidated Planning Commission
Hinesville Area Metropolitan Planning Organization
100 Main St., Suite 7520
Hinesville, GA 31313

(912) 408-2035 (fax) 1-888-320-8007
ngustavson@thelcpc.org
http://thelcpc.org/

RESOLUTION BY THE
HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE ADOPTING THE GEORGIA DEPARTMENT OF TRANSPORTATION NONDISCRIMINATION AGREEMENT

WHEREAS, under Title VI of the Civil Rights Act of 1964, as amended, provides that no person shall on the ground of race, color, national origin, sex, age, and handicap disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance; and

WHEREAS, the Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal funds must comply with Federal civil rights laws, rather than just the particular programs or activities that receive the funds; and

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

WHEREAS, the Hinesville Area Metropolitan Planning Organization's Metropolitan Planning Area is less than 100,000 in population thereby providing the option of adopting the State of Georgia's Title VI Plan; and,

BE IT RESOLVED, that the Hinesville Area Metropolitan Planning Organization hereby adopts the Georgia Department of Transportation Title VI plan and authorizes the Chair to sign the Nondiscrimination Agreement; and,

BE IT FURTHER RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee authorizes the Executive Director of the Liberty Consolidated Planning Commission to serve as the designated Title VI Liaison responsible for the Title VI program.

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 9, 2017.

FEB 9, 2017

Mayor Allen Brown (date)
Chair, HAMPO Policy Committee

Attest:

2/9/17

Jeff Ricketson, AICP (date)
Executive Director, Secretary

Russell R. McMurry, P.E., Commissioner

GEORGIA DEPARTMENT OF TRANSPORTATIO
One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308
Telephone: (404) 631-1990

U.S. MAIL

February 21, 2017

Dear Local Government:

Thank you for complying with **23 CFR Part 200 of the Civil Rights Act of 1964**. Enclosed you will find a copy of your Non-Discrimination Agreement signed by our Commissioner, Russell R. McMurry. Please keep this Agreement on file for your records with your city or county clerk, city manager or public works department.

For those local governments that have not yet participated in Title VI Training, please visit the Georgia Department of Transportation website "Learning Management System" (LMS) for updated information on current training times, dates and to enroll at http://www.dot.ga.gov/PS/Training. If you are not registered and need assistance using our system please contact Beverly Reid, Administrative Support, (404) 507-3409 or VReid@dot.ga.gov.

Local governments that have submitted all required Title VI documents and have participated in Title VI Training may be audited for Title VI compliance. Please visit our website to review audit questions in preparation for a possible audit. http://mydocs.dot.ga.gov/info/gdotpubs/Publications/2842-1c.pdf.

IMPORTANT, PLEASE NOTE:

23 CFR Part 200 of the Civil Rights Act of 1964 requires you to renew your Title VI Nondiscrimination Agreement with Assurances or Title VI Training every three (3) years. Your renewal date is on or before: December 31, 2019. Please submit all necessary renewal submissions prior to December 31, 2019 for prompt processing.

Please contact me if you need further information or have additional questions.

Thank you for your cooperation,

Sincerely,

Carla Miller

Carla Miller, Contract Compliance Officer
Georgia Department of Transportation
Office of EEO
600 W. Peachtree St NW
Atlanta, GA 30308
404-631-1280
carmiller@dot.ga.gov

Encl.

GEORGIA DEPARTMENT OF TRANSPORTATION
NONDISCRIMINATION AGREEMENT

The Georgia Department of Transportation
And
Hinesville Area Metropolitan Planning Organization

The **Hinesville Area Metropolitan Planning Organization**, (hereinafter referred to as the "Recipient") hereby agrees to comply with the following Federal Statutes, U.S. Department of Transportation and Federal Highway Administration Regulations, and the policies and procedures promulgated by the Georgia Department of Transportation, as a condition to receipt of Federal funds.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964, as amended, provides that no person shall on the ground of race, color, national origin, sex, age, and handicap/disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal funds-whether schools and colleges, government entities, or private employers-must comply with Federal civil rights laws, rather than just the particular programs or activities that receive the funds.

Nondiscrimination programs require that Federal-aid recipients, sub-recipient, and contractors prevent discrimination and ensure nondiscrimination in all of their programs and activities, whether those programs and activities are federally-funded or not. If a unit of a State or local government is extended Federal-aid and distributes such aid to another governmental entity, all of the operations of the recipient and sub-recipient are covered. Corporations, partnerships, or other private organizations or sole proprietorships are covered in their entirety if such entity received Federal financial assistance (FHWA Notice N 4720.6, September 2, 1992).

Assurances 49 CFR Part 21.7

The **Hinesville Area Metropolitan Planning Organization**, HEREBY GIVES ASSURANCES:

That no person shall on the grounds of race, color, national origin, sex, age, and handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the recipient regardless of whether those programs and activities are federally-funded or not. Activities and programs which the recipient hereby agrees to carry out in compliance with Title VI and related statutes include but are not limited to:

LIST ALL MAJOR PROGRAMS AND ACTIVITIES OF THE RECIPIENT

1. That it will promptly take any measures necessary to effectuate this agreement.

2. That each program, activity, and facility as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.

3. That these assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the recipient by the Federal Highway Administration and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, and successors in interest. The person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Recipient.

4. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and in adapted form all proposals for negotiated agreements.

5. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

6. That the Recipient shall insert the clauses of Appendix A of this agreement in every contract subject to the Act and the Regulations.

7. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this agreement.

IMPLEMENTATION PROCEDURES 23 CFR PART 200

This agreement shall serve as the recipient's Title VI plan pursuant to 23 CFR 200 and the Title VI Implementation Guide.

For the purpose of this agreement, "Federal Assistance" shall include:

1. Grants and loans of Federal funds;
2. The grant or donation of Federal property and interest in property;
3. The detail of Federal personnel;
4. The sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and
5. Any Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

The recipient shall:

1. Issue a policy statement, signed by the head of the recipient, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.

2. Take affirmative action to correct any deficiencies found by the Federal Highway Administration within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The implementing Title VI requirements.

3. Establish a civil rights unit and designate a coordinator who has a responsible position in the organization and easy access to the head of the recipient. This unit shall contain a Title VI Equal Employment Opportunity Coordinator or a Title VI Specialist, who shall be responsible for initiating and monitoring Title VI activities and preparing required reports.

4. Adequately staff the civil rights unit to effectively implement the civil rights requirements.

5. Process complaints of discrimination consistent with the provisions contained in this agreement, investigations shall be conducted by civil rights personnel training in discrimination complaint investigations. Identify each complainant by race, color, national origin, sex, age, handicap/disability; the nature of the complaint, the date the complaint was filed, the date the investigation was completed, the disposition, the date of the disposition, and other pertinent information. A copy of the complaint, together with a copy of the recipient's report of investigation will be forwarded to the Division Office of Civil Rights within 60 days of the date the complaint was received by the recipient.

6. Collect statistical data (race, color, national origin, sex, age, and handicap/disability) of participation in, and beneficiaries of the programs and activities conducted by the

recipient.

7. Conduct Title VI reviews of the recipient and sub-recipient contractor program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.

8. Conduct training programs on Title VI and related statutes.

9. Prepare a yearly report of Title VI accomplishments for the past year and goals for the next year.

a. Accomplishment Report

List major accomplishments made regarding Title VI activities, include instances where Title VI issues were identified and discrimination was prevented. Indicate activities and efforts the Title VI Specialist and program area personnel have undertaken in monitoring Title VI. Include a description of the scope and conclusions of any special reviews conducted by the Title VI Specialist. List any major problem(s) identified and corrected action taken. Include a summary and status report on any Title VI complaints filed with the recipient.

b. Annual Work Plan

Outline Title VI monitoring and review activities planned for the coming year; state by which each activity will be accomplished and target date for completion.

DISCRIMINATION COMPLAINT PROCEDURE

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, may file a complaint with the recipient. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the recipient's Title VI Specialist for review and action.

2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days:

- The date of the alleged act of discrimination; or
- Where there has been a continuing course of conduct, the date on which that conducts was discontinued.

In either case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to any officer or employee of the recipient, the person shall be interviewed by the Title VI Specialist. If necessary, the Title VI Specialist will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled in the usual manner.

4. Within 10 days, the Title VI Specialist will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as the Federal Highway Administration and the Department of Transportation.

5. Generally, the following information will be included in every notification to the Office of Civil Rights:

   (a) Name, address, and phone number of the complainant
   (b) Names and address(es) of alleged discriminating official(s)
   (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability/handicap).
   (d) Date of alleged discriminatory act(s).
   (e) Date of complaint received by the recipient
   (f) A statement of complaint.
   (g) Other agencies (state, local or Federal) where the complaint has been filed.
   (h) An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.

6. Within 60 days, the Title VI Specialist will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the head of the recipient. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report findings.

7. Within 90 days of receipt of the complaint, the head of the recipient will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with the Department of Transportation, or the Federal Highway Administration, if they are dissatisfied with final decision rendered by the State.

SANCTIONS

In the event the recipient fails or refuses to comply with the terms of this agreement, the Federal Highway Administration may take any or all of the following sanction:

L: GDOT Title VI Assurances

Keith Golden, P. E., Commissioner

GEORGIA DEPARTMENT OF TRANSPORTATION
One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308

GDOT Title VI Assurances

The ***Hinesville Area Metropolitan Planning Organization*** (hereinafter referred to as the "Recipient"), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d—42 USC 2000d—4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances to its Federal Aid Highway Program.

1. That the Recipient agrees that each "program" and each "facility" as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with Federal Aid Highway and in adapted form in all proposals for negotiated agreements:

   "The Georgia Department of Transportation in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award."

3. That the Recipient shall insert the clauses of Appendix A of this Assurance in every contract subject to the Act and the Regulations.

4. That the Recipient shall insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient received federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over, or under such property.

7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.

8. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient shall provide for such methods of administration for the program, as are found by the State Secretary of Transportation or the official to whom s/he delegates specific authority, to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

FEBRUARY 9th, 2017
Date

Hinesville Area Metropolitan Planning Organization
(Recipient)

Mayor Allen Brown
Policy Committee Chair
Hinesville Area Metropolitan Planning Commission
(Authorized Official)

by _____
(Signature of Authorized Official)

Attachments: Appendices A, B and C.

APPENDIX A

The text below, in its entirety, is in all contracts entered into by GDOT. All of the text including the final section, entitled "Incorporation of Provisions," should be included in any contract entered into by any GDOT contractor.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest
(hereinafter referred to as the "Contractor"), agree as follows:

1. **Compliance with Regulations**
   The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination**
   The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment**
   In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

4. **Information and Reports**
   The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the ***(Recipient)*** or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the ***(Recipient)***, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance**

In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the ***(Recipient)*** shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

a. Withholding of payments to the Contractor under the contract until the Contractor complies; and/or
b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions

The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontractor or procurement as the ***(Recipient)*** or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the ***(Recipient)*** enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures, or improvements thereon, or interest therein from the United States.

Granting Clause

NOW, THEREFORE, the Georgia Department of Transportation (GDOT)—as authorized by law, and upon the condition that the state of Georgia will accept title to the lands and maintain the project constructed thereon, in accordance with and in compliance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways; the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation; and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d-4)—does hereby remise, release, quitclaim, and convey unto the state of Georgia all the right, title, and interest of the GDOT in and to said land described in Exhibit A attached hereto and made a part thereof.

Habendum Clause

TO HAVE AND TO HOLD said lands and interests therein unto the state of Georgia, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the state of Georgia, its successors, and assigns.

The state of Georgia , in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree, as a covenant running with the land for itself, its successors and assigns, that (1) no person shall, on the grounds of race, color, sex, disability, national origin, age, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed*, (2) that the state of Georgia shall use the lands, and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination of Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the agency shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in, and become the absolute property of, GDOT and its assigns as such interest existed prior to this instruction.[1]

[1] Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of Civil Rights Act of 1964.

APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by GDOT pursuant to the provisions of Assurance 7.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land, that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose for which a GDOT program or activity is extended, or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by GDOT pursuant to the provisions of Assurance 7.

The LESSEE, for himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant, and agree as a covenant running with the land, that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the [license, lease, permit, etc.] and to reenter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

*[Include in deeds subject to a reverter clause]

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to reenter said land and facilities there-on, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the STATE and its assigns.

* Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of Civil Rights Act of 1964.

M: Complaint Resolution Procedure

Complaint Resolution Procedure to Ensure Non-Discrimination
In Federally Assisted Programs or Activities Participated in by the
Hinesville Area Metropolitan Planning Organization

Purpose, Scope, Responsibilities and Complaint Form

Purpose

This procedure covers all formal complaints and informal charges filed by an individual or group of individuals under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by Hinesville Area Metropolitan Planning Organization (HAMPO) or its sub-recipients, consultants, and contractors. Intimidation or retaliation of any kind is prohibited by law. These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel.

Definitions

An *informal charge* is defined as any verbal or written communication received by customer service staff from members of the public referencing a general complaint regarding the inequitable distribution of benefits, services, amenities, programs or activities financed in whole or in part with federal funds.

A *formal complaint* is defined as any written complaint of discrimination on the basis of race, color, national origin or sex filed by an individual or group; signed by the complaining party on HAMPO's complaint form (included at the end of this document) seeking to remedy perceived discrimination by facially neutral polices, practices or decisions, which have an adverse impact which resulted in inequitable distribution of benefits, services, amenities, programs or activities finance in whole or in part with federal funds. Such complaints include, but are not limited to, allegations of:

- Failing to provide comparable services;
- Policies and practices that act as arbitrary and unnecessary barriers to equal opportunity;
- Denied opportunity for equitably participation;
- Provision of fewer services or benefits and/or inferior services or benefits to members of a protected group;
- Differential exposure of protected groups to environmental hazards;
- Patterns of disparate treatment;
- Disproportionate adverse effects on social and economic parameters (e.g. access to services, healthcare facilities, employment opportunities and community cohesion).

This procedure explains each stage of the complaint processing process for formal and informal Title VI charges. It communicates the rights and responsibilities of the complainant and states the responsibilities of HAMPO.

Informal charges and formal complaints should be filed within 180 calendar days of the event which forms the basis of the claim; of if the concern is an ongoing one, the charge/complaint should be filed within 180 calendar days of the last occurrence.

This procedure does not preclude the right of any Complainant to file complaints directly with the Federal Transportation Administration (FTA), Federal Highway Administration (FHWA), or to seek private legal representation.

The time required to process investigations will vary depending on the complexity of the issue; however, every effort will be made to ensure a speedy resolution of all complaints within 60 calendar days.

The option of informal mediation meeting(s) between the affected parties may be utilized for resolution.

Compliance with Title VI is the responsibility of every HAMPO employee. HAMPO is responsible for compliance monitoring and reporting, investigation, and program administration.

Responsibility

HAMPO is responsible for intake of informal Title VI charges and submission of those complaints to the Executive Director of HAMPO.

The Executive Director of HAMPO will forward complaints to the appropriate party within their respective department to handle resolution, follow up to ensure that resolution/proposed resolution occurs, and communicate specifics of the resolution/proposed resolution to the HAMPO office.

The Executive Director of HAMPO is responsible for tracking the complaints to ensure that the affected department(s) has taken the recommended action to remedy any determination of discrimination and communicating findings to the Complainant. The Executive Director of HAMPO is also responsible for reporting trends, action plans, and non-compliance to the executive management team and board of directors.

Processing Informal Charges

Intake of an informal charge is generated through communication, generally presented verbally to HAMPO staff (or its sub-recipients, consultants, and contractors).

Any HAMPO staff (or its sub-recipients, consultants, and contractors) who receives an inquiry or complaint of this type shall direct the Complainant to report the concern directly to the HAMPO Executive Director (912) 408-2030, or by mail to HAMPO, 100 Main Street, Suite 7520, Hinesville, GA, 31313.

The HAMPO Executive Director upon receipt of an informal charge shall record the charge and shall promptly identify the appropriate department(s) to resolve the issue and forward the charge directly to that department's general manager. The Executive Director of HAMPO will ascertain proper jurisdiction, investigate merits of alleged violations (if needed) and monitor response dates. If determination is made that the matter is outside the scope of Title VI, HAMPO will notify the affected department's general manager within a reasonable period.

Processing of Charge and Resolution

If the matter is determined to be within the scope of Title VI, the affected department's general manager, within 5 business days of receipt will consult with HAMPO and offer a proposed resolution. Within 5 business days of receiving written notification of a proposed resolution, HAMPO representatives will offer suggestions, if any, to modify the proposed resolution. HAMPO or the affected department will communicate its written or verbal findings to the customer within 30 calendar days and explain any steps being taken to resolve the matter, and will forward copies of this communication to the affected department(s).

Every effort shall be made to process and resolve informal charges within 30 calendar days.

Appeal

There is no right to appeal resolution of an informal charge. However, the party reserves the right to file a formal complaint within 180 calendar days.

Processing Formal Complaints

Intake of formal complaints is generated through verbal or written communication of a concern as presented to HAMPO staff. Any HAMPO staff who receives a complaint of this type will direct the complaint to the HAMPO Executive Director. HAMPO staff will provide a formal complaint form to the Complainant. Complainant must sign and submit the completed complaint form to the Executive Director of HAMPO by fax or mail to address shown on the complaint form.

Processing

The Executive Director of HAMPO shall record the complaint, review the matter to determine Title VI jurisdiction, assign an investigator if it is determined that the matter merits investigation, and monitor response dates.

Jurisdiction will be determined based upon information provided in the written complaint. A complaint shall be investigated unless:

- It fails to state facts which could establish intentional unequal treatment as described in the definitions section of this procedure;
- Complainant is not a primary beneficiary of the federal aid received by HAMPO.
- If determination is made that the matter is outside the scope of Title VI.

Investigation, Determination, and Recommendation

If jurisdiction is determined to exist and investigation is warranted, the assigned investigator will take the following steps:

- Identify the basis of the alleged unequal treatment;
- Ascertain when and where the alleged unequal treatment occurred;
- Identify and interview all relevant parties, review documents, and make site visits to obtain factual information.

Upon conclusion of a thorough investigation, the investigator will prepare a report to summarize findings and suggest appropriate corrective action along with proposed resolution. The investigative report should be submitted to the Executive Director of HAMPO within 50 calendar days. HAMPO will maintain a record of all discussions and retain all documents relating to the investigation in a confidential file.

Communication of Findings and Complaint Resolution

The Executive Director of HAMPO will accept, reject, or modify the investigative report and consult with the affected department to convey the preliminary findings and develop a proposal for resolution. The Executive Director of HAMPO will prepare a written determination and submit the determination to the legal department for review and analysis of legal sufficiency (if required). Once the final determination is ready for release, the Executive Director of HAMPO and a HAMPO legal representative (if required) will meet with the general manager of the affected department(s) to communicate the final determination and recommendations, if any, for corrective action. The Executive Director of HAMPO will provide written notification to the Complainant of the investigation findings and HAMPO's proposed resolution, if any. HAMPO will forward copies of this communication to the affected department(s).

If cause is found to indicate a potential occurrence of non-compliance, the Executive Director of HAMPO will communicate this information to the executive committee of the governing board before releasing its findings to the complainant.

Appeal

The Executive Director of HAMPO will explain to the Complainant their right to appeal to the Federal Transit Administration, Federal Highway Administration, or seek private legal representation.

N. Title VI Discrimination Complaint Form

Title VI of the Civil Rights Act of 1964 states "No person in the United States shall, on the grounds of race, color or national origin, be excluded from, participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Environmental Justice component of Title VI guarantees fair treatment for all people. HAMPO is required to identify and address, as appropriate, disproportionately high and adverse effects of its programs, polices, and activities on minority and low-income populations. HAMPO is also required to take reasonable steps to ensure that Limited English Proficiency (LEP) person have meaningful access to the programs, services, and information HAMPO provides.

If you feel that you have been discriminated against, please provide the following necessary information in order to facilitate the processing of your complaint. Should you require assistance in completing this form, please let us know. Once completed, return a signed copy to:

Hinesville Area Metropolitan Planning Organization (HAMPO)
Attn: Executive Director
100 Main Street, Suite 7520
Hinesville, GA 31313
(tel) 912-408-2030 (fax) 912-408-2072

Note: To protect your rights, your complaint must be filed with **180** days of the occurrence. Failure to file within **180** days may result in dismissal of the complaint.

Complainant's Name:_____

Address:_____

City:_____ State:_____ Zip Code_____

Telephone # (Home):_____ (Work)_____ (Cell)_____

Person discriminated against (if someone other than Complainant)

Name:_____

Address:_____

City, State, Zip Code:_____

Telephone # (Home):_____ (Work)_____ (Cell)_____

Upon what premise is your discrimination complaint based? (check all that apply)

❒ Race/Color ❒ Religion ❒ Disability

❒ National Origin ❒ Gender ❒ Limited English Proficiency (LEP)

Date of alleged discrimination:_____

Describe the alleged discrimination. Explain what happed and who you believe was responsible.

(For additional space, attach additional sheets of paper or use back of the form)_____

_____

_____

_____

_____

_____

_____

Where did the incident take place? Please provide location, time, bus number etc.?_____

_____

_____

Witnesses? Please provide their contact information.

Name:_____

Address:_____

City, State, Zip Code:_____

Telephone # (Home):_____(Work)_____(Cell)_____

Name:_____

Address:_____

City, State, Zip Code:_____

Telephone # (Home):_____(Work)_____(Cell)_____

How can this complaint be resolved (how can the problem be corrected)?_____

_____

_____

Did you file this complaint with another federal, state, or local agency or with a federal or state court?

(check the appropriate space) ❒Yes ❒No

If your answer is yes, check each agency with which a complaint was filed:

❒ Federal Agency ❒Federal Court ❒State Agency

❒ State Court ❒Local Agency ❒Other

Please provide contact information for the agency you also filed the complaint with:_____

_____Date File:_____

If you need any special accommodations for communication regarding this complaint, please specify which alternative format you require.

❒ Braille ❒Large Print (specify the font size)_____❒CD (compact disk)

❒ Sign Language Interpreter (specify language)_____

❒ Language Interpreter (specific language)_____

Sign the complaint in space below. Attach any documents you believe supports your complaint.

_____ _____

Complainant's Signature

Office use only:

Date received: _____ by: _____

O: Procedimiento de Resolución de Queja

Propósito

Este procedimiento cubre todas las quejas formales e informales cargos presentados por un individuo o grupo de individuos bajo el Titulo VI de la ley de derechos civiles de 1964, sección 504 de la ley de rehabilitación de 1973, Ley de restauración de derechos civiles de 1987 y los americanos con acto de las inhabilidades de 1990, relativa a cualquier programa o actividad administrada por Hinesville área metropolitana planificación organización (HAMPO) o sus sub-receptores , consultores y contratistas. Intimidación o represalias de cualquier tipo está prohibido por la ley. Estos procedimientos no niegan el derecho del demandante a presentar quejas formales con otros estado o agencias federales, o para buscar a Consejo privado.

Definiciones

Un *cargo informal* se define como cualquier comunicación verbal o escrita recibida por personal de servicio al cliente de los miembros del público hace referencia a una queja general en cuanto a la distribución desigual de los beneficios, servicios, servicios, programas o actividades financiado en su totalidad o en parte con fondos federales.

Una *denuncia formal* se define como cualquier queja por escrito de discriminación por motivos de raza, color, origen nacional o sexo presentada por un individuo o grupo; firmado por el reclamante en el formulario de queja de HAMPO (incluido al final de este documento) tratando de remediar la discriminación percibida por apariencia neutral políticas, prácticas o decisiones, que tienen un impacto adverso que dio lugar a la distribución desigual de los beneficios, servicios, servicios, programas o actividades de financian en todo o en parte con fondos federales. Estas quejas incluyen, pero no se limitan a, las denuncias de:

- No prestación de servicios comparables;
- Políticas y prácticas que actúan como barreras arbitrarias e innecesarias a la igualdad de oportunidades;
- Posibilidad para la participación equitativa;
- Disposición de menos servicios o beneficios o servicios inferiores o beneficios a los miembros de un grupo protegido;
- Exposición diferencial de los grupos protegidos a los peligros ambientales;
- Pautas de tratamiento diferentes;
- Efectos adversos desproporcionados en parámetros sociales y económicos (por ejemplo, acceso a servicios sanitarios, las oportunidades de empleo y cohesión de la comunidad).

Este procedimiento explica cada etapa de la queja proceso por cargos de título VI formales e informales. Comunica los derechos y responsabilidades de la organización querellante y establece las responsabilidades de HAMPO.

Cargos informales y las quejas formales deben presentarse dentro de 180 días del evento que constituye la base de la reclamación; de si la preocupación es una constante, la carga de queja debe presentarse dentro de 180 días calendario de la última aparición.

Este procedimiento no excluye el derecho de cualquier demandante a presentar quejas, directamente con la Administración Federal del transporte (FTA), Administración Federal de carreteras (FHWA), o a buscar representación legal privada.

El tiempo requerido para procesar las investigaciones variará dependiendo de la complejidad de la cuestión; sin embargo, se hará todo lo posible para asegurar una rápida resolución de las quejas dentro de 60 días calendario.

La opción de las reuniones de mediación informal entre las partes afectadas puede ser utilizada para la resolución.

Conformidad con el título VI es responsabilidad de cada empleado HAMPO. HAMPO es responsable del cumplimiento de normas de vigilancia e información, investigación y administración del programa.

Responsabilidad

HAMPO es responsable de la toma de cargos de título VI informales y presentación de las quejas del Director Ejecutivo de HAMPO.

El Director Ejecutivo de HAMPO remitirá las quejas al partido adecuado dentro de su respectivo departamento para manejar resolución, seguimiento para asegurar que se produce resolución resolución/propuesta y comunicarse aspectos específicos de la resolución/propuesta de resolución a la oficina HAMPO.

El Director Ejecutivo de HAMPO es responsable del seguimiento de las quejas para asegurarse de que los departamentos afectados ha tomado la acción recomendada para remediar cualquier determinación de la discriminación y comunicar resultados al denunciante. El Director Ejecutivo de HAMPO es también responsable por informar de las tendencias, planes de acción y el no cumplimiento a la Junta de directores y equipo directivo.

Procesamiento de Cargos Informales

La ingesta de una carga informal se genera a través de la comunicación, generalmente presentado verbalmente HAMPO personal (o sus sub-receptores, consultores y contratistas).

Cualquier personal HAMPO (o sus sub-receptores, consultores y contratistas) que recibe una consulta o queja de este tipo dirigirá la organización querellante que informe la preocupación directamente a la Directora Ejecutiva HAMPO (912) 408-2030, o por correo a HAMPO, 100 Main Street, Suite 7520, Hinesville, GA, 31313.

El Director Ejecutivo de HAMPO al recibir un cargo informal llevarán un registro de la carga y deberá identificar con prontitud los departamentos adecuados para resolver el problema y adelante la carga directamente al gerente general de ese departamento. El Director Ejecutivo de HAMPO determinar jurisdicción apropiada, investigar los méritos de las presuntas violaciones (si es necesario) y controlar las fechas de respuesta. Si la determinación se hace que la materia está fuera del alcance del título VI, HAMPO notificará a gerente del Departamento afectado en un plazo razonable.

Procesamiento y resolución

Si la materia se determina que en el ámbito del título VI, Gerente del Departamento afectado, dentro de negocio 5 días de la recepción se consulte HAMPO y ofrecer una propuesta de resolución. Dentro de 5 días hábiles de la recepción de la notificación de una resolución propuesta, representantes de HAMPO ofrecerá sugerencias, en su caso, modificar la propuesta de resolución. HAMPO o departamento afectado comunicará sus conclusiones escritas o verbales al cliente dentro de los 30 días calendario y explican las medidas adoptadas para resolver el asunto y remitirá copia de esta comunicación a los departamentos afectados.

Deberá hacer todo lo posible para procesar y resolver cargos informales dentro de 30 días calendario.

Recurso

Existe el derecho a la resolución de la apelación de un cargo informal. Sin embargo, el partido reserva el derecho a presentar una queja dentro de 180 días calendario.

Proceso de Quejas Formales

Admisión de las quejas formales se genera a través de comunicación verbal o escrita de un problema tal como se presenta al personal de HAMPO. Cualquier personal HAMPO que recibe una denuncia de este tipo llevará la queja a la Directora Ejecutiva de HAMPO. HAMPO personal le proporcionará un formulario de denuncia al denunciante. Querellante debe firmar y presentar el formulario de reclamación completado al Director Ejecutivo de HAMPO por fax o por correo a la dirección que aparece en el formulario de reclamación.

Procesamiento de

El Director Ejecutivo de HAMPO deberá registrar la queja, revisar el asunto para determinar la competencia del título VI, asignar un investigador si se determina que el asunto merece investigación y vigilar las fechas de respuesta.

Jurisdicción será determinada basado en la información proporcionada en la queja por escrito. Una denuncia se investigará a menos que:

- No hechos de estado que podrían establecer un trato desigual intencional como se describe en la sección de definiciones de este procedimiento;
- Denunciante no es un beneficiario primario de la ayuda federal recibida por HAMPO.

- Si la determinación se hace que la materia está fuera del alcance del título VI.

Investigación, determinación y recomendación

Si la jurisdicción se determina que existen y se justifica la investigación, el investigador asignado tendrá los siguientes pasos:

- Identificar la base del presunto tratamiento desigual;
- Determinar dónde y Cuándo ocurrió el presunto tratamiento desigual;
- Identificar y entrevistar a todas las partes pertinentes, revisar documentos y hacer visitas a los sitios para obtener información objetiva.

Al término de una minuciosa investigación, el investigador preparará un informe para resumir los resultados y sugerir medidas correctivas junto con la propuesta de resolución. El informe de la investigación debe enviarse al Director Ejecutivo de HAMPO dentro de 50 días calendario. HAMPO mantendrá un registro de todos los debates y conservar todos los documentos relativos a la investigación en un archivo confidencial.

Comunicación de resultados y resolución de quejas

El Director Ejecutivo de HAMPO aceptar, rechazar, o modificar el informe de investigación y consultar con el Departamento afectado para transmitir los resultados preliminares y desarrollar una propuesta de resolución. El Director Ejecutivo de HAMPO preparará una determinación escrita y presentar la determinación al departamento legal para su revisión y análisis de la suficiencia legal (si procede). Una vez que la determinación final es lista para el lanzamiento, el Director Ejecutivo de HAMPO y un representante legal de HAMPO (si procede) se reunirá con el gerente general de los departamentos afectados para comunicar la determinación final y recomendaciones, en su caso, de medidas correctivas. El Director Ejecutivo de HAMPO proporcionará notificación al denunciante de los resultados de la investigación y resolución propuesta de HAMPO, si cualquier. HAMPO remitirá copia de esta comunicación a los departamentos afectados.

Si se encuentra ninguna causa para indicar un hecho potencial de incumplimiento, el Director Ejecutivo de HAMPO comunicará esta información al Comité Ejecutivo de la Junta de gobierno antes de lanzar sus conclusiones a la organización querellante.

Recurso

El Director Ejecutivo de HAMPO explicar al demandante su derecho a apelar ante la Administración Federal del transporte, Administración Federal de carreteras, o buscar representación legal privada.

P: Formulario de Quejas de Discriminación Título Vi

Título VI de la ley de derechos civiles de 1964 estados "ninguna persona en los Estados Unidos, por motivos de raza, color u origen nacional, excluida de la participación en, ser negada los beneficios de o ser objeto de discriminación bajo cualquier programa o actividad recibiendo asistencia financiera federal".

El componente de justicia ambiental del título VI garantiza un trato equitativo para todas las personas. HAMPO es necesaria para identificar y tratar, según proceda, desproporcionadamente alta y los efectos adversos de sus programas, políticas y las actividades sobre las minorías y las poblaciones de bajos ingresos. HAMPO también es necesaria para tomar las medidas razonables para asegurar que la persona Limited English Proficiency (LEP) tener acceso significativo a los programas, servicios, y proporciona información HAMPO.

Si usted siente que ha sido discriminado, proporcione la siguiente información necesaria con el fin de facilitar la tramitación de su queja. Si necesita ayuda para completar este formulario, por favor háganoslo saber. Una vez completado, envíe una copia firmada a:

Hinesville Área Organización de Planificación Metropolitana (HAMPO)
Attn: Executive Director
100 Main Street, Suite 7520
Hinesville, GA 31313
(tel) 912-408-2030 (fax) 912-408-2072

Nota: Para proteger sus derechos, su queja debe ser presentada con 180 días de la ocurrencia. Archivo dentro de 180 días puede ocasionar despidos de la queja.

Nombre del Denunciante:_____

Dirección:_____

Ciudad:_____ Estado:_____ Código Postal:_____

Teléfono (Casa):_____ (Trabajo):_____ (Celular):_____

Persona discriminada (si alguien que no sea querellante)

Nombre:_____

Dirección:_____

Ciudad:_____ Estado:_____ Código Postal:_____

Teléfono (Casa):_____ (Trabajo):_____ (Celular):_____

¿En qué premisa se basa su queja de discriminación? (marque todas las que apliquen)

☐ Raza/Color ^ ☐ Religión ^ ☐ Discapacidad

^

☐ Origen Nacional ^ ☐ Género ^ ☐ Dominio Limitado del Inglés (LEP)

Fecha de la supuesta discriminación:_____

Describir la discriminación alegada. Explicar qué sucedió y quién crees que fue el responsable. (Espacio adicional, adjuntar hojas adicionales de papel o use la parte posterior de la forma):

_____

_____

_____

_____

¿Donde ocurren los hechos? ¿Proporcione por favor la ubicación, tiempo, autobús número etc..?

_____

_____

_____

¿Los testigos? Por favor proporcione su información de contacto.

Nombre:_____

Dirección:_____

Ciudad:_____Estado:_____Código Postal:_____
Teléfono (Casa):_____(Trabajo):_____(Celular):_____

Nombre:_____

Dirección:_____

Ciudad:_____Estado:_____Código Postal:_____
Teléfono (Casa):_____(Trabajo):_____(Celular):_____

¿Cómo pueden resolver esta denuncia (¿Cómo puede el problema ser corregida).

_____

_____

_____

¿Presentó esta denuncia con otra agencia federal, estatal o local o ante un tribunal federal o estatal?

(Compruebe el espacio correspondiente) ˆ ☐ Sí ˆ ☐ No

Si tu respuesta es Sí, compruebe cada organismo con el cual se presentó una queja:

ˆ ☐ Agencia Federal para el ˆ ☐ Tribunal Federal ˆ ☐ Agencia Estatal de ˆ ☐ Tribunal Estatal ˆ ☐ Agencia Local ˆ ☐ Otros

Por favor proporcione información de contacto de la agencia también presentó la queja con:

_____Archivo de Fecha: _____

Si necesita cualquier arreglos especiales para la comunicación con respecto a esta queja, por favor especifique formato alternativo requiere.

☐ raille ˆ ☐ mpresión de gran tamaño (especificar el tamaño de fuente):_____ ☐ D (disco compacto)

ˆ ☐ Intérprete de lenguaje de señas (especificar idioma)

ˆ ☐ Intérprete de lenguaje (idioma)

Firme la demanda en el espacio de abajo. Adjunte cualquier documento que crees que es compatible con su queja.

_____ _____

Sustantivo Firma Femenino Fecha es hoy

Office use only:

Date received: _____ by: _____