

# ***Unified Planning Work Program FY 2011***

***Adopted June 8, 2010***

**Prepared by the  
Gainesville-Hall Metropolitan Planning Organization**

**In cooperation with the  
Hall Area Transit  
Georgia Department of Transportation  
Federal Highway Administration  
Federal Transit Administration**



***GHMPO***

***Gainesville - Hall  
Metropolitan Planning Organization***

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**Flowery Branch - Gainesville - Hall County - Oakwood**

**A Resolution by the Gainesville-Hall Metropolitan Planning Organization  
Policy Committee Adopting the FY 2011 Unified Planning Work Program**

**WHEREAS**, the Gainesville-Hall Metropolitan Planning Organization is the designated Metropolitan Planning Organization for transportation planning within the Gainesville Metropolitan Area Boundary which includes all of Hall County; and

**WHEREAS**, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires the Metropolitan Planning Organization to develop and adopt a Unified Planning Work Program; and

**WHEREAS**, the Unified Planning Work Program is consistent with all plans, goals, and objectives of the Gainesville-Hall Metropolitan Planning Organization.

**NOW, THERE, BE IT RESOLVED** that the Gainesville-Hall Metropolitan Planning Organization adopts the FY 2011 Unified Planning Work Program for the period from July 1, 2010 to June 30, 2011.

Ruth H. Bruner

Mayor Ruth Bruner, Chair  
GHMPO Policy Committee

6/9/10  
Date

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## INTRODUCTION

The Unified Planning Work Program (UPWP) originated from the Federal-Aid Highway Act of 1973 and is prepared annually to describe the ongoing transportation planning process for a Metropolitan Planning Organization (MPO). Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) is the most recent law establishing federal transportation policy and funding authorizations.

As the designated MPO for the Gainesville-Hall Area, the Gainesville-Hall Metropolitan Planning Organization (GHMPO) is responsible under Section 134 of Title 23, United States Code, for carrying out a “continuing, cooperative and comprehensive” (3-C) transportation planning process. The process uses three committees (Policy Committee – the decision making body, Technical Coordinating Committee – the staff, and Citizen’s Advisory Committee – the public) to develop and carry out a comprehensive transportation planning process and to ensure that programs, improvements, and expenditures are consistent with regional goals, policies, and plans. Appendix A illustrates the organization and staff composition of GHMPO.

- The Policy Committee is the decision-making body and is represented by elected officials from the member jurisdictions and an official from the Georgia Department of Transportation (GDOT). The committee is responsible for taking into consideration the recommendations from the Citizens Advisory Committee (CAC) and the Technical Coordinating Committee (TCC) when adopting plans or setting policy.
- The Technical Coordinating Committee membership includes staff from the member jurisdictions, various federal, state, and local agencies and associations that have a technical knowledge of transportation or planning. The TCC evaluates transportation plans and projects based on whether or not they are technically warranted and financially feasible.
- The Citizens Advisory Committee consists of volunteer members who are interested in transportation issues. They are appointed by their member jurisdictions. The CAC is responsible for ensuring that values and interests of the citizens in Hall County are taken into consideration in the transportation planning process.

## PARTICIPATING AGENCIES

The following agencies have roles in the development, implementation, approval of, and/or funding of this UPWP:

### U.S. DEPARTMENT OF TRANSPORTATION

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly approve the UPWP. These two federal agencies provide valuable input into the process leading to the development of this document.

FHWA develops regulations, policies, and guidelines to achieve safety, access, economic development, and other goals of FHWA programs, and provides federal financial resources, technical training, education, and assistance to state and local transportation agencies.

FTA provides financial assistance and oversees grants to state and local transit providers, primarily through its regional and metropolitan offices. FTA is responsible for ensuring that grantees follow federal mandates along with statutory and administrative requirements.

## **GEORGIA DEPARTMENT OF TRANSPORTATION**

The Georgia Department of Transportation (GDOT) serves as the liaison between the MPO, the state, and the USDOT. The MPO works cooperatively with GDOT on various transportation tasks, which include: Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), and Travel Demand Modeling. GDOT is the recipient of federal planning funds and the MPO's are sub recipients of these funds. Therefore, GDOT provides grant oversight of Federal Planning (PL) funds. GDOT also reviews and approves UPWP's and TIP's before requesting concurrency from FHWA and FTA.

## **SCOPE AND DURATION OF THE UPWP**

The Fiscal Year 2011 Unified Planning Work Program describes the organization's planning goals and activities, provides cost estimates for each activity, identifies funding sources, and outlines a work schedule for the period July 1, 2010 through June 30, 2011. The document is organized into six major sections entitled:

- Part I – Program Support and Administration
- Part II – Public Involvement
- Part III – Comprehensive Planning and Research
- Part IV – Long Range Transportation and System Planning
- Part V – Short Range Transportation and Project Planning
- Part VI – Transit

The six sections of the UPWP include information on the parties responsible for carrying out the various planning activities. These activities are mostly geared towards the preparation and development of the LRTP with at least a 20-year horizon and a TIP which defines funded projects over six years. Public involvement is an integral part throughout the planning process.

## **PLANNING PROCESS**

The GHMPO planning process is complex due to the study area's proximity to the Atlanta metropolitan area, as well as Hall County's non-attainment status for two air quality standards. As shown in Appendix-A, the County-wide study area includes the Gainesville urbanized area (UZA) as well as a small portion of the metropolitan Atlanta urbanized area along its southern edge (approximately 2.7 percent of the County land area).

Hall County has been designated as part of a 20 County, 8-hour ozone non-attainment area as well as part of the 22 County Particulate Matter 2.5 non-attainment area. This requires conformity with the State Implementation Plan (SIP) for air quality to secure federal transportation funding. The GHMPO actively coordinates with the Atlanta Regional Commission (ARC), which provides air quality modeling for the region, to ensure that there is not a lapse in meeting these requirements. Therefore, the area's transportation challenges must be met not only in the context of local constraints, such as funding, growth of congestion, but also within the constraints of regional air quality planning.

## **METROPOLITAN PLANNING FACTORS**

The transportation planning process must explicitly address eight planning factors identified by SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy For Users):

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 surface transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, and improve quality of life;
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; and
8. Emphasize the preservation of the existing transportation system.

## **FUNDING**

The Gainesville Hall Transportation Study (GHTS) receives funding from two federal reimbursement programs, GDOT and member jurisdictions of Hall County. The FTA is the source of Section 5303 Program funds, which are primarily for transit planning. The Federal transit 5303 funds represent 80% of funding and require a 20% match. While GDOT provides 10% of the required match, Hall County provides the remaining 10%. On the other hand, FHWA is the source of Planning (PL) funds, which are used for providing local information to the Department of Transportation to ensure a continuing transportation planning process. Federal transportation PL funds represent 80% of funding and require a 20% match. Member jurisdictions of Hall County provide the 20% match through in-kind services, which include both salaries and direct costs, primarily associated with the functioning of the MPO.

The overall funding summary, along with the in-kind match summary, is shown in Appendix B. Since the in-kind match dollar amount cannot be applied specifically to each task listed in this document, the required 20% dollar amount is shown as a lump sum in the funding summary. However, the dollar amount constituting the required 20% match for each work element is shown at the end of the task description for informational purposes. Lastly, it should be noted that the required 20% match dollar amount will be captured from the available in-kind match dollar amount, which is slightly higher as shown in Appendix B.

## UPWP WORK ELEMENTS / TASK DESCRIPTIONS

### 1.0 **Program Support and Administration**

#### **Program Objective:**

To provide overall management of GHMPO's transportation planning program, and ensure compliance with applicable federal and state requirements. Support various transportation related committees and ensure communication among and between the committees. Manage the staff contributing to planning activities. Monitor consultant contracts performed as part of the MPO process.

### 1.1 **Study Coordination and Operations**

#### **Program Objective:**

To coordinate and conduct the transportation planning activities of the MPO in compliance with all federal, state, and local laws, regulations and requirements.

#### **Previous Work:**

1. In FY 2010, the three GHTS committees met three times. Meeting minutes were prepared.
2. Quarterly reports, reimbursable forms, and an annual report were prepared and submitted to the GDOT Planning Office.
3. Attended ARC's TCC & Transportation & Air Quality Committee (TAQC) meetings.
4. Attended Interagency Consultation Group meetings to discuss the two air quality standards for which Hall County has non-attainment status.
5. Attended the Senior Air Quality Partners meetings.
6. Attended various project specific meetings with GDOT, ARC, and other local agencies.
7. Reminded contributing member jurisdictions on appointing/reappointing members to the CAC.
8. Coordinated with GDOT Air Quality Branch on the call for projects under the Congestion Mitigation and Air Quality Improvement (CMAQ) funding category.
9. Assisted local jurisdictions with the CMAQ program and the application process.
10. Participated in quarterly conference calls on statewide transportation conformity.
11. Gave presentations on MPO structure and current projects to local jurisdictions.
12. Attended Transportation in the 21<sup>st</sup> Century forum.
13. Gave presentation on GHMPO background and activities to incoming GDOT board member.

#### **Activities:**

1. Provide opportunities for an open, inclusive process assuring continuing, comprehensive, and cooperative decision making with all jurisdictions in the GHMPO planning area.
2. Prepare proper study records for the development or progress and performance reports, certification, and reimbursement procedure.
3. Coordinate activities of the GHMPO committees, including arranging meetings and preparing meeting minutes.
4. Coordinate/participate with other resource agencies at both state and local level on various project specific and/or on-going activities.

#### **Products:**

1. GHTS committee meetings and minutes.
2. Quarterly FY 2011 Reports and an Annual FY 2011 Report.
3. Accounting narratives and invoices.

**Lead Agency:**  
GHMPO

**Funding:**

Source	Amount
FHWA (80%)	\$ 85,881.51
LOCAL (20%)*	\$ 21,470.38
<b>Total-PL</b>	<b>\$ 107,351.89</b>

\* Part of the overall 20% in-kind match



## 1.2 **Professional and Technical Education**

### **Program Objective:**

To develop staff knowledge of transportation planning through relevant workshops and conferences.

### **Previous Work:**

1. In relation to the MPO activities staff attended the following:
  - a. 2009 Georgia Association of Metropolitan Planning Organizations (GAMPO) work session
  - b. 2009 Association of Metropolitan Planning Organizations (AMPO) Conference
  - c. 2009 Fall GAMPO Conference
  - d. Georgia Transit Association (GTA) 2009 Annual Conference
  - e. 2009 Spring (Georgia Planning Association) GPA Conference
  - f. Freeway Bottleneck Workshop
  - g. Atlanta Regional Forum: The New Federal Paradigm Linking Transportation, Landuse and Housing
  - h. 2010 Georgia Logistics Summit

### **Activities:**

1. Staff may attend transportation-related conferences, seminars and courses including those offered by the National Highway Institute (NHI), US Environmental Protection Agency (EPA), Georgia Environmental Protection Division (EPD), FHWA, FTA, and GDOT.

### **Products:**

1. Ongoing staff improvement and education.

### **Lead Agency:**

GHMPO

### **Funding:**

Source	Amount
FHWA (80%)	\$ 5,600.00
LOCAL (20%)*	\$ 1,400.00
<b>Total-PL</b>	<b>\$ 7,000.00</b>

\* Part of the overall 20% in-kind match

### 1.3 **Office Equipment and Supplies**

#### **Program Objective:**

To maintain computer systems used by the MPO for relevant transportation planning activities. Acquire software and hardware as necessary to maintain the MPO's transportation planning process. Purchase Geographic Information System (GIS) software and application materials for system planning. Purchase necessary office equipment to operate the MPO.

#### **Previous Work:**

1. Office supplies were acquired.
2. A new fan was installed in one of the desktop computers.
3. Bought binders for GHMPO documents for incoming CAC members.

#### **Activities:**

1. Maintain computer systems and other office equipment used by the MPO in line of relevant transportation planning activities.

#### **Products:**

1. Adequate technology and office equipment to operate the MPO.

#### **Lead Agency:**

GHMPO

#### **Funding:**

Source	Amount
FHWA (80%)	\$ 3,200.00
LOCAL (20%)*	\$ 800.00
<b>Total-PL</b>	<b>\$ 4,000.00</b>

\* Part of the overall 20% in-kind match

#### 1.4 **UPWP**

##### **Program Objective:**

To identify work tasks undertaken by the GHMPO to address metropolitan area transportation planning. Collect public and committee input on a proposed FY 2012 UPWP. Take into consideration MPO progress made on FY 2011 UPWP. Develop and draft final UPWP.

##### **Previous Work:**

1. Development of FY 2011 UPWP and annual budget.
2. Program was reviewed and approved by committees.
3. Coordinated with GDOT Office of Planning regarding the proposed PL distribution formula.

##### **Activities:**

1. Identify priority transportation planning work tasks.
2. Prepare a descriptive narrative and cost estimate for each work task, coordinate input from other agencies, and prepare the FY 2012 UPWP.

##### **Products:**

1. FY 2012 UPWP.

##### **Lead Agency:**

GHMPO

##### **Funding:**

Source	Amount
FHWA (80%)	\$ 1,600.00
LOCAL (20%)*	\$ 400.00
<b>Total-PL</b>	<b>\$ 2,000.00</b>

\* Part of the overall 20% in-kind match

## **2.0 Public Involvement**

### **Program Objective:**

To gain input from the general public in transportation planning; to comply with the federal and local public participation requirements; to provide opportunities for convenient public access to review and comment on the GHMPO planning and programming documents, and the data and processes leading to those documents.

### **2.1 Community Outreach and Education**

#### **Program Objective:**

To identify and involve stakeholders and traditionally underserved groups in the transportation planning process.

#### **Previous Work:**

1. Maintained and updated GHMPO's website to provide opportunity for public comment and review on relevant MPO activities.
2. Integrated GHMPO Public Participation activities while conducting the Northern Connector Study.
3. Conducted third and final public meeting where the findings on the Northern Connector Study were presented.

#### **Activities:**

1. Review, revise and update GHMPO Participation Plan as needed.
2. Provide opportunity for public comment and review on various GHMPO and Hall Area Transit (HAT) documents and activities.
3. Establish and maintain a record-keeping system that documents official actions of transportation planning processes and related public review.
4. Advertise the availability of draft documents for public review and comment.
5. Research potential procedures to evaluate the effects of development and transportation investments on communities including environmental justice issues. This is an ongoing activity.
6. Provide adequate notice of GHMPO activities as outlined in the Public Participation Plan.
7. Maintain and update the GHMPO web page.
8. Maintain and update database of community stakeholders for mail and electronic notification of transportation activities.

#### **Products:**

1. Ongoing community outreach and education.

#### **Lead Agency:**

GHMPO

#### **Funding:**

Source	Amount
FHWA (80%)	\$ 4,000.00
LOCAL (20%)*	\$ 1,000.00
<b>Total-PL</b>	<b>\$ 5,000.00</b>

\* Part of the overall 20% in-kind match

### **3.0 Comprehensive Planning and Research**

#### **Program Objective:**

Areas covered include appropriate database development and maintenance for transportation planning issues and activities leading to the LRTP and TIP.

#### **3.1 Data Collection and System Monitoring**

##### **Program Objective:**

As needed for transportation planning efforts, use technical data – such as Average Annual Daily Traffic (AADT) and GIS mapping to provide important tools in the development of the TIP, LRTP and other MPO planning efforts.

##### **Previous Work:**

1. Integrated technical data and maps into all planning efforts to further most comprehensive information to the public and GHMPO committees.
2. Compiled socio-economic data for the long-range 2040 Metropolitan Transportation Plan (MTP) projections.
3. Began work on the Travel Demand Model for the MTP.

##### **Activities:**

1. Prepare future year estimates for socio-economic and demographic data, as required.
2. Develop and maintain databases on current population, employment, and land use in the MPO area.
3. Continue to use GIS as an analytical and data management tool in spatial work projects including LRTP updates and demographic studies.
4. Track land use and growth patterns of the GHMPO planning area and incorporate into the LRTP, and the Travel Demand Management (TDM) as needed.
5. As requested, attend meetings with local and regional agencies for data sharing regarding the Atlanta non-attainment area and planning data needs.
6. Continue to monitor growth and how it will affect the GHMPO planning boundary with the upcoming 2010 Census.
7. Coordinate with GDOT and/or the Census Bureau to identify possible new GHMPO boundaries, review existing Traffic Analysis Zones (TAZ), revision or addition of new TAZs, and other activities related to development of 2010 Census.

##### **Products:**

1. Demographic projections and future land-use growth scenarios.
2. Relevant technical data and maps.

##### **Lead Agency:**

GHMPO and GDOT

##### **Funding:**

Source	Amount
FHWA (80%)	\$ 2,400.00
LOCAL (20%)*	\$ 600.00
<b>Total-PL</b>	<b>\$ 3,000.00</b>

\* Part of the overall 20% in-kind match

#### **4.0 Long Range Transportation and System Planning**

##### **Program Objective:**

The Long Range Transportation Plan (LRTP) provides the basis for transportation investment of regionally significant projects and programs within the planning area. The LRTP addresses various modes of transportation as well as the safety and security of the region's transportation system.

#### **4.1 Long Range Transportation Plan**

##### **Program Objective:**

To develop and review inputs for the eventual creation and adoption of a long-range, multi-modal LRTP for the GHMPO planning area. This is a continuing work element.

##### **Previous Work:**

1. Amended the 2030 LRTP to reflect changes in the 2008-2013 TIP.
2. Made a schedule outlining major tasks for the long-range 2040 Metropolitan Transportation Plan (MTP)
3. Created a fact sheet explaining the purpose and need to update MTP.
4. Issued a Request for Proposal (RFP) for the MTP.
5. Reviewed proposals from consultants for the MTP.
6. Selected consultant for the MTP.
7. Continued ongoing cooperation with ARC on air quality conformity issues.

##### **Activities:**

1. Amend the current 2030 LRTP as needed.
2. Continue evaluating development trends in land use and their impacts on the existing and planned transportation network.
3. Work on tasks surrounding the 2040 MTP. This will be a multi-year project. The anticipated adoption date is August 14, 2011.
4. Coordinate with the comprehensive planning process within the GHMPO planning area by integrating both the land use and transportation plans.
5. Coordinate with ARC in developing plan update schedule and work surrounding air quality conformity.

##### **Products:**

1. Preliminary reports surrounding the 2040 MTP.

##### **Lead Agency:**

GHMPO

##### **Funding:**

Source	Amount
FHWA (80%)	\$ 77,881.32
LOCAL (20%)*	\$ 19,470.33
<b>Total-PL</b>	<b>\$ 97,351.65</b>

\* Part of the overall 20% in-kind match

## 5.0 **Short Range Transportation and Project Planning**

### **Program Objective:**

To undertake transportation planning activities that will lead to the development/implementation of the transportation improvement program and other related transportation studies.

### 5.1 **Transportation Improvement Program**

#### **Program Objective:**

The development and adoption of a TIP with a four-year triennial element and two out-years for project programming. The TIP is a process for selecting and scheduling all federally funded and regionally significant projects in a manner consistent with the LRTP. The TIP is updated and amended as required.

#### **Previous Work:**

1. Attended Preconstruction Division Director's Project Status meetings at GDOT District 1.
2. Coordinated with GDOT and local jurisdictions on project status and dollar amounts.
3. Amended the TIP to reflect changes in project schedules and costs.
4. Adopted new TIP amendment process.

#### **Activities:**

1. Amend TIP as necessary.
2. Coordinate with GDOT to track and update project list and dollar amounts.
3. Coordinate with ARC on projects included in the TIP as they progress while meeting air quality requirements.
4. Coordinate with GDOT and local jurisdictions and examine opportunities for transportation planning studies as needed.
5. Coordinate with HAT and prepare transit elements for the TIP.
6. Incorporate participation planning process in development of the TIP.

#### **Products:**

1. Amendments to FY 2008-2013 TIP.

#### **Lead Agency:**

GHMPO

#### **Funding:**

Source	Amount
FHWA (80%)	\$ 1,600.00
LOCAL (20%)*	\$ 400.00
<b>Total-PL</b>	<b>\$ 2,000.00</b>

\* Part of the overall 20% in-kind match

## 5.2 **Major Transportation Studies**

### **Program Objective:**

To integrate land use planning activities with transportation planning. To provide information and recommendations to member jurisdictions and other planning and design agencies.

### **Previous Work:**

1. With assistance from the consultant, continued working towards the Northern Connector Study.
2. Presented findings to the GHMPO committees and the members of the Lake Lanier Community Preservation Association.
3. Incorporated GHMPO public participation techniques in the process.
4. Monitored the City of Flowery Branch transportation study, which was successfully completed. The study was presented to the GHMPO committees.

### **Activities:**

1. Examine opportunities to coordinate with appropriate jurisdictions on transportation planning needs.
2. Continue partnership with GDOT on other relevant studies in the planning area.
3. The MPO may periodically be asked to conduct special studies, prepare reports for participants, other agencies, or the public or to analyze data not otherwise covered in the UPWP. Under this element the MPO will fund and/or negotiate with outside consultants or prepare in-house transportation or traffic studies, which may be needed.

### **Products:**

1. Appropriate studies as requested.

### **Lead Agency:**

GHMPO

### **Funding:**

Source	Amount
FHWA (80%)	\$ 800.00
LOCAL (20%)*	\$ 200.00
<b>Total-PL</b>	<b>\$ 1,000.00</b>

\* Part of the overall 20% in-kind match



## **6.0 Transit**

### **Program Objective:**

To plan for an effective, convenient and accessible public transportation system.

### **6.1 Hall Area Transit Programs and Projects**

#### **Program Objective:**

To perform a public transit operation, administration, and conduct relevant transit studies. Research and analyze City of Gainesville and Hall County communities' transportation needs and provide recommendations on how to meet those needs.

#### **Previous Work:**

1. Developed the transit section in the draft 2011 Unified Planning Work Program (UPWP) and presented to the GHMPO committees.
2. Adopted the 2011 UPWP on May 11, 2010.
3. Attended the 2009 Georgia Transit Association (GTA) conference.
4. Amended the 2008-2013 TIP to include the ERP list based on FTA guidelines.
5. Completed and adopted the HAT Maintenance Feasibility Study (MFS).
6. Worked with HAT on public information open house sessions concerning route changes recommended by the Transit Development Plan (TDP).
7. Attended GTA's "Day at the Capitol" events.
8. Attended American Public Transportation Association (APTA) Transportation & University Communities Conference

#### **Activities:**

1. Work on activities surrounding transit in the 2040 Metropolitan Transportation Plan (MTP). In the process, incorporate agency involvement techniques listed in the Participation Plan.
2. Manage the consultant who will assist on the transit section of the 2040 MTP.
3. Amend and maintain the transit sections listed in the 2008-2013 TIP.
4. Continue coordination with HAT and develop the transit work element for the 2012 UPWP.

#### **Products:**

1. Preliminary reports surrounding the transit section of the 2040 MTP.

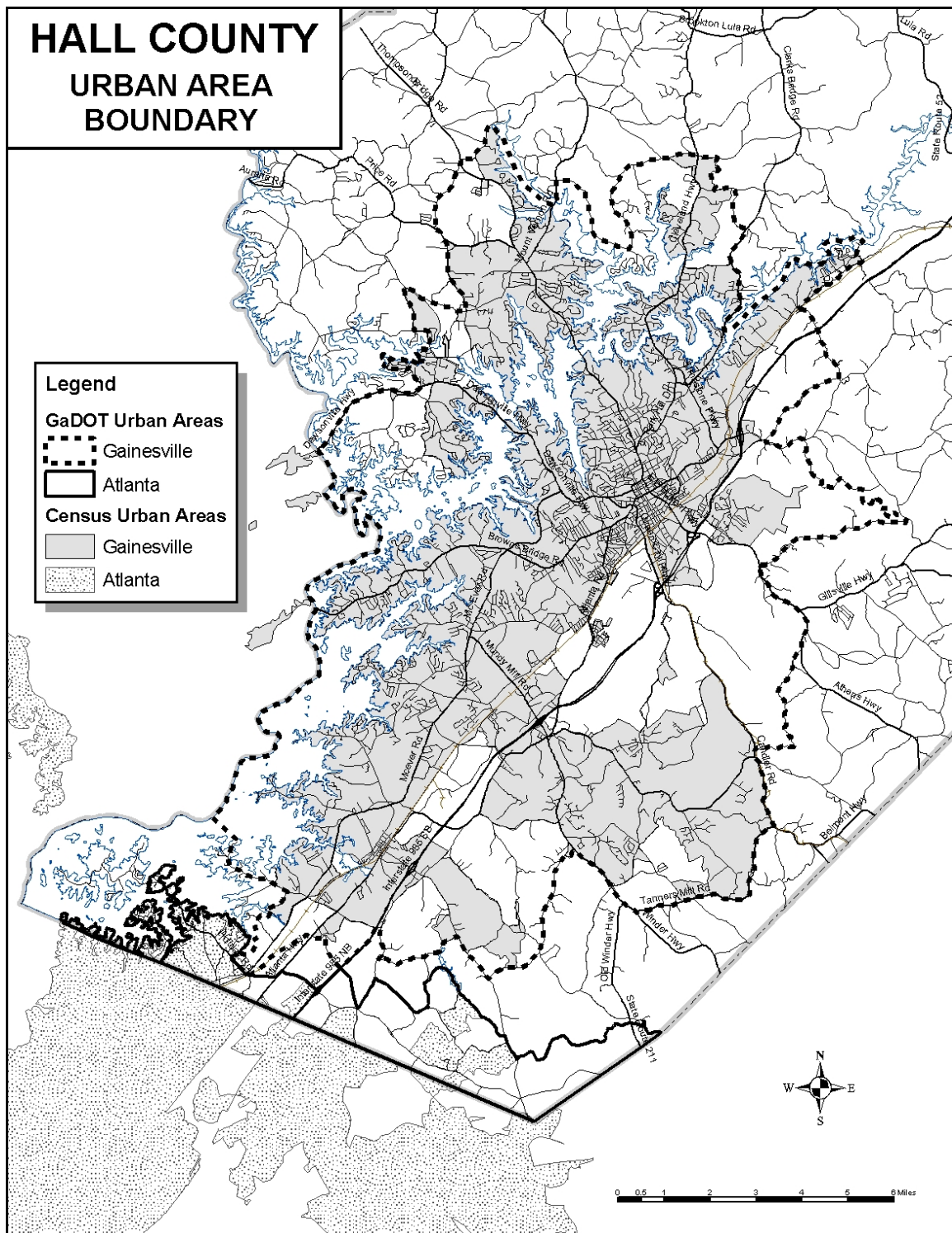
#### **Lead Agency:**

GHMPO / Hall Area Transit

#### **Funding:**

Source	Amount
FTA (80%)	\$ 51,194.00
GDOT (10%)	\$ 6,399.25
LOCAL (10%)	\$ 6,399.25
<b>Total-5303</b>	<b>\$ 63,992.50</b>

## Appendix A GAINESVILLE AND ATLANTA URBAN AREA BOUNDARIES



**Figure 1**

# Appendix B FUNDING SUMMARY

Work Elements	PL Funds (\$)			Section 5303 Funds (\$)				Total Budget Amount (\$)
	Budget Amount (100%)	FHWA (80%)	Local In-Kind Match (20%)	Budget Amount (100%)	FTA (80%)	GDOT Match (10%)	Local Match (10%)	
1.0 Program Support and Adminisntration	120,351.89	96,281.51	See In-Kind Match Summary Table	0.00	0.00	0.00	0.00	120,351.89
1.1 Study Coordination and Operations	107,351.89	85,881.51		0.00	0.00	0.00	0.00	107,351.89
1.2 Professional and Technical Education	7,000.00	5,600.00		0.00	0.00	0.00	0.00	7,000.00
1.3 Office Equipment and Supplies	4,000.00	3,200.00		0.00	0.00	0.00	0.00	4,000.00
1.4 UPWP	2,000.00	1,600.00		0.00	0.00	0.00	0.00	2,000.00
2.0 Public Involvement	5,000.00	4,000.00		0.00	0.00	0.00	0.00	5,000.00
2.1 Community Outreach and Education	5,000.00	4,000.00		0.00	0.00	0.00	0.00	5,000.00
3.0 Comprehensive Planning and Research	3,000.00	2,400.00		0.00	0.00	0.00	0.00	3,000.00
3.1 Data Collection and System Monitoring	3,000.00	2,400.00		0.00	0.00	0.00	0.00	3,000.00
4.0 Long Range Transportation & System Planning	97,351.65	77,881.32		0.00	0.00	0.00	0.00	97,351.65
4.1 Long Range Transportation Plan	97,351.65	77,881.32		0.00	0.00	0.00	0.00	97,351.65
5.0 Short Range Transportation & Project Planning	3,000.00	2,400.00	0.00	0.00	0.00	0.00	3,000.00	
5.1 Transportation Improvement Program	2,000.00	1,600.00	0.00	0.00	0.00	0.00	2,000.00	
5.2 Major Transportation Studies	1,000.00	800.00	0.00	0.00	0.00	0.00	1,000.00	
6.0 Transit	0.00	0.00	0.00	63,992.50	51,194.00	6,399.25	63,992.50	
6.1 Hall Area Transit Programs & Projects	0.00	0.00	0.00	63,992.50	51,194.00	6,399.25	63,992.50	
Total Work Elements (\$)	228,703.54	182,962.83	45,740.71	63,992.50	51,194.00	6,399.25	6,399.25	292,696.04

**FY 2011 Local In-Kind Match - Salaries**

Work Element	Hours	Cost
<b>1.1 Study Coordination and Operations</b>		
Randy Knighton, Planning Director, Hall County	280	\$11,026.40
Connie Daniels, Secretary, Hall County	100	\$1,665.00
Judy Williams, Administrative Secretary, Hall County	20	\$333.00
Kevin McInturff, County Engineer, Hall County	24	\$1,200.00
Jody Woodall, Road Projects Manager, Hall County	24	\$840.00
Dee Taylor, Traffic Engineer, City of Gainesville	24	\$705.84
Rusty Ligon, Planning Director, City of Gainesville	24	\$891.36
James Riker, Planning Director, City of Flowery Branch	24	\$911.28
Larry Sparks, Planning Director, City of Oakwood	24	\$636.24
<b>1.4 UPWP</b>		
Randy Knighton, Planning Director, Hall County	20	\$787.60
Jody Woodall, Road Projects Manager, Hall County	2	\$70.00
Dee Taylor, Traffic Engineer, City of Gainesville	2	\$58.82
James Riker, Planning Director, City of Flowery Branch	2	\$75.94
Larry Sparks, Planning Director, City of Oakwood	2	\$53.02
<b>2.1 Community Outreach and Education</b>		
Randy Knighton, Planning Director, Hall County	75	\$2,953.50
Paul Herriott, Senior Programmer, Hall County	30	\$682.80
<b>3.1 Data Collection and System Monitoring</b>		
Mark Lane, GIS Manager, Hall County	20	\$800.00
Jim Budd, GIS Database Administrator, Hall County	48	\$1,440.00
<b>4.1 Long Range Transportation Plan</b>		
Randy Knighton, Planning Director, Hall County	90	\$3,544.20
Jody Woodall, Road Projects Manager, Hall County	10	\$350.00
Dee Taylor, Traffic Engineer, City of Gainesville	10	\$294.10
James Riker, Planning Director, City of Flowery Branch	10	\$379.70
Larry Sparks, Planning Director, City of Oakwood	10	\$265.10
<b>5.1 Transportation Improvement Program</b>		
Randy Knighton, Planning Director, Hall County	30	\$1,181.40
Jody Woodall, Road Projects Manager, Hall County	4	\$140.00
Dee Taylor, Traffic Engineer, City of Gainesville	4	\$117.64
James Riker, Planning Director, City of Flowery Branch	4	\$151.88
Larry Sparks, Planning Director, City of Oakwood	4	\$106.04
<b>Total</b>	<b>921</b>	<b>\$31,660.86</b>

**FY 2011 Local In-Kind Match - Direct Costs**

Work Element	Cost
<b>1.1 Study Coordination and Operations</b>	
Office Space (3 office rooms, common area, and utilities)	\$7,500.00
Telecommunications (3 land phone lines and 1 fax line)	\$157.00
<b>2.1 Community Outreach and Education</b>	
GHMPO Website (hosting and programming)	\$2,500.00
<b>3.1 Data Collection and System Monitoring</b>	
GIS Software (licence and maintenance for 2 workstations)	\$4,000.00
<b>Total</b>	<b>\$14,157.00</b>

**FY 2011 Local In-Kind Match Summary**

<b>Salaries:</b>	\$31,660.86
<b>Direct Costs:</b>	\$14,157.00
<b>Total Local In-Kind Match:</b>	<b>\$45,817.86</b>

## **Appendix C      MAJOR WORK ACCOMPLISHMENTS IN FY 2010**

- Completed HAT Maintenance Facility Feasibility Study.
- Contributed funds to the City of Flowery Branch towards their first transportation study.
- Conducted extensive technical analysis and stakeholder meetings as part of the Northern Connector study. Incorporated public participation strategies and techniques listed in the Participation Plan.
- Worked closely with local jurisdictions in providing information on the Federal American Recovery and Reinvestment Act (ARRA) of 2009. Coordinated with relevant Federal and State agencies in the process.
- Hired a consultant and kick started a multi-year 2040 Metropolitan Transportation Plan development process.

## Appendix D    ACRONYMS

<b>“3C”</b>	Continuing, Comprehensive, and Cooperative
<b>AADT</b>	Average Annual Daily Traffic
<b>AMPO</b>	Association of Metropolitan Planning Organizations
<b>APTA</b>	American Public Transportation Association
<b>ARC</b>	Atlanta Regional Commission
<b>ARRA</b>	American Recovery and Reinvestment Act of 2009
<b>CAC</b>	Citizen Advisory Committee
<b>CMAQ</b>	Congestion Mitigation and Air Quality Improvement
<b>DOT</b>	Department of Transportation
<b>EPA</b>	Environmental Protection Agency
<b>EPD</b>	Environmental Protection Division
<b>ERP</b>	Economic Recovery Package
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year
<b>GAMPO</b>	Georgia Association of Metropolitan Planning Organizations
<b>GDOT</b>	Georgia Department of Transportation
<b>GHMPO</b>	Gainesville-Hall Metropolitan Planning Organization
<b>GHTS</b>	Gainesville-Hall Transportation Study
<b>GIS</b>	Geographic Information System
<b>GPA</b>	Georgia Transit Association
<b>GTA</b>	Georgia Transit Association
<b>HAT</b>	Hall Area Transit
<b>LRTP</b>	Long Range Transportation Plan
<b>MFS</b>	Maintenance Feasibility Study
<b>MPO</b>	Metropolitan Planning Organization
<b>MTP</b>	Metropolitan Transportation Plan
<b>NHI</b>	National Highway Institute
<b>PL</b>	Planning Funds
<b>RFP</b>	Request for Proposal
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy For Users
<b>SIP</b>	State Implementation Plan
<b>TAQC</b>	Transportation and Air Quality Committee
<b>TAZ</b>	Traffic Analysis Zones
<b>TCC</b>	Technical Coordinating Committee
<b>TDM</b>	Transportation Demand Management
<b>TDP</b>	Transit Development Plan
<b>TIP</b>	Transportation Improvement Program
<b>UPWP</b>	Unified Planning Work Program
<b>USDOT</b>	United States Department of Transportation
<b>UZA</b>	Urbanized Area